



SUMMARY ACTION MINUTES

BOARD OF SUPERVISORS

Regular Meeting
TUESDAY, AUGUST 30, 2005
Final Budget Hearings – 1:30 p.m.

MERCED COUNTY
ADMINISTRATION BUILDING
2222 "M" STREET
BOARD ROOM, THIRD FLOOR
MERCED, CALIFORNIA 95340
(209) 385-7366

JOHN PEDROZO.....DISTRICT 1
KATHLEEN M. CROOKHAM....DISTRICT 2
MICHAEL G. NELSON.....DISTRICT 3
DEIDRE F. KELSEY....DISTRICT 4
CHAIRMAN JERRY O'BANION.....DISTRICT 5
Lydia A. Beiswanger, Chief Clerk

DEMITRIOS O. TATUM
COUNTY EXECUTIVE OFFICER

RUBEN E. CASTILLO
COUNTY COUNSEL

*All supporting documentation is available for public review in the Office of the Clerk of the Board of Supervisors located in the County Administration Building, Third Floor, 2222 "M" Street, Merced, California, 95340
During regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.
(209) 385-7366*

**The Board will meet on a day to day basis until completed.
Time Schedules are estimates and may vary
according to durations of individual policy discussions**

SCHEDULED ITEMS

1:30 P. M. **COUNTY EXECUTIVE OFFICER'S COMMENTS (Summary Comments)**
AUDITOR'S COMMENTS

1:30 P. M.

PUBLIC OPPORTUNITY TO SPEAK ON ANY MATTER OF PUBLIC INTEREST WITHIN THE BOARD'S JURISDICTION INCLUDING ITEMS ON THE BOARD'S AGENDA, EXCEPT FOR THOSE ITEMS SPECIFICALLY SCHEDULED AS PUBLIC HEARINGS (Testimony limited to five minutes per person)

REVIEW BOARD ORDER – SEE PAGE 9

AUDITOR - PUBLIC HEARING

To consider revising the Appropriation Limit for 2005/06 established under Article XIII B of the Constitution. Adopt Resolution establishing the FY 2005/06 Appropriation Limit

REVIEW BOARD ORDER – SEE PAGE 9

FINAL BUDGET ADJUSTMENTS

1. Approve Final Budget Adjustments Countywide related to previous Board Policy decisions and direction in the total Net County Cost-\$1,188,088.
APPROVED AS RECOMMENDED AYES: ALL
2. Approve Final Budget Adjustments based on more current information to various budget units within the General Fund and Other Funds as presented.
APPROVED AS RECOMMENDED AYES: ALL

POLICY ISSUES

3. Planning and Community Development: Approve the FY 2005/06 Final Budget General Fund Contribution of \$2,250,000 toward the Comprehensive General Plan in BU 10009, Acct 21800-Prof and Spec Serv.
APPROVED AS RECOMMENDED AYES: ALL
4. County Executive Office: Grant Writing Services - (1) Authorize transfer of Project Development Manager, Class 7632, Position No. 138, to the County Executive Office BU 10100 for Grant Writing Services. (2) Rename the position Special Projects-Grant Writer retaining the Class Number 7632 and Range 72.3, and (3) Adopt Amending Resolution to the Salary Allocation Resolution.
ADOPTED RESOLUTION NO. 2005-160 AS RECOMMENDED AYES: ALL
5. Human Resources: (1) Authorize Administrative Services-Support Services, in conjunction with Human Resources, to prepare and release a Request for Proposal to secure an outside firm to perform all EEO complaint investigations for the County of Merced, select the most responsive provider to perform such services and negotiate an agreement with this provider; and (2) Return to the Board with the prepared agreement, upon review by County Counsel, for final contract approval and signature.
APPROVED AS RECOMMENDED AYES: ALL
6. DPW-Public Works: (1) Approve the installation of previously purchased carpeting and fixed audience seating for the Boardroom and Boardroom Vestibule, (2) Authorize Administrative Services-Support Services, in conjunction with Public Works, to issue a Purchase Order for House of Carpets of Modesto to provide the installation of the previously purchased carpet in the Boardroom and Boardroom Vestibule, if the cost is within the identified budget, and (3) Authorize Administrative Services-Support Services, in conjunction with Public Works, to

issue a Purchase Order to Krueger International for the removal of existing seating and purchase and installation of new fixed audience seating as selected by the Interior Designer in the Boardroom.

APPROVED AS RECOMMENDED AYES: ALL

7. DPW-Roads: (1) Approve the identified Road Division Work Program for FY 2005/06, (2) Approve \$200,000 of additional General Fund Support to the Road Division for FY 2005/06, and (3) Approve Final Budget Adjustments in the DPW-Roads, BU 30000.

APPROVED AS RECOMMENDED AYES: ALL

8. County Executive Office: (1) Approve the Capital Asset List by Budget Unit at the sub-object level as appropriated in the FY 2005/06 Final Budget, (2) Direct that no capital assets be procured unless authorized by the County Executive Officer, or designee.

APPROVED AS RECOMMENDED AYES: ALL

9. County Executive Office: (1) Authorize Director of Administrative Services to negotiate, execute, and sign Lease Purchase Agreements for equipment appropriated in the FY 2005/06 Budget subject to review by the County Auditor, County Counsel, and the County Executive Office.

APPROVED AS RECOMMENDED AYES: ALL

10. County Executive Office: (1) Approve the Schedules of Out-of-State Transportation and/or Training for FY 2005/06, (2) Approve the Schedule of Out-of-State Extradition for 22100-22512 for FY 2005/06 (3) Direct that no Out of State or Out-of-County travel take place unless authorized by the County Executive Officer, or designee, (4) Authorize the County Executive Officer, or designee, to approve Out-of-State travel submitted with the departmental budgets that occurs between Proposed and Final Budget.

APPROVED AS RECOMMENDED AYES: ALL

11. Retirement: Adopt recommended Retirement contribution and interest rates effective for the September 9, 2005, payroll.

APPROVED AS RECOMMENDED AYES: ALL

PERSONNEL ISSUES

12. HSA Over-hire: Request approval to over-hire one Secretary III, Position No. 71, Budget Unit 50000.

APPROVED AS RECOMMENDED AYES: ALL

13. Retro-Active Merit Increase: Approve and grant retro-active merit step 4 increase in the amount of approximately \$1,399 for Position No. 47, BU 75601.

APPROVED AS RECOMMENDED AYES: ALL

14. Sheriff Department On-Call Authorization: (1) Authorize "On-call" pay for the unrepresented management classifications of Commander-Corrections, Commander-Operations, and Undersheriff. (2) Adopt Amending Resolution to the Salary Allocation Resolution.

CONTINUED TO SEPTEMBER 20, 2005 AGENDA FOR FURTHER DISCUSSION

15. Planning and Community Development Organizational Changes: (1) Approve and adopt title changes and modifications to the job specifications for the Director and Assistant Director of Planning and Community Development, (2) Change Range of the Development Services Director from 81.6 to 83.6. (3) Add one Assistant Development Services Director, Range 76.7 and one Senior Planner, Range 71.6 to BU 28500. (4) Delete two Deputy

Planning Directors, Position Nos. 11 and 21, from BU 28500. (5) Adopt Amending Salary and Position Resolutions.

ADOPTED RESOLUTION NO. 2005-161 AS RECOMMENDED AYES: ALL

16. Hayhurst Management Classification and Compensation Review: Approve salary adjustments for the following management positions: Admin. Operations Mgr-MH, Animal Services Field Supervisor, Assistant Co. Executive Officer, Assist. Treasurer/Tax Collector, Auditor-Controller-Recorder-Clerk, Benefits Administrator, Castle-Maint. Supervisor, Chief Deputy Tax Collector, Chief District Attorney Investigator, Childrens System of Care Coordinator, Collections Supervisor, County Counsel, County Museum Director, County Public Defender, Development Services Director, Director-Workforce Investment, Director-Commerce Aviation & Econ Dev, Director-Human Services Agency, Director-Child Support Services, Director-Mental Health, District Attorney, Emergency Medical Services Manager, Integrated Waste Program Manager, Loan Officer, Public Health Director, Quality Improvement Program Manager, Retirement Officer, Revenue and Reimbursement Officer, Sheriff's Dir of Admin. Services, Special Projects Manager and Supervising Public Health Nurse (7) and adopt said Resolution.

ADOPTED RESOLUTION NO. 2005-162 AS RECOMMENDED AYES: ALL

17. FY 2005/06 General Fund Subvented Actions:

Public Health - 100% Revenue Supported

1. Add one Environmental Health Technician, Class 4463, Range 56.1/58.1 to BU 40016.

Risk Management - 100% Revenue Supported

2. Establish the classification of Risk Analyst I/II/III, Classes 7738/7728/7739, Range 64.6/68.1/72.3 and add one Risk Analyst I/II/III to BU 19000.

Assessor - 100% Revenue supported

3. Add one Cadastral Drafting Technician I/II, Classes 1685/1686, Range 58.5/61.5 BU 11200.

Sheriff-Court Security - 100% Revenue Supported

4. Add the extra help allocation of Reserve Deputy I, Class 0414, to BU 22000.

5. Add one Sheriff Sergeant/Senior Sergeant, Classes 6913/7517, Range 69.9/70.9 to BU 22000.

6. Delete three vacant Deputy Sheriff I/II, Classes 4080/4081 in BU 22109 due to contract reduction.

Probation - 100% Revenue Supported - TANF

7. Add one Legal Process Clerk I/II, Classes 7434/7435, Range 55.3/57.3 and one Staff Services Analyst I/II, Classes 1040/1050, Range 62.2/66.6, BU 23400.

8. Add one Supervising Probation Officer, Class 4025, Range 70.2, one Deputy Probation Officer I/II/III, Classes 4020/4021/4022, Range 61.9/63.9/66.9, BU 23405.

9. Add one Deputy Probation Officer I/II/III, Classes 4020/4021/4022, Range 61.9/63.9/66.9, BU 23406.

DPW-Professional Services - 100% Revenue Supported

10. Establish the classification of Road Permit Clerk, Class 7735, Range 56.2 and add one Road Permit Clerk, class 7735, to BU 27400.

11. Allocate the extra-help classification of Special Projects Coordinator, Class 0468, to BU 27400.

Recorder - 100% Revenue Supported

12. Add one Recorder Clerk I/II/III, Classes 7721/7722/7723, Range 54.3/56.3/58.3, BU 28000.

Coroner - 100% Revenue Supported - 3 Year Limited Term

13. Add one Deputy Coroner I/II, Classes 1169/1170, Range 59.1/61.1 to BU 28100.

DPW-Roads - 100% Revenue Supported

14. Change one variable shift Equipment Service Worker, Class 7689, Position 042, to Full-Time, in BU 30000.

Mental Health - 100% Revenue Supported

15. Fund one Unfunded Typist Clerk III, Class 2213, Position 291, in BU 41501.

16. Fund one Unfunded Mental Health Clinician I/II, Classes 5731/5732, Position 029, in BU 41502.

17. Fund one Unfunded Mental Health Services Program Analyst, Class 7711, Position 292, in BU 41506.

18. Add one Alcohol and Drug Intern/Counselor, Classes 7023/7016, Range 58.2/60.2 to BU 41524.

Dept of Workforce Investment - 100% Revenue Supported

19. Change one Employment & Training Analyst I/II, Position 011, Classes 4450/4451, to one Support Services Analyst I/II, Classes 1213/1214, in BU 55000.

20. Change one Marketing/Public Relations Specialist, Position 112, Class 7504 to one Support Services Analyst I/II, Classes 1213/1214, in BU 55000.

21. Add one Employment & Training Specialist I/II, Class 4432/4433, Range 59.2/61.7 in BU 55000.

Human Services Agency - Revenue Supported

22. Add four Family Services Representative III, Class 1276, Range 61.2, one Family Services Supervisor, Class 7702, Range 64.1, and eight Family Services Representative I/II, Classes 1274/1275, Ranges 57.2/59.2, BU 50053. 100% Revenue Supported.

23. Add two Office Assistant I/II, Classes 1083/1084, Ranges 50.2/52.2, BU 50053 100% Revenue Supported.

24. Add two Legal Clerk I/II, Classes 5325/5326, Ranges 54.3/56.3, BU 50054 92.5% Revenue Supported (\$5,100 Net General Fund Cost),

25. Add one Program Evaluation Supervisor, Class 6424, Range 66.6, and adopt the modified classification specification, BU 50058. 91.8% Revenue Supported (\$4,146 Net General Fund Cost)

Fire - Non-General Fund

26. Change one Secretary I-Confidential, Class 1070, Position 084, Range 58.3 to Secretary I/II, Classes 6830/6831, Range 56.3/58.3 in Fire BU 25000. (No Additional Cost)

First 5 Merced County - Non-General Fund

27. Add one Children's and Families Program Specialist, Class 7691, Range 69.3 in BU 40600.

Public Works-Solid Waste - Non-General Fund

28. Add three Landfill Maintenance Worker I/II, Classes 5273/5274, Range 57.3/58.3 to BU 75100.

29. Establish the classification of Environmental Permit Compliance Specialist, Class 7734, Range 69.9 and add one Environmental Permit Compliance Specialist to BU 75100.

30. Adopt the amended specification for Landfill Maintenance Worker I.

Castle Airport - Non-General Fund

31. Change one Castle Maintenance Supervisor, Class 7604, Position 010, to Building Maintenance Supervisor, Class 1640, in BU 75200. (No Additional Cost)

Public Works-Transit - Non-General Fund

32. Change one Variable Shift Program Assistant, Position 004, to Full-time in BU 75300.

33. Add one Program Assistant, Class 7374, Range 47.6 to BU 75300.

34. Delete one vacant Typist Clerk I/II, Classes 2210/2211, Position 003, in BU 75300.

Public Works-Fleet - Non-General Fund

35. Change one Variable Shift Typist Clerk III, Position 004, to Full-time in BU 75500.

Communications - Non-General Fund

36. Transfer one Communications Coordinator, Class 1077, and one Account Clerk I/II, Classes 1909/1910 from BU 75700 to Administrative Services, BU 75602.

District Attorney-Victim Witness - Delete Vacant Position Due to Loss of Revenue

37. Delete one vacant Victim Witness Advocate, Class 7196, Range 57.2, Position 27 in BU 20401.

District Attorney-Welfare Fraud - Hold Vacant Positions-Unfunded (Pending Further Revenue Review)

38. Delete one vacant Victim Witness Advocate, Class 7196, Range 57.2, Position 27 in BU 20401.

GENERAL FUND SUPPORTED

County Executive Office - General Fund Supported

39. Add one Management Analyst I/II/III, Classes 7536/7537/7538, Range 64.6/68.1/72.3 to BU 10100. (\$94,350 General Fund)

40. Add one Accounting Technician, Class 1008, Range 57.9 to BU 10100. (\$38,519 General Fund)

Auditor-Controller - General Fund Supported - No Additional Cost

41. Add one Supervising Auditor, Class 1466, Range 71.8 and delete one Supervising Accountant, Class 1006, Range 71.8, Position 24 in BU 11000.

Admin Services-Support Services - General Fund Supported - No Additional Cost

42. Change four Janitor Positions, 21, 24, 25, and 26, from Variable Shift to Full Time, Class 5040, Range 50.4, BU 11505.

County Counsel - 100% General Fund Supported - No Additional Cost

43. Transfer one Legal Research and Compliance Specialist, Class 7686, Range 68.1 from BU 12500 to BU 13000.

Human Resources - 100% General Fund Supported

44. Establish the classification of Human Resources Manager, Class 7737, Range 75.6, adopt the specification, and add one Human Resources Manager to BU 13000. (\$81,575 General Fund)

Public Defender - 100% General Fund Supported - 1 Year Limited Term

45. Adjust the hourly rate of Extra-help Public Defender Interviewer, Class 0574, from \$10.44 to \$12.35.

46. Add one Variable Shift Typist Clerk I/II, Classes 2210/2211, Ranges 50.2/52.2 (\$27,475 General Fund)

47. Add one Deputy Public Defender I/II/III/IV, Classes 4030/4031/4035/4036, Ranges 67.5/71.8/75.7/79.0, BU 20600. (\$51,237 General Fund)

Sheriff- Operations - 100% General Fund

48. Add one Deputy Sheriff/Coroner I/II, Classes 7715/7716, Range 64.5/66.4 to BU 22100. (\$57,990 General Fund)

Risk Management - 100% General Fund - No Additional Cost

49. Change the Benefits Administrator, Class 1402, Position 006, to a Risk Analyst I/II/III, Classes 7738/7728/7739, Range 64.6/68.1/72.3 in BU 19000.

Aq-Animal Control - 100% General Fund

50. Establish the classification of Contract Veterinarian and add one Contract Veterinarian, Cass 0837 at the hourly rate of \$30.20, BU 28700. (\$62,825 General Fund)

51. Adopt the amended specification for Animal Control Officer I, Deputy Agricultural Commissioner, and Assistant Agricultural Commissioner/Sealer of Weights and Measures/Director of Animal Control. (No Additional Cost)

Public Health - General Fund Supported

52. Establish the classification of Managed Care Project Coordinator, Class 7736, Range 69.3, and add one Managed Care Project Coordinator to BU 40001. (\$61,046 General Fund)

53. Add one Public Health Program Manager, Class 7475, Range 77.6 in BU 40002. (\$86,416 General Fund)

54. Establish the aligned classification of Extra-help Microbiology Technician I/II, Classes 0709/0710 and authorize the extra-help classifications to BU 40028.

55. Establish the aligned classification of Extra-help Public Health Laboratory Director, Class 0712, Step 5 (\$35.81 hr.) and authorize the extra-help classification to BU 40028.

56. Delete one vacant Support Services Analyst I/II, Classes 1213/1214, Position 148, in BU 40001.

57. Delete one vacant Staff Personnel Analyst, Class 7683, Position 211, in BU 40001.

58. Delete one vacant Support Services Analyst I/II, Classes 1213/1214, Position 214, in BU 40010.

59. Delete one vacant Vital Statistics Clerk, Class 7379, Position 215, in BU 40011.

60. Delete two vacant Public Health Nurses, Class 5860, Positions 139 & 018, in BU 40013/40034.

Human Services Agency - General Fund Supported

61. Adopt title change of Social Worker Aide from Vocational Assistant, Class 7190. No Additional Cost

62. Adjust the number of bilingual designated Positions from 126 to 143, due to a 34% increase in bilingual clients. (Approximately \$1,955 General Fund)

District Attorney – General Fund Supported

63. Delete one vacant VS Investigative Assistant, Class 1396, Position 91, in BU 20400.

64. Add one Deputy District Attorney I/II/III/IV, Classes 3061/3063/3080/3081, Ranges 67.5/71.8/75.7/79.0, in BU 20400.

Internal Review

65. Modify class specs of Legal Transcriptionist I/II and Legal Process Clerk I/II as a result of the union negotiated Internal Review of Legal Transcriptionist I/II and Legal Process Clerk I/II classifications, with a further in-depth review to be scheduled.

Resolutions

65. Approve the amending resolutions to the Salary and Position Allocation Resolutions

ADOPTED RESOLUTION NO. 2005-163 AS RECOMMENDED AYES: ALL

AUDITOR'S SCHEDULES

18. Approve Budget Schedules 1, 2 and 3 and other Budget Schedules including Reserves and Appropriation for encumbrance carryover for the FY 2005/06 Budget Year.

APPROVED AS RECOMMENDED AYES; ALL

19. Approve Resolution adopting FY 2005/06 Final Budget as reviewed and amended during Final Budget Hearings. Authorize Auditor-Controller to make technical adjustments as necessary.

ADOPTED RESOLUTION NO. 2005-164 AS RECOMMENDED AYES: ALL

ADJOURNED MEETING UNTIL TUESDAY, SEPTEMBER 13, 2005 AT 10:00 A.M.

BOARD ORDER – SUMMARY ACTION MINUTES – AUGUST 30, 2005
FINAL BUDGET HEARINGS

1:30 P.M. SCHEDULED ITEM
2005-08-30 PUBLIC OPPORTUNITY

Scott Silveira, representing Merced County Volunteer Fire Chief's Association, thanks the Board for supporting and creating delivery operator classifications which allowed pay raises and helped attract and retained volunteers.

Present: O'Banion, Pedrozo, Crookham, Nelson, Kelsey

1:30 P.M. SCHEDULED ITEM
2005-08-30 AUDITOR – PUBLIC HEARING

The time and date previously set for a public hearing to consider a Resolution revising the Appropriation Limit for 2005/2006 established under Article XIII B of the Constitution as submitted by the Auditor.

The Chairman asks if there is anyone present wishing to speak. No one speaks.

Upon motion of Supervisor Kelsey, seconded by Supervisor Crookham, duly carried, the Board approves using the change in population within the incorporated areas of the County as the population factor, and the change in California per capita personal income as the cost of living factor to establish the Fiscal Year 2005-2006 Appropriation Limit as \$458,880,273 and adopts Resolution No. 2005-159.

Ayes: O'Banion, Pedrozo, Crookham, Nelson, Kelsey