

MINUTES

BOARD OF SUPERVISORS BUDGET AND FINANCE COMMITTEE Board of Supervisors Conference Room Willows Memorial Hall, Upstairs

Friday, June 1, 2018

Present: Supervisors Corum and Minto

Others Present:

Olivia Ramirez, Probation	Jill Hughes, Sheriff	Cathy Ehorn, Finance
Mohammad Qureshi, Public Works	Rory Fancher, HHSA	Alicia Ekland, County Counsel
Jody Samons, HHSA	Rick Beatty, Probation	Marcie Skelton, Ag Commissioner
Debbie Lambert, COB	Chip Meriam, Assessor	Sendy Perez, Assessor
Starryne Lefdal, Cooperative Extension	Ed Lamb, Finance	Di Aulabaugh, General Services and COB

1. **CALL TO ORDER** – Supervisor Minto called the meeting to order at 10:00 a.m.

2. **2018-2019 BUDGET**

Matter: Review, discuss and take possible action on Director of Finance summary report of Department Requests.

Documents: County of Glenn Governmental Funds Summary

Proceedings: Director of Finance Ed Lamb advised that the General Fund is short \$327,853, Public Safety Fund is short \$944,650, totaling to a deficit of \$1,272,503. Advised that this is based on an estimate of fund balance roll forward of \$2,000,000, that the Health & Human Services State funding is in balance, and Special Funds remain with restrictions still in place. Supervisor Minto advised that the Budget Committee will meet with Departments regarding enhancement requests, and the budget process will remain the same as last year.

3. **ACTION ITEMS**

Review, discuss and make recommendations on the following action items:

Matter: **A. COUNTY'S FUNDING ALLOCATION FOR THE BAYLISS LIBRARY**

Documents: None

Proceedings: Supervisor Minto advised that all Libraries are requesting funding. Clerk of the Board Di Aulabaugh advised that she received a call just this week regarding the Hamilton City Library reporting they have expended their entire 2017/2018 fiscal year budget. She further reported that she and the Finance Director would gather more information and forward it to Supervisor Minto. Supervisor Corum advised that the Orland Library is requesting a cost of living increase and Supervisor Minto advised that the Willows Library is requesting \$7,200. Director of Finance Ed Lamb reviewed the funding distributed to the libraries. Supervisor Minto advised he would work with the Libraries.

Matter: **B. STRATEGIC PLAN FOCUS AREA 3 – COUNTY FINANCIAL STABILITY**

- i. **Building Inspection Services for City of Willows** – receive status report from Planning & Community Development Services Director.
- ii. **Aircon Energy and Facilities Improvement Project** – receive status report from Director of Finance.
- iii. **Housing for 1 Stop / Public Works** – receive status report from Planning & Community Development Services and Public Works Directors.

Documents: None

- Proceedings:
- i. County Counsel Alicia Ekland reported that the contract between the County and the City was being considered by the City.
 - ii. Director of Finance Ed Lamb advised that the Project will be funded June 13th, and the contracts with Aircon and AES (the solar provider) will be entered into thereafter with work scheduled to begin July 1st. A time table of the work schedule will be prepared, with facilities improvement first on the list. Agricultural Commissioner Marcie Skelton asked if the costs / savings will be reflected in the Department's budgets, whereby Mr. Lamb stated the budgets will have a new line item for debt service, and all who are benefiting from the project will be charged for the project's costs, which are estimated to be offset by the energy savings.
 - iii. Public Works Director Mohammad Qureshi stated that Planning & Community Services Director Don Rust wrote a memo regarding resolving facility needs for the 1 Stop Shop, identifying five options: 1) Add on to the existing location, remaining co-located, 2) Move Public Works to the County owned and vacant office/warehouse space at the Orland Airport, 3) Build a new facility that could house multiple departments, 4) Move Planning & Community Services Agency to downtown Willows Mall, and 5) Rent manufactured office space next to the Colusa Street location. Dr. Qureshi noted that Option #2 could also house the yard staff but could lose potential rental income, he further mentions that Option #4 has American Disability Act (ADA) problems, potential parking costs, and Option #5 would be a short term solution. Upon discussion regarding the immediate need for space, Supervisor Minto asked that a committee consisting of Supervisor Corum, Director of Finance, Mr. Rust and Dr. Qureshi form to bring a short-term solution and two long-term solutions to the Board for consideration.

Matter: C. **STRATEGIC PLAN FOCUS AREA 4 – STANDARDS OF PRACTICE**

- i. **Travel Policy modifications** – receive status report from Personnel Director on presentation of policy changes to represented labor units

Documents: None

Proceedings: Clerk of the Board Di Aulabaugh advised that Travel Policy modifications were adopted at the last Board of Supervisors meeting. Director of Finance Ed Lamb stated that all staff need to be made aware that the meal reimbursement rates are maximum allowable limits and costs above that maximum will have to be reimbursed by the employee back to the County. County Counsel Alicia Ekland confirmed that the policy went into effect upon its adoption May 29, 2018.

4. **ADJOURNMENT**

The meeting adjourned at 10:28 a.m.