



COUNTY OF MENDOCINO

Executive Office

CARMEL J. ANGELO
CHIEF EXECUTIVE OFFICER

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MEMORANDUM

DATE: August 30, 2010
TO: Board of Supervisors
FROM: Executive Officer
SUBJECT: PHASE IV LAY OFF PLAN

This is Phase III of a four phased 100 layoff plan to reduce the ongoing operational deficit for FY 2010/2011 and beyond.

As we planned this phase, we wanted to assure the following:

- Maintenance of core county government functions defined as basic health and safety protection for our citizens.
- Adequate administrative infrastructure and staffing to sufficiently support basic health and safety functions within the county system.
- Continued compliance with all laws and regulations the County is mandated to observe and comply with at all times.
- Retain revenue generating positions to fullest extent possible.

Here are the criteria used for Phase III:

- Reduce or eliminate non-mandated or non-essential services
- Continue to identify and eliminate/reduce Manager/Supervisor to staff ratio imbalances:
 - Museum 1 Department Head to 2 Staff
 - Water Agency 1 Department Head to 3 Staff
- Reduce or eliminate non-essential administrative costs through administrative staff reductions and/or consolidations.
 - Museum – line staff could be supervised by Library Manager
 - Water Agency – line staff could be supervised by Planning.
- The remaining positions not specifically identified in Round 3 for layoff will be selectively eliminated during the 1st/2nd quarters of FY 2010/2011 as attrition occurs resulting in a significant savings.

RESOLUTION NO. 10-

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS ADOPTING THE RECOMMENDED REDUCTIONS IN FORCE THROUGH LAYOFFS AND DIRECTION TO STAFF TO PROVIDE THE NECESSARY NOTICES TO AFFECTED EMPLOYEES IN ACCORDANCE WITH CIVIL SERVICE RULE 6 AND APPROPRIATE SECTIONS OF THE LABOR AGREEMENTS WITH THE AFFECTED BARGAINING UNITS

WHEREAS, there is a structural deficit in the County Budget that must be addressed;
and

WHEREAS, The Board of Supervisors approved the implementation of a Four-Phase Layoff Plan on March 22, 2010.

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors approves for layoff the positions in the attached detailed list, as recommended by the Chief Executive Officer and directs staff to issue layoff notices to affected employees.

BE IT FURTHER RESOLVED THAT staff is hereby directed to meet and confer with the affected bargaining units regarding the impacts of such layoffs in accordance with Civil Service Rule Section 6 and applicable provisions of the Labor Agreements with the affected bargaining units.

The foregoing Resolution introduced by Supervisor _____, seconded by Supervisor _____, and carried this 31st day of August, 2010, by the following vote:

AYES:
NOES:
ABSENT:

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: CARMEL J. ANGELO
Clerk of the Board

Deputy

APPROVED AS TO FORM:
JEANINE B. NADEL, County Counsel

Carre Brown, Chair
Mendocino County Board of Supervisors

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

BY: CARMEL J. ANGELO
Clerk of the Board

Deputy

County of Mendocino

POSITIONS FOR LAY-OFF

Effective October 1, 2010 or upon 30 day layoff notice

Department	Budget Unit	Classification Recommendation	# (FTE) Positions	Salary & Benefit Savings	Rationale
Water Agency	0326	General Manager	1	\$167,763.00	The Water Agency has a 1:3 supervisor to staff ratio. BOS committed to increased supervisor to staff ratios. One department head to three staff is costly in today's fiscal climate.
Water Agency	0326	Hydrologist	1	\$92,725.00	Water Agency is not a core county function. Limited service and ongoing grant activities may be provided through an agreement with another agency or department.
Water Agency	0326	Water Resource Specialist	1	\$83,709.00	Water Agency is not a core county function. Limited service and ongoing grant activities may be provided through an agreement with another agency or department.
Water Agency	326	Administrative Assistant	1	\$72,260.00	Water Agency is not a core county function. This position could be transferred to another department.
Museum	7110	Director	1	\$108,171.00	Board committed to increased supervisor to staff ratios. The museum has a 1:2 supervisor to staff ratio. Having one department head to two staff is unrealistic since the County is operating in a deficit.
Museum	7110	Staff Assistant I	1	\$48,952.00	Museum is not a core county function. Operations could be suspended until another funding stream is available. If the Museum remains open, staff could be supervised by the Willits Library Manager, saving \$120,000 a year. Museum and Library services could be consolidated.

Department	Budget Unit	Classification Recommendation	# (FTE) Positions	Salary & Benefit Savings	Rationale
Museum	7110	Curator	1	\$82,056.00	Museum is not a core county function. Operations could be suspended until another funding stream is available. If the museum remains open, staff could be supervised by the Willits Library Manager, saving \$120,000 a year. Museum and Library services could be consolidated.
Juvenile Hall	2550	Supervisor	1	\$82,524.00	There are 4 supervisors and the hall can operate with 3.
Transportation - Defunded	1910	Senior Engineering Technician	1	\$86,610.00	Position to be funded with alternative funding stream.
HHSA - Defunded	4016	EMS Coordinator	1	\$23,000.00	This position is partially funded by General Funds and is no longer needed by HHSA. Work has been delegated to other staff.
HHSA - Defunded	5010	Social Worker Assistant II	1	\$65,550.00	Position to be funded with alternative funding stream.
HHSA - Defunded	4012	Staff Assistant II	1	\$54,000.00	Position to be funded with alternative funding stream.
HHSA - Defunded	4012	Substance Abuse Counselor II	0.5	\$40,000.00	Position to be funded with alternative funding stream.
		SUB-TOTAL	12.5	\$1,007,320.00	LAYOFF POSITIONS

GENERAL FUNDED POSITIONS

August 25, 2010

Public Safety	Filled FTE	Internal Support	Filled FTE	HHSA	Filled FTE	Resource Agencies	Filled FTE	General Government	Filled FTE
Court Collections	8.00	Executive Office	6.00	AODP	4.50	Water Agency	4.00	COB	2.40
DA	36.40	Auditor	9.60	Animal Control	8.00	DOT- General Fund	0.00	Board of Supervisors	5.00
Jail	65.00	Treasurer	6.00			Solid Waste	4.60	Promotion	0.00
Sheriff	95.00	County Counsel	8.00	WIA	0.50	Land Improvements	6.00	Library General Fund portion	0.00
Public Defender	20.80	HR	5.30	Public Guardian	3.00	Round Valley	0.00	County Clerk	4.00
Alternate Defender	5.50	General Services	10.00	AAA	3.00	Little River	0.00	Assessor	18.00
Probation	42.00	Buildings and Grounds	29.30			Planning & Building	21.00	Elections	3.00
Juvenile Hall	28.60	Garage	3.00			Agriculture	7.00	Museum	3.00
OES	0.00	Information Services	18.00			Farm Advisor	3.00		
	301.30		95.20		19.00		45.60		35.40