

MEETING AGENDA

Mental Health Treatment Act Citizens Oversight Committee

Mendocino County Behavioral Health & Recovery Services

1120 South Dora St., Ukiah, CA 95482

Phone: (707) 472-2355 | Email: measureb@mendocinocounty.org

Wednesday, February 22, 2023, at 1:00 PM

Location: **Behavioral Health Regional Training Center** - 8207 East Road, Redwood Valley

1 OPEN SESSION/ROLL CALL

2 PUBLIC EXPRESSION ON NON-AGENDA ITEMS

Members of the public are welcome to address the Committee on items not listed on the agenda but within the jurisdiction of the Committee. The Committee is prohibited by law from taking action on matters, not on the agenda but may ask questions to clarify the speaker's comment. The Committee limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject at the discretion of the Chair of the Committee.

To best facilitate these items, please write your topic to measureb@mendocinocounty.org.

All meetings are recorded. Once your item is announced, please state your first and last name.

3 COMMITTEE MATTERS

- 3a) Discussion and Possible Action Regarding the Nomination and Appointment of Vice Chair of the Mental Health Treatment Act Citizens Oversight Committee.
- 3b) Approval of Minutes from the December 21, 2022 Regular Meeting.
- 3c) February 2023 Measure B Financial Report.
- 3d) Update and Discussion Regarding the Status of Current Measure B Projects and Measure B Related Items at the Board of Supervisors Meetings.
- 3e) Discussion and Possible Action Regarding Annual Maintenance Cost, Building Life Cycle Cost, and Capital Facilities Reserve for Regional Training Center, Crisis Residential Treatment Facility, and Psychiatric Health Facility Buildings.
- 3f) Discussion and Possible Action Regarding Marketing Strategies for the Behavioral Health Regional Training Center.
- 3g) Discussion and Possible Action Regarding the Mental Health Treatment Act Citizens Oversight Committee Rules of Procedure.

MEETING AGENDA

Mental Health Treatment Act Citizens Oversight Committee

Mendocino County Behavioral Health & Recovery Services

1120 South Dora St., Ukiah, CA 95482

Phone: (707) 472-2355 | Email: measureb@mendocinocounty.org

4 COMMITTEE MEMBER REPORTS

4a) Committee Member Reports regarding Items of General Interest

5 COMMUNICATIONS RECEIVED AND FILED

Communications received and filed are retained by the Clerk throughout the Committee proceedings. To review items described in this section, please contact the Committee Clerk at measureb@mendocinocounty.org

ADJOURNMENT

The Committee complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting materials available in appropriate formats (pursuant to Government Code section 54953.2)

Anyone requiring reasonable accommodation to participate in the meeting should contact the Committee clerk by calling (707) 472-2355 at least five days prior to the Meeting. Additional information regarding the Committee can be obtained by referencing: www.mendocinocounty.org/community/mental-healthoversight-committee.

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3a

Meeting Date:	February 22, 2023
Contact:	Chair Miller
Time Allocated for Item: 5 minutes	

AGENDA TITLE: Discussion and Possible Action Regarding the Nomination and Appointment of Vice Chair of the Mental Health Treatment Act Citizens Oversight Committee.

SUMMARY OF REQUEST / BACKGROUND INFORMATION:
Vice Chair appointment for 2023.

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3b

Meeting Date:	February 22, 2023
Contact:	Chair Miller
Time Allocated for Item: 5 minutes	

AGENDA TITLE: Approval of Minutes from the December 21, 2022 Regular Meeting.

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

December 21, 2022 meeting minutes are enclosed.



Mental Health Treatment Act Citizens Oversight Committee

Behavioral Health & Recovery Services

1120 South Dora St., Ukiah, CA 95482

Phone: (707) 472-2355 | Email: measureb@mendocinocounty.org

Minutes: Wednesday, December 21, 2022

Meeting location: **Behavioral Health Regional Training Center** - 8207 East Road, Redwood Valley

1 **CALL TO ORDER ROLL CALL:** 1:02 PM

Committee Members Present: Member Antle, Member Barash, Member Daugherty, Member Ebyam, Member Moschetti, Member Riley, and Chair Miller.

- Absent: Member Allman and Member Rich
- A quorum is established.
- County Counsel Christian Curtis present.

2 **PUBLIC EXPRESSION ON NON-AGENDA ITEMS:**

- No public comments.

3 **COMMITTEE MATTERS**

3a) Approval of Minutes from the October 26, 2022 Regular Meeting.

Presenter: Chair Miller

Committee Action: Upon motion by Member Riley seconded by Member Barash it is ORDERED that the minutes of the October 26, 2022 Citizens Oversight Committee meeting be approved as presented.

- Motion carries with 6 votes in favor and 1 abstention (Daugherty).

3b) December 2022 Measure B Financial Report.

Presenter: Chair Miller

- Mary Alice Willeford, BHRS Deputy Director presented the financial report included with agenda packet.

Committee Action: None.

3c) Update and Discussion Regarding Measure B Related Items at the Board of Supervisors Meetings.

Presenter: Chair Miller

- Regarding the Nacht&Lewis contract extension: change in overall time frame, no change in dollar amount.

Committee Action: None.

3d) Update and Discussion Regarding the Status of Current Measure B Projects.

Presenter: Chair Miller

- Report included in agenda packet.

Committee Action: None.

3e) Discussion Regarding the Financial Plan After Sales Tax is Reduced Effective April 1, 2023.

Presenter: Member Ebyam

- Discussion regarding the financial plan BHRS fiscal team is working on. The financial plan is pending and will be complete once facilities costs are received (Facilities staff may possibly have that information to present at the next committee meeting in February 2023). More information will be available in the next couple of months.

Committee Action: None.

3f) Discussion and Possible Action Regarding the Mental Health Treatment Act Citizens Oversight Committee Meeting Calendar for 2023.

Presenter: Chair Miller

- Committee members approved the calendar as presented (with understanding there may be changes to meeting dates if needed).

Committee Action: Upon motion by Member Daugherty seconded by Member Antle it is ORDERED that the Mental Health Treatment Act Citizens Oversight Committee meeting calendar for 2023 be accepted as presented.

- Motion carries with 7 votes in favor.

4 **COMMITTEE MEMBER REPORTS**

4a) Committee Member Reports Regarding Items of General Interest

- No committee member reports.

5 **ADJOURNMENT**

There being nothing further, the Mental Health Treatment Act Citizens Oversight Committee adjourned the meeting at **1:25 PM.**

The Committee complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting materials available in appropriate formats (pursuant to Government Code section 54953.2)

Anyone requiring reasonable accommodation to participate in the meeting should contact the Committee clerk by calling (707) 472-2355 at least five days prior to the Meeting. Additional information regarding the Committee can be obtained by referencing:

www.mendocinocounty.org/community/mental-healthoversight-committee.

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3c

Meeting Date:	February 22, 2023
Contact:	Chair Miller
Time Allocated for Item: 10 minutes	

AGENDA TITLE: February 2023 Measure B Financial Report.

SUMMARY OF REQUEST / BACKGROUND INFORMATION:
Financial reports for February 2023 are enclosed.

**Mendocino County - Measure B Funds
Mental Health Treatment Act-Summary
February FY 22-23**

Date	Description	Amount	Min 25% Operations	Max 75% Facilities
Revenues:				
FY 2017/18	YTD Total Measure B Sales Tax Proceeds - April 2018 to June 2018	(1,606,571)	(401,643)	(1,204,929)
FY 2018/19	YTD Total Measure B Sales Tax Proceeds - July 2018 to June 2019	(8,555,373)	(2,138,843)	(6,416,529)
FY 2019/20	YTD Total Measure B Sales Tax Proceeds - July 2019 to June 2020	(8,647,202)	(2,161,800)	(6,485,401)
FY 2020/21	YTD Total Measure B Sales Tax Proceeds-July 2020 to June 2021	(10,848,181)	(2,712,045)	(8,136,136)
FY 2021/22	YTD Total Measure B Sales Tax Proceeds-July 2021 to June 2022	(10,618,846)	(2,496,608)	(7,489,825)
FY 2021/22	YTD Total Measure B other Reveune	(203,783)	(203,783)	-
FY 2022/23	YTD Total Measure B Sales Tax Proceeds-July 2022 to Current	(4,268,373)	(1,067,093)	(3,201,280)
FY 2022/23	YTD Total Measure B other Reveune	(675)	(675)	-
	Life to Date Revenue:	(44,749,004)	(11,182,491)	(32,934,100)
Expenses:				
FY 2017/18	YTD Total Measure B Expenditures - April 2018 to June 2018	199,048	199,048	-
FY 2018/19	YTD Total Measure B Expenditures - July 2018 to June 2019	31,389	31,389	-
FY 2019/20	YTD Total Measure B Expenditures - July 2019 to June 2020	581,056	40,430	540,627
FY 2020/21	YTD Total Measure B Expenditures - July 2020 to June 2021	2,487,986	164,678	2,323,309
FY 2021/22	YTD Total Measure B Expenditures - July 2021 to June 2022	2,793,154	510,945	2,282,208
FY 2022/23	YTD Total Measure B Expenditures - July 2022 to Current	637,487	228,506	408,980
	Life to Date Expense:	6,730,120	1,174,996	5,555,124
	Life to Date Interest Earnings:	(702,154)	(175,539)	(526,616)
	Current Measure B Fund Balance:	(38,721,039)	(10,183,034)	(27,905,591)
	Measure B Prudent Reserve (6.85%):	(3,090,616)	(772,654)	(2,317,962)

Mendocino County - Measure B Funds
Mental Health Treatment Act-Operation Expenses (Budget 4052)
February FY 22-23

OBJ	ACCOUNT DESCRIPTION	YR/PER/JNL	EFF DATE	AMOUNT	VENDOR NAME	COMMENT
861031	County Unemployment Ins	2023/04/001092	10/1/2022	985.00		Unemployment Insurance
Salary & Benefits Total				\$985.00		
862060	Communications	2023/01/00166	07/07/2022	351.42	COMCAST	0345024 FY22/23
862060	Communications	2023/02/00185	08/04/2022	351.42	COMCAST	8155300530345024 FY22/23
862060	Communications	2023/02/00614	08/19/2022	35.90	VERIZON WIRELESS	270569046-00081 FY22/23
862060	Communications	2023/03/00229	09/01/2022	351.42	COMCAST	8155300530345024 FY22/23
862060	Communications	2023/03/00930	09/22/2022	35.82	VERIZON WIRELESS	270569046-00081 FY22/23
862060	Communications	2023/03/001243	09/29/2022	351.42	COMCAST	8155300530345024 FY22/23
862060	Communications	2023/04/005294	10/27/2022	35.79	VERIZON WIRELESS	270569046-00081 FY22/23
862060	Communications	2023/05/009436	11/10/2022	351.42	COMCAST	8155300530345024 FY22/23
862060	Communications	2023/06/000220	12/08/2022	351.42	COMCAST	8155300530345024 FY22/23
862060	Communications	2023/06/000220	12/08/2022	35.79	VERIZON WIRELESS	270569046-00081 FY22/23
862060	Communications	2023/07/000027	01/06/2023	35.72	VERIZON WIRELESS	270569046-00081 FY22/23
862060	Communications	2023/07/000725	01/26/2023	351.42	COMCAST	815530053 0345024 FY22/23
862060	Communications	2023/07/000725	01/26/2023	35.74	VERIZON WIRELESS	270569046-00081 FY22/23
862060	Communications	2023/08/000246	02/09/2023	366.42	COMCAST	8155300530345024 FY22/23
Communication Total				\$3,041.12		
862092	Household	2023/03/00859	09/26/2022	523.95	County Facilities	67 - FACILITIES BILLING AUG22
862091	Household	2023/03/001008	09/27/2022	1,159.12	County Facilities	67-ME FACILITIES BILLING JUL22
862090	Household	2023/03/00488	10/13/2022	439.81	County Facilities	ME67 FACILITIES BILLING SEP 22
Household expenses				\$2,122.88		
862101	Insurance-General	2023/04/001095	10/1/2022	\$283.00		Insurance General
Insurance-General Total				\$283.00		
862130	Maint-Strc Impr & Grn	2023/03/00859	09/26/2022	818.41	County Facilities	67 - FACILITIES BILLING AUG22
862130	Maint-Strc Impr & Grn	2023/03/001008	09/27/2022	1,440.41	County Facilities	67-ME FACILITIES BILLING JUL22
862130	Maint-Strc Impr & Grn	2023/04/00488	10/13/2022	1,658.18	County Facilities	ME67 FACILITIES BILLING SEP 22
862130	Maint-Strc Impr & Grn	2023/06/000502	12/14/2022	1,047.65	County Facilities	67 FACILITIES BILLING OCT 2022
Maint-Strc Impr & Grn Total				\$4,964.65		
862170	Office Expense	2023/05/000716	11/29/2022	258.49		REDWOOD VALL63090.0010/05/2022
Office Expense Total				\$258.49		
862187	Education & Training					
Education & Training Total				\$0.00		
862189	Prof & Spec Svcs-Other	2023/02/00619	08/18/2022	9,749.64	NAMI MENDOCINO	FY2223 JULY 22 MEASURE B NAMI
862189	Prof & Spec Svcs-Other	2023/03/00561	09/15/2022	19,721.80	REDWOOD COMMUNITY SERVICE:	FY2223 JUL 22 ME B CRISIS
862189	Prof & Spec Svcs-Other	2023/03/001244	09/29/2022	9,707.51	NAMI MENDOCINO	FY2223 AUG22 MEAS B
862189	Prof & Spec Svcs-Other	2023/04/000928	10/27/2022	11,586.55	REDWOOD COMMUNITY SERVICE:	FY2223 JUL 22 ME B RCS CRISIS
862189	Prof & Spec Svcs-Other	2023/04/000928	10/27/2022	17,871.35	REDWOOD COMMUNITY SERVICE:	FY2223 AUG 22 ME B RCS CRISIS
862189	Prof & Spec Svcs-Other	2023/04/000839	10/27/2022	12,519.57	NAMI MENDOCINO	FY2223 SEP22 MEASURE B
862189	Prof & Spec Svcs-Other	2023/06/000193	12/8/2022	16,986.18	REDWOOD COMMUNITY SERVICE:	FY2223 AUG 22 ME B CRISIS
862189	Prof & Spec Svcs-Other	2023/06/000193	12/8/2022	18,855.03	REDWOOD COMMUNITY SERVICE:	FY2223 SEP 22 ME B CRISIS
862189	Prof & Spec Svcs-Other	2023/06/000423	12/15/2022	15,483.20	REDWOOD COMMUNITY SERVICE:	FY2122 OCT 22 MEASURE B CRISIS
862189	Prof & Spec Svcs-Other	2023/07/000030	01/06/2023	8,854.46	NAMI MENDOCINO CO	FY2223 NOV22 NAMI - MEASURE B
862189	Prof & Spec Svcs-Other	2023/07/000038	01/06/2023	4,348.80	REDWOOD COMMUNITY	FY2223 JUL 22 MEASURE B CRISIS
862189	Prof & Spec Svcs-Other	2023/07/000245	01/12/2023	6,038.15	REDWOOD COMMUNITY	FY2223 AUG 22 MEASURE B CRISIS
862189	Prof & Spec Svcs-Other	2023/07/000722	01/26/2023	8,769.63	REDWOOD COMMUNITY	FY2223 SEP 22 MEASURE B CRISIS
862189	Prof & Spec Svcs-Other	2023/07/000722	01/26/2023	14,052.70	REDWOOD COMMUNITY	FY2223 NOV 22 MEASURE B CRISIS
862189	Prof & Spec Svcs-Other	2023/07/000723	01/26/2023	8,911.81	NAMI MENDOCINO CO	FY2223 DEC22 MEASURE B

Mendocino County - Measure B Funds
Mental Health Treatment Act-Operation Expenses (Budget 4052)
February FY 22-23

Prof & spec Svcs-Other Total			\$183,456.38			
862190	Public & Legal Notices					
Public & Legal Notices			\$0.00			
862194	A-87					
Public & Legal Notices			\$0.00			
862230	Info Tech Equipment	2023/03/00613	09/21/2022	3,104.60	County IS	FY 22/23 ENTERPRISE ISF
Info Tech Equipment Total			\$3,104.60			
862239	Special Dept Exp.	2023/01/00567	07/28/2022	325.00	CITY OF FORT BRAGG	RENTAL 9-28-22 12-4:30 FY22/23
862239	Special Dept Exp.	2023/02/00824	08/29/2022	106.61		CHAVOYA, L PP 14-15 2022
862239	Special Dept Exp.	2023/02/00815	08/29/2022	927.78		WILLEFORD, M PP 14-15 2022
862239	Special Dept Exp.	2023/02/00813	08/29/2022	70.95		THOMPSON, D PP 14-15 2022
862239	Special Dept Exp.	2023/02/00812	08/29/2022	6,219.97		SMALLCOMB, K PP 14-15 2022
862239	Special Dept Exp.	2023/02/00810	08/29/2022	75.33		PANE, M PP 14-15 2022
862239	Special Dept Exp.	2023/02/00809	08/29/2022	1,270.56		MILLER, J PP 14-15 2022
862239	Special Dept Exp.	2023/02/00799	08/29/2022	75.60		BEELEER, J PP 14-15 2022
862239	Special Dept Exp.	2023/02/00942	08/31/2022	984.18		WILLEFORD, M PP 16-17 2022
862239	Special Dept Exp.	2023/02/00940	08/31/2022	186.84		TURCHIN, A PP 16-17 2022
862239	Special Dept Exp.	2023/02/00939	08/31/2022	2,337.20		SMALLCOMB, K PP 16-17 2022
862239	Special Dept Exp.	2023/02/00930	08/31/2022	446.76		CHAVOYA, L PP 16-17 2022
862239	Special Dept Exp.	2023/03/00930	09/22/2022	325.00	CITY OF FORT BRAGG	Rentel fee
862239	Special Dept Exp.	2023/03/001280	09/30/2022	1,151.70		WILLEFORD, M PP 18-19 2022
862239	Special Dept Exp.	2023/03/001272	09/30/2022	306.11		FORD, K PP 18-19 2022
862239	Special Dept Exp.	2023/03/001270	09/30/2022	298.83		CHAVOYA, L PP 18-19 2022
862239	Special Dept Exp.	2023/04/001025	10/27/2022	333.10		BEELEER, J PP 20-21 2022
862239	Special Dept Exp.	2023/04/0037	10/28/2022	607.40		CHAVOYA, L PP 20-21 2022
862239	Special Dept Exp.	2023/04/0052	10/28/2022	140.36		MILLER, J PP 20-21 2022
862239	Special Dept Exp.	2023/04/001054	10/28/2022	51.55		SANTOS, R PP 20-21 2022
862239	Special Dept Exp.	2023/04/001057	10/28/2022	235.71		THOMPSON, D PP 20-21 2022
862239	Special Dept Exp.	2023/04/001058	10/28/2022	521.31		TURCHIN, A PP 20-21 2022
862239	Special Dept Exp.	2023/04/001060	10/28/2022	1,757.81		WILLEFORD, M PP 20-21 2022
862239	Special Dept Exp.	2023/05/00243	11/08/2022	801.88		Sept CoCo
862239	Special Dept Exp.	2023/05/000675	11/23/2022	325.78		OCT CoCo
862239	Special Dept Exp.	2023/05/000891	11/30/2022	290.10		CHAVOYA, L PP 22 2022
862239	Special Dept Exp.	2023/05/000865	11/30/2022	62.17		WILLEFORD, M PP 23 2022
862239	Special Dept Exp.	2023/05/000829	11/30/2022	1,086.80		WILLEFORD, M PP 22 2022
862239	Special Dept Exp.	2023/05/000827	11/30/2022	113.32		THOMPSON, D PP 22 2022
862239	Special Dept Exp.	2023/05/000811	11/30/2022	49.92		FORD, K PP 22 2022
862239	Special Dept Exp.	2023/06/000604	12/16/2022	240.56		CHAVOYA, L PP 24 2022
862239	Special Dept Exp.	2023/06/000607	12/16/2022	59.17		FORD, K PP 24 2022
862239	Special Dept Exp.	2023/06/000612	12/16/2022	1,355.84		LOPEZ, M PP 24 2022
862239	Special Dept Exp.	2023/06/000622	12/16/2022	497.32		WILLEFORD, M PP 24 2022
862239	Special Dept Exp.	2023/06/001031	12/31/2022	41.66		CHAVOYA, L PP 25 2022
862239	Special Dept Exp.	2023/06/001039	12/31/2022	2,388.90		LOPEZ, M PP 25 2022
862239	Special Dept Exp.	2023/06/001101	12/31/2022	-0.92		MILLER, J PP 20-21 2022 R
862239	Special Dept Exp.	2023/06/001106	12/31/2022	-382.83		WILLEFORD, M PP 18-19 2022 R
862239	Special Dept Exp.	2023/06/001146	12/31/2022	304.86		CHAVOYA, L PP 26 2022
862239	Special Dept Exp.	2023/06/001148	12/31/2022	160.93		FORD, K PP 26 2022
862239	Special Dept Exp.	2023/06/001154	12/31/2022	877.51		LOPEZ, M PP 26 2022

Mendocino County - Measure B Funds
Mental Health Treatment Act-Operation Expenses (Budget 4052)

February FY 22-23

862239	Special Dept Exp.	2023/06/001156	12/31/2022	130.47	MILLER, J PP 26 2022
862239	Special Dept Exp.	2023/06/001157	12/31/2022	156.42	PANE, M PP 26 2022
862239	Special Dept Exp.	2023/06/001164	12/31/2022	607.17	TURCHIN, A PP 26 2022
862239	Special Dept Exp.	2023/06/001166	12/31/2022	1,369.69	WILLEFORD, M PP 26 2022
862239	Special Dept Exp.	2023/06/001034	12/31/2022	102.28	FORD, K PP 25 2022
Special Dept Exp. Total				\$29,394.66	
862250	Travel- In County				
Travel- In County Total				\$0.00	
862253	Travel- Out of County				
Travel- Out of County Total				\$0.00	
862260	Utilities	2023/03/001008	9/27/2022	151.55	67-ME FACILITIES BILLING JUL22
862260	Utilities	2023/03/000859	9/26/2022	321.42	67 - FACILITIES BILLING AUG22
862260	Utilities	2023/06/000502	12/14/2022	422.50	67 FACILITIES BILLING OCT 2022
Utilities				\$895.47	
865802	Operating Trans- Out				
Operating Trans- Out				\$0.00	
Grand Total				\$228,506.25	

Mendocino County - Measure B Funds
Mental Health Treatment Act-Operation Expenses (Budget 4052)
February FY 22-23

Summary of Budget for FY 22/23					Summary of Staff Charges	
OBJ	ACCOUNT DESCRIPTION	Budget Amount	YTD Exp	Remaining Budget	Staff Member	Amount
1000 Series	Salaries	58,799.00	\$985.00	\$57,814.00	Beeler,J (Admin)	\$408.70
862060	Communications	1,350.00	\$3,041.12	-\$1,691.12	Chavoya,L (Admin)	\$2,336.78
862090	Household Expenses	-	\$2,122.88	-\$2,122.88	Willeford,M (Admin/Fiscal)	\$7,454.62
862101	Insurance-General	283.00	\$283.00		Response)	\$8,557.17
862130	Maintenance- Structure Improvements & Grounds	283.00	\$4,964.65	-\$4,681.65	Turchin,A (Fiscal)	\$1,315.32
862170	Office Expense	2,000.00	258.49	\$1,741.51	Ford, K. (Fiscal)	\$678.41
862187	Education & Training	0.00	0.00	\$0.00	Thompson, D. (Admin)	\$419.98
862189	Prof & Spec Svcs-Other	860,000.00	183,456.38	\$676,543.62	Pane,M (Fiscal)	\$231.75
862190	Public & Legal Notices	200.00	0.00	\$200.00	Miller,J (Admin)	\$1,540.47
862194	A-87 Costs	20,000.00	0.00	\$20,000.00	Lopez,M (Admin)	\$4,622.25
862230	Info Tech Equipment	3,537.00	3,104.60	\$432.40	Santos, R. (Admin)	\$51.55
862239	Special Dept Exp.	375,065.00	29,394.66	\$345,670.34	Staff Total	\$27,617.00
862250	Travel- In County	5,000.00	0.00	\$5,000.00		
862253	Travel- Out of County	1,000.00	0.00	\$1,000.00		
862260	Utilities	6,000.00	895.47	\$5,104.53		
865802	Operating Transfer Out	2,556,248.00	0.00	\$2,556,248.00		
	Total Budget	\$3,889,765.00	\$228,506.25	\$3,661,258.75		

Contracts- 862189-Prof & spec Svcs-Other

Contractor	Contract Amount	Paid 21/22	Paid 22/23	Remaining Balance	Notes
NAMI	\$ 700,000.00	\$ 49,523.29	\$ 49,742.99	\$ 600,733.72	2 Yr Contract \$350,000 per yr
Redwood Community Services	\$ 520,000.00	\$ 259,996.80	\$ 133,713.39	\$ 126,289.81	2 Yr Contract \$260,000 per yr

Mendocino County - Measure B Funds
Mental Health Treatment Act-Projects (1303/1713)
February FY 22-23

Project	ACCOUNT DESCRIPTION	YR/PER/JNL	EFF DATE	AMOUNT	INVOICE #	VENDOR NAME	COMMENT
CA003	CRT	2023/04/001100	10/31/2022	237.38			Q1/23 PROJECT HOURS
		2023/07/000072	01/06/2023	7,827.88		NACHT & LEWIS	Y194900 - MENDO CO BEHAVIORAL
				\$8,065.26			
	Crisis Residential Treatment Facility Tot						
CA004	Psychiatric Hospital Facility	2023/02/00672	8/25/2022	362.50		WIPF CONSTRUCTION LLC	CAMERA SEWER LINES 131 WHITMOR
		2023/03/00352	9/15/2022	14,335.00		AECOM TECHNICAL SERVICES INC	PROJECT NO: 60684352
		2023/03/00528	9/22/2022	11,214.00		FORENSIC ANALYTICAL CONSULTING SERVICES INC	FACS IND HYG SVCS 2123 MAX \$45
		2023/03/001064	09/29/2022	10,205.00		AECOM TECHNICAL	PROJECT NO: 60684352
		2023/03/00539	10/14/2022	7,450.00		AECOM TECHNICAL	PROJECT NO: 60684352
		2023/04/00811	10/27/2022	5,332.50		AECOM TECHNICAL	PROJECT NO: 60684352
		2023/04/001100	10/31/2022	7,908.11		County Facilities	Q1/23 PROJECT HOURS
		2023/05/00408	11/17/2022	6,850.00		AECOM TECHNICAL	PROJECT NO: 60684352
		2023/06/000025	12/01/2022	14,910.00		AECOM TECHNICAL	AECOM CM MEAS B FACILITY 10/1
		2023/06/000652	12/22/2022	8,263.69		AECOM TECHNICAL	PSYCHIATRIC HEALTHCARE FACILIT
		2023/07/000072	01/06/2023	36,939.33		NACHT & LEWIS	Y194900 - MENDO CO BEHAVIORAL
		2023/07/000072	01/06/2023	73,886.09		NACHT & LEWIS	Y194900 - MENDO CO BEHAVIORAL
		2023/07/000072	01/06/2023	51,291.88		NACHT & LEWIS	Y194900 - MENDO CO BEHAVIORAL
		2023/07/000072	01/06/2023	101,096.13		NACHT & LEWIS	Y194900 - MENDO CO BEHAVIORAL
		2023/07/000072	01/06/2023	37,593.90		NACHT & LEWIS	Y194900 - MENDO CO BEHAVIORAL
		2023/08/000029	02/02/2023	13,276.88		AECOM TECHNICAL	PROJECT 60684352
	Psychiatric Hospital Facility Total			\$400,915.01			
	Grand Total			\$408,980.27			

Summary of Budget for FY 22/23

Project Codes	Project Name	Budget Amount	YTD Exp	Remaining Budget
CA003	Crisis Residential Treatment Facility	\$ 56,248.00	\$ 8,065.26	\$ 48,182.74
CA004	Psychiatric Hospital Facility	\$ 2,500,000.00	\$ 400,915.01	\$ 2,099,084.99
	Total Budget	\$2,556,248.00	\$408,980.27	\$2,147,267.73

Operating Transfer In- 827802 (Reimbursement from BU 4052)

Project Codes	Project Name	Budget Amount	YTD Exp	Remaining Budget
CA003	Crisis Residential Treatment Facility	\$ (56,248.00)	\$ -	\$ (56,248.00)
CA004	Psychiatric Hospital Facility	\$ (2,500,000.00)	\$ -	\$ (2,500,000.00)
	Total Budget	(\$2,556,248.00)	\$0.00	(\$2,556,248.00)

PHF (CA004) Contractor Payment Summary

Contractor	Contract Amount	Paid 22/23	Remaining Balance	Notes
AECOM Technical	\$ 1,377,948.00	\$ 80,623.07	\$ 1,297,324.93	Contract through December 31, 2025

Measure B Expenditure Plan as it Connects to the Strategic Plan - February 2023

Approved Project	Budgeted Capital costs (Max 75%)	Budgeted Service or program/operating costs (Min 25%)	Actual Expenditures	Unspent Budgeted Funds	On Going Annual Cost Estimates (if approved)
1. Crisis Residential Treatment (CRT) - PROJECT COMPLETE					
A. ARCHITECTURE, DESIGN & CONSTRUCTION - NACHT AND LEWIS					
NACHT & LEWIS Architects	\$758,579		\$707,573	\$51,006	
Sarah Riley Consulting	\$3,390		\$6,570	(\$3,180)	
B. CONSTRUCTION - CUPPLES					
Cupples	\$3,034,765		\$3,101,669	(\$66,904)	
C. BUILD/SUPPORT					
Construction Manager - AECOM Technical Services	\$331,738		\$261,476	\$70,262	
LACO	\$45,800		\$18,365	\$27,435	
Phillips Seabrook	\$4,805		\$4,805	\$0	
Redwood Empire Title	\$400		\$900	(\$500)	
Building Commissioning	\$59,167		\$0	\$59,167	
Plan Check and Permit Fees	\$40,000		\$0	\$40,000	
City of Ukiah: Electric install	\$18,121		\$18,121	(\$0)	
PG&E	\$2,309		\$2,309	\$0	
Internal costs: County Staffing Cost-Facilities, Planning, etc.	\$91,325		\$27,021	\$64,304	
Furnishings/Fixtures/Equipment	\$100,000		\$0	\$100,000	
Ukiah Valley Fire	\$900		\$990	(\$90)	
UVSD: no description in August 2021 Meas B report); sewer serv applicatio	\$15,437		\$15,437	(\$0)	
Advanced Locking Solutions	\$1,041		\$1,041	\$0	
SONOMA SWEEPERS (See August 2021 Measure B report)	\$462		\$462	\$0	
PROJ CA001 (See August 2021Meas B report)	\$17,911		\$17,911	\$0	
TOTAL COST BY FUNCTION: CRT	\$4,526,150	\$0	\$4,184,650	\$341,500	
2. Inpatient Psychiatric Hospital					
					\$1,800,000
ARCHITECTURE AND DESIGN - NACHT AND LEWIS					
PREDESIGN					
Whitmore Land PHF Study	\$104,830		\$98,027	\$6,804	
DESIGN AND CONSTRUCTION (assumes new construction of approximately 16,000 GSF)					
Design and Documentation - phase 3: \$1,272,750					
Construction Support - phase 3: \$522,195					
Contingency 10% of Architecture and Design: \$392,795					
CONSTRUCTION RELATED - HARD COSTS					
Construction; from Nacht & Lewis, AECOM, and LACO study:	\$15,927,244		\$522,134	\$15,405,110	
Includes contingency					
includes escalation					
includes Design/Estimating Contingency					
includes Contractor's Overhead & Profit/General Conditions \$1445/sf; 13,500 gsf					
PROJECT RELATED - SOFT COSTS					
From Nacht & Lewis, AECOM, and LACO study:	\$3,580,815		\$71,955	\$3,508,860	
includes Construction Contingency of 10%					
includes Architect/Engineers Fees					
includes Building Construction Management and Inspection					
includes utility allowances					
Internal costs: County Staffing Cost-Facilities, Planning, etc.			\$26,204	(\$26,204)	
Construction Management AECOM					
ONGOING OPERATIONS					
General operational costs - ongoing		\$1,800,000		\$1,800,000	
TOTAL COST BY FUNCTION: PHF	\$19,612,889	\$1,800,000	\$718,321	\$20,694,568	
TOTAL COST: PHF	\$21,412,889		\$21,412,889		

Measure B Expenditure Plan as it Connects to the Strategic Plan - February 2023					
Approved Project	Budgeted Capital costs (Max 75%)	Budgeted Service or program/operating costs (Min 25%)	Actual Expenditures	Unspent Budgeted Funds	On Going Annual Cost Estimates (if approved)
3. Behavioral Health Regional Training Center - PROJECT COMPLETE					\$50,000
Property Acquisition	\$274,457		\$274,457		
Architecture and Design					
Design/Engineering: plans and permits(schlosser Newberger)	\$30,000		\$11,600	\$18,400	
Construction/Remodel					
General Remodel 2019/20	\$39,228		\$39,228	\$0	
General Remodel(see BOS 1-26-21 presentation) Adams Construction; Contract amount: \$305,123; incr'd to \$308,485.49	\$308,482		\$308,482	\$0	
includes General remodel: \$267,252					
includes 15% Contingency on General Remodel only; \$5,884					
includes Replacing ceiling fans \$568					
includes Fencing \$3000					
includes LED Lighting (approved by Meas B OC at 1-27-21 mtg); \$19,154					
Fire Sprinklers (not approved by Meas B OC at 1-27-21 mtg)					
North Bay AVS Design	\$298		\$298	(\$0)	
Painting (Dunn Right)	\$3,310		\$3,310	\$0	
Coastal Mountain Electric app fee	\$125		\$125	\$0	
Build/Support					
Calpella Fire/RVCFD	\$3,734		\$3,734	\$1	
Testing/Inspections	\$8,500			\$8,500	
Construction Manager	\$34,753			\$34,753	
Start-up costs: Furnishing/Equipment	\$24,906			\$24,906	
Other Internal Costs/Partners	\$40,000		\$4,903	\$35,097	
OTHER, no description given	\$6,016		\$6,016	(\$0)	
Estimated Ongoing Costs (budgeted to include 4 years of costs)					
Facilities Sal and Ben's 19/20	\$1,760		\$1,760	\$0	
Custodial at \$42/hr x 15 hrs/mo= \$630/mo	\$30,240		\$2,123	\$28,117	
Building Maintenance Mechanic at \$55/hr x 11 hrs/m=\$550/mo	\$26,400		\$498	\$25,902	
Landscape Maintenance at \$48/hr x 4 hrs/mop=\$192/mo	\$9,216		\$4,965	\$4,251	
Utilities at \$630/mo (comcast included here)	\$31,700		\$5,255	\$26,445	
Cost contingency for above 4 yrs at 13.85%	\$13,511.51			\$13,512	
Management (1 year only; effective 2023); at \$3,862.50/mo	\$46,350			\$46,350	
Cost contingency for 1 yr management at 13.85%	\$4,713			\$4,713	
TOTAL COST BY FUNCTION: BHRTC	\$937,699	\$0	\$666,753	\$270,946	
TOTAL COST: BHRTC	\$937,699		\$937,699		
4. Expanded Outreach/ Mobile Outreach Teams \$337,500 over 4 years					\$337,500
Salaries & Benefits		\$1,350,000	\$174,010	\$1,175,990	
Communications			\$1,660	(\$1,660)	
Transportation & Travel		\$10,000	\$6,432	\$3,568	
TOTAL COST: MOBILE OUTREACH	\$0	\$1,360,000	\$182,103	\$1,177,897	
5. Crisis Assessment and Psychiatric Hospitalization Aftercare \$260,000 over 4 years					\$260,000
RCS Providing services		\$1,040,000	\$393,710	\$646,290	
Location: rent					
TOTAL COST: HOSPITAL CARE	\$0	\$1,040,000	\$393,710	\$646,290	
6. NAMI Contract \$350,000 over 4 years (Community Education, Awareness, and Support (CEAS))					\$350,000
Providing services		\$1,400,000	\$99,266	\$1,300,734	
TOTAL COST: CEAS		\$1,400,000	\$99,266	\$1,300,734	
7. Fort Bragg Crisis Respite \$240,000 over 4 years					\$240,000
Providing services		\$960,000	\$0	\$960,000	
TOTAL COST: CR		\$960,000	\$0	\$960,000	
					\$3,037,500
Total Project Expenses & Unspent Budgeted Funds To Date			\$6,244,803.47	\$25,391,934.93	
			\$31,636,738.40		
Total Allocated For All Approved Projects		\$25,076,738	\$6,560,000		
		\$31,636,738			

Measure B - Operational Costs

Operating Expenses	FY 17/18 Expenditures	FY 18/19 Expenditures	FY 19/20 Expenditures	FY 20/21 Expenditures	FY 21/22 Expenditures	YTD Expenditures	FY 22/23 YTD Expenditures
Salaries and Benefits (Project Manager)				\$93,739			
Salaries and Benefits (BHRS Admin)				\$22,002		\$5,298	\$20,045
Executive Office - S&B - X. Ung/Blair			\$11,725				
Health Plan						\$1	
Election: Assessor Clerk Recorder	\$161,578						
Kemper	\$23,293	\$27,042					
Clifton Larson Allen LLP (Audit)						\$4,000	
Behavioral Health Needs Assessment	\$14,177						
Sarah Riley (Consulting)		\$4,090	\$11,604				
Nash Gonzalez			\$8,938				
County Counsel				\$2,757		\$1,104	\$1,128
Equipment (Gun Locker)						\$6,738	
Info Tech Equipment			\$1,214	\$1,674		\$3,992	\$3,105
Household						\$99	
Office Supplies		\$257	\$1,060	\$2,616		\$580	\$258
General Liability Insurance				\$425		\$358	\$283
A-87						\$18,153	
Public and Legal Notices			\$600			\$50	
CIT Training Reimbursement to SO				\$11,730		\$13,000	
GMR Transcription			\$1,679				
Rent							\$650
Sonoma Sweepers				\$2,817			
Utilities			\$1,460				
Total Operational Expenditures by FY	\$199,048	\$31,389	\$38,279	\$137,761	\$53,373		\$25,469
Total To Date							\$485,318

REVENUES (YRS 1-4 actual; YR 5 Projected)							
TAX PROCEEDS (5 years)	17-18 actual	18-19 actual Year 1	19-20 actual Year 2	20-21 actual Year 3	21-22 actual Year 4	22-23 projected Year 5	Totals
Revenue from Sales Tax +	\$1,606,571	\$8,555,373	\$8,647,202	\$10,848,181	\$10,618,846	\$8,000,000	\$48,276,173
Revenue from Quarterly Interest	\$17,070	\$52,500	\$183,165	\$207,780	\$241,639	\$200,000	\$902,154
Other Revenue (YTD)					\$203,782	\$675	\$203,782
Total Revenues	\$1,623,641	\$8,607,873	\$8,830,367	\$11,055,961	\$11,064,267	\$8,200,675	\$49,382,784

Note: When the tax rate is lowered to (1/8)% after five years from (1/2)% for the first five years, this new rate will be 1/4 of the original rate. (1/8 is 1/4 of 1/2) or approximately \$2,000,000 annually.

PROJECTED REVENUE & EXPENSES THROUGH 22/23	Total Amount	Capital (75%)	Operations (25%)
Operation Costs for FY 17/18 through 22/23	\$485,318		\$485,318
Budgeted Operational Costs Not included in Projects for 22/23	\$196,438		\$196,438
Total Allocated for All Approved Projects	\$31,636,738	\$25,076,738	\$6,560,000
Total Proj. Expenses Through Approved Projects Completion	\$32,318,495	\$25,076,738	\$7,241,756
Estimated Total Revenue through 22/23	\$48,276,173	\$36,207,130	\$12,069,043
Estimated Total Interest through 22/23	\$902,154	\$676,616	\$225,539
Other Revenue	\$203,782		\$203,782
Total Estimated Revenue & Interest Through 22/23	\$49,382,109	\$36,883,745	\$12,498,364
Prudent Reserve FY 19/20 & 20/21	\$3,090,616	\$2,317,962	\$772,654
Prudent Reserve estimate for 21/22	\$2,171,450	\$1,628,588	\$542,863
Total Estimated Prudent Reserve at FYE 21/22	\$5,262,066	\$3,946,550	\$1,315,517
Estimated Funds Not Allocated at FYE 21/22	\$11,801,548	\$8,851,161	\$2,950,387

Projects In Discussion - Have Not Approved BY Committee or BOS	Proposed Amount
Supportive Housing	\$1,300,000
Crisis Stabilization Unit (CSU)	\$5,585,107
Total	\$6,885,107

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3d

Meeting Date:	February 22, 2023
Contact:	Chair Miller
Time Allocated for Item: 10 minutes	

AGENDA TITLE: Update and Discussion Regarding the Status of Current Measure B Projects and Measure B Related Items at the Board of Supervisors Meetings.

SUMMARY OF REQUEST / BACKGROUND INFORMATION:
Projects update and BOS agenda item outcomes.

Mental Health Treatment Act Citizens Oversight Committee
Behavioral Health Director's Report



Measure B Current Projects and Status
February 2023



Behavioral Health Regional Training Center – The Behavioral Health Regional Training Center now has a direct email address: BHTrainingCenter@mendocinocounty.org. Community members are encouraged to contact BHTrainingCenter@mendocinocounty.org for booking availability and general inquiries; or visit <https://www.mendocinocounty.org/residents/health/mental-health/mental-health-oversight-committee/bhrtc> for more information.

CA Project	Total Project Budget Amount	Cost through FYE 22/23	Unspent Budgeted Funds
Training Center	\$ 937,699	\$ 666,753	\$ 270,946

Board of Supervisors Recently Passed Items or Presentation

- None

Community Education, Awareness, and Support – NAMI Mendocino hosted a successful free community screening of the award-winning mental health feature film, "Coming Up for Air," with special guest speaker and film producer, Roger Rapoport on February 9. NAMI leaders are working with community partners to plan monthly pop-up resource events at different locations throughout the County.

Crisis Assessment and Psychiatric Hospitalization Aftercare: Measure B funding continues to provide a pathway for individuals who historically have not had access to crisis after care services reaching parity for non-Medi-Cal recipients.

RCS Measure B Data - Fiscal Year 2022/2023

	Clients Served		Types of Services							Payor Sources - Unduplicated				
	Unduplicated Clients	Total Services	Crisis Management	Crisis Intake Progress Note	Crisis Intervention -	Individual Rehab	Individual Therapy	Risk Assessment	Collateral	Medi-Care	Private Insurance	VA	Indigent	Incarcerated
Jul-22	37	106	12	4	39	3	15	33	0	8	11	1	14	3
Aug-22	42	131	23	11	39	1	18	37	2	5	15	1	15	6
Sep-22	42	116	6	9	39	3	15	44	0	3	17	1	13	8
Oct-22	25	98	16	6	25	2	8	41	0	2	12	0	8	3
Nov-22	38	90	12	4	39	0	7	28	0	6	13	1	5	13
Dec-22	39	123	18	12	38	2	16	36	1	5	13	1	15	5
Jan-23														
Feb-23														
Mar-23														
Apr-23														
May-23														
Jun-23														
YTD	223	664	87	46	219	11	79	219	3	29	81	5	70	38

Crisis Residential Treatment Facility – Phoenix House is open and operational. Clients must be referred through Redwood Community Crisis Services. Current client census: 8. Total clients since opening 53.

CA Project	Total Project Budget Amount	Cost through FYE 22/23	Unspent Budgeted Funds
Crisis Residential Treatment Facility	\$ 4,526,150	\$ 4,184,650	\$ 341,500

Fort Bragg Crisis Respite: RCS is pushing hard on recruiting and hiring of crisis respite staff. One person has been hired and is being cross trained at the inland crisis respite facility. Several others are in the middle of background checks. The remodeling of the respite area of the facility is complete and is ready for a soft start as soon as the program is adequately staffed.

Mobile Crisis Response Team Pilot - We have two full time staff responding seven days a week. Hours vary throughout the week: 8:00 am - 6:30 pm Monday to Wednesday, 8:00 am – 7:00 pm Thursday, 9:00 am – 7:00 pm Friday to Sunday. We continue to recruit to fill vacant positions.

- FY 22-23 YTD 224 calls, January 2023-33 calls, Pilot-to-Date 712 calls.
- Pilot to date: 712 calls

Mental Health Treatment Act Audit - The audits for periods 7/1/2019 – 6/30/2020, 7/1/2020 – 6/30/2021, and 7/1/2021 – 6/30/2022 were completed. A copy was provided to the Measure B Committee and was also included in the Measure B June 22nd agenda materials. A Measure B Ad hoc committee has been established to review and make recommendations in regard to the audit.

Psychiatric Health Facility – Nacht & Lewis, AECOM, and county staff have been meeting regularly on the demolition, design, construction, and programming requirements for the Psychiatric Health Facility at Whitmore Lane.



**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



ITEM 3e

Agenda Summary

Meeting Date:	February 22, 2023
Contact:	Janelle Rau, General Services Agency Director
Time Allocated for Item:	15 minutes

AGENDA TITLE: Discussion and Possible Action Regarding Annual Maintenance Cost, Building Life Cycle Cost, and Capital Facilities Reserve for Regional Training Center, Crisis Residential Treatment Facility, and Psychiatric Health Facility Buildings.

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

Discussion and possible action regarding the annual maintenance cost for the regional training center, crisis residential treatment facility and psychiatric health facility. Discussion and possible action regarding a capital facilities reserve for the building life cycle of the regional training center, crisis residential treatment facility and psychiatric health facility.

As reported previously to the Mental Health Treatment Act Citizens Oversight Committee, the General Services Agency is charged with preparing a Five-Year Capital Improvement Plan for all County owned real property. At the request of Member Antle, the General Services Agency presented preliminary Five-Year capital cost estimates based on a 20-year projection of building system life cycle replacement costs for the County owned facilities that were either purchased or constructed with Measure B funding. Simultaneous to this process, the General Services Agency has been working with third party contractors on assessing the condition of all County owned and operated facilities. The attached draft 20-year cost models (Crisis Residential Treatment Facility, Psychiatric Health Facility (still in design phases), and the Regional Training Center in Redwood Valley, CA), are draft works in progress that will be incorporated into the Five-Year Capital Improvement Plan that is in development and expected to be presented to the Board in late 2023 or early 2024.

In addition to the life cycle cost of ownership model, the General Services Agency presented estimates regarding annual operational costs for each County owned facility. These estimates are based on standard operational costs per facility. These estimates were provided to ensure the Mental Health Treatment Act Citizens Oversight Committee had the fiscal details available to them to make informed decisions regarding the costs to operate and own government facilities. A summary of those costs are below:

Measure B Facilities		
Cost of Operations and Ownership		
	Operating/Annual	Capital Assets/20 Year
CRT	\$ 41,820	\$ 552,804.59
PHF	\$ 78,025	\$ 2,053,128.43
RV Training Center	\$ 34,115	\$ 401,569.81
	\$ 153,960	\$ 3,007,503

A few comments regarding the draft cost models:

- The 20-year projection of building system life cycle cost models include a 3% annual cost escalation. Currently, the County is experiencing a much higher cost escalation rate (anywhere from 5% to 50%). The cost models are intended to be estimates and updated no less than annually.
- The cost models are considered draft until they are presented to the Board of Supervisors via the Five Year Capital Improvement Plan.
- Deferring capital improvement set aside funding will result in increased cost escalation annually.
- The building systems life cycles are estimated; system failures can occur and will require funding for repair or replacement.
- The building systems life cycles are based on current operational and building code standards; the estimates will be updated no less than annually to include any known code requirements or operational modifications required.

Annual Operating Costs

Behavioral Health Training Center

Ongoing Building Functions/Services	Provided by:	Interval	Split	Estimate:	Cost Notes:
One Time Costs					
Knox Box	Facilities Staff	One Time	100%	\$459.00	
Utility Room Sign	Facilities Staff	One Time	100%	\$250.00	
Service Panel clearances	Facilities Staff	One Time	100%	\$250.00	
Emergency Exit Plan	Facilities Staff	One Time	100%	\$250.00	
Room capacity Sign	Facilities Staff	One Time	100%	\$0.00	
Parking Lot Signs	Facilities Staff	One Time	100%	\$0.00	
Estimated One Time costs see Replacement Worksheet				\$1,209.00	
Building Maintenance Services and supplies					
Burglar Alarm Monitoring	Contractor through Facilities	Annual	100%	\$300.00	Per County alarm contract
Burglar Alarm testing - Annual	Contractor through Facilities	Annual	100%	\$500.00	Per County alarm contract
Fire Alarm Monitoring	Contractor through Facilities	Annual	100%	\$350.00	Per County alarm contract
Fire Alarm Testing - Annual	Contractor through Facilities	Annual	100%	\$500.00	Per County alarm contract
Fire Sprinkler testing - Annual	Contractor through Facilities	Annual	100%	\$500.00	
Fire Sprinkler Backflow testing - Annual	Contractor through Facilities	Annual	100%	\$250.00	
Domestic Backflow testing - Annual	Contractor through Facilities	Annual	75%	\$90.00	
Fire Extinguisher - Annual	Contractor through Facilities	Annual	100%	\$100.00	
HVAC - quarterly	Facilities Staff	Annual	100%	\$1,200.00	
Gutter Maintenance 2X/year	Facilities Staff	Annual	100%	\$1,000.00	
Building Maintenance services and supplies	Facilities Staff	Annual	100%	\$2,040.00	2 hrs./mo. + milage & travel
Septic maintenance and annual inspection	Contractor through Facilities	Annual	75%	\$225.00	Maintenance
Septic Tank Pumping	Contractor through Facilities	Annual	75%	\$300.00	\$1200/3 years
Exterminator Services	Contractor through Facilities	Monthly	100%	\$600.00	\$50/month
Estimated Annual Building Maintenance Costs				\$7,955.00	
Utilities & Services					
RVCWD - water	Facilities billing	Monthly	75%	\$660.00	\$155 Average
PGE Gas/Electric	Facilities Billing	Monthly	100%	\$2,160.00	\$80 Average Gas Average Electric
Trash/Recycling Service	Set up by program	Monthly	100%	\$4,500.00	2 Yd Container Weekly PU
Alarm phone line	Set up by program	Monthly	100%	\$240.00	\$20 per month
Internet	Set up by program	Monthly	100%	\$600.00	\$50 per month

Annual Operating Costs

Estimated Annual Utility Costs

\$8,160.00

Janitorial & Landscaping Services

Landscape Services and supplies	Facilities Staff	Annual	75%	\$ 7,000.00	2.5 HR per Week Current
Custodial Services	Facilities Staff	Annual	100%	\$6,000.00	2 HR per Week Current
Household supplies	Facilities Staff	Annual	100%	\$500.00	
Carpet Shampoo/deep cleaning	Facilities Staff	Annual	100%	\$110.00	\$55 hr.
VCT tile strip/wax	Facilities Staff	Annual	100%	\$220.00	\$55 hr.
Ceramic tile clean/seal	Facilities Staff	Annual	100%	\$220.00	\$55 hr.
Toilet Paper		Annual		\$950.00	Conservative Estimates
Paper towels		Annual		\$1,500.00	Conservative Estimates
Betco products		Annual		\$1,500.00	Conservative Estimates

Estimated Annual Janitorial & Landscaping

\$18,000.00

Projected Annual Cost to Operate

\$34,115.00

Supplies/items Reference Only

Betco mixer	One Time	\$100.00	3-5 year service life
Mop bucket	One Time	\$100.00	3-5 year service life
Trash cart	One Time	\$500.00	3-5 year service life
Vacuum	One Time	\$500.00	3-5 year service life
Inside trash, recycle, compost containers	One Time	\$300.00	3-5 year service life
Mop, broom, dust pan, misc. hand tool items	One Time	\$110.00	3-5 year service life
Cabinet with doors (inside utility room)	One Time	\$350.00	If required
Free standing shelf (inside utility room)	One Time	\$50.00	If required

Travel	20 miles per trip/per trip at .53 per mile
Building Maintenance Weighted Rate	\$78.00
Custodial Weighted Rate	\$55.00
Custodial estimated time per week	2 per week

Building No. 69 - Crisis Residential Treatment Facility (CRT)

Ongoing Building Functions/Services	Provided by:	Interval	Split	Estimate:	Cost Notes:
One Time Costs					
Burglar System Install	Contractor through operator	One Time	100%	\$5,000.00	Rough estimate
Knox Box	Facilities Staff	One Time	100%	\$0.00	
Utility Room Sign	Facilities Staff	One Time	100%	\$0.00	
Service Panel clearances	Facilities Staff	One Time	100%	\$250.00	
Emergency Exit Plan	Facilities Staff	One Time	100%	\$250.00	
Room capacity Sign	Facilities Staff	One Time	100%	\$0.00	
Parking Lot Signs	Facilities Staff	One Time	100%	\$0.00	
Estimated One Time costs see Replacement Worksheet				\$5,500.00	
Building Maintenance Services and supplies					
Burglar Alarm Monitoring	Contractor through Facilities	Annual	100%	\$0.00	Per County alarm contract
Burglar Alarm testing - Annual	Contractor through Facilities	Annual	100%	\$0.00	Per County alarm contract
Fire Alarm Monitoring	Contractor through Facilities	Annual	100%	\$0.00	Per County alarm contract
Fire Alarm Testing - Annual	Contractor through Facilities	Annual	100%	\$0.00	Per County alarm contract
Fire Sprinkler testing - Annual	Contractor through Facilities	Annual	100%	\$500.00	
Fire Sprinkler Backflow testing - Annual	Contractor through Facilities	Annual	100%	\$250.00	
Backflow testing - Annual	Contractor through Facilities	Annual	100%	\$125.00	
Fire Extinguisher - Annual	Contractor through Facilities	Annual	100%	\$125.00	
HVAC - quarterly	Facilities Staff	Annual	100%	\$1,200.00	
Gutter Maintenance 2X/year	Facilities Staff	Annual	100%	\$1,000.00	
Building Maintenance services and supplies	Facilities Staff	Annual	100%	\$3,060.00	3 hrs./mo. + milage & travel
Solar Maintenance	Contractor through Facilities	Annual	100%	\$500.00	Estimate
Exterminator Services	Contractor through Facilities	Annual	100%	\$900.00	\$75/month
Estimated Annual Building Maintenance Costs				\$7,660.00	
Utilities & Services					
City of Ukiah Water	Facilities billing	Monthly	100%	\$1,080.00	\$90 Average
City of Ukiah Sewer	Facilities billing	Monthly	100%	\$1,080.00	\$90 Average
City of Ukiah Electric	Facilities Billing	Monthly	100%	\$600.00	\$50 Average Electric
PG&E Gas	Facilities billing	Monthly	100%	\$0.00	
Trash/Recycling Service	Set up by program	Monthly	100%	\$4,500.00	2 Yd Container Weekly PU

Annual Operating Costs

Alarm Phone Line	Set up by program	Monthly	100%	\$0.00	
Internet	Set up by program	Monthly	100%	\$1,200.00	\$100 per month

Estimated Annual Utility Costs

\$8,460.00

Janitorial & Landscaping Services

Landscape Services and supplies	Facilities Staff	Annual	100%	\$ 5,980.00	2 HR per Week
Custodial Services	Facilities Staff	Annual	100%	\$11,960.00	4 HR per Week
Household supplies	Facilities Staff	Annual	100%	\$500.00	
Carpet Shampoo/deep cleaning	Facilities Staff	Annual	100%	\$0.00	\$55 hr.
VCT tile strip/wax	Facilities Staff	Annual	100%	\$880.00	\$55 hr.
Ceramic tile clean/seal	Facilities Staff	Annual	100%	\$880.00	\$55 hr.

Estimated Annual Janitorial & Landscaping

\$20,200.00

Projected Annual Cost to Operate

\$41,820.00

Supplies/items Reference Only

Toilet Paper		Annual		\$950.00	Conservative Estimate
Paper towels		Annual		\$1,500.00	Conservative Estimate
Betco products		Annual		\$1,500.00	Conservative Estimate
Betco mixer		One Time		\$100.00	3-5 year service life
Mop bucket		One Time		\$100.00	3-5 year service life
Trash cart		One Time		\$500.00	3-5 year service life
Vacuum		One Time		\$500.00	3-5 year service life
Inside trash, recycle, compost containers		One Time		\$300.00	3-5 year service life
Mop, broom, dust pan, misc. hand tool items		One Time		\$110.00	3-5 year service life
Cabinet with doors (inside utility room)		One Time		\$350.00	If required
Free standing shelf (inside utility room)		One Time		\$50.00	If required

Travel	2 miles per trip/per trip at .53 per mile				
Building Maintenance Weighted Rate				\$78.00	
Custodial Weighted Rate				\$55.00	
Custodial estimated time per week		2			per week

BUILDING LIFE CYCLE COST OF OWNERSHIP ANALYSIS - Building No. 69 - Crisis Residential Treatment Facility (CRT)

CRT - CRISIS RESIDENTIAL TREATMENT FACILITY						Cost (each)	Budget (Yearly)	Budget Adjustment	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	20 Year Totals	Current Replacement Cost
Building System	UNIT	Qty	Term (Yr.)	Growth 1%	COLA																									
Site Improvements, Parking Lots	SF	4,840	15	0	3%	\$ 2.50	\$ 806.67		\$ 830.87	\$ 855.79	\$ 881.47	\$ 907.91	\$ 935.15	\$ 963.20	\$ 992.10	\$ 1,021.86	\$ 1,052.52	\$ 1,084.09	\$ 1,116.62	\$ 1,150.11	\$ 1,184.62	\$ 1,220.16	\$ 1,256.76	\$ 1,294.46	\$ 1,333.30	\$ 1,373.30	\$ 1,414.49	\$ 1,456.93	\$ 22,325.70	\$ 12,100.00
Site Improvements, fencing	LF	395	15	0	3%	\$ 20.00	\$ 526.67		\$ 542.47	\$ 558.74	\$ 575.50	\$ 592.77	\$ 610.55	\$ 628.87	\$ 647.73	\$ 667.17	\$ 687.18	\$ 707.80	\$ 729.03	\$ 750.90	\$ 773.43	\$ 796.63	\$ 820.53	\$ 845.15	\$ 870.50	\$ 896.61	\$ 923.51	\$ 951.22	\$ 14,576.28	\$ 7,900.00
Roofing System, including gutters	SF	3,462	30	0	3%	\$ 15.50	\$ 1,788.70		\$ 1,842.36	\$ 1,897.63	\$ 1,954.56	\$ 2,013.20	\$ 2,073.59	\$ 2,135.80	\$ 2,199.88	\$ 2,265.87	\$ 2,333.85	\$ 2,403.86	\$ 2,475.98	\$ 2,550.26	\$ 2,626.77	\$ 2,705.57	\$ 2,786.74	\$ 2,870.34	\$ 2,956.45	\$ 3,045.14	\$ 3,136.50	\$ 3,230.59	\$ 49,504.93	\$ 53,661.00
Exterior Finishes	SF	3,875	15	0	3%	\$ 4.50	\$ 1,162.50		\$ 1,197.38	\$ 1,233.30	\$ 1,270.30	\$ 1,308.40	\$ 1,347.66	\$ 1,388.09	\$ 1,429.73	\$ 1,472.62	\$ 1,516.80	\$ 1,562.30	\$ 1,609.17	\$ 1,657.45	\$ 1,707.17	\$ 1,758.39	\$ 1,811.14	\$ 1,865.47	\$ 1,921.44	\$ 1,979.08	\$ 2,038.45	\$ 2,099.60	\$ 32,173.91	\$ 17,437.50
Interior Painting	SF	4,342	15	0	3%	\$ 4.50	\$ 1,302.60		\$ 1,341.68	\$ 1,381.93	\$ 1,423.39	\$ 1,466.09	\$ 1,510.07	\$ 1,555.37	\$ 1,602.03	\$ 1,650.09	\$ 1,699.60	\$ 1,750.59	\$ 1,803.10	\$ 1,857.20	\$ 1,912.91	\$ 1,970.30	\$ 2,029.41	\$ 2,090.29	\$ 2,153.00	\$ 2,217.59	\$ 2,284.12	\$ 2,352.64	\$ 36,051.39	\$ 19,539.00
Floor Finishes	SF	3,400	15	0	3%	\$ 8.00	\$ 1,813.33		\$ 1,867.73	\$ 1,923.77	\$ 1,981.48	\$ 2,040.92	\$ 2,102.15	\$ 2,165.21	\$ 2,230.17	\$ 2,297.08	\$ 2,365.99	\$ 2,436.97	\$ 2,510.08	\$ 2,585.38	\$ 2,662.94	\$ 2,742.83	\$ 2,825.11	\$ 2,909.87	\$ 2,997.16	\$ 3,087.08	\$ 3,179.69	\$ 3,275.08	\$ 50,186.69	\$ 27,200.00
Ceiling System	SF	3,400	15	0	3%	\$ 2.00	\$ 453.33		\$ 466.93	\$ 480.94	\$ 495.37	\$ 510.23	\$ 525.54	\$ 541.30	\$ 557.54	\$ 574.27	\$ 591.50	\$ 609.24	\$ 627.52	\$ 646.34	\$ 665.74	\$ 685.71	\$ 706.28	\$ 727.47	\$ 749.29	\$ 771.77	\$ 794.92	\$ 818.77	\$ 12,546.67	\$ 6,800.00
Kitchen Equipment	EA	8	15	0	3%	\$ 2,000.00	\$ 1,066.67		\$ 1,098.67	\$ 1,131.63	\$ 1,165.58	\$ 1,200.54	\$ 1,236.56	\$ 1,273.66	\$ 1,311.87	\$ 1,351.22	\$ 1,391.76	\$ 1,433.51	\$ 1,476.52	\$ 1,520.81	\$ 1,566.44	\$ 1,613.43	\$ 1,661.83	\$ 1,711.69	\$ 1,763.04	\$ 1,815.93	\$ 1,870.41	\$ 1,926.52	\$ 29,521.58	\$ 16,000.00
Kitchen & Bath Fixtures & Finishes	EA	11	20	0	3%	\$ 800.00	\$ 440.00		\$ 453.20	\$ 466.80	\$ 480.80	\$ 495.22	\$ 510.08	\$ 525.38	\$ 541.14	\$ 557.38	\$ 574.10	\$ 591.32	\$ 609.06	\$ 627.33	\$ 646.15	\$ 665.54	\$ 685.51	\$ 706.07	\$ 727.25	\$ 749.07	\$ 771.54	\$ 794.69	\$ 12,177.65	\$ 8,800.00
Mechanical Systems (HVAC)	EA	2	15	0	3%	\$ 15,000.00	\$ 2,000.00		\$ 2,060.00	\$ 2,121.80	\$ 2,185.45	\$ 2,251.02	\$ 2,318.55	\$ 2,388.10	\$ 2,459.75	\$ 2,533.54	\$ 2,609.55	\$ 2,687.83	\$ 2,768.47	\$ 2,851.52	\$ 2,937.07	\$ 3,025.18	\$ 3,115.93	\$ 3,209.41	\$ 3,305.70	\$ 3,404.87	\$ 3,507.01	\$ 3,612.22	\$ 55,352.97	\$ 30,000.00
Plumbing Systems (Water Heater & Equipment)	EA	2	15	0	3%	\$ 8,000.00	\$ 1,066.67		\$ 1,098.67	\$ 1,131.63	\$ 1,165.58	\$ 1,200.54	\$ 1,236.56	\$ 1,273.66	\$ 1,311.87	\$ 1,351.22	\$ 1,391.76	\$ 1,433.51	\$ 1,476.52	\$ 1,520.81	\$ 1,566.44	\$ 1,613.43	\$ 1,661.83	\$ 1,711.69	\$ 1,763.04	\$ 1,815.93	\$ 1,870.41	\$ 1,926.52	\$ 29,521.58	\$ 16,000.00
Electrical Fixtures & Lighting Systems	Room	13	20	0	3%	\$ 1,200.00	\$ 780.00		\$ 803.40	\$ 827.50	\$ 852.33	\$ 877.90	\$ 904.23	\$ 931.36	\$ 959.30	\$ 988.08	\$ 1,017.72	\$ 1,048.25	\$ 1,079.70	\$ 1,112.09	\$ 1,145.46	\$ 1,179.82	\$ 1,215.21	\$ 1,251.67	\$ 1,289.22	\$ 1,327.90	\$ 1,367.73	\$ 1,408.77	\$ 21,587.66	\$ 15,600.00
Electrical Systems Switchgear & panels	EA	1	50	0	3%	\$ 35,000.00	\$ 700.00		\$ 721.00	\$ 742.63	\$ 764.91	\$ 787.86	\$ 811.49	\$ 835.84	\$ 860.91	\$ 886.74	\$ 913.34	\$ 940.74	\$ 968.96	\$ 998.03	\$ 1,027.97	\$ 1,058.81	\$ 1,090.58	\$ 1,123.29	\$ 1,156.99	\$ 1,191.70	\$ 1,227.45	\$ 1,264.28	\$ 19,373.54	\$ 35,000.00
EV Charging Station	EA	1	20	0	3%	\$ 8,000.00	\$ 400.00		\$ 412.00	\$ 424.36	\$ 437.09	\$ 450.20	\$ 463.71	\$ 477.62	\$ 491.95	\$ 506.71	\$ 521.91	\$ 537.57	\$ 553.69	\$ 570.30	\$ 587.41	\$ 605.04	\$ 623.19	\$ 641.88	\$ 661.14	\$ 680.97	\$ 701.40	\$ 722.44	\$ 11,070.59	\$ 8,000.00
Power Generation and Storage Systems (solar & batteries)	EA	1	15	0	3%	\$ 40,000.00	\$ 2,666.67		\$ 2,746.67	\$ 2,829.07	\$ 2,913.94	\$ 3,001.36	\$ 3,091.40	\$ 3,184.14	\$ 3,279.66	\$ 3,378.05	\$ 3,479.40	\$ 3,583.78	\$ 3,691.29	\$ 3,802.03	\$ 3,916.09	\$ 4,033.57	\$ 4,154.58	\$ 4,279.22	\$ 4,407.59	\$ 4,539.82	\$ 4,676.02	\$ 4,816.30	\$ 73,803.96	\$ 40,000.00
Generator	EA	1	25	0	3%	\$ 75,000.00	\$ 3,000.00		\$ 3,090.00	\$ 3,182.70	\$ 3,278.18	\$ 3,376.53	\$ 3,477.82	\$ 3,582.16	\$ 3,689.62	\$ 3,800.31	\$ 3,914.32	\$ 4,031.75	\$ 4,152.70	\$ 4,277.28	\$ 4,405.60	\$ 4,537.77	\$ 4,673.90	\$ 4,814.12	\$ 4,958.54	\$ 5,107.30	\$ 5,260.52	\$ 5,418.33	\$ 83,029.46	\$ 75,000.00
							\$ 19,973.80		\$ 20,573.01	\$ 21,190.20	\$ 21,825.91	\$ 22,480.69	\$ 23,155.11	\$ 23,849.76	\$ 24,565.25	\$ 25,302.21	\$ 26,061.28	\$ 26,843.12	\$ 27,648.41	\$ 28,477.86	\$ 29,332.20	\$ 30,212.16	\$ 31,118.53	\$ 32,052.09	\$ 33,013.65	\$ 34,004.06	\$ 35,024.18	\$ 36,074.90	\$ 552,804.59	\$ 389,037.50

Building No. 320 - Psychiatric Health Facility (PHF)

Ongoing Building Functions/Services	Provided by:	Interval	Split	Estimate:	Cost Notes:
One Time Costs					
Knox Box	Facilities Staff	One Time	100%	\$0.00	
Utility Room Sign	Facilities Staff	One Time	100%	\$0.00	
Service Panel clearances	Facilities Staff	One Time	100%	\$250.00	
Emergency Exit Plan	Facilities Staff	One Time	100%	\$250.00	
Room capacity Sign	Facilities Staff	One Time	100%	\$0.00	
Parking Lot Signs	Facilities Staff	One Time	100%	\$0.00	
Estimated One Time costs see Replacement Worksheet				\$500.00	
Building Maintenance Services and supplies					
Burglar Alarm Monitoring	Contractor through Facilities	Annual	100%	\$0.00	Per County alarm contract
Burglar Alarm testing - Annual	Contractor through Facilities	Annual	100%	\$0.00	Per County alarm contract
Fire Alarm Monitoring	Contractor through Facilities	Annual	100%	\$600.00	Per County alarm contract
Fire Alarm Testing - Annual	Contractor through Facilities	Annual	100%	\$500.00	Per County alarm contract
Fire Sprinkler testing - Annual	Contractor through Facilities	Annual	100%	\$500.00	
Fire Sprinkler Backflow testing - Annual	Contractor through Facilities	Annual	100%	\$250.00	
Backflow testing - Annual	Contractor through Facilities	Annual	100%	\$125.00	
Fire Extinguisher - Annual	Contractor through Facilities	Annual	100%	\$100.00	
HVAC - quarterly	Facilities Staff	Annual	100%	\$2,000.00	
Gutter Maintenance 2X/year	Facilities Staff	Annual	100%	\$1,000.00	
Building Maintenance services and supplies	Facilities Staff	Annual	100%	\$8,160.00	8 hrs./mo. + milage & travel
Solar Maintenance	Contractor through Facilities	Annual	100%	\$500.00	
Exterminator Services	Contractor through Facilities	Annual	100%	\$900.00	
Estimated Annual Building Maintenance Costs				\$14,635.00	
Utilities & Services					
Willow Water	Facilities billing	Monthly	100%	\$2,400.00	\$200 Average
Ukiah Valley Sanitation District	Facilities billing	Monthly	100%	\$2,400.00	\$200 Average
PG&E Electric	Facilities Billing	Monthly	100%	\$6,000.00	\$500 Average Electric
PG&E Gas	Facilities billing	Monthly	100%	\$0.00	
Trash/Recycling Service	Set up by program	Monthly	100%	\$6,300.00	4 Yd Container Weekly PU
Security	Set up by program	Monthly	100%	\$240.00	Basic line

Annual Operating Costs

Internet	Set up by program	Monthly	100%	\$1,800.00	\$150 per month
Estimated Annual Utility Costs				\$19,140.00	

Janitorial & Landscaping Services

Landscape Services and supplies	Facilities Staff	Annual	100%	\$ 7,150.00	2.5 HR per Week
Custodial Services	Facilities Staff	Annual	100%	\$31,200.00	10 HR per Week
Household supplies	Facilities Staff	Annual	100%	\$1,000.00	
Carpet Shampoo/deep cleaning	Facilities Staff	Annual	100%	\$0.00	\$55 hr.
VCT tile strip/wax	Facilities Staff	Annual	100%	\$2,200.00	\$55 hr.
Ceramic tile clean/seal	Facilities Staff	Annual	100%	\$2,200.00	\$55 hr.

Estimated Annual Janitorial & Landscaping

\$43,750.00

Projected Annual Cost to Operate

\$78,025.00

Supplies/items Reference Only

Toilet Paper	Annual	\$1,200.00	Conservative Estimate
Paper towels	Annual	\$2,500.00	Conservative Estimate
Betco products	Annual	\$2,500.00	Conservative Estimate
Betco mixer	One time	\$100.00	3-5 year service life
Mop bucket	One time	\$100.00	3-5 year service life
Trash cart	One time	NA	3-5 year service life
Vacuum	One time	\$500.00	3-5 year service life
Inside trash, recycle, compost containers	One time	\$300.00	3-5 year service life
Mop, broom, dust pan, misc. hand tool items	One time	\$110.00	3-5 year service life
Cabinet with doors (inside utility room)	One time	\$350.00	3-5 year service life
Free standing shelf (inside utility room)	One time	\$50.00	3-5 year service life

Travel	4 miles per trip/per trip at .53 per mile
Building Maintenance Weighted Rate	\$78.00
Custodial Weighted Rate	\$55.00
Custodial estimated time per week	Daily

BUILDING LIFE CYCLE COST OF OWNERSHIP ANALYSIS - Building No. 320 - Psychiatric Health Facility (PHF)

PHF - Psychiatric Health Facility						Cost (each)	Budget (Yearly)	Budget Adjustment	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	20 Year Totals	Current Replacement Cost
Building System	UNIT	Qty	Term (Yr.)	Growth 1%	COLA																									
Site Improvements - Parking Lots	SF	23,941	15	0	3%	\$ 2.00	\$ 3,192.13		\$ 3,287.90	\$ 3,386.53	\$ 3,488.13	\$ 3,592.77	\$ 3,700.56	\$ 3,811.57	\$ 3,925.92	\$ 4,043.70	\$ 4,165.01	\$ 4,289.96	\$ 4,418.66	\$ 4,551.22	\$ 4,687.76	\$ 4,828.39	\$ 4,973.24	\$ 5,122.44	\$ 5,276.11	\$ 5,434.39	\$ 5,597.43	\$ 5,765.35	\$ 88,347.03	\$ 47,882.00
Site Improvements Fences, Trellis & Fixtures	LF	800	15	0	3%	\$ 25.00	\$ 1,333.33		\$ 1,373.33	\$ 1,414.53	\$ 1,456.97	\$ 1,500.68	\$ 1,545.70	\$ 1,592.07	\$ 1,639.83	\$ 1,689.03	\$ 1,739.70	\$ 1,791.89	\$ 1,845.65	\$ 1,901.01	\$ 1,958.04	\$ 2,016.79	\$ 2,077.29	\$ 2,139.61	\$ 2,203.80	\$ 2,269.91	\$ 2,338.01	\$ 2,408.15	\$ 36,901.98	\$ 20,000.00
Roofing System, including gutters	SF	13,125	50	0	3%	\$ 20.00	\$ 5,250.00		\$ 5,407.50	\$ 5,569.73	\$ 5,736.82	\$ 5,908.92	\$ 6,086.19	\$ 6,268.77	\$ 6,456.84	\$ 6,650.54	\$ 6,850.06	\$ 7,055.56	\$ 7,267.23	\$ 7,485.24	\$ 7,709.80	\$ 7,941.10	\$ 8,179.33	\$ 8,424.71	\$ 8,677.45	\$ 8,937.77	\$ 9,205.91	\$ 9,482.08	\$ 145,301.55	\$ 262,500.00
Exterior Finishes	SF	11,385	15	0	3%	\$ 5.00	\$ 3,795.00		\$ 3,908.85	\$ 4,026.12	\$ 4,146.90	\$ 4,271.31	\$ 4,399.45	\$ 4,531.43	\$ 4,667.37	\$ 4,807.39	\$ 4,951.61	\$ 5,100.16	\$ 5,253.17	\$ 5,410.76	\$ 5,573.09	\$ 5,740.28	\$ 5,912.49	\$ 6,089.86	\$ 6,272.56	\$ 6,460.73	\$ 6,654.56	\$ 6,854.19	\$ 105,032.26	\$ 56,925.00
Interior Painting	SF	12,500	15	0	3%	\$ 5.00	\$ 4,166.67		\$ 4,291.67	\$ 4,420.42	\$ 4,553.03	\$ 4,689.62	\$ 4,830.31	\$ 4,975.22	\$ 5,124.47	\$ 5,278.21	\$ 5,436.55	\$ 5,599.65	\$ 5,767.64	\$ 5,940.67	\$ 6,118.89	\$ 6,302.46	\$ 6,491.53	\$ 6,686.28	\$ 6,886.87	\$ 7,093.47	\$ 7,306.28	\$ 7,525.46	\$ 115,318.69	\$ 62,500.00
Floor Finishes	SF	12,844	15	0	3%	\$ 8.00	\$ 6,850.13		\$ 7,055.64	\$ 7,267.31	\$ 7,485.33	\$ 7,709.89	\$ 7,941.18	\$ 8,179.42	\$ 8,424.80	\$ 8,677.54	\$ 8,937.87	\$ 9,206.01	\$ 9,482.19	\$ 9,766.65	\$ 10,059.65	\$ 10,361.44	\$ 10,672.28	\$ 10,992.45	\$ 11,322.23	\$ 11,661.89	\$ 12,011.75	\$ 12,372.10	\$ 189,587.62	\$ 102,752.00
Ceiling System	SF	12,844	15	0	3%	\$ 2.00	\$ 1,712.53		\$ 1,763.91	\$ 1,816.83	\$ 1,871.33	\$ 1,927.47	\$ 1,985.30	\$ 2,044.85	\$ 2,106.20	\$ 2,169.39	\$ 2,234.47	\$ 2,301.50	\$ 2,370.55	\$ 2,441.66	\$ 2,514.91	\$ 2,590.36	\$ 2,668.07	\$ 2,748.11	\$ 2,830.56	\$ 2,915.47	\$ 3,002.94	\$ 3,093.03	\$ 47,396.90	\$ 25,688.00
Kitchen Equipment	EA	8	15	0	3%	\$ 4,000.00	\$ 2,133.33		\$ 2,197.33	\$ 2,263.25	\$ 2,331.15	\$ 2,401.09	\$ 2,473.12	\$ 2,547.31	\$ 2,623.73	\$ 2,702.44	\$ 2,783.52	\$ 2,867.02	\$ 2,953.03	\$ 3,041.62	\$ 3,132.87	\$ 3,226.86	\$ 3,323.66	\$ 3,423.37	\$ 3,526.07	\$ 3,631.86	\$ 3,740.81	\$ 3,853.04	\$ 59,043.17	\$ 32,000.00
Bath Fixtures & Finishes	EA	30	15	0	3%	\$ 1,000.00	\$ 2,000.00		\$ 2,060.00	\$ 2,121.80	\$ 2,185.45	\$ 2,251.02	\$ 2,318.55	\$ 2,388.10	\$ 2,459.75	\$ 2,533.54	\$ 2,609.55	\$ 2,687.83	\$ 2,768.47	\$ 2,851.52	\$ 2,937.07	\$ 3,025.18	\$ 3,115.93	\$ 3,209.41	\$ 3,305.70	\$ 3,404.87	\$ 3,507.01	\$ 3,612.22	\$ 55,352.97	\$ 30,000.00
Mechanical Systems (HVAC)	EA	5	15	0	3%	\$ 45,000.00	\$ 15,000.00		\$ 15,450.00	\$ 15,913.50	\$ 16,390.91	\$ 16,882.63	\$ 17,389.11	\$ 17,910.78	\$ 18,448.11	\$ 19,001.55	\$ 19,571.60	\$ 20,158.75	\$ 20,763.51	\$ 21,386.41	\$ 22,028.01	\$ 22,688.85	\$ 23,369.51	\$ 24,070.60	\$ 24,792.71	\$ 25,536.50	\$ 26,302.59	\$ 27,091.67	\$ 415,147.29	\$ 225,000.00
Plumbing Systems (Water Heater Grease Trap & Equipment)	EA	2	15	0	3%	\$ 15,000.00	\$ 2,000.00		\$ 2,060.00	\$ 2,121.80	\$ 2,185.45	\$ 2,251.02	\$ 2,318.55	\$ 2,388.10	\$ 2,459.75	\$ 2,533.54	\$ 2,609.55	\$ 2,687.83	\$ 2,768.47	\$ 2,851.52	\$ 2,937.07	\$ 3,025.18	\$ 3,115.93	\$ 3,209.41	\$ 3,305.70	\$ 3,404.87	\$ 3,507.01	\$ 3,612.22	\$ 55,352.97	\$ 30,000.00
Electrical Fixtures & Lighting Systems	Room	77	20	0	3%	\$ 1,000.00	\$ 3,850.00		\$ 3,965.50	\$ 4,084.47	\$ 4,207.00	\$ 4,333.21	\$ 4,463.21	\$ 4,597.10	\$ 4,735.01	\$ 4,877.06	\$ 5,023.38	\$ 5,174.08	\$ 5,329.30	\$ 5,489.18	\$ 5,653.85	\$ 5,823.47	\$ 5,998.17	\$ 6,178.12	\$ 6,363.46	\$ 6,554.37	\$ 6,751.00	\$ 6,953.53	\$ 106,554.47	\$ 77,000.00
Electrical Systems Switchgear & panels	EA	1	50	0	3%	\$ 80,000.00	\$ 1,600.00		\$ 1,648.00	\$ 1,697.44	\$ 1,748.36	\$ 1,800.81	\$ 1,854.84	\$ 1,910.48	\$ 1,967.80	\$ 2,026.83	\$ 2,087.64	\$ 2,150.27	\$ 2,214.77	\$ 2,281.22	\$ 2,349.65	\$ 2,420.14	\$ 2,492.75	\$ 2,567.53	\$ 2,644.56	\$ 2,723.89	\$ 2,805.61	\$ 2,889.78	\$ 44,282.38	\$ 80,000.00
EV Charging Station	EA	2	20	0	3%	\$ 8,000.00	\$ 800.00		\$ 824.00	\$ 848.72	\$ 874.18	\$ 900.41	\$ 927.42	\$ 955.24	\$ 983.90	\$ 1,013.42	\$ 1,043.82	\$ 1,075.13	\$ 1,107.39	\$ 1,140.61	\$ 1,174.83	\$ 1,210.07	\$ 1,246.37	\$ 1,283.77	\$ 1,322.28	\$ 1,361.95	\$ 1,402.80	\$ 1,444.89	\$ 22,141.19	\$ 16,000.00
Power Generation and Storage Systems (solar & batteries)	EA	1	15	0	3%	\$ 120,000.00	\$ 8,000.00		\$ 8,240.00	\$ 8,487.20	\$ 8,741.82	\$ 9,004.07	\$ 9,274.19	\$ 9,552.42	\$ 9,838.99	\$ 10,134.16	\$ 10,438.19	\$ 10,751.33	\$ 11,073.87	\$ 11,406.09	\$ 11,748.27	\$ 12,100.72	\$ 12,463.74	\$ 12,837.65	\$ 13,222.78	\$ 13,619.46	\$ 14,028.05	\$ 14,448.89	\$ 221,411.89	\$ 120,000.00
Generator	EA	1	20	0	3%	\$ 250,000.00	\$ 12,500.00		\$ 12,875.00	\$ 13,261.25	\$ 13,659.09	\$ 14,068.86	\$ 14,490.93	\$ 14,925.65	\$ 15,373.42	\$ 15,834.63	\$ 16,309.66	\$ 16,798.95	\$ 17,302.92	\$ 17,822.01	\$ 18,356.67	\$ 18,907.37	\$ 19,474.59	\$ 20,058.83	\$ 20,660.60	\$ 21,280.41	\$ 21,918.83	\$ 22,576.39	\$ 345,956.07	\$ 250,000.00
							\$ 74,183.13		\$ 76,408.63	\$ 78,700.89	\$ 81,061.91	\$ 83,493.77	\$ 85,998.58	\$ 88,578.54	\$ 91,235.90	\$ 93,972.97	\$ 96,792.16	\$ 99,695.93	\$ 102,686.81	\$ 105,767.41	\$ 108,940.43	\$ 112,208.65	\$ 115,574.90	\$ 119,042.15	\$ 122,613.42	\$ 126,291.82	\$ 130,080.57	\$ 133,982.99	\$ 2,053,128.43	\$ 1,438,247.00

Notes:
 Costs based on preliminary plans available to date

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3f

Meeting Date:	February 22, 2023
Contact:	Chair Miller
Time Allocated for Item:	10 minutes

AGENDA TITLE: Discussion and Possible Action Regarding Marketing Strategies for the Behavioral Health Regional Training Center.

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

Strategize whether funds should be set aside for marketing campaigns to encourage more use of the training center.

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3g

Meeting Date:	February 22, 2023
Contact:	Chair Miller
Time Allocated for Item: 10 minutes	

AGENDA TITLE: Discussion and Possible Action Regarding the Mental Health Treatment Act Citizens Oversight Committee Rules of Procedure.

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

The Rules of Procedure were adopted by the committee in May 2018, the enclosed revised edition reflects revisions made to the document to reflect current information.

Rules of Procedure

“MENTAL HEALTH TREATMENT ACT” MEASURE B OVERSIGHT COMMITTEE COUNTY OF MENDOCINO STATE OF CALIFORNIA

ADOPTED: 05/23/2018

FORWARD

TO THE CITIZENS OF MENDOCINO COUNTY:

This this booklet containing the Rules of Procedure of the Mental Health Treatment Act Measure B Citizens Oversight Committee of the County of Mendocino has been prepared upon direction of the Measure B Citizens Oversight Committee. It attempts to outline the working procedures of the Committee meetings and legislative activities.

We hope that it will be of value to all citizens to better participate in the important work of local government and assist citizens in better understanding the procedural aspects of County legislative enactments.

COMMITTEE MEMBERS

Ace Barash
1st District

Shannon Riley
2nd District

Sherrie Ebyam
3rd District

Vacant
4th District

Lindsey Daugherty
5th District

Vacant
BHAB Representative

Jenine Miller
MH Director

Vacant
Auditor

Darcie Antle
Chief Executive Officer

Thomas Allman
Sheriff Representative

Donna Moschetti
NAMI Mendocino

Lili Chavoya
Committee Clerk

TABLE OF CONTENTS

I. ORGANIZATION AND MEETINGS.....	3
Rule 1. Applicability of Rules.....	3
Rule 2. Organizational Meeting.....	3
Rule 3. Election of Officers.....	3
Rule 4. Chair and Vice-Chair.....	3
Rule 5. Regular Meetings.....	3
Rule 6. Special Meetings, Final Budget Hearings, Workshops, and Planning Meetings.....	4
Rule 7. Clerk of the Board.....	4
Rule 8. County Counsel.....	4
Rule 9. Quorum and Action.....	4
Rule 10. Order of Business.....	4
Rule 11. Roll Call.....	4
Rule 12. Minutes of Previous Meetings.....	5
Rule 13. Agenda Procedure.....	5
Rule 14. Matters Not on the Agenda.....	5
Rule 15. Public Expression.....	5
II. PROCEDURE AND VOTING.....	5
Rule 16. Order and Decorum.....	5
Rule 17. Privilege of the Floor.....	6
Rule 18. Rules of Debate.....	6
Rule 19. Motions – General.....	6
Rule 20. Questions Continued by Rule.....	7
Rule 21. Rules of Voting.....	7
Rule 22. Motion to Rescind.....	8
Rule 23. Motion to Reconsider.....	8
Rule 24. Substitute Motion.....	8
III. COMMITTEES.....	8
Rule 25. Committees in General.....	8
Rule 26. Ad Hoc Committees.....	9
Rule 27. Board Assignments/Reporting Requirements.....	9
Rule 28. Suspension or Amendment of Rules.....	9
Rule 29. Parliamentary Questions.....	9
IV. OTHER.....	9
Appendix A. Order of Agenda.....	9

**RULES OF ORDER AND PROCEDURE
OF THE MENTAL HEALTH TREATMENT ACT
MEASURE B CITIZENS OVERSIGHT COMMITTEE
MENDOCINO COUNTY, CALIFORNIA**

I. ORGANIZATION AND MEETINGS

Rule 1. Applicability of Rules

These rules shall apply to the Mental Health Treatment Act Measure B Citizens Oversight Committee hereinafter "Oversight Committee" of the County of Mendocino.

Rule 2. Organizational Meeting

The organizational meeting of the Oversight Committee shall be held on the first meeting of the year, at which time there shall be an election of officers of the Committee. No meeting shall be held the day of, or the day after, a state holiday.

Rule 3. Election of Officers

The Clerk of the Committee shall call the meeting to order, and the first order of business shall be the election of a Chair and Vice-Chair for the ensuing calendar year. The Committee observes a rotation for the election of Chair and Vice-Chair, but a member shall not be elected to serve as Chair unless he or she has been a member of the Committee for the preceding calendar year. The Chair may be referred to as Mr. Chair or Madam Chair, as the case may be. The Vice-Chair may be referred to as Mr. Vice-Chair or Madam Vice-Chair, as the case may be.

Rule 4. Chair and Vice-Chair

The Chair shall serve as presiding officer of the Committee, rule on questions of procedure, appoint annual standing committees and all special assignments, attend agenda review meetings, executive official Committee records and documents presented by the Clerk of the Committee, and shall also represent the Committee at ceremonial or official functions. Rulings on questions of procedure and appointments by the Chair shall be subject to appeal to the Committee.

The Vice-Chair shall have and exercise all powers and duties of the Chair at the meetings over which he or she is called to preside at ceremonial and official functions, which the Chair cannot attend. In the absence of the Chair, the Vice-Chair shall call the meeting to order and serve as presiding officer. In the absence of the Chair and the Vice-Chair, a member present shall preside until either the Chair or Vice-Chair appears.

Rule 5. Regular Meetings

Regular meetings will be conducted every other month pursuant to the master calendar adopted at the beginning of each calendar year, with the exception that a scheduled meeting may be canceled if deemed appropriate by a majority vote the Committee.

Regular meetings and continuances thereof shall commence and be held at the times and location that the Chair designates unless the time, date and location is changed by a majority vote of the Committee. Notice of any continuance must be posted within 24 hours of adjournment, at or near the place where the meeting was held. At each regular meeting, or any continuance thereof, the Committee may transact any and all business which it is authorized or permitted by law to transact.

Business shall normally be conducted between 1:00 p.m. and 3:00 p.m. but may continue past that time without objection from the members present. All items agendized for that meeting and not concluded shall be continued to the next regular meeting of the Committee.

All open sessions of the Committee shall be recorded by audio or visual means or both and may also be recorded and broadcast by any member of the public or media so long as it does not disrupt the proceedings.

Rule 6. Special Meetings, Final Budget Hearings, Workshops, and Planning Meetings

Special Meetings, Final Budget Hearings, Workshops, and Planning Meetings may be called by the Chair or by a majority of the Committee at times and locations other than the above in accordance with the law and specified notice provisions set forth in Government Code §54965. In all cases the Committee may transact any and all business which it is authorized or permitted by law to transact.

Rule 7. Clerk of the Board

The Clerk of the Committee shall be present during all meetings for the purpose of taking and maintaining the minutes of the meeting; presenting and receiving correspondence, records, documents, claims, reports, or petition; preserving all records; marking or attesting all resolutions and ordinances; imparting information on Committee documents of public record; and otherwise fulfilling all duties imposed by law or required by the Committee or by the presiding officer.

Rule 8. County Counsel

County Counsel or Deputy County Counsel shall be available at all meetings for the purpose of advising the Committee on legal questions unless excused by the presiding officer.

Rule 9. Quorum and Action

A majority of the members of the Committee shall constitute a quorum for the transaction of business and no act of the Committee shall be valid or binding unless a majority of all members are present in concurred therein.

A Committee directive may be given by informal action of a majority of the Committee and shall be recorded in the minutes, including the names of any Committee members who state their opposition to the action.

Rule 10. Order of Business

The Committee shall conduct business in the order specified in the posted agenda or as modified at the discretion of the Chair. Without amending these rules, the Committee may modify or amend the Order of Business, which shall be attached to these rules as Appendix A.

Rule 11. Roll Call

The Clerk shall call the roll at the commencement of each meeting and shall record each member as being present or absent. The Clerk shall further record, during the course of each meeting, the arrival of any member listed as absent and the departure of any member listed as present.

Planned absences shall be communicated to the Clerk of the Committee at least one week in advance. Unanticipated absences shall be reported as soon as possible. If a member is absent, he or she may have entered into the record the reason why.

Rule 12. Minutes of Previous Meetings

The minutes of previous meetings shall be submitted to the Committee for additions, corrections, and approval by majority vote of the Committee.

Rule 13. Agenda Procedure

With the exception of items sponsored by Board members, all items to be placed on the agenda shall be presented to the Clerk not later than end of business day on the Monday two weeks preceding the regular meeting for which the agenda is prepared and shall include a complete agenda summary, all supporting documentation, and a fiscal analysis if necessary. The Chief Executive Officer/Clerk of the Committee may authorize limited exceptions to the above procedure on a case-by-case basis to accommodate time sensitive items.

Late agenda items may be included as “Modifications to Agenda” provided Brown Act noticing requirements are met.

Rule 14. Matters Not on the Agenda

No action shall be taken on any item not appearing on the posted agenda except: (1) upon a majority vote of the Committee that an emergency situation exists as defined in Government Code §54956.5; (2) upon a determination by a majority vote of the Committee, or if less than majority of the members are present, a unanimous vote of those members present, that the need to take immediate action arose subsequent to the agenda being posted; (3) when the item was posted for a prior meeting of the Committee occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Rule 15. Public Expression

Public expression on any item not appearing on the Oversight Committee agenda, but which is within, or reasonably related to, the subject matter jurisdiction of the Committee is permitted. The Committee limits testimony on matters not on the agenda to three (3) minutes per person and not more than ten (10) minutes for a particular subject at the discretion of the Chair.

II. PROCEDURE AND VOTING**Rule 16. Order and Decorum**

The Chair shall preserve order and decorum and shall decide all questions of order and procedure subject to an appeal to the Committee.

The nature of any appeal shall be briefly stated, and the Chair shall have the right to state the reason for his or her decision. The Committee shall decide the case without debate, and the question shall be stated as follows: “Shall the ruling of the Chair be sustained?”

A point of order may only be raised by a member of the Committee.

No member wishing to speak, or debate shall proceed until he or she shall have addressed the Chair and been recognized thereby. When two or more members speak at the same time, the Chair shall determine who is entitled to the floor.

While a member is speaking, no member shall engage in or entertain a private discussion.

All members shall use a formal style, including appropriate titles, and addressing the public, staff and each other. All members shall refrain from the use of profanity, emotional outburst, personal attacks or any speech or conduct which tends to bring the organization into disrepute.

Any member desiring to leave the meeting room shall first obtain permission from the Chair. When a motion to adjourn is carried, the member shall remain seated until the Chair declares the meeting adjourned.

The Chair may determine when orderly conduct of the meeting is not feasible owing to disruptive behavior by persons in attendance. The Chair may order the removal of the person(s) disrupting the meeting. If order cannot be restored by removal of such person(s), the Chair may order the meeting room cleared and continue in session. Members of the news media, except those participating in the disturbance, shall be allowed to remain. The Chair may re-admit any person(s) provided their re-admission will not disrupt the continued orderly conduct of business.

Rule 17. Privilege of the Floor

Members of the public have the right to address the Committee on any item within the subject matter jurisdiction of the Committee pursuant to Government Code section 54954.3.

At the invitation of the Chair, members of the public who wish to speak shall come to the podium and identify themselves by name. The Clerk shall enter into the minutes the names of all members of the public to whom the privilege of the floor has been granted.

Members of the public shall direct their comments and questions to the Chair who may, at his or her discretion, request a response from staff. The Chair may, in the interest of facilitating the business of the Committee, limit the amount of time a citizen may use and addressing the Committee.

Rule 18. Rules of Debate

When any member is about to speak in debate, he or she shall respectfully address him/herself to "Mr. Chair" or "Madam Chair", as appropriate.

The member upon whose motion a subject is brought before the Committee, or who reports a measure from Committee, is first entitled to the floor, even though another member has first addressed the Chair; and he or she is also entitled to close the debate but not until every member choosing to speak has spoken. No member shall speak more than twice to the same question (unless entitled to close the debate) nor longer than five (5) minutes at one time, without leave of the Committee, and the question upon granting the leave shall be decided by a majority vote of all the members of the Committee without debate.

Rule 19. Motions – General

Any motion for action shall require a second before being acknowledged by the Chair. The Clerk shall enter into the minutes the motion and the names of the moving and seconding members. After a motion is stated by the Chair or read by the Clerk, it shall be open for debate, but may be withdrawn by the maker at any time before a decision is made or an amendment adopted. A motion may be amended with the consent of the moving and seconding members at any time before a decision is made or an amendment adopted unless another motion is pending. The Clerk shall enter into the minutes the vote of each member on each motion.

When a question is under debate, no motion shall be received except as stated with preference in the following order:

1. Adjournment of the Board
2. To lay on the table
3. The previous question
4. To postpone to a certain date
5. To refer to committee
6. To amend
7. To postpone indefinitely

The following motions are not amendable or debatable:

- To adjourn for the day
- To call the question (call the roll)
- The previous question
- To lay on the table

The motion to postpone indefinitely cannot be amended.

An amendment to an amendment cannot be amended.

Motions to adjourn or to take a recess shall always be in order but may not be made while the Chair is acknowledging the question, or while a member has the floor, or after the previous question has been ordered.

Rule 20. Questions Continued by Rule

Any motion which by its terms calls for an appropriation or expenditure of money shall, upon request and without further action, be continued to the next regularly scheduled Committee meeting.

Rule 21. Rules of Voting

No act of the Committee shall be valid or binding unless a majority of all the members concur therein.

As a matter of public policy, all members of the Committee shall take a position in a vote on all issues brought before them. Any member who abstains shall state the reason why, either before or immediately following any abstention.

A member who has a disqualifying financial conflict of interest or is disqualified from voting for another legally compelling reason shall:

- Publicly identify the financial interest or other reason for being legally unable to vote in a manner sufficient to be understood by the public.
- Recuse him/herself from discussing and voting on the matter.
- Leave the room until after the discussion, vote, and other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar. However, the member, prior to leaving the room, may address the matter during the time that the general public is allowed to address the matter.

A commissioner who is absent from all or a part of: (1) a public hearing; (2) an item that requires findings; or (3) an item that is quasi-judicial in nature, may subsequently vote on the matter heard if the commissioner states that he or she has reviewed all evidence received during his or her absence, and has also listen to the Clerk's recording or read a true and complete transcript of the proceedings.

Rule 22. Motion to Resend

A motion to resend any action or motion shall require a majority vote unless notice has been given at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a majority vote of all the members of the Committee. A motion to resend is not in order if action has already been taken which cannot be undone.

Rule 23. Motion to Reconsider

Any member of the Committee who votes in the majority on a question, as well as any member who was absent, is eligible to make a motion to reconsider. A motion to reconsider shall be in order during the meeting at which the action to be reconsidered took place, provided members of the public in attendance during the original action are still present in the Conference Room. In all other cases, motions for reconsideration must be placed on a future agenda for action. Unless a member was absent, a motion to reconsider must be placed on the agenda for the next regular Committee meeting. A member who was absent must place a motion to reconsider on the agenda for the next regular Committee meeting after the regular Committee meeting at which that member is in attendance. A motion to reconsider shall require a majority vote provided a quorum is present. A motion to reconsider, if lost, shall not be renewed nor shall any subject be a second time reconsidered within twelve (12) months, except by a majority vote of the entire Committee.

Rule 24. Substitute Motion

A substitute motion is an amendment where an entire resolution or section, or one or more paragraphs, is struck out and another is inserted in its place. The motion to substitute, if adopted by majority vote, does away entirely with the original motion. The votes shall then be taken on the motion that was substituted. A substitute motion is appropriate if amendments become involved or a paragraph requires considerable changes. A substitute motion may not be made when an amendment is pending.

III. COMMITTEES

Rule 25. Committees in General

The Chair of each committee shall call meetings as needed, provided they are held in conformance with the law and do not conflict with the Committee master calendar.

Any committee vacancy shall be filled by the Chair of the Committee without delay. The Chair of the Committee may serve as a member of any committee whenever a committee member is absent or unable to serve, except in those circumstances that it would cause a violation of the Brown Act.

Each committee shall have the authority to investigate as it deems best the matters referred to it by the Oversight Committee but shall not authorize any funding.

No committee shall investigate any matter unless referred to it by the full Committee.

Upon a majority vote of all members of the Committee, any matter referred to any committee may be withdrawn from the consideration of such committee and referred to another committee, unless said referral would cause a violation of the Brown Act.

All committees shall report to the Committee following each committee meeting. Committee reports shall be given by the Chair thereof either orally or in writing, but no report shall be made in the absence of either member of such committee unless the majority of the Committee so orders and directs.

Rule 26. Ad Hoc Committees

Ad hoc committees may be formed by Chair directive or Committee action and shall include prescribed duties and membership of the committee. Status reports from ad hoc committees shall be made to the Committee of each regular meeting. Ad hoc committees are encouraged to conclude their business at the end of each calendar year but may be extended at the recommendation of the committee and approval of the Committee. The Clerk of the Committee will maintain a current index of ad hoc committees and their purpose.

Rule 27. Committee Assignments/Reporting Requirements

All members who are assigned to special projects, committees, and separate boards or commissions shall provide regular reports to the full Committee regarding their activity in connection with the special assignment.

Rule 28. Suspension or Amendment of Rules

Any rule may be suspended or amended upon the consent of 80% of all the members of the Oversight Committee. Suspension of any rule shall apply only to those matters before the Committee at that time.

A proposal to amend the rules shall be filed in writing with the Clerk of the Committee and shall be made a special item of business at the next regular meeting of the Committee.

Rule 29. Parliamentary Questions

On all points of order or procedure not governed by these rules, the general rules of parliamentary practice as outlined in Robert's Rules of Order (latest revised edition) shall govern.

IV. OTHER

Appendix A. Order of Agenda

The order of business at each regular meeting, except for such times as may be set apart for consideration of special items, shall be as follows:

1. Call to Order
2. Roll Call
3. Public Expression
4. Approval of Minutes
5. Discussion and Possible Action Items
6. Committee Member Reports
7. Adjournment

Adopted: 05/23/2018

Revised: 02/2023