June 11, 2014

TO: The Mono County Board of Supervisors

FROM: Jim Leddy, County Administrative Officer
Leslie Chapman, County Finance Director

RE: Fiscal Year 2014-2015 Budget Workshops

Dear Board Members:

Since 2008-2009, faced with the continuing fiscal challenges caused by the recession, Mono County appears to be emerging from straining times and is attempting to move in a new direction. Financial factors have impacted our workforce by requiring them to do more with less, reduced our investment in innovation, and mandated triage actions rather than long term planning. This situation still exists. As this financial data shows us, we still lack the capacity for meaningful change in our organization and we have work to do. Clearly, we have the unwavering dedication of high quality employees who deliver the best services that resources allow. However, we are at a crossroads where we must decide what we will do and not do.

Mono County has chosen the process of change at every level of the organization. From each employee, to the Board and including the public, we are investing the time and energy to make this the best Mono County imaginable and we will be. However, at this time, we still lack the needed capacity to accomplish this.

The budget information before the Board demonstrates that we could get by another year by cutting and asking more of our remaining workforce yet we lack the resources to invest in strategic needs. The Budget picture before the Board is balanced in a way that gives us no capacity to change. So now, we choose how we build that capacity.

In 2013-2014, our County government began to change how we do business. Transparency and accountability have increased and employee innovation has been unleashed. The Strategic Planning process is well underway. It is in that context that the FY 2014-2015 Proposed CAO Budget will be presented.

This Budget information shows our challenge clearly – we have to cut to balance; we need more resources to invest in the highest return. This is a document that balances the tension of our current fiscal situation with our required work to improve. Our departments have sought ways to provide status quo services with less resources, and because of that, our employees continue to sacrifice. We are at a crossroad where we cannot keep simply reducing without surrendering our service levels.
As it stands today, the Budget totals $65.995 million with a General Fund component of $35.153 million. It funds 281.22 filled Full Time Equivalents. It barely invests in our roads, focuses less on smart public safety services, does not provide for strengthening economic development, and environmental stewardship efforts. It would maintain responsiveness from its government yet not foresight.

With this spending plan, we would meet all state and federal mandates and we have attempted to address public feedback from town halls across the County. Unlike any previous budget discussion, this one has dozens of new employee generated ideas that are being reviewed, and where feasible, implemented.

This Budget information lacks at its core the resources for three things:

- **The ability to Invest in Strategic Planning** – The strategic planning effort started by the Board is now being advanced by our employees to guide and improve County services, focus investments and strengthen Mono County through an informed dialogue with the community, yet this budget does not currently have resources to truly support it;

- **The Capacity to Increase Accountability through transparency and understanding of County services** – We are continuing the public budget process with quarterly reviews and looking to invest in a system for enhanced transparency of Board meetings to communicate what, why, and how we serve the community;

- **Strengthen our workforce** – The County is a service organization whose public services are due to our committed employees. We have fewer resources to support professional development, training, and recognition, of all employees.

Where possible, the departments requested budgets and the CAO Recommended Budget align. Yet both are built in the context that we can still do everything with less as opposed to focusing on the most important things. The CAO Recommended works to close the gap and free up resources for investment yet there is still more need.

The preliminary Recommended Budget is balanced using reductions in expenses, unexpected property tax revenue, and workforce reductions due to the voluntary separation incentive program for employees to choose to leave. It will not give us the resources to continue needed transformation of Mono County government. The choice now before us is to commit fully to a different model: not one that scrapes by, but one that makes hard choices and puts resources in those areas that are the highest value to the community. Once that choice is made, we will need resources for infrastructure, economic development and innovation along with continued discipline on spending and thoughtfulness on every decision. We will have to cut some things in order to put money into others because we cannot have all things.

As part of the needed cultural change underway in Mono County, employees have been actively participating in various forums to bring forward innovative ideas. The Mono Innovation Groups have created a vast series of proposals (Appendix E). These ideas are being reviewed at all levels and where feasible, implemented with the goals of improving services, reducing costs and freeing up staff capacity.
In addition, the new monthly employees' roundtable (formerly Coffee with the CAO) discussions are part of our new communications among employees. Information exchange is critical and opening up to new ideas and providing as many forums as we can which is the hallmark of a stronger organization. These efforts will continue to yield results.

Last year we recommended moving up the Budget year to better align with the legal Fiscal Year. This year we made a tremendous step forward as the Budget Town Halls and Budget workshops were held in May and June. Budget adoption will occur toward the end of the accrual period when we have more finalized financial data.

This increased focus on Budget by staff and the Board has increased our accountability to the public. More information and details are available and the County continues community engagement efforts. In FY 2014-2015, the Board will host Board meetings beyond Bridgeport and Mammoth Lakes. This supports our organizations goals of being transparent and accountable and reflects a crucial investment in our community.

The Recommended Budget is a choice: one that attempts to Band-Aid funds crucial to services and address long-term liabilities.

We want to thank the departments, their fiscal staffs, and the hard working employees of the entire County family that have helped shape this Recommended Budget for your consideration. Thank you to our employees who bring the Budget to life and for their unwavering public service to the residents and visitors of Mono County. It is their commitment, which ensures the foundation of this thriving community.

What follows this introduction is the best data available at this time. We look forward to the Board and public discussion.

Jim Leddy,
County Administrative Officer

Leslie Chapman,
County Finance Director
Mono County Budget Overview

The Mono County Recommended Budget is comprised of several Funds:

1) The General Fund, which is primarily, comprised of:
   a) Property, sales and tourism taxes;
   b) Charges for services (fees),
   c) Some state and federal revenues, and;
   d) Use of prior year fund balance.

   The GF is approximately 53% of the Total Budget.

2) All other funds come from special restricted revenues and are primarily from state and federal funds for specific programs and services. All other funds represent 47% of the Total Budget.

The Recommended FY 2014-2015 Total Budget is funded from several sources including:

- 32% from Property, Sales and Tourist taxes;
- 12% from Charges for Services;
- 15% from Other sources;
- 36% from State/Federal revenues;
- 5% from use of Prior year Fund Balances.

![Total Budget Sources Chart]
FY 2014-2015 FY Total Recommended Budget Overview – The Total Budget includes all sources and is how all county services are provided. The Total Budget has all state and federal funds for state and federal programs that counties must administer.

- **20.95% for Law Enforcement** – Sheriff’s Department, Jail, District Attorney, Probation;
- **16.59% for Public Works** which includes roads, county buildings and facilities, and motor pool;
- **20.90% for General Government** – Board of Supervisors, County Administration, Finance, Assessor, County Counsel, Information Technology, Fund for Contingencies;
- **9.50% for Public Health Services** – Behavioral (Mental) Health and medical services for unserved;
- **8.13% for Social Aid Programs** – Social Services; Child Welfare; Economic Assistance; Job Training/Workforce Investment; Medi-Cal eligibility; Cal Fresh;
- **5.22% for Paramedic Services**;
- **4.36% for Enterprise Funds** (administered within departments but created to be self-sustaining funds) which include Solid Waste, Cemeteries and Airports;
- **1.09% for Community Service Areas (CSAs)** – Special Districts to provide particular services to specific communities;
- **1.49% for Economic Development** – Economic Development staff; Tourism marketing; Fisheries Commission; support of local non-profits;
- **1.15% for Civic Services** – Elections, Clerk/Recorder;
- **2.14% for Capital Improvements** – Parks, County buildings, accessibility projects and other public infrastructure;
- **3.4% for Internal Service Funds** – Office equipment (computers and copiers) and insurance
The General Fund

The FY 2014-2015 Proposed CAO Recommended Budget General Fund -- The General Fund is a subset of the Total Budget and is primarily funded by:

- Local tax sources = 58.61%;
- Charge for services = 11.06%;
- Other Misc. revenue = 8.52%
- State and federal revenues = 17.54%
- Prior year (Carry Over) funds = 4.27%

The General Fund has the greatest discretion by the Board of Supervisors to support services.

For the FY 2014-2015 Proposed CAO Recommended Budget, the General Fund uses include to the following services:

- **39.34% for Law Enforcement:**
  - Sheriff’s Department;
  - Jail;
  - District Attorney;
  - Probation;
  - Public Defender services

- **35.05% for General Government:**
  - Board of Supervisors;
  - County Administration;
  - Finance;
  - Assessor;
  - County Counsel;
  - Information Technology;
  - Fund for Contingencies;
- **9.79% for Paramedic Services**;

- **9.32% other Public Protection**
  - Agricultural Commissioner
  - Planning
  - Building
  - Code Enforcement
  - Animal Control

- **2.33% for Public Works**;
  - Engineering;
  - Facilities;

- **0.35% for Public Health Services** – Bridgeport Clinic

- **2.16% for Civic Services** – Elections, Clerk/Recorder;

- **1.25% for Economic Development** – Economic Development staff; Tourism marketing; Fishery Commission; support of local non-profits;

- **0.41% for Social Aid Programs** – Veterans Service

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**GENERAL FUND USES**

- General Government: 12,322,783
- Law Enforcement: 13,828,053
- Other Public Protection: 3,276,139
- Paramedic Services: 1,241,879
- Public Health Services: 758,283
- Social Aid Programs: 3,441,879
- Economic Development: 144,885
- Civic Services: 438,063
- Public Works: 819,898

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Mono County Budget Trends

Since 2004, the overall Budget trend had been upward for our County budgets. Through the bubble caused by a booming real estate market and subsequent burst, in years following 2010, County Total Budgets have been cut back.

The real estate market fueled property tax bubble is over and we are still correcting from its collapse. Southern California’s real estate market recoveries have previously been leading indicators for Mono County. Traditionally, there has been an 18-24 month lag between the two private markets. There will be a delay between improved real estate values and county revenues.

Counties across California have an additional 18-24 month period before the increased property values convert to revenues for the jurisdiction. The FY 2013-2014 Mono County Property Tax Roll Valuation reflects an increase for the first time since 2008 and was up by 1.23% as of June 2nd. Property taxes may have found the floor, matching the value of 2007 and showing the first increase in six years. This increase helped balance the Budget.

Balancing the General Fund

The General Fund, those funds most local and most discretionary, is still finding the new lowered base compared last six to seven years. Our Carry Over Funds (monies unexpended and considered one time) are diminishing. Derived from primarily from Salary Savings, these funds should be used where possible to fund one-time purposes.
The FY 2014-2015 CAO Recommended Budget uses $3.709 million total ($1.5 million in the General Fund) of Carry Over Funds, but has directed them to one-time expenses where feasible.

**Employees**

Doing more with less people – The Recommended Budget funds 281.22 Full Time Equivalents positions (FTEs), the least amount in over a dozen years. These positions are filled with an incredible group of people. Mono County's employees are committed, hardworking and serve the community excellently every day. They too have weathered through difficult economic times and continued to serve the community as their ranks have dwindled and their responsibilities grown. This Budget does not reverse the current trend.

Labor costs represent approximately 52% of our costs and those costs drivers impact our budget. Due to increased compensation costs (Mostly increases in healthcare and retirement costs) combined with revenues not meeting pace with those costs from 2009 to present, employee costs remain an ongoing challenge.

The County currently has less Full Time Equivalent employees than it did in any year in over 12 years. Our costs are still increasing while we are not seeing take home wages increase for employees. Through negotiations, we still need to rebase costs until revenue growth can keep pace.

The FY 2014-2015 Recommended Budget has neither layoffs nor any ability to expand the workforce or compensation increases. Our workforce has reduced because the County created a voluntary means for employees to depart. Those vacancies where then frozen and the savings were used to save services and positions elsewhere.

Our staff capacity is at its bare bones limit. Further reductions will impact services and asking for more with less is not sustainable. We are moving to a more strategically focused organization where we will identify and only invest resources in the highest valued and needed services. Across the Board cuts will not work and we must invest back in our organization.
Last year we asked: *Will we be an organization of more people with lower compensation costs or one with less people who cost more?*

It is clear we have become an organization with less employees making the same or less. Compensation increased by mandated increases in benefits has outstripped our capacity for wage increases.

The lack of revenue growth remains a barrier. Until we see stronger revenue growth, we still face cost challenges but we must find a way to restructure costs to compensate fairly our employees for their hard work. This issue must be addressed in this and future budget cycles.

**County Reserves remain challenged.**

From FY 2008-2009 to 2012-2013 County Reserves were used to save jobs and prevent cuts in services. This combined with elimination of Cost of Living adjustments for employees, reductions in longevity pay and the delay of step increase, were used to help the County cross the recession. The recession outlasted the rainy day funds and we must rebuild eventually.

The $1.8 million in Reserves today is 5% of General Fund, the County’s reserve policy minimum, down from nearly $6 million in 2008. *One unexpected event could surpass our ability to respond.*

The use of Reserves is a strategy that has been employed and only due to unprecedented midyear cuts, the Reserves saw $737,331 added and this was used in balancing the current 2014-15 Proposed CAO Budget.
**Cost Containment Redesign Strategies**

In February, 2013, the County facing a projected structural Deficit of $4.7 million took action. Everyone in our organization took unprecedented steps to reduce costs. The Departments all worked to reduce immediately their General Fund impact and successfully saved $737,331. These funds were placed in Reserves and now can be used to balance the FY 2014-2015 Budget.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Method</th>
<th>Potential Service impact</th>
<th>Target Net Annual GF savings</th>
<th>Achieved to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Re-Base Labor costs</td>
<td>Negotiations</td>
<td>Same workforce size; Recruitment and retention issues.</td>
<td>Up to $2.9 million</td>
<td>$0.0</td>
</tr>
<tr>
<td>2) Furloughs (Temporary savings)</td>
<td>Negotiate 80 hours unpaid leave for 2 years</td>
<td>Limited public services due to either reduced public hours or less access to staff during furlough</td>
<td>Up to $600,000 - $1.2 million</td>
<td>$0.0</td>
</tr>
<tr>
<td>3) Reduce net workforce costs through workforceattrition</td>
<td>Negotiations; Offer financial incentive for employees to leave county voluntarily; Use hiring freeze process and only replace crucial positions</td>
<td>Potential loss of staff institutional memory; Less staffing; Higher workload if no backfilling of staff; Defund allocated vacant positions.</td>
<td>Up to $2.0 million</td>
<td>$800,000</td>
</tr>
<tr>
<td>4) Strategic Planning Re-Design of County Service Models</td>
<td>Employee/management collaboration to process improvement and cross functional-interdepartmental service models</td>
<td>Maintain or improve services through new process models and culture change</td>
<td>??</td>
<td>$0.0</td>
</tr>
<tr>
<td>5) Use of Reserves</td>
<td>Administrative</td>
<td>Maintain Current workforce (service level) by use of one time monies for operations</td>
<td>??</td>
<td>$737,000</td>
</tr>
<tr>
<td>6) Layoffs</td>
<td>Administrative</td>
<td>Higher workload for remaining staff; Lower service level for public</td>
<td>??</td>
<td>$0.0</td>
</tr>
<tr>
<td>7) Unanticipated Revenues</td>
<td>Recovering real Estate Market</td>
<td>Growth in recovering real estate</td>
<td>??</td>
<td>$250,000</td>
</tr>
<tr>
<td>8) Fund Balance</td>
<td>Administrative</td>
<td>Dependent on prior year savings</td>
<td>??</td>
<td>$1.5 Million</td>
</tr>
</tbody>
</table>

**Total potential savings estimate**

$2.6 to $6.1 million

**Total needed to close gap**

$-$4.7 million

**Remaining Structural Deficit**

$2.1 million to $1.4 million surplus
In addition, a series of initiatives were launched at midyear to reduce costs. These efforts have shown moderate success in helping us close the gap.

1. **Rebasing Labor costs**: Employees are the core to effective services and compensation accounts for over half of the County Budget – approximately $35 of $66 million or 52%. We are in negotiations with three of five labor units currently and are asking employees to help us find ways to reduce costs while keeping the workforce whole and services levels stable. These negotiations may yield expense reductions without appreciably reducing service levels.

2. **Furloughs (temporary)**: Furloughs, mandatory unpaid time off, is a temporary tool that can also help close the gap and are part of negotiations. A temporary reduction in paid hours is a tool that can help bridge us from a weak economy to a stronger one. Furloughs are not a permanent cost reduction solution, and are crafted to temporarily, and minimally reduce costs until revenues recover. An annual 40 to 80 hour furlough would provide approximately 1.9% to 3.8% in compensation reductions. The reduction would be only temporary, allowing employees to use it in place of paid time off, and would be taken out of the paychecks across the entire fiscal year.

3. **Workforce Reduction through Attrition**: The County implemented the Mono County Voluntary Separation Incentive. One time funding was moved from funding Clean Air Vehicle compliance and several employees participated. These positions will now be held vacant and will save the County General Fund in a full fiscal year over $800,000. These savings were needed to balance the budget.

4. **Strategic Planning and Re-Design of County Services**: This process is well underway thanks to our employees. In addition, we have opened the doors to new ideas through the Mono Innovation Groups. The pages of ideas shown in Appendix E are being examined and it will take time to implement the highest value ideas. These ideas will take the longest to implement and are part of the broader Strategic Planning effort.

5. **Use of Reserves**: The use of Reserves is a strategy that has been employed and only due to unprecedented midyear cuts, $737,331 was placed into Reserves and was used this year in balancing the Budget.

6. **Layoffs: We have avoided layoffs.** Failure to find ongoing savings leaves the most unpalatable alternative, involuntary reduction in workforce through layoffs as a specter over our organization. We will continue to work with our employees to avoid this alternative at all costs.

7. **Unanticipated revenues**: For the first time in six years, Property tax valuation showed a positive increase. This allowed us to use nearly $250,000 in unanticipated revenue to close the gap. These funds are unpredictable and anemic in growth.

8. **Fund Balance**: the unused funds from a prior year, these monies are typically used to close the gap. As we reduce our overall budget, or tighten uses of services, these funds become less reliable.
**Policy Items**

Each year, County departments review services and staffing levels and present Policy Items for Board consideration. For FY 2014-2015, departments submitted $6.39 Million in requests. The Proposed CAO Recommended Budget is proposing $2.22 million or 35% of the requests. In reviewing the Department or standing policy driven requests, the lens of long-term issues and diminished resources were both used.

The Board has the option to delay Policy Item requests until Midyear Budget review in case unexpected revenue or expenses occur. The following list reflects the department, the Policy Item Request and the CAO’s Recommended Budget funding of that item.

<table>
<thead>
<tr>
<th>Total Available Revenue</th>
<th>$2,345,822</th>
<th>Balance to Allocate</th>
<th>$692,838</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt Requested</td>
<td>Amt Recommend</td>
<td>Comments</td>
<td>Approved</td>
</tr>
<tr>
<td>Agriculture Commissioner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service payment on Ag Building in Inyo County</td>
<td>20,000</td>
<td>-</td>
<td>Potentially can be covered by Excess Gas Tax</td>
</tr>
<tr>
<td>Board of Supervisors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund Contingency (1% Current Expenditures)</td>
<td>$325,000</td>
<td>$325,000</td>
<td>Administrative Policy</td>
</tr>
<tr>
<td>General Fund Reserve (Bring to 15% of Current Expenditures)</td>
<td>3,034,639</td>
<td>65,842</td>
<td>Midyear savings of $737,331 is included in budget</td>
</tr>
<tr>
<td>CIP Fund - CARB Compliance Set-aside</td>
<td>300,000</td>
<td>300,000</td>
<td>300,000</td>
</tr>
<tr>
<td>CIP Fund - Park Improvement Set-aside/Benton</td>
<td>2,500</td>
<td>2,500</td>
<td>Based on prior year set-aside</td>
</tr>
<tr>
<td>CIP Fund - Park Improvement Set-aside/Chalfant</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>Property Tax Admin Fee Refund (6 smallest fire districts)</td>
<td>25,000</td>
<td>25,000</td>
<td>Based on prior year refunds</td>
</tr>
<tr>
<td>Contributions to non-profit organizations</td>
<td>40,000</td>
<td>40,000</td>
<td>Same as last year</td>
</tr>
<tr>
<td>First Responder Aid</td>
<td>150,000</td>
<td>150,000</td>
<td>Same as last year- Prop 172 offset</td>
</tr>
<tr>
<td>Behavioral Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral Health</td>
<td>7,149</td>
<td>7,149</td>
<td>Mandated County Match</td>
</tr>
<tr>
<td>Assessor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promote Appraiser’s Aid to Administrative Services Specialist</td>
<td>6,145</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Community Development/Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Intern</td>
<td>16,683</td>
<td>16,683</td>
<td><em>In lieu of replacing associate planner</em></td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------</td>
<td>--------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Increase Permit Tech Hours</td>
<td>5,445</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**District Attorney**

| Half-Time FTS Position | 69,194 |        |                                        |

**Economic Development**

| Economic Development Assistant - 9 months | 60,989 | 60,989 |                                        |
| Fish Enhancement Program - Fund 102      | 138,541 | 138,541 |                                        |

**Economic Development - Tourism:**

| Film Commission Marketing Support | 5,000 | 5,000 | *Same as last year* |
| California State Fair Exhibit       | 10,000 | 10,000 | *Same as last year* |
| Film Commission Marketing Support & Local Program Funding | 40,000 | 20,000 | *Same as last year* |
| Trial Maintenance Program           | 8,840 | 8,840 | *Based on last year’s Friends of the Inyo Proposal* |
| Air Service Subsidy                 | 100,000 | 35,000 | *See proposal* |

**Emergency Medical Services (Paramedics)**

| Replace two Cardiac Monitors          | 76,000 | 76,000 | *To meet local and state requirements* |

**Information Technology**

| Government Transparency Suite Software | 17,588 | 17,588 | *To allow streaming, recording and indexing BOS meetings* |
| Financial System Upgrade plus additional modules | 375,131 |        |                                        |

**Public Works**

| Cemetery - Fund 610                  | 2,000 | 2,000 |                                        |
| Road Fund - Fund 700 - General       | 500,000 | 500,000 | 500,000 |
| Conway Ranch Subsidy                 | 16,355 | 16,355 |                                        |

**Social Services**

<p>| Department of Social Services - Fund 103 | 355,000 | 355,000 | <em>Estimated County Match</em> | 355,000 |
| Department of Social Services          | 146,579 | 146,579 | <em>Program funding shortage</em> | 146,579 |</p>
<table>
<thead>
<tr>
<th>Fund 103 - Senior Program</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Social Services - Fund 103 - General Relief</td>
<td>19,256</td>
<td>19,256</td>
<td>County Obligation</td>
</tr>
<tr>
<td>Sheriff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backfill Deputy after filling Court Bailiff with existing deputy</td>
<td>90,782</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>TOTAL GENERAL FUND PROPOSED POLICY ITEMS</td>
<td>$ 5,946,316</td>
<td>$ 2,345,822</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>
## Non General Fund Policy Items

<table>
<thead>
<tr>
<th>Total Available Revenue</th>
<th>Balance to Allocate</th>
<th>$</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt Requested</td>
<td>Amt Recommend</td>
<td>Comments</td>
<td>Approved</td>
</tr>
<tr>
<td>Behavioral Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reclassify Administrative Services Specialist to Behavioral Health Fiscal and Administrative Services Officer</td>
<td>22,159</td>
<td>22,159</td>
<td></td>
</tr>
<tr>
<td>District Attorney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Task Force - Additional Office Space</td>
<td>27,258</td>
<td>27,258</td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reclass WIC Nutrition Asst. to WNA/Health Program Coordinator</td>
<td>5,380</td>
<td>5,380</td>
<td></td>
</tr>
<tr>
<td>Reclass WIC Nutrition Specialist to a WNA/FTS II</td>
<td>5,411</td>
<td>5,411</td>
<td></td>
</tr>
<tr>
<td>Public Works - Motor Pool - Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay for Crowley Road Shop</td>
<td>15,000</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Replacement Vehicles</td>
<td>432,000</td>
<td>432,000</td>
<td></td>
</tr>
<tr>
<td>Oil Separator - 50% Road, 50% Motor Pool</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Solid Waste</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycling Infrastructure &amp; Programs</td>
<td>100,000</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>Solar panels &amp; battery banks for landfill scales &amp; printers</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Social Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promote Staff Services Analyst II to III</td>
<td>4,122</td>
<td>4,122</td>
<td></td>
</tr>
<tr>
<td>Promote 2 Social Worker I/IIIs to IIIs</td>
<td>11,360</td>
<td>11,360</td>
<td></td>
</tr>
<tr>
<td>TOTAL GENERAL FUND PROPOSED POLICY ITEMS</td>
<td>$ 630,531</td>
<td>$ 630,531</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>
Mono County Long Term Liabilities and Unmet Needs

As the FY 2014-2015 Recommended Budget remains focused on the Board’s direction to ensure unmet long-term liabilities were quantified. As departments assessed the issues, the costs of these liabilities and unmet needs are estimated. The following table reflects currently identified issues. The costs are estimates and will be refined. Further, the list may grow but as we do the needed strategic planning and focused budget work.

<table>
<thead>
<tr>
<th>Issues</th>
<th>Remaining costs</th>
<th>Cause</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Air Resources Board (CARB) Clean Air Compliant vehicles</td>
<td>$21 million(^1)</td>
<td>State mandate for clean air vehicles</td>
<td>2019-2028</td>
</tr>
<tr>
<td>Solid Waste Issues – Landfill closures and monitoring</td>
<td>$6.68 Million(^2)</td>
<td>State Law</td>
<td>2023-2029</td>
</tr>
<tr>
<td>New Jail</td>
<td>$10-25 Million(^3)</td>
<td>Population growth/use</td>
<td>2020-2025</td>
</tr>
<tr>
<td>Prudent Reserves</td>
<td>$3.7 Million(^4)</td>
<td>County Fiscal Policy</td>
<td>2018-??</td>
</tr>
<tr>
<td>Infrastructure (Roads, Parks, community center upgrades)</td>
<td>TBD</td>
<td>Road improvements</td>
<td>As warranted</td>
</tr>
<tr>
<td>New elections system</td>
<td>$225,000(^5)</td>
<td>State mandate/Aging technology</td>
<td>2016-2017</td>
</tr>
<tr>
<td>Improved County Information Technology</td>
<td>$375,131(^6)</td>
<td>Finance System replacement</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Increased Economic Development Investment</td>
<td>TBD</td>
<td>Attract Businesses Strengthen Tourism Reduce regulatory burden</td>
<td>ASAP</td>
</tr>
<tr>
<td>Social and Health Safety Net Services</td>
<td>TBD</td>
<td>Serving resident unmet needs</td>
<td>??</td>
</tr>
<tr>
<td>Labor costs</td>
<td>1% COLA(^7) = $255,000</td>
<td>Invest in Employees</td>
<td>??</td>
</tr>
</tbody>
</table>

**TOTAL** $31.5 to $50.18 million

\(^1\) Prior purchases of Clean Air vehicles have reduced liability and 2014-2015 Recommended Budget proposes $300,000 for CARB vehicle replacement. First deadline is 2019 and approximately $5 million.

\(^2\) The Solid Waste Enterprise Fund remains solvent and is not a burden to the General Fund. Ongoing discussions with the Town of Mammoth Lakes are underway for a long term regional solution to waste which ensure proper closures funds along with increased mandated diversions.

\(^3\) AB 109 (State Realigned of Prisoners) will impact the Jail’s capacity.

\(^4\) FY 2012-2013 Reserves are $1.7 million. By County Policy, Reserves should be at least between 5-15% of General Fund Expenses. Current GF expenditures are $36 million and 15% would be $4.3 million. The FY 2013-2014 Recommended Budget would add $65,842 to Reserves.

\(^5\) Changes in State election law require county to review and investigate replacing current voting machines. Cost for replacement is estimated at $225,000 but alternative systems may be option that may cost less.

\(^6\) The County’s finance system is outdated and overdue for replacement. In regards to desktops and employee computer needs, new implemented Tech Refresh Program will start process of replacement through direct billing of departments.

\(^7\) a one (1) percent Cost of Living Adjustment would cost approximately $225,000 annually if granted to all employees.
**State and Federal Issues**

The 2014-2015 State Budget poses minor impacts to Mono County. The largest potential positive impact would have been the funding of the Governor’s proposal to repay counties for past due SB 90 Mandate costs. Those funds were removed from the current Legislative version of the State Budget.

Realignment remains an ongoing challenge and requires us to plan for the future of our jail facilities. Although the ongoing work between the various departments via the Community Corrections Partnership (CCP) will create new innovative methods for dealing with lesser offenders (home confinement and transitional community based services), the growth of long-term inmates will impact both the staff and the facilities. We must re-double our efforts to find planning grants and find long term funding to address these impacts.

The Federal Budget has stabilized and the government shut down which impacted public lands in Mono County in the fall of 2013 is not an issue for 2014-2015. The other federal action which could impact the Mono County Budget is in the Property In Lieu of Taxes (PILT) payment. As of this date, while PILT payments have been approved, there is no definitive word yet on the final allocation for Mono County.

An area that could be of significant policy impact would be the request for a Federal appropriation that Mono County initiated with Congressman Paul Cook in order to implement an effort to prevent the listing of the Sage Grouse. Although there would be no direct financial impact to the County’s Budget, the region’s economy could see a significant impact if there is a listing. This effort is an ongoing priority will remain a top priority during FY 2014-2015.


**Budget Town Hall Meetings**

Starting with the FY 2013-2014 Budget process, the Board directed staff to host public town hall meetings on the Budget throughout Mono County. These meetings were a first for the County. There were six of them and were held in each Supervisorial District and geographically throughout Mono County. This year these meetings were held again to garner feedback on community issues for the Budget as well as strengthen the understanding of the County’s budget process. **100 people** attended the meetings this year, which included two employee sessions.

The meetings were held in the following locations:

- Mammoth Lakes on May 5th with 8 attendees;
- Lee Vining on May 7th with no attendees;
- Crowley Lake on May 19th with 12 attendees;
- Walker on May 12th with 26 attendees;
- Bridgeport on May 13th with 12 attendees;
- Benton on May 27th with 5 attendees;
- North County Employees Budget Briefing, May 27th with 28 attendees
- South County Employees Budget Briefing on May 28th with 9 attendees.

All comments and questions with department responses are in Appendix C. In reviewing the comments from these meetings, some ideas are already under review and some new ones require follow up. In addition to this effort, as part of the Midyear Budget discussion, the Finance Director and CAO met with groups of employees as requested to discuss different ideas. These meetings were an opportunity to collect comments and questions about the Budget and bring the conversation to the public and employees. This public engagement process is continuing Appendix E confirms comments received from the public after the community meetings ended.

In building the Proposed CAO Recommended Budget, the issues raised in the initial Board led Strategic Planning sessions and in the Budget Town Hall meetings were considered. However, in order to truly begin a long-term Strategic Plan development, more work is needed.

**Furthering the Strategic Plan Process**

Early in 2013, the Board of Supervisors launched development of the Mono County Strategic Plan. Given the County’s reduced resources and the increasing, unaddressed liabilities, a Strategic Plan is required to shift the County organization from being reactive to short term crises to proactive in addressing long-term issues.

In the first half of 2013, the Board held five public sessions and began collecting and identifying critical issues facing the County. These Board meetings were on January 15th, March 12th, April 19th, May 14th and 21st. The draft document capturing these issues is in Appendix B. In 2014,
the employees of Mono County engaged in the process and are continuing the development of a draft Strategic Plan. The process is robustly under way and will be the bulk of effort in FY 2014-2015 to complete the Plan’s development including public outreach and feedback.
Appendices

Appendix A – Project list from 2013-2014 Budget

Appendix B – 2013 Project Matrix from Board Sessions on Strategic Planning

Appendix C – Budget Town Hall Public Comments with staff responses.

Appendix D -- Template of Budget Town Hall Meeting Power Points

Appendix E – Mono Innovation Groups Ideas Matrix

Appendix F – County Allocation List
## Appendix A
Project list from 2013-2014 Budget

<table>
<thead>
<tr>
<th>Department</th>
<th>Request</th>
<th>Notes</th>
<th>Expected completion date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff</td>
<td>Can we develop a Reserve Deputy corps to reduce costs</td>
<td>There is a Reserve Academy underway</td>
<td>Completed</td>
<td>October 15, 2013</td>
</tr>
<tr>
<td></td>
<td>Can we reduce or eliminate overtime through permanent hires?</td>
<td>Bring back at Midyear.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>District Attorney</td>
<td>Number of Investigations completed annually?</td>
<td>Bring back at Midyear.</td>
<td>February 11, 2014</td>
<td></td>
</tr>
<tr>
<td>Probation</td>
<td>Will there be an analysis of the types of offenders under Probation in order to understand impacts of AB 109</td>
<td>Yes - CCP will be providing</td>
<td>Completed</td>
<td>March 18, 2014</td>
</tr>
<tr>
<td>Community Development</td>
<td>Overtime reduction possible</td>
<td>Department is fully staffed and will review.</td>
<td>Completed</td>
<td>September 3, 2013</td>
</tr>
<tr>
<td></td>
<td>How many permits in 2013 to date</td>
<td>170 (as of August 14th, 2013) Permits exceeding $50,000 valuation =18. Single family residential permits = 8</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Airports</td>
<td>Should Airport Land Use committee be reactivated?</td>
<td>Policy Discussion for Board</td>
<td>Completed</td>
<td>December 2014</td>
</tr>
<tr>
<td>Department</td>
<td>Request</td>
<td>Notes</td>
<td>Expected completion date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Do we have Economic Development Specialist for D395 post completion?</td>
<td>Discussion point for Mid-year Recruitment for half item position underway (9/11/2013)</td>
<td>Completed</td>
<td>Current staffing model endorsed by Board in May 2014</td>
</tr>
<tr>
<td>Public Works</td>
<td>Do we have contract engineer services?</td>
<td>Yes</td>
<td>Completed</td>
<td>August 14, 2013</td>
</tr>
<tr>
<td>Campgrounds</td>
<td>Should we raise County Campground fees to improve and maintain county campgrounds?</td>
<td>Master Fee/permit workshop</td>
<td>Completed</td>
<td>June 10, 2014</td>
</tr>
<tr>
<td></td>
<td>How do County fees compare with state and federal campgrounds?</td>
<td>Master Fee/permit workshop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>What was previous vehicle replacement program?</td>
<td>Schedule Board workshop</td>
<td>Completed</td>
<td>November 12th, 2013 - Board workshop held - financing options still under research. Treasury Investment Committee Re-launched in 2014</td>
</tr>
<tr>
<td></td>
<td>Request analysis and staff presentation on financing alternatives to meet CARB Compliance - Options such as borrowing from County Treasury;</td>
<td>Finance will begin analysis on financing options.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>What is status of Treasury Advisory Committee and can they review CARB financing proposal?</td>
<td>Finance will begin analysis on financing options.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>What is County responsibility for cemetery maintenance and can we explore alternative model (i.e. Antelope Valley)?</td>
<td>Public Works to analyze and report back to Board Memo will be prepared.</td>
<td>Completed</td>
<td>November 2013</td>
</tr>
<tr>
<td></td>
<td>County Service Area Annual report requested</td>
<td>Public Works will craft Board item</td>
<td>Completed</td>
<td>December 10th, 2013</td>
</tr>
<tr>
<td>Facilities</td>
<td>Do we have Backup Documentation of cross training in facilities?</td>
<td>Public Works/Human Resources will craft report for Board.</td>
<td>Ongoing</td>
<td>Cross training matrix to Board in March 2014.</td>
</tr>
<tr>
<td>Motor Pool</td>
<td>Is our vehicle replacement schedule too strict and costing county unnecessarily?</td>
<td>Schedule Board workshop</td>
<td>Completed</td>
<td>November 12, 2013</td>
</tr>
<tr>
<td></td>
<td>What is the repair history of Mono County fleet?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>What is size of the fleet?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roads</td>
<td>Should we consider augmentation for roads - supports tourism?</td>
<td>Asset Management System needs to be online</td>
<td>Completed</td>
<td>January 14th, 2014</td>
</tr>
<tr>
<td>Department</td>
<td>Request</td>
<td>Notes</td>
<td>Expected completion date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td>Does the Town of Mammoth Lakes have a road striping machine county can use to save money?</td>
<td>CAO consult Town Manager Public Works will pursue MOU with Town for review</td>
<td>Completed</td>
<td>November 12&lt;sup&gt;th&lt;/sup&gt;, 2013</td>
</tr>
<tr>
<td><strong>Public Health</strong></td>
<td>Review the painting of poles in General Plan review of communication towers/power poles.</td>
<td>IT working through the Communications Element of General Plan currently.</td>
<td>Completed</td>
<td>January 2014</td>
</tr>
<tr>
<td><strong>Public Health</strong></td>
<td>Costs of requiring undergrounding?</td>
<td>Public Health/Public Works to analyze cost and provide Board with update Memo?</td>
<td>Completed</td>
<td>Quote ascertained by Facilities Pending further discussion in FY 2014-2015 Budget</td>
</tr>
<tr>
<td><strong>Social Services</strong></td>
<td>Can we explore cost of portable generators for emergency use for communities?</td>
<td>Social Services will provide report</td>
<td>Completed</td>
<td>ESAAA Update will come to Board in May or June</td>
</tr>
<tr>
<td><strong>Social Services</strong></td>
<td>Need ESAAA Update at Midyear</td>
<td>Foster Home Outreach Plan drafted and routine updates being provided to Board/CAO</td>
<td>Completed</td>
<td>Volunteer support for Senior Program Launched in March 2014 January 14&lt;sup&gt;th&lt;/sup&gt;, 2014</td>
</tr>
<tr>
<td><strong>Paramedics</strong></td>
<td>Countywide Fire District worth exploring?</td>
<td>Public Health, CAO, Finance, and Human Resources to analyze.</td>
<td>Ongoing</td>
<td>Dr. Johnson held two ICEMA/Program sessions with the Board on April 15&lt;sup&gt;th&lt;/sup&gt;, &amp; May 20&lt;sup&gt;th&lt;/sup&gt;, 2014 session with Board</td>
</tr>
<tr>
<td><strong>Paramedics</strong></td>
<td>Seek legislation to allow Fair Labor Standards Act Exemption for Paramedics?</td>
<td>Bring forward discussion to Board.</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td><strong>Paramedics</strong></td>
<td>Can we secede from ICEMA and be treated based upon unique circumstance?</td>
<td>Request Doctor Johnson to provide Board update on the benefits of being in ICEMA.</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td><strong>Paramedics</strong></td>
<td>Request Doctor Johnson to provide Board update on the benefits of being in ICEMA.</td>
<td>It is in the operating transfer budget</td>
<td>Completed</td>
<td>October 8, 2013</td>
</tr>
<tr>
<td><strong>CAO/Finance</strong></td>
<td>Move First Responder Fund out of paramedic budget</td>
<td>CAO/Finance/Public Works to develop options and</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td><strong>CAO/Finance</strong></td>
<td>Bring forward plan for a better use of the Old</td>
<td></td>
<td>Ongoing</td>
<td>Ongoing discussion between Social</td>
</tr>
<tr>
<td>Department</td>
<td>Request</td>
<td>Notes</td>
<td>Expected completion date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>--------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td>Hospital space.</td>
<td>bring to Board.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services, Public health, Behavioral Health and MCOE.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Looking at moving departments to allow for Clinic to move out of Old Hospital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussions ongoing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Board of Supervisors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shift Prop. 172 funds into paramedics (25%) and supplant with GF from departments that they are shifted from.</td>
<td></td>
<td>FY 2013-2014 Budget</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Replace First responder funds with Prop 172 - supplant loss to other departments.</td>
<td></td>
<td></td>
<td>October 8, 2013</td>
</tr>
<tr>
<td></td>
<td>Need resolution to re-allocate Prop. 172</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategic Plan development and Adoption</td>
<td>CAO to bring forward Strategic Plan Process schedule by November</td>
<td>Ongoing</td>
<td>Planning Process Launched by Board Action December 10, 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All employee Session May 1st, 2014</td>
</tr>
<tr>
<td></td>
<td>Other Issues Item</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Property Tax Assessment</td>
<td>A-87 changes warrant broader discussion</td>
<td>Finance will schedule A-87 workshop</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Fee and permit workshop</td>
<td>Discussion of fees, permits, costs, and uses.</td>
<td>Finance /CAO will work with departments for Board workshops</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Midyear Budget Session</td>
<td>Review expenditures/revenues of FY 2013-2014 and request adjustments if needed.</td>
<td>CAO/Finance will schedule.</td>
<td>Completed</td>
</tr>
<tr>
<td>Department</td>
<td>Request</td>
<td>Notes</td>
<td>Expected completion date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Board Rules</td>
<td>Create Board reviewed and adopted rules for Board meeting, assignments</td>
<td>CAO/County Counsel will develop</td>
<td>Completed</td>
<td>January 7, 2014</td>
</tr>
<tr>
<td>Legislative</td>
<td>Create Mono County Legislative Platform</td>
<td>CAO/Departments will create draft and bring to Board</td>
<td>Completed</td>
<td>January 7th, 2014</td>
</tr>
</tbody>
</table>
# Appendix B

## 2013 Draft Strategic Plan Project Matrix

This is a draft document. Items are separated into groups, but are not prioritized within the groups.

**Board Planning Workshop**


<table>
<thead>
<tr>
<th>Supervisor Areas</th>
<th>Supervisor Focuses</th>
<th>Supervisor Name</th>
<th>Supervisor Position</th>
<th>Supervisor Status</th>
<th>Public Input</th>
<th>Staff Input</th>
<th>Planning Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conway Ranch</td>
<td>Conway Ranch</td>
<td>Conway Ranch</td>
<td>Conway Ranch</td>
<td>Conway Ranch</td>
<td></td>
<td></td>
<td>Conway Ranch</td>
</tr>
<tr>
<td>Employee Recognition/Goals achievement</td>
<td>Employee Recognition</td>
<td>Employee Recognition</td>
<td>Employee Recognition</td>
<td></td>
<td></td>
<td></td>
<td>Employee Recognition</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Professional Program</td>
<td>Professional Program</td>
<td>Professional Program</td>
<td></td>
<td></td>
<td></td>
<td>Professional Program</td>
</tr>
<tr>
<td>substrate</td>
<td>Substrate</td>
<td>Substrate</td>
<td>Substrate</td>
<td></td>
<td></td>
<td></td>
<td>Substrate</td>
</tr>
<tr>
<td>30 year deed of ownership</td>
<td>30 year deed of ownership</td>
<td>30 year deed of ownership</td>
<td>30 year deed of ownership</td>
<td>30 year deed of ownership</td>
<td></td>
<td></td>
<td>30 year deed of ownership</td>
</tr>
<tr>
<td>Oversight Committees</td>
<td>Oversight Committees</td>
<td>Oversight Committees</td>
<td>Oversight Committees</td>
<td>Oversight Committees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Ordinance</td>
<td>Planning Ordinance</td>
<td>Planning Ordinance</td>
<td>Planning Ordinance</td>
<td>Planning Ordinance</td>
<td></td>
<td></td>
<td>Planning Ordinance</td>
</tr>
</tbody>
</table>

*Note: Items are separated into groups, but are not prioritized within the groups.*

## Items

- **Payroll Ordinance**
  - Payroll Ordinance

- **Finance**
  - Budget

- **Oversight Committee**
  - Oversight Committee

- **New Legislation**
  - Develop Legislative Agenda

- **Customer Service**
  - Increase customer satisfaction

- **Operational Excellence**
  - Improve operational efficiency

- **Human Resources**
  - Enhance employee engagement

- **Information Technology**
  - Modernize IT infrastructure

- **Facilities**
  - Increase building sustainability

- **Strategic Planning**
  - Develop long-term strategic goals

- **Risk Management**
  - Mitigate potential risks

- **Legal**
  - Ensure compliance with legal requirements

- **Quality Improvement**
  - Implement continuous improvement strategies

- **Environmental Management**
  - Reduce environmental impact

- **Health and Safety**
  - Enhance workplace safety standards

- **Customer Experience**
  - Enhance customer satisfaction

- **Strategy Implementation**
  - Execute strategic initiatives

- **Technology Integration**
  - Integrate new technology solutions
### Economic Development

<table>
<thead>
<tr>
<th>Economic Development</th>
<th>Economic Development</th>
<th>Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Public Works</td>
<td>Public Works</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Planning Commission</td>
<td>Planning Commission</td>
</tr>
</tbody>
</table>

### Organizational Structure/Staffing:

- **Facilities:**
  - Planning, design, project management, permitting, and construction.
  - Real estate: acquisition, management, disposal.
  - Capital projects: planning, design, construction.
- **Public Safety:**
  - Police, fire, emergency medical services, hazardous materials.
  - Public works: transportation, utilities, sanitation.
- **Community Services:**
  - Parks and recreation, libraries, museums, cultural activities.
- **Human Resources:**
  - Personnel management, benefits administration.
- **Finance:**
  - Budgeting, accounting, financial planning.
- **Planning and Development:**
  - Land use planning, zoning, building codes.

### Miscellaneous

- **Public Works:**
  - Road maintenance, street lighting, water and sewer systems.
  - Stormwater management, wastewater treatment.
- **Planning Commission:**
  - Approval of land use and development proposals.
  - Review of public works projects.
- **Environmental Review:**
  - Impact assessments, environmental permits.
- **Legislative Agenda:**
  - Legislative priorities, policy proposals.
- **Capital Projects:**
  - Budgeting, planning, construction of capital facilities.

### Board Planning Workshops

**January 10, 2013; Updated March 12, 2013; April 8, 2013; May 14, 2013; May 21, 2013**

### Miscellaneous

- **Public Works:**
  - Road maintenance, street lighting, water and sewer systems.
  - Stormwater management, wastewater treatment.
- **Planning Commission:**
  - Approval of land use and development proposals.
  - Review of public works projects.
- **Environmental Review:**
  - Impact assessments, environmental permits.
- **Legislative Agenda:**
  - Legislative priorities, policy proposals.
- **Capital Projects:**
  - Budgeting, planning, construction of capital facilities.
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Appendix C

2014 Budget Town Hall Public Comments with staff responses; Comments received from public after meetings
Mammoth Lakes – May 5, 2014
2 members of the public
8 employees
Chairman Larry K. Johnston and Supervisor Byng Hunt

Comments/Questions:

1) Need for a Cost/Benefit Analysis of the Paramedic Program

**Emergency Medical Services (EMS) response:** The cost/benefit analysis is extremely difficult to quantify, as that requires one to place a dollar amount on human life. Yes, another private entity could provide this service for less expense. However, with less expense comes a degradation of available resources. Private providers will not allow their personnel to provide any type of rescue response. Their personnel will, literally, sit in their ambulance while volunteers remove victims from dangerous situations.

Further, in the last eight months, EMS has made significant changes to begin curtailing costs within the system. Bringing lower cost Emergency Medical Technicians (EMTs) to the forefront to work with Paramedic partners will achieve cost savings. Bringing CPR training to county departments will achieve General Fund savings and cut training costs.

The Paramedics billing process is now a county program, further increasing revenue. Long distance transfers are now being completed by on duty crews, which will also increase revenue. There will always be some cost associated with having a professional EMS agency in the county.

2) What revenue sources are available?

   a. Special Assessment Districts?/Business Investment District
   b. New taxes
   c. User fees - Educate Public, get buy in, Raise Fees

**County Administrator response:** The County has avenues to explore new revenues. Local Sales, taxes, property tax parcel fees and increasing the Transit Occupancy and/or sales taxes all require the voters to approve increases.

It is being recommended to the Board that staff be directed to prepare an informational item for consideration by the Board looking at the various revenue sources as well as the procedures for their review and approval by voters. The item should include what revenues could be used for as well as voter passage thresholds and other counties revenue examples.

3) Don’t cut services – Incentivize people to live & work in Mono County

**Sheriff’s Office response:** This idea is worth investigating, as it would positively impact law enforcement response time for deputies that live and work in their community

**County Administrator’s response:** There are legal issues regarding the requirement to have staff live in Mono County, however, it is worth reviewing if the crafting of a voluntary incentive could be created which is both fiscally sustainable and allowed under current labor contracts and California State law.

4) Identify what public wants, then quantify, then propose revenue
County Administrator Response: The Mono County Strategic Planning process is underway and is designed to address focusing public service needs with revenues.

5) Quantify amount to put tax initiative on ballot

County Administrator Response: County Administrator response: The County has avenues to explore new revenues. Local Sales, taxes, property tax parcel fees and increasing the Transit Occupancy and/or sales taxes all require the voters to approve increases.

It is being recommended to the Board that staff be directed to prepare an informational item for consideration by the Board looking at the various revenue sources as well as the procedures for their review and approval by voters. The item should include what revenues could be used for as well as voter passage thresholds and other counties revenue examples

6) Quantify reduction in services

County Administrator's response: As part of the development of the Fiscal year 2014-2015, Departments were requested to assess service impacts of any proposed reductions. Some service impacts are harder to quantify than others. All of the County departments are moving toward measurable impacts.

This effort will be strengthened as the County's Strategic Plan is developed. Results must have measurements.

7) Town should share TOT

County Administrator/Finance Response: Transit occupancy taxes (TOT) are established by each jurisdiction. For example, the TOT rates in the Town of Mammoth Lakes are set by the Town, passed by the Town’s voters and then those revenues used or Town’s purposes.

The County has its own TOT rates and uses. There is nothing prohibiting revenue sharing however if particular TOT are slated for a specific purpose then any change to their use would require voter approval.

8) Smooth Revenue flow by sharing Property tax and TOT

County Administrator’s/Finance response: Both of these sources go into the County’s General Fund and that combined funding is utilized to fund county programs. Variations in one source can be offset by the other. However, TOT is a small proportion of the GF, approximately 5.5% so variations as opposed to Property Taxes which are over 57% of the General Fund. Consistent funding for services is always sought through the budgeting process.

Finance response: Sharing both TOT and Property tax for revenue sharing is an interesting idea that will require much revenue stream analysis based upon both historical actual revenues and projected revenues.

9) Mono should bill for services in Madera County and Inyo County
**County Administrator’s Response:** Mono County is constantly working with other government agencies to share services, maximize resources and design better ways to serve the public. Neighboring Counties including Inyo County and others are part of this collaborative approach.

Specific conversations with Madera about sharing costs of rescues from hikers who are on other side of county line should be explored again.

10) Stress education for best return on value

**County Administrator’s Response:** investing in employee training is always a priority for Mono County. In lean budget times these funds diminish the cost of direct provision of services remains top priority.

Every County department attempts to provide funding for both legally required trainings as well as other educational opportunities that invest in our workforce. This will continue as resources allow.
1) Inequity in salary cuts (concern about all employees equally sacrificing)

**County Administrator’s response:** Some labor units started their negotiations at different points in the economic downturn. The parameters set for those negotiations, once established, could not be re-visited as that is considered regressive bargaining under state labor law.

As the County’s fiscal situation became clearer each bargaining unit and the at-will (non-union) employees have been asked for concessions. These concessions will be different based upon the conclusion of the negotiations. The ability to achieve equity although sought after is not always achieved.

2) Why is law enforcement such a large % of the budget (26% of Total Budget/44% of General Fund);

**County Administrator’s response:** Public safety is one of the largest portions of any local governments’ services to the community. Between the Sheriff’s department, the District attorney, the Jail (managed by the Sheriff’s Office), the probation department and the Public defenders services, these costs are across California usually the highest costing services for counties.

Counties are mandated to provide these services by state law and to certain levels. There are state and federal funds which help fund these services and the County constantly seeks additional state and federal revenues.

3) Senior center – How much training is too much?

**Social Services response:** The Mono County Senior Program staff is part of the Department of Social Services. All County Social Services staff are required to complete certain trainings on an annual, or semi-annual, basis. Those trainings are: Cultural Awareness, Sexual Harassment Prevention, and Civil Rights. We must close the Senior Center to allow all staff to attend these multi-hour trainings.

Additional trainings that required closure of the Senior Center this fiscal year included: Trindel Driving Safety; *Healthy Ideas* Program training (two days); and, the all-county Employee Strategic Planning Session.

a. **Always Seems like too many people**

**Social Services response:** Periodically, partner agencies may send a team of people to visit the Antelope Valley Senior Center to conduct educational sessions, and required trainings and inspections. While it may seems like too many people are visiting on a particular day, staff within these teams play different roles in performing the various functions, and in ensuring quality standards are met.
4) **Raise Mileage threshold for vehicle replacement;**

**Public Works response:** The County is currently pushing to reduce gas mileage costs for the County Fleet by 5%. The Board annually reviews with Public Works Department data regarding the mileage threshold for vehicles. The key issue is to balance the costs of maintenance and replacement of county vehicles. A concern that always exists is raising the mileage threshold to high and having maintenance costs rise.

The County, as part of the proposed FY 2014-2015 Budget, will be examining the size and type of vehicles in the fleet as well as replacing aging, inefficient larger vehicles with more efficient ones.

5) **Use inmates for more facilities projects;**

**Public Works/Facilities Division response:** The County uses inmates for many projects throughout the county. It all depends upon availability of inmates that is set by the Jail staff. The Facilities Division of Public Works is currently using inmates for maintenance work at multiple Community Centers as well as many facets of the expansion project at the Walker Community Center. Inmate crews are utilized whenever possible however there are times when they are not available.

**County Administrator’s response:** Departments are routinely encouraged to utilize inmate labor to help reduce the cost to the taxpayers of projects at County owned facilities. The Sheriff’s Office is exploring the broader use of inmates to support community based projects as well. This effort will continue.

6) **Why aren’t we billing for paramedic supplies;**

**Emergency Medical Services response:** The EMS budget spends less than 1% on disposables, and finds it more resourceful to have higher transport rates to cover costs of a transport. Historically, ambulance companies have charged for disposable supplies. Mono County, along with the industry nationwide, has raised ambulance rates to cover these expenses, thus making it unnecessary to charge for these items.

The Medi-Care (federal health insurance for seniors) and Medi-Cal (the State of California health care insurance for low income individuals) programs were reluctant to reimburse for these supplies.

7) **Find a grant writer;**

**County Administrator’s response:** The need for grant writing skills across the organization is warranted. Discussions are underway to create in FY 2014-2015 a grant writer training (in house) course for County employees so that the County can broaden its ability to apply for grant funds. Currently, Probation Chief Karin Humiston is Grant writer and is certified to write federal, state and foundation grants and there are other employees with grant writing skills. These resources will be brought together to strengthen grant-writing capacity.

In addition, the County will review using an outside contractor for services such as Community Service Solutions (CSS) for grant writing purposes. CSS has partnered with the Departments of Social Services and Public Health on successful grant applications. CSS has an office in Walker.

8) **Raise Sales Tax .25% or 0.5%**
**County Administrator’s response:** The County has avenues to explore new revenues. Local Sales, taxes, property tax parcel fees and increasing the Transit Occupancy and/or sales taxes all require the voters to approve increases.

It is being recommended to the Board that staff be directed to prepare an informational item for consideration by the Board looking at the various revenue sources as well as the procedures for their review and approval by voters. The item should include what revenues could be used for as well as voter passage thresholds and other counties revenue examples

9) Why are we paying so much rent in Mammoth?

**County Administrator response:** The leases with private landowners were set based upon the market rates prior to the real estate market recession. Those leases set the costs and County attempts to reduce them would require the property owner to concur. Attempts to find alternatives, less costly locations are always a consideration, however, the County is in leases that extend until 2019. At that time the possibility for re-negotiation exists.

10) Where are we on CARB compliance and have there been any delays granted by Sacramento?

**Public Works response:** Mono County’s first compliance dates are in 2018. This is due to the fact that Mono County is considered a “low-population county” and that Mono County elected, in 2008, to select the “accelerated turnover option” which “bought” the county additional time to comply with CARB regulations. CARB is proposing some regulatory delays that may benefit Mono County but this proposal has not been approved at this time.

11) Bring County recyclables to the Antelope Valley Center;

**Solid Waste Division response:** Solid waste is working on changes to the County’s our recycling program that, if they go into effect, would increase volume at the Walker Redemption Center. These changes may not be adequate to address the Antelope Valley’s recycling centers financial concerns. Solid waste will continue to investigate options for consideration.

12) Give a portion of Cal Recycle funding grant to Antelope Valley Recycling center;

**Solid Waste Division response:** The “Bottle Bill Grant” that has funded county recycling efforts for the last several years has been eliminated from the State budget, so the grant funds are no longer available. Only competitive grants will be awarded from this point forward. Those grants are especially difficult to win in a rural setting, as they place a high value on cost/benefit.

13) Write recycling in Baxter’s contract?

**Solid Waste Division response:** This has been done, with the additional requirement that the County determines where the recyclables go. It is the County’s intent to run that volume through Walker Center, but it does not represent a significant volume, and still may not be enough to close their budget gaps.

14) How are legal settlements paid for?
**County Administrator’s response:** Mono County is part of a self-insurance Joint Power Agency called Trindel into which it pays premiums for claims that may result from lawsuits. Mono County has additional (“excess”) insurance through the California State Association of Counties. Depending on the determination of any legal capability, these funds are used to address legal settlements as required.

15) Kudos for ADA upgrades;

**County Administrator’s response:** Tremendous kudos to the ADA taskforce, a multi department working group devoted to ensuring the County’s accessibility issues are addressed as well as the County’s Facilities staff which has implemented the need changes to the County buildings to ensure accessibility.

16) Need fence around Bridgeport Public Works yard

**County Administrator’s response:** The Bridgeport Public Works Yard fence is being reviewed by the Public Works Department. In addition, the Sheriff’s Office has also requested a security fence around the Conway Repeater site which will require Bureau of Land management approval prior to installation.

17) More preventative measures to avoid risk of lawsuits

**County Administrator’s response:** Safety trainings are constant part of the work of County Risk Management. Working with Trindel, a multi-agency self insurance fund, Risk Management works with all departments on improving safety trainings. Trindel rewards agencies that achieve high standards for safety training. Mono County has received the highest ratings from Trindel for several years and the County will continue this effort.

With over 270 employees providing services to over 14,000 people across 3,000 square miles, the County will have incidents. Regardless of the risk of duty, the County strives to ensure our employees are safe as they proved the crucial public services. High profile lawsuits are not indicative of the safety of our employees.

18) Too many deputies are driving too fast (without cause);

**Sheriff’s response:** Deputies are always advised to drive safely.

**County Administrator’s response:** Beyond the Sheriff’s Department, the County through safety trainings across organization and within each department works to improve driving safety by our employees. These trainings include: In person classes; webinars and routine direct communication with employees via email and at department level staff meetings.

The County also fully investigates any reports of unsafe driving by employees and disciplines employees as appropriate.

19) Why are so many county workers driving in separate cars?

**County Administrator’s response:** The County is currently pushing to reduce gas mileage costs for the County Fleet by 5%. Enhancing car-pooling by County employees is an ongoing goal. It reduces costs, environmental impacts and strengthens efficiencies. Employees are strongly encouraged to carpool.
This remains an ongoing effort to reduce motor pool costs. However, often employees who have field duties, or are meeting with clients, are required to drive alone because of conflicting schedules.

**Information Technology response:** The County Information technology department is investigating a ride coordination web based platform to strength carpooling and sharing vehicles for county business. This effort will be under way in 2014-2015.

20) Encourage more ride sharing in cars;

**County Administrator’s response:** Ride sharing is encouraged where feasible to save costs while not reducing service needs.

**Public Works response:** This is an on-going effort to reduce fuel use. The Facilities division ride shares whenever possible.

21) More flexibility of duties – Construction workers should fix sprinklers instead of calling out facilities on O.T.

**Public Works response:** County Facilities staff is the construction workers for the County and overtime is avoided where possible. Public Works/Facilities staff are crossed trained to cover broken sprinklers. Issues like this are reviewed on a case-by-case basis and try and make the best economic and strategic decision possible.
1) Add PILT (Payment in Lieu of Taxes payments) to discretionary revenue slide

**County Administrator response:** The Payment In Lieu of Taxes (PILT) payment is payment from the federal and state government to offset the lack of those governments paying property taxes. These funds go into the General Fund and this year total approximately $1.14 million dollars. They will be highlighted in future.

**Finance response:** PILT revenue is uncertain. It requires a legislative appropriation from the budgets of each entity. In the past few years the federal appropriation has been rather shaky, but has come through at the last minute. The State stopped appropriating money for PILT about 10 years ago and also suspended Williamson Act appropriations which reimbursed the County for making open space agreement with land owners to keep lands for agricultural uses. A separate slide could be shown for these revenues that have been decreasing in the last decade.

2) What is Strategic Planning process and how do you keep it from sitting on the shelf?

**County Administrator’s response:** The Strategic Planning process underway in Mono County is an unprecedented effort from every corner of the organization redesign County services to increase efficiency and address the most important public service needs.

Launched by the Board of Supervisors in January of 2013, the Strategic Plan will be more than a document as it becomes implemented. The process is still underway with employees and then will be brought to the Board and the public through numerous RPACS, other agency forums and town hall meetings to garner additional input and feedback from the community.

The means to ensure the implementation will be working beyond the plan to change the culture of thinking strategically where decisions are focused on the most important needs is ongoing.

The all employee Planning session (first of its kind on May 1st) will be followed up with additional all employee opportunities. Also, as elements of the plan are put into place, measurements of implementation will be required. The Plan will be completed in 2014 but implementation will be ongoing.

3) When will plan be ready?

a. Budget hearings?

b. RPACS?

c. Public town halls?

**County Administrator response:** See answer above
4) Zero Based Budgeting

**County Administrator’s/Finance response:** Zero-based budgeting is a strong budgeting practice for some aspects of local government finance. Given the numerous funding sources and the legal mandates associated with them as well as multiyear contracts, the use of ZBB can be problematical. However, where feasible, the County is constantly looking at funding to meet program and service needs and not budgeting on an annual autopilot. The review of actual costs, the use of funds and the services they provide drive all department requests. This will continue to be used as how budgeting recommendations are made.

5) Look closer at contracts and consultants – Can we bring in house?

**County Administrator’s response:** Every contract is reviewed to measure cost effectiveness and county staff’s capacity to provide that service at the same or a lesser cost. The decision to bring in-house or contract is based upon various needs and governed by public procurement rules for local governments. Contracts follow a request for proposal process which will allow an open competitive process prior to any decision to award.

In addition, contracts and consultants are used sparingly to bring in specialty skills needed by the County on a rare basis. Wherever possible, the County continues to invest in the skills of employees and keep work in-house where feasible.

**Public Works/Facilities response:** Public Works scrutinizes contracts and consultants and brings these projects in-house whenever possible.

**Assessor’s Office response:** It would be very difficult, and potentially extremely costly to the County to bring in house the services we currently contract for. We are currently contracting for the appraisals of the Casa Diablo Geothermal Plant and the Mammoth Mountain Ski Area and some of its affiliated properties. These are the largest and most complex privately held properties in Mono County. Casa Diablo generates about $1.7 million in annual property taxes, and the Mammoth Mountain properties generate about $2.5 million.

Geothermal properties are among the most complex properties to appraise. The following is a direct quote from Property Tax Rule 473 (b) (3) (italics added):

*The unique nature of geothermal property interests requires the application of specialized appraisal techniques designed to satisfy the requirements of Article XIII, Section 1, and Article XIII A, Section 2, of the California Constitution.*

It is for this reason that this work is contracted out to a specialist who has been valuing geothermal properties since the 1980s, and has done so for several counties in addition to Mono County.

The contract for the appraisal of Mammoth Mountain Ski Area includes Mammoth and June Mountain Ski Areas, as well as Tamarack Lodge. All three are possessory interests located on USFS property. These properties have a combined assessed value of approximately $250 million. The largest projects that any of our staff appraisers have worked on are in the $40-$50 million range, and we have never appraised a ski resort.

Outside of experience, the biggest problem with using in house appraisers on these projects is credibility. Starwood Capital Group (owner of Mammoth Mountain), and Ormat (owner of Casa
Diablo) are both multi-billion dollar companies, and have access to experts in their respective fields. A general appraiser is simply not going to have the same level of credibility testifying before an assessment appeal or a court of law.

Outside expert lawyers utilized on these properties specialize in property tax matters have worked with our geothermal expert since the 1990s. The County Counsel’s Office has assigned an attorney to work with the Assessor’s Office but that attorney does not yet have the knowledge or experience dealing with property tax law. She is working with our outside counsel to acquire that knowledge. In time, we might be able to transition that legal work in house, but I do not believe we are at that point yet.

6) Why hasn’t County acted on building hangars at airports?

County Administrator’s response: This issue will be reviewed by Public Works in 2014-2015 including looking at the issues raised by the Federal Aviation Administration (FAA) when issue was last discussed.

7) Find new venue for community input

County Administrator’s response: This issue was a concern raised by a member of the public about the ability of RPACs to draw out fuller community participation. The RPACs are open forums and the entire community is encouraged to participate. The County is always seeking greater public participation and is reviewing brining Board meetings online for people to watch. Other special town hall meetings, such as the Budget Town Hall meetings started in 2013, are also a venue.

Community based Board meetings will be occurring in FY 2014-2015 through the community.

8) Banner needed across 395 in Bridgeport (Main Street) about events/Gateway to Bodie;

Public Work/Facilities response: This will require a Caltrans encroachment permit. In other communities, the local Chamber of Commerce or other non-governmental organization usually initiates these types of requests. The County stands ready to assist a community-generated request.

County Administrator’s/Community Development response: The BOS recently authorized submittal of the Active Transportation Program grant application to fund main street improvements that include features (with preliminary support from Caltrans) for supporting such a banner.

9) Reduce Board of Supervisor meetings to only twice a month;

County Administrator’s response: Reduction in the number of meetings would not directly translate into any financial savings. There are not any staff who are only hired for Board meetings.

There could be a savings in staff time who are required to attend Board meetings for item presentation but this would need to be measured with the reduction in public access to the Board by the public.
10) RPACs (Regional Planning Advisory Committees) should be quarterly to save staff time

**County Administrator’s response:** The Board has routinely, and most recently in October 2014, reviewed the form, history and efficacy of the Regional Planning Advisory Committees (RPACs). The Board concluded that each RPAC has the right to govern its structure including membership and meeting time. The RPACs exist to provide the public an advisory body to express issues of concern regarding planning issues and often other broader community matters.

Some RPACs don’t meet quarterly but as needed while some meet monthly. The savings would be reduction in staff time to staff these meetings.
Crowley Lake Budget Town Hall Meeting
May 19, 2014
12 public attendees
6 staff
Supervisor Fred Stump

1) Combine next year’s Budget workshops with RPACS to enhance feedback;

   **County Administrator’s response:** This will be considered for FY 2015-2016 Budget development.

2) Can we see more budgets with budget reconciliation?

   **Finance Department response:** The printed Budget will have actuals when published.

3) Clear data showing state and federal funded programs vs. General Funded programs;

   **County Administrator’s response:** The Budget delineates line-by-line revenues and expenses for state and federal programs.

   **Finance response:** Generally, the County budgets by program, not funding source making it difficult to differentiate when a program has general fund revenues along with State and Federal revenues.

4) Watch USDA Regulations for grain on cattle;

   **County Administrator’s response:** This issue was brought to the attention of the Inyo-Mono County Agricultural Commissioner, Nate Reade, who will monitor. In addition the County Administrator will ensure the issue is considered when the 2015 Mono County Legislative program is brought before the Board for consideration.

5) More carpooling;

   **County Administrator’s response:** The County is currently pushing to reduce gas mileage costs for the County Fleet by 5%. Enhancing car-pooling by County employees is an ongoing goal. It reduces costs, environmental impacts and strengthens efficiencies. Employees are strongly encouraged to carpool.

   **Public Works Response:** This is an on-going effort.

   **Sheriff’s Office response:** the Sheriff’s Office is currently doing this ‘on-duty’ to save fuel costs, due to budget cuts.

   **Probation Departments response:** Probation staff rides together when coming to Bridgeport for Tuesday court. They ride together doing their contacts too.

6) More collaboration between government agencies;
**County Administrator’s response:** Mono County works with other local governments, state and federal agencies as well as private organizations to maximize and leverage better services. The County will continue to do this ongoing to create shared services.

**Sheriff’s Office response:** The Sheriff’s Office currently does this, especially relating to training that is being brought in-house.

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**Benton Budget Town Hall**  
May 27, 2014  
5 public attendees  
3 staff  
Supervisor Fred Stump

1) Change Bishop Zip codes to Mono County codes capture more sales tax;

**County Administrator’s response:** Through Congressman Paul Cook’s office, Supervisor Fred Stump and the County Administrator are working to seek a congressional action to help assign new zip codes for those portions of southern Mono County that are in Inyo County zip codes (primarily Bishop).

This effort is underway and will ultimately require congressional support to reassign. The County is keeping this a top legislative priority including keeping it in the Mono County Legislative Platform.

2) Who decides how much money county departments get?

**County Administrator’s response:** Program funding is driven by a series of factors and decided by the Board:

- The Board has expenditure discretion over General Fund discretionary revenue. Revenue restricted by legal mandate must be spent in the manner restricted by mandate;
- State and federal law dictates the expenses of funding primarily non-general fund.
- State and federal funding requirements are created by the State Legislature or Congress. Counties receiving such funding have to comply with state and federal spending rules.

The Board has the ultimate authority to approve departmental budgets yet cannot shift all funds from one department to another depending on the restrictions from the funding source.

3) Why so many paramedics benefitting so few people?

**Emergency Medical Services response:** The Mono County EMS Department has historically served the most populated areas of the county. Analysis of the demand for ambulance service has been lower than other areas of the county.

On average, the Tri-Valley volunteer fire departments respond to fewer than 100 calls annually. The least responses for established Mono County stations, in Walker and Bridgeport, responded
to over 200 calls each, on average, the last five years. The agency monetarily supports the Tri-Valley with “pay per call” stipends to both White Mt. Fire and Chalfant Fire. Each ambulance response is paid $300, to help cover costs for the departments and among the volunteers. The EMS department responded to almost 2,000 calls in 2014, but costs keep us from expanding at this time.

4) Why not spend those $ to benefit more citizens?

If there were an exact science to determine where and when an emergency response would be needed, our ability to reach every citizen in their time of need would be simple. Short of that however, we must rely upon historical data to place our four full time units, and make and do our best to reach out to underserved areas, with funding and ongoing training for the volunteers of those areas.
1) Why is the County still funding community events when employees are taking cuts?

County Administrator’s response: The Board supports local economic development activities and youth supporting events. The $60,000 distributed in 2013-2014 represented less than 1/10th of a percent of the County’s $63 million dollar total budget.

Mammoth Lakes Employee Budget Session
May 28, 2014
8 employees in attendance

No comments

Emailed in comments
May 28, 2014

1) I was thinking, with many government offices closed on Fridays, and locally the schools offices are closed Fridays, Town of Mammoth is closed Fridays, maybe we could close Fridays. The public is more used to government offices being closed on Fridays in this day and age. Would it help with the finances?

County Administrator’s response: The savings from this proposal would be primarily in utility savings. Staff time would not be reduced as schedules to maintain services during the open days would continue. Staff would not be taking a 20% pay cut. The utility savings would be mitigated by the need to keep building heated in winter months.

Other agencies have attempted compressed work weeks utility savings did not meet targets (estimated at 2% of utility costs). Overtime costs were lower than expected. Public satisfaction with access would be consideration.

2) Please begin discouraging the “Use it or Lose it” budget assumption

County Administrator’s response: The “Use it or Lose it” assumption is one which is constantly being challenged by departments. All staff, department and managers are expected to be the wisest stewards of scarce public resources. Budgets are required to be balanced and focus on only the most critical needs. Given the high of level of public review through open meetings budget development and budget workshops by the Board, very expense is reviewed and assessed for need.

Some state and federally funded programs require certain expense levels to maintain minimum program standards.

Public Works response: The Public Works Department has been working to alter this type of thinking for years.
Appendix D

Template of 2013 Budget Town Hall Meeting Power Points
Mono County 2014-2015
Budget Town Hall Meetings

May 5th - Mammoth Lakes
May 7th - Lee Vining
May 12th - Walker
May 13th - Bridgeport
May 19th - Crowley Lake
May 27th - Benton
May 27th - North County Employee Session
May 28th - South County Employee Session

June 16th, 17th, and 19th - Board of Supervisors Budget Hearings

July 1st – Beginning of 2014-2015 Fiscal Year

Town Hall Agenda

Welcome from Board Member
Economic Outlook
County Budget Overview
Long Term Liabilities and Unmet needs
Immediate and Long Term Actions
Next steps
Economic Outlook

Eastern Sierra Economy is flat

Mono County economic growth *may have found the floor*

Drought will have economic impact

Mid term (3 to 5 years) remains slow
### Annual Property Tax Roll Totals

<table>
<thead>
<tr>
<th>Year</th>
<th>Secured Roll</th>
<th>Inc/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>2,692,747,655.00</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>3,041,560,064.00</td>
<td>12.96%</td>
</tr>
<tr>
<td>2004</td>
<td>3,390,305,327.00</td>
<td>11.44%</td>
</tr>
<tr>
<td>2005</td>
<td>3,883,560,626.00</td>
<td>14.54%</td>
</tr>
<tr>
<td>2006</td>
<td>4,379,395,304.00</td>
<td>17.41%</td>
</tr>
<tr>
<td>2007</td>
<td>5,297,499,420.00</td>
<td>16.19%</td>
</tr>
<tr>
<td>2008</td>
<td>5,872,827,915.00</td>
<td>10.86%</td>
</tr>
<tr>
<td>2009</td>
<td>5,916,946,153.00</td>
<td>0.73%</td>
</tr>
<tr>
<td>2010</td>
<td>5,314,665,685.00</td>
<td>-12.0%</td>
</tr>
<tr>
<td>2011</td>
<td>5,378,044,940.00</td>
<td>-2.48%</td>
</tr>
<tr>
<td>2012</td>
<td>5,301,038,938.00</td>
<td>-1.43%</td>
</tr>
<tr>
<td>2013</td>
<td>5,250,794,592.00</td>
<td>-0.22%</td>
</tr>
<tr>
<td>05/02/14</td>
<td>5,248,121,202.00</td>
<td>-0.62%</td>
</tr>
</tbody>
</table>

### Annual Unsecured Tax Roll Totals

<table>
<thead>
<tr>
<th>Year</th>
<th>Unsecured Roll</th>
<th>Inc/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>252,842,667.00</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>263,148,066.00</td>
<td>4.07%</td>
</tr>
<tr>
<td>2004</td>
<td>268,858,346.00</td>
<td>2.17%</td>
</tr>
<tr>
<td>2005</td>
<td>261,028,209.00</td>
<td>-2.91%</td>
</tr>
<tr>
<td>2006</td>
<td>261,925,713.00</td>
<td>8.01%</td>
</tr>
<tr>
<td>2007</td>
<td>302,010,338.00</td>
<td>7.12%</td>
</tr>
<tr>
<td>2008</td>
<td>318,725,408.00</td>
<td>5.53%</td>
</tr>
<tr>
<td>2009</td>
<td>282,290,022.00</td>
<td>-11.43%</td>
</tr>
<tr>
<td>2010</td>
<td>418,506,072.00</td>
<td>-48.25%</td>
</tr>
<tr>
<td>2011</td>
<td>413,444,230.00</td>
<td>-1.21%</td>
</tr>
<tr>
<td>2012</td>
<td>360,746,678.00</td>
<td>-12.75%</td>
</tr>
<tr>
<td>2013</td>
<td>383,073,102.00</td>
<td>6.19%</td>
</tr>
<tr>
<td>05/02/14</td>
<td>318,346,942.00</td>
<td>-14.90%</td>
</tr>
</tbody>
</table>
Mono County Property Tax Dollar

With this 30%, the County provides:

Public safety, including the paramedics;

Jail services;

Roads;

Social & health safety net;
Land use and community development.

Non-Property Taxes
Mono County FY 2013-2014 Total Budget

$63.18 million

- General Fund $35,736,794
- All Other Funds $27,450,099

Mono County Budget $63,177,543

Total Budget Sources

- 33% from Property, Sales and Tourist taxes;
- 10% from Charges for Services;
- 15% from Other sources;
- 31% from State/Federal revenues;
- 11% from use of Prior year Fund Balances.
Total Budget Uses

- 26% for Law Enforcement
- 20% for Public Works
- 15% for General Government
- 10% for Public Health Services
- 8% for Social Aid Programs
- 7% for Paramedic Services;
- 5% for Enterprise Funds
- 4% for Community Service Areas
- 2% for Economic Development
- 2% for Civic Services
- 2% for Capital Improvements
- 1% for Internal Service Funds

General Fund = $36 Million

33% ($12 m) – Restricted funds from State, Federal and Other Governmental funding

For specific programs (i.e. law enforcement grants and housing grants)

67% ($24 m) Discretionary – funds community services:

- Law Enforcement (Sheriff, Jail, Probation, D.A.)
- Civic Services (Elections, Clerk, Records, Veterans’ Services)
- Public Works, Roads and Facilities (community centers, parks)
- Health and Social Services (Mental Health, Public Health and Department of Social Services)
General Fund Sources/Uses

**GENERAL FUND SOURCES**

- $5,582,402.00 Taxes
- $3,554,646.00 Charges For Services
- $3,381,630.00 Other
- $2,707,056.00 State/Federal
- $20,513,000.00 Use of Prior Year Fund Balance

57% - Taxes
16% - State/Federal
10% - Use of prior year funds
9% - Other
8% - Charges for services

General Fund Sources/Uses

**GENERAL FUND USES**

- 44% for Law Enforcement
- 23% for General Government
- 15% for Public Works
- 11% for Paramedic Services
- 3% for Civic Services - Elections, Clerk/Recorder
- 2% for Economic Development
- 1% for Public Health Services
- >1% for Social Aid Programs
**General Fund Trends**

**Employees**

As of May 1, 2014, Mono County has 278 full-time equivalent filled positions, whereas in 2007 it was 345.
Immediate and Long Term actions

1. Mid year reductions
2. Hard Hiring Freeze
3. Cost Reduction Strategies
4. Strategic Planning

Immediate and Long Term actions

1. *Mid year reductions*

Departments were requested to reduce midyear *5%* from General Fund

*2.64%* achieved
**Immediate and Long Term actions**

2. **Hard Hiring Freeze**

No vacancy being filled without explicit Board approval

Freeze in Place for FY 2013-14 & 2014-15

---

**Immediate and Long Term actions**

3. **Cost Reduction Strategies**

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Method</th>
<th>Potential Service Impact</th>
<th>Target Net GF Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Re-Base Labor costs</td>
<td>Negotiations</td>
<td>Same workforce size; recruitment and retention issues.</td>
<td>Up to $2.9 million annually</td>
</tr>
<tr>
<td>2) Furloughs (Temporary savings)</td>
<td>Negotiate up to 80 hours unpaid leave for employees in FY 2014-2015 and FY 2015-2016</td>
<td>Limited loss (convenience) of public services due to either reduced public hours or less access to staff during current scheduled public hours</td>
<td>$600,000 - $1.2 million annually</td>
</tr>
<tr>
<td>3) Reduce net workforce costs through workforce attrition</td>
<td>Offer financial incentive for employees to leave county employment voluntarily; use hiring freeze to replace most crucial positions to yield net savings, with lower replacement labor costs.</td>
<td>Defund allocated vacant positions.</td>
<td>$2.0 million annually</td>
</tr>
</tbody>
</table>
| 4) Strategic Planning Re-Design of County Service Models | Employees/management collaboration to process improvement and cross-functional, interdepartmental service models | Maintain or improve services through new process models and culture change.
More technology investments
Provide only most critical services;
egenerate less critical and non-value-added services. | ?? |
| 5) Use of Reserves | Administrative | Maintain current workforce (service level) by use of one-time reserves for operations; reserves have been used over prior years to span recession. | ?? |
| 6) Layoffs | Administrative | Higher workload for remaining staff; lower service level for public. | ?? |

Total potential savings estimate: $2.6 million to $4.1 million

Total needed to close gap: -$4.7 million

Remaining Structural Deficit: 2.1 million to $1.4 million surplus
Immediate and Long Term actions

4. Strategic Planning

Re-design of services focused on long term issues with Less Resources

Employees, Board and Public

Short Term actions and Long Term Planning

Required to Balance the Budget without a debt

Must take actions this year in order to address long term

Must work differently
Budget Development
May 5th – 27th - Public Meetings to gather input

June 11th – Recommended Budget published

June 16th -17th & 19th – Board of Supervisors Budget Workshops

Budget Adoption must be no later than October 1, 2014

Public feedback will be included 2014-2015 budget development

Questions, comments & ideas!

Jim Leddy, CAO
Bridgeport – (760) 932-5414
Mammoth – (760) 924-1703
jleddy@mono.ca.gov

******

Leslie Chapman, Finance Director
(760) 932-5494
lchapman@mono.ca.gov
# Appendix E
## Mono Innovation Groups – Idea Matrix

<table>
<thead>
<tr>
<th>North/South MIG</th>
<th>Idea</th>
<th>Details</th>
<th>Benefits/savings</th>
<th>Potential Review Team</th>
<th>Response, Next Steps and Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Centralized Contract Management System</td>
<td>Reduce time in renewing and tracking Contracts across all departments by establishing one central contract database</td>
<td>Reduce duplication of efforts and spend less administrative time spent by multiple department staff</td>
<td>CAO, Finance, Public Works, IT</td>
<td>PW – Idea should be investigated. It would take an individual (as well as another cross-trained staff) to manage the contracts for all departments. The individual would need to know about every department’s contract requirements and contract law as it relates to the various departments.</td>
</tr>
<tr>
<td>North</td>
<td>Online County Purchasing Order streamlining</td>
<td>120 Day expiration too cumbersome</td>
<td>Less paperwork</td>
<td>Finance, County Counsel, CAO, HR/Risk</td>
<td>Finance is reviewing idea.</td>
</tr>
<tr>
<td>North</td>
<td>Online timesheet</td>
<td>Automated timesheet so less hand processing of paper</td>
<td>Staff time in processing</td>
<td>Finance, IT, HR</td>
<td>Allowing all staff access to CAMS may cause problems due to inexperience. Need to discuss with all CAMS users/administrators.</td>
</tr>
</tbody>
</table>

Further Analysis warranted.
<table>
<thead>
<tr>
<th>Region</th>
<th>Issue Description</th>
<th>Benefit/Saving Details</th>
<th>Priority Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Quarterly payment of fees for development instead of monthly</td>
<td>Save staff time in generating bills</td>
<td>LOW PRIORITY (IT)</td>
</tr>
<tr>
<td></td>
<td>Flat fee system for developers</td>
<td>Encourage development by ensuring consistent fees for projects – no “moving the goal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No need to true up costs and waste administration or accounting time.</td>
<td>posts”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tie in CAMS to assign staff costs to projects</td>
<td>Public Works IT Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>North</td>
<td>Road Crews need computers at Road yards</td>
<td>No faxing or driving of records to BP</td>
<td>HIGH PRIORITY (IT)</td>
</tr>
<tr>
<td></td>
<td>Portal to payroll, maps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North</td>
<td>Electronic Death Record System</td>
<td>Registration of death certificates online</td>
<td>MID PRIORITY (IT)</td>
</tr>
<tr>
<td></td>
<td>Mono currently must transport death records to Inyo county</td>
<td>No manual transport</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is done via vehicle (sheriff’s department)</td>
<td>Public Health IT Sheriff’s</td>
<td></td>
</tr>
<tr>
<td>North</td>
<td>Small health fee deposits should be waived</td>
<td>Staff time to generate receipts costs more than fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff produces paper receipts for $2.00 and $5.00 fees on certain health activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North/South MIG</td>
<td>Idea</td>
<td>Benefits/savings</td>
<td>Response, Next Steps and Savings</td>
</tr>
<tr>
<td>South</td>
<td>Build a survey around services</td>
<td>Gage community feedback through RPAC lists</td>
<td>CAO IT</td>
</tr>
</tbody>
</table>
|              |                                                                                     |                                                                                         | County could utilize existing Survey Monkey accounts to gage public support for services.
| South | Rent out empty county owned rooms | Any unused county owned or leased spaces should be subleased for revenues | Increased revenues | Risk Public Works | Strategic Plan should create direction for space needs. Need to ensure no other county uses are planned. | DSS rents the Social Services Conference Room to one outside entity on an on-going basis. Further research by Facilities staff required to verify what buildings and/or space is currently unused and needed. *Comprehensive County Facilities Plan will be brought forward as part of Budget.* |
| South | Regional Consolidation of HR recruitment services among Inyo/Mono/Bishop and Town of Mammoth Lakes | Single source for recruitments | Less staff | HR CAO | *MONO HR working with Town of Mammoth Lakes and local private employers through Roundtable process to share information and see if pooled services worth pursuing. Further Analysis Warranted.* | DSS uses Merit System Services for all DSS recruitments, as does Alpine and Inyo. These recruitments are shared amongst counties. |
| South | Bring in House surveyor vs. outsourcing | Have in House design engineer | Less money in contracts more with existing staff (if surveyor also engineer) | CAO HR Finance IT/GIS | Cost Analysis needed. | MID PRIORITY (IT) – Cost Analysis needed for in-house vs. outsource. Accuracy of data is very important. |
| South | Pool training funds across jurisdictions to bring trainings to Mono/Inyo | Multijurisdictional being offered classes here could reduce travel budgets | Less travel costs | HR Finance All Departments | Other Departments should seek opportunities for joint training. | DSS pools trainings and funding across Mono, Inyo, and Alpine Counties. |
| South | Review fees to seek full cost recovery | Some fees may not covers health services | Increased revenues | Finance County Counsel CAO HR/Risk | Master Fee Works Shop June 11, 2014 to measure cost of services and fee justification. | Feed results into ongoing Strategic Plan efforts. |

**Notes:**
- **CAO**: County Administrative Officer
- **DSS**: Department of Social Services
- **HR**: Human Resources
- **IT**: Information Technology
- **GIS**: Geographic Information System
- **MID**: Medium PRIORITY (IT)
- **Needs analysis** space
  - i.e. BP social services space
  - Old Hospital

- **Public Works** elsewhere; would need to factor in time requirements for relocation of state computers, destruction of old, confidential files, and equipment, etc.

  This is ongoing. The Old Hospital in Bridgeport just had this done. The facilities requirements are always evolving but PW is trying to reduce overall operational costs etc.

  *Facilities needs to coordinate with each department to see where they have additional unused space and incorporate into CCFP (see above). Must ensure security for items currently being stored at old Hospital if new location is determined.*

<table>
<thead>
<tr>
<th>South</th>
<th>Cross Train staff</th>
<th>Ensure that staff has multiple skills and can be allowed to use them</th>
<th>Savings on contracting out i.e. lock smithing was one mentioned</th>
<th>All departments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Less overtime and less need for more staff with less skills</td>
<td></td>
<td>All PW staff is being cross-trained. A locksmith is a good idea but it also would take one Facilities person out of the loop while they worked on locks. County Clerk’s office staff already cross-trained.</td>
</tr>
</tbody>
</table>

*All Departments should analyze current outsourced services vs. investment in cross training to see if warranted. HR must review job descriptions as to ensure no MOU issues.*

<table>
<thead>
<tr>
<th>South</th>
<th>Review outsourcing more services at lower costs</th>
<th>Review services that can be outsourced</th>
<th>Less staff</th>
<th>CAO Finance HR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>South</th>
<th>Work with Town and Inyo more on shared services</th>
<th>Ag. Commissioner model of multi-jurisdiction services</th>
<th>Less staff</th>
<th>CAO Finance HR GIS</th>
</tr>
</thead>
</table>

This is currently in process.

Mono IT Director approached by Inyo Co IT Director about expanding shared GIS services.

Discussions continue with some special districts about expanding reach of IT service where we already provide some
| South | Paramedics – revenue for services | -subscription service  
-Mental health/medical transport  
-Ambulance insurance on ski lift tickets  
-Raise ambulance fees 5%  
-County wide fire to allow for access to grant funding (Douglas County Model) | Increased revenues for Paramedic program | Public Health Finance  
HR  
CAO | *Public Health/EMS Manager, working with CAO/Finance, will continue to analyze these options for Board consideration.* |
| South | Energy efficiency | Replace courthouse window | Energy cost savings | Public works  
Cao  
Finance  
Courts | *Analysis warranted as part of Energy Taskforce work.* |
| South | Eliminate courier mail service | Go to in house employee transport | Cost of contract | CAO | Completed – savings $10,000/year. |
| South | Wider use of prisoner as labor source | Stop subbing out and use inmate crews for in county projects | Less labor and contract costs | CAO  
Sheriff  
HR | PW has used inmates for many years when available. They assist with routine maintenance in our parks, facility grounds keeping, and washing county cars.  
*Departments being encouraged to look at utilization.* |
| South | Central Tool warehouse or purchasing | Prevent employees from bringing tools in from home  
Reduce liability | Less transport time from shop to shop of larger tools | Public works  
CAO  
Risk  
Finance | Creating another tool warehouse would require additional inventory management as well as increasing budgets to cover the additional tool purchases. No employee is required to bring tools from home.  
*PW should work with staff to ensure no tools being brought from home and that shops have* |
<table>
<thead>
<tr>
<th>Email</th>
<th>South Airport Gravel Pit</th>
<th>Re-open pit for county use County should haul its own dirt</th>
<th>Less expensive aggregate</th>
<th>Community Development CAO Finance HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Change dates of pay period</td>
<td>If the dates of the pay period are changed, any call outs or over time can be recorded correctly the first time.</td>
<td>Staff time will be saved by not having to correct timesheet, or spend time on retro pay.</td>
<td>HR CAO Finance</td>
</tr>
<tr>
<td>Email</td>
<td>CARB Compliance</td>
<td>Research a bond measure or increase sales tax to fund mandated CARB compliant vehicles and equipment</td>
<td>Help fund CARB, less money out of general fund.</td>
<td>CAO Public Works Finance</td>
</tr>
<tr>
<td>Email</td>
<td>Hire a grant writer</td>
<td>A grant writer could support all departments and help bring in more grant funding for the county.</td>
<td>More grant funding to help supplement the general fund.</td>
<td>All Departments</td>
</tr>
<tr>
<td>Email</td>
<td>Vacation Payout</td>
<td>Allow more vacation time to be paid out, and at any time during the year.</td>
<td>Reduces huge payouts at retirement.</td>
<td>CAO HR Finance</td>
</tr>
<tr>
<td>Email</td>
<td>Consolidation of the 457b/401a programs</td>
<td>Larger asset base tends to get a reduced cost.</td>
<td>Reducing county costs for retirement program.</td>
<td>All Departments</td>
</tr>
<tr>
<td>Email</td>
<td>Work to set up a chain of car charging stations through the Eastern Sierra’s</td>
<td>Being listed on the DOE website would result in marketing for Mono County.</td>
<td>Attract more visitation to the area; increase TOT</td>
<td>CAO HR Public Works</td>
</tr>
<tr>
<td>Email</td>
<td>Career Day for local youth</td>
<td>Put together a program where high school students could sign up for job</td>
<td>Teaches kids about local government, encourages them to finish</td>
<td>All Departments</td>
</tr>
</tbody>
</table>

This pit **was** reopened to Mono County’s use two years ago. There are limitations as to how much material can be mined and the period it is open each year.

Mono County will be responsible for reclamation once the pit closes.

*Already implemented.*
<table>
<thead>
<tr>
<th>Email</th>
<th>Wider range of options for 401a</th>
<th>Allow employees to defer COLA’s into their 401a</th>
<th>For every dollar an employee defers, the county saves by not having to pay the Medicare portion</th>
<th>CAO Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Set computer defaults to use less ink</td>
<td>Use fonts and programs that use less ink when printed</td>
<td>Saves the county on toner</td>
<td>All Departments</td>
</tr>
<tr>
<td>Email</td>
<td>Use energy efficient lighting</td>
<td>We could replace lighting in all county facilities to energy efficient lights.</td>
<td>Uses less power and could result in great savings</td>
<td>All Departments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>North/South MIG</th>
<th>Idea</th>
<th>Details</th>
<th>Benefits/savings</th>
<th>Review Team</th>
<th>Response, Next Steps and Savings</th>
</tr>
</thead>
</table>
| Email | Less travel for employees between North and South County | Some South County employees are required by their department head to travel to Bridgeport on a weekly basis. | Fuel Costs, wear and tear on vehicles, and employee travel time. | CAO Department Heads IT | PW always tries to consolidate trips and reduce overall commutes between north and south county.  
**HIGH PRIORITY (IT)** - Video conferencing at the desktop and all conference rooms is a priority for us. We are looking at how investments can eliminate travel and improve quality of interaction during meetings, etc.  
*Departments should review mandatory travel requirements; Utilize teleconferencing where possible.* |
<p>| Email | Parcel tax measure per paramedic unit. | If an area wants a paramedic program, they can pay a relative extra on parcel tax to fund its existence. | Revenue will help fund the paramedic program in each location. | CAO Finance Paramedic | To be reviewed as part of ongoing Paramedic Program. |
| Email | Pool Cars | Analyze use/costs of take cars home, consider | Minimize the amount of vehicle use the County is paying for. | CAO Risk HR | Under review – Will be part of FY 2014-2015 Budget Hearings. Only vehicles with Board approved and Department business reason will be continued. |</p>
<table>
<thead>
<tr>
<th>Email</th>
<th>Energy costs at road shops</th>
<th>Consider costs of retrofitting these buildings to save on energy and heating costs</th>
<th>Reduce the amount spent on heating insufficient buildings.</th>
<th>Public Works CAO Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PW: Facilities staff should include these in their energy audits. Performing energy improvements should provide some return on initial investment over time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Underway by Facilities. Seeking grant funding and other sources to perform improvements once completed. Mono County Energy Taskforce continues analysis.</td>
</tr>
<tr>
<td>Email</td>
<td>Furlough days</td>
<td>Mandatory unpaid days off</td>
<td>Staffing and operational expenses are saved on days County offices are closed.</td>
<td>All departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Under review if other options do not result in desired savings to budget.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Part of ongoing negotiations. Departments will need to individually review format if it is implemented.</td>
</tr>
<tr>
<td>Email</td>
<td>State or Grant Funding</td>
<td>Is there any State or Grant Funding we are not currently utilizing that could save General Funds?</td>
<td>Reduce General Fund expenses</td>
<td>All departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PW is always looking for funding sources. Rock Creek Road improvements is a good example.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Efforts will continue.</td>
</tr>
<tr>
<td>Email</td>
<td>Double sided copies</td>
<td>Require that the default on all staff printers is set to double sided printing</td>
<td>Reduce the amount of wasted paper</td>
<td>All departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Minimal savings as printing costs are not driven by paper but per printed side, however effort is underway.</td>
</tr>
<tr>
<td>Email</td>
<td>Raise fees for solid waste facilities</td>
<td>If the solid waste facilities are not paying for themselves raise fee to cover more of the costs</td>
<td>Raised fees will help produce revenue to cover the costs of the facilities</td>
<td>Solid Waste Finance CAO Risk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Solid Waste operational costs and revenues have been improved and are not impacting General Fund. It has resulted in reduced operational expenses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HIGH PRIORITY (IT) - IT currently assisting with a parcel level assessment to determine where fees are not being collected.</td>
</tr>
<tr>
<td>Email</td>
<td>Layoff probationary employees</td>
<td>Layoff new employees so that employees who have dedicated</td>
<td>Salary savings for those who are laid off. Any extra revenue could result in a raise for other</td>
<td>CAO County Counsel Risk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other efforts to fairly look at workforce size/costs and needs underway through negotiations.</td>
</tr>
<tr>
<td>Email</td>
<td>Simplify home building</td>
<td>County can simplify building permit process to encourage building.</td>
<td>Gain revenue from property taxes</td>
<td>CAO Building Finance</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Email</td>
<td>Cuts Board of Supervisors Lunches</td>
<td>The Board of Supervisors lunches are being paid for with County funds.</td>
<td>Would save a couple thousand a year</td>
<td>CAO HR County Counsel Finance Board</td>
</tr>
<tr>
<td>Email</td>
<td>Increase charges for copies</td>
<td>Currently the County is charging $0.50 per page for copies of documents, other counties charges range up to $2.00.</td>
<td>Charging $2.00 for copies could generate thousands of dollars a year</td>
<td>Finance CAO Clerk</td>
</tr>
<tr>
<td>Email</td>
<td>Decrease or eliminate merit leave</td>
<td>Some employees receive up to 2 weeks of merit leave</td>
<td>County would save money if they were not paying for this extra leave</td>
<td>CAO County Counsel</td>
</tr>
<tr>
<td>Email</td>
<td>Phone line audit</td>
<td>Seems as if the county has many phone lines that are not being used. Doing an audit might identify these lines and they could be canceled.</td>
<td>Saving money on unused phone lines</td>
<td>IT CAO</td>
</tr>
<tr>
<td>Email</td>
<td>Payroll reports with amounts of total salary.</td>
<td>Would save time with grants or bills if payroll reports had the total of salaries on them.</td>
<td>Time saving to be more efficient</td>
<td>Finance</td>
</tr>
<tr>
<td>Email</td>
<td>Expanded use of Sales force software for project management</td>
<td>Help keep projects on tract, and help employees with time management.</td>
<td>Time savings to make employees more efficient.</td>
<td>Finance CAO HR IT</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Email</td>
<td>Increase number of step increases</td>
<td>Step increases could be broken down to smaller increases, with more steps available.</td>
<td>Smaller financial impact per step. Boost employee morale.</td>
<td>CAO Finance</td>
</tr>
<tr>
<td>Email</td>
<td>Depend less on tourism, look for other means of economic development</td>
<td>Partner with private businesses to build a convention center.</td>
<td>Market to companies to hold conferences here. Employees will stay in local hotels, eat in local restaurants, and participate in local recreation.</td>
<td>CAO Risk Finance IT Economic Development</td>
</tr>
<tr>
<td>Email</td>
<td>Add to and enforce county codes.</td>
<td>Clean up abandoned buildings, junk accumulation in public sight, vehicles and boats on streets, etc.</td>
<td>Could improve quality of family life; attract young families to turn around the cycle of denouement.</td>
<td>Code Compliance CAO GIS</td>
</tr>
<tr>
<td>Email</td>
<td>Expand North County medical services.</td>
<td>7-Day availability of the clinic</td>
<td>Attract local pharmacy, thus keeping business local.</td>
<td>Health Dept. CAO Finance</td>
</tr>
</tbody>
</table>
| Email | Structure summer activities for kids.                       | Partner with Office of Education, Unified School Districts, US Forest Service, Health Department, Town of Mammoth, Mammoth Hospital, local CSA’s and county businesses to plan organized activities for | Could improve quality of family life, attract young families to turn around the cycle of denouement. | CAO Health Dept. Mental Health Social Services | **Behavioral Health already working on community activities.**

**Warrants further work by departments especially if Mammoth Lakes Recreation is spun off from the Town of Mammoth Lakes.**
<table>
<thead>
<tr>
<th>Email</th>
<th>School aged kids.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Partner with Office of Education, Unified School Districts, US Forest Service, Health Department, Town of Mammoth, Mammoth Hospital, local CSA’s and county businesses to plan organized activities for senior citizens.</td>
</tr>
<tr>
<td>Email</td>
<td>Could improve quality of family life, attract young families to turn around the cycle of denouement.</td>
</tr>
<tr>
<td>Email</td>
<td>CAO Health Dept. Mental Health Social Services</td>
</tr>
</tbody>
</table>

**Behavioral Health already working on community activities.**

<table>
<thead>
<tr>
<th>Email</th>
<th>Centralize office trash.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Unless your job produces excess amounts of trash on a daily basis, have a centralized trashcan for department of office.</td>
</tr>
<tr>
<td>Email</td>
<td>Save costs on employee’s picking up each individual’s trash, reduce wasting almost empty trash bags. Saves time.</td>
</tr>
<tr>
<td>Email</td>
<td>All Departments</td>
</tr>
</tbody>
</table>

**Solid Waste -** Sounds like a good idea for non-paper waste. Facilities should create a plan to allow Custodians to make this happen. YES to Centralize Office Trash—this would also facilitate additional recycling (batteries, printer cartridges, e-waste) once a central location was determined. I have wanted to do it but some people seem to see it is a threat to their job security so I have been taking it slow.

**Public Works/Solid Waste must quantify time savings for staff with this proposal.**

<table>
<thead>
<tr>
<th>Email</th>
<th>Perform marriages from Mammoth Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Several Mammoth employees have signed the oath as deputy clerks in order to sign the marriage licenses. They could perform a marriage as the officiate for a fee</td>
</tr>
<tr>
<td>Email</td>
<td>Generate some revenue for charging for marriages rather than sending them to the courthouse.</td>
</tr>
<tr>
<td>Email</td>
<td>Clerk CAO</td>
</tr>
</tbody>
</table>

**Clerk’s Office reviewed the Family Code regarding this issue and found that as commissioner of civil marriages, County Clerk may appoint deputy commissioners of civil marriages who may solemnize marriages under the direction of the commission of civil marriages. Clerk will follow up.**

**County Clerk will review.**
# Appendix F – County Allocation List

<table>
<thead>
<tr>
<th>Department</th>
<th>Position Title</th>
<th>Bargaining Unit</th>
<th>Pay Range</th>
<th>Number of Positions</th>
<th>Allocated FTE</th>
<th>Filled / Vacant</th>
<th>Full time/ Part time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIMAL CONTROL</td>
<td>ANIMAL CONTROL OFFICER I</td>
<td>MCPEA</td>
<td>$2,700 - 3,282</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ANIMAL CONTROL</td>
<td>ANIMAL CONTROL OFFICER II</td>
<td>MCPEA</td>
<td>$2,837 - 3,448</td>
<td>2</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ANIMAL CONTROL</td>
<td>ANIMAL CONTROL PROGRAM COORD</td>
<td>MCPEA</td>
<td>$3,910 - 4,753</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ANIMAL CONTROL</td>
<td>ANIMAL SHELTER ATTENDANT</td>
<td>MCPEA</td>
<td>$2,507 - 3,047</td>
<td>2</td>
<td>1</td>
<td>F</td>
<td>F</td>
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<tr>
<td>ASSESSOR</td>
<td>APPRAISER AIDE</td>
<td>MCPEA</td>
<td>$4,008 - 4,871</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ASSESSOR</td>
<td>APPRAISER II</td>
<td>MCPEA</td>
<td>$4,764 - 5,791</td>
<td>2</td>
<td>1</td>
<td>F</td>
<td>F</td>
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<tr>
<td>ASSESSOR</td>
<td>APPRAISER III</td>
<td>MCPEA</td>
<td>$5,528 - 6,391</td>
<td>2</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ASSESSOR</td>
<td>ASSESSOR</td>
<td>MGMT</td>
<td>$9,000.00</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ASSESSOR</td>
<td>ASSISTANT ASSESSOR</td>
<td>MGMT</td>
<td>$8,129.00</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ASSESSOR</td>
<td>AUDITOR-APPRASER</td>
<td>MCPEA</td>
<td>$5,130 - 6,236</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>ASSESSOR</td>
<td>FISCAL TECHNICAL SPEC IV</td>
<td>MCPEA</td>
<td>$3,910 - 4,753</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>BOARD OF SUPERVISORS</td>
<td>BOARD CHAIRPERSON</td>
<td>ELECT</td>
<td>$4,462.00</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
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<tr>
<td>BOARD OF SUPERVISORS</td>
<td>BOARD MEMBER</td>
<td>ELECT</td>
<td>$4,109.00</td>
<td>4</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>BUILDING</td>
<td>BUILDING INSPECTOR/PLAN CHECKE</td>
<td>MCPEA</td>
<td>$4,535 - 5,513</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>BUILDING</td>
<td>BUILDING OFFICIAL</td>
<td>MGMT</td>
<td>$7,000.00</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>CLERK/RECORDER</td>
<td>ASST COUNTY CLERK/RECORDER</td>
<td>MGMT</td>
<td>$7,293.00</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>CLERK/RECORDER</td>
<td>COUNTY CLERK/RECORDER/REGISTRAR</td>
<td>MGMT</td>
<td>$9,402.00</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>CLERK/RECORDER</td>
<td>ELECTIONS ASSISTANT</td>
<td>NON</td>
<td>$20.44/hr</td>
<td>2</td>
<td>0.25</td>
<td>F</td>
<td>P</td>
</tr>
<tr>
<td>CLERK/RECORDER</td>
<td>FISCAL TECHNICAL SPEC III</td>
<td>MCPEA</td>
<td>$3,542 - 4,305</td>
<td>2</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>CLERK/RECORDER</td>
<td>SENIOR DEPUTY BOARD CLERK/ELEC</td>
<td>MCPEA</td>
<td>$4,535 - 5,513</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>COMMUNITY DEVELOPMENT</td>
<td>ADMIN SECRETARY PLAN COMMISS</td>
<td>MCPEA</td>
<td>$3,910 - 4,753</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>COMMUNITY DEVELOPMENT</td>
<td>ASSOCIATE PLANNER</td>
<td>MCPEA</td>
<td>$4,424 - 5,377</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>COMMUNITY DEVELOPMENT</td>
<td>COMM DEVELOP ANALYST II - CODE</td>
<td>MCPEA</td>
<td>$4,424 - 5,377</td>
<td>1</td>
<td>1</td>
<td>F</td>
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<tr>
<td>COMMUNITY DEVELOPMENT</td>
<td>COMMUNITY DEVELOP ANALYST II</td>
<td>MCPEA</td>
<td>$4,424 - 5,377</td>
<td>1</td>
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<td>F</td>
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<tr>
<td>COMMUNITY DEVELOPMENT</td>
<td>COMMUNITY DEVELOP ANALYST II</td>
<td>MCPEA</td>
<td>$25.52/hr</td>
<td>1</td>
<td>0.8</td>
<td>F</td>
<td>P</td>
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<tr>
<td>COMMUNITY DEVELOPMENT</td>
<td>COMMUNITY DEVELOPMENT DIRECTOR</td>
<td>MGMT*</td>
<td>$9,816.00</td>
<td>1</td>
<td>1</td>
<td>F</td>
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<tr>
<td>COMMUNITY</td>
<td>PRINCIPAL PLANNER</td>
<td>MCPEA</td>
<td>$5,389 - 6,550</td>
<td>1</td>
<td>1</td>
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<td>F</td>
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<tr>
<td>DEVELOPMENT</td>
<td>TEMPORARY PART-TIME (ON-CALL)</td>
<td>NON</td>
<td>$15.17/hr</td>
<td>1</td>
<td>0.5</td>
<td>F</td>
<td>T</td>
</tr>
<tr>
<td>----------------------------------</td>
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<td>COUNTY ADMINISTRATION</td>
<td>COUNTY ADMINISTRATIVE OFFICER</td>
<td>MGMT</td>
<td>$13,333.00</td>
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<td>COUNTY ADMINISTRATION</td>
<td>DIR HUMAN RESOURCES/RISK MGMT</td>
<td>MGMT</td>
<td>$9,000.00</td>
<td>1</td>
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<tr>
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<td>FISCAL TECHNICAL SPEC II</td>
<td>MCPEA</td>
<td>55: $3,210 - 3,903</td>
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<td>1</td>
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<td>F</td>
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<tr>
<td>COUNTY ADMINISTRATION</td>
<td>HUMAN RESOURCES GENERALIST</td>
<td>MCPEA</td>
<td>69: $4,535 - 5,513</td>
<td>1</td>
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<td>OFFICE MANAGER</td>
<td>MCPEA</td>
<td>69: $4,535 - 5,513</td>
<td>1</td>
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<td>COUNTY COUNSEL</td>
<td>ASSISTANT COUNTY COUNSEL</td>
<td>MGMT</td>
<td>$9,221.00</td>
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<td>COUNTY COUNSEL</td>
<td>COUNTY COUNSEL</td>
<td>MGMT</td>
<td>$14,029.00</td>
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<tr>
<td>COUNTY COUNSEL</td>
<td>DEPUTY COUNTY COUNSEL I</td>
<td>MGMT</td>
<td>$7,740.00</td>
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<tr>
<td>COUNTY COUNSEL</td>
<td>DEPUTY COUNTY COUNSEL II</td>
<td>MGMT</td>
<td>$9,057.00</td>
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<tr>
<td>COUNTY COUNSEL</td>
<td>FISCAL TECHNICAL SPEC I</td>
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<tr>
<td>DEPARTMENT OF FINANCE</td>
<td>ACCOUNTANT II</td>
<td>MCPEA</td>
<td>79: $5,804 - 7,055</td>
<td>3</td>
<td>1</td>
<td>F</td>
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<tr>
<td>DEPARTMENT OF FINANCE</td>
<td>ADMINISTRATIVE SERVICES SPEC</td>
<td>MCPEA</td>
<td>69: $4,535 - 5,513</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
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<tr>
<td>DEPARTMENT OF FINANCE</td>
<td>ASSISTANT DIRECTOR OF FINANCE</td>
<td>MGMT</td>
<td>$9,146.00</td>
<td>2</td>
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<tr>
<td>DEPARTMENT OF FINANCE</td>
<td>DIRECTOR OF FINANCE</td>
<td>MGMT</td>
<td>$11,614.00</td>
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<td>FISCAL TECHNICAL SPEC II</td>
<td>MCPEA</td>
<td>55: $3,210 - 3,903</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>DEPARTMENT OF FINANCE</td>
<td>FISCAL TECHNICAL SPEC III</td>
<td>MCPEA</td>
<td>59: $3,542 - 4,305</td>
<td>3</td>
<td>1</td>
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<td>F</td>
</tr>
<tr>
<td>DEPARTMENT OF FINANCE</td>
<td>FISCAL TECHNICAL SPEC IV</td>
<td>MCPEA</td>
<td>63: $3,910 - 4,753</td>
<td>5</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>DEPARTMENT OF FINANCE</td>
<td>PAYROLL &amp; BENEFITS MANAGER</td>
<td>MGMT</td>
<td>$7,925.00</td>
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<td>F</td>
</tr>
<tr>
<td>DISTRICT ATTORNEY</td>
<td>ADMINISTRATIVE SERVICES SPEC</td>
<td>MCPEA</td>
<td>69: $4,535 - 5,513</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>DISTRICT ATTORNEY</td>
<td>ADMINISTRATIVE SERVICES SPEC</td>
<td>MCPEA</td>
<td>69: $4,535 - 5,513</td>
<td>1</td>
<td>1</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>DISTRICT ATTORNEY</td>
<td>ASSISTANT DISTRICT ATTORNEY</td>
<td>MGMT</td>
<td>$9,527.00</td>
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<td>1</td>
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<td>F</td>
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<tr>
<td>DISTRICT ATTORNEY</td>
<td>CHIEF INVESTIGATOR - DA</td>
<td>MGMT</td>
<td>$10,246.00</td>
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<td>1</td>
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<td>F</td>
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<tr>
<td>DISTRICT ATTORNEY</td>
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<td>SOLID WASTE SOLID WASTE EQUIPMENT OPERATOR</td>
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**Subtotal Vacant FTE's:** 21.14

**Grand Total FTE's:** 302.36
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<th>Event</th>
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<tr>
<td>9:00 AM</td>
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<td>9:15 AM</td>
<td>CAO - Budget Kickoff</td>
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<td>Sheriff</td>
<td>15</td>
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<td>Jail</td>
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<td>Search &amp; Rescue</td>
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<td>District Attorney</td>
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<td>Drug Task Force</td>
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<td>Victim/Witness</td>
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<td>Juvenile Institutions</td>
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<td>South County Animal Control</td>
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<td>County Counsel</td>
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<td>Finance</td>
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<td>Copier Pool</td>
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<td>Roads - State &amp; Federal Construction</td>
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<td>Conway Ranch</td>
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# BUDGET WORKSHOP SCHEDULE

**Tuesday, June 17, 2014 - MAMMOTH**

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<td>LAFCO</td>
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<td>Planning Commission</td>
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<td>Planning &amp; Transportation</td>
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<td>Paramedic Program</td>
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<td>Senior Programs</td>
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<td>Workforce Investment Act (ETR)</td>
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<td>WRAP - Foster Care</td>
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<td>CCTF - Children's Trust Fund</td>
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<td>11:00 AM</td>
<td><strong>Behavioral Health</strong></td>
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<td></td>
<td>Alcohol &amp; Drug Programs</td>
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<td>Mental Health Services Act Funds</td>
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**Thursday, June 19, 2014 - BRIDGEPORT**

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<td><strong>Property Tax Administration Workshop</strong></td>
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<td>9:30 AM</td>
<td><strong>Capital Improvement Project Discussion</strong></td>
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<td>10:00 AM</td>
<td><strong>Policy Item Discussion</strong></td>
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</table>
ANIMAL CONTROL
100-27680

DEPARTMENTAL FUNCTIONS

The Animal Control Department’s responsibilities are to serve and protect humans and animals alike; to promote responsible pet ownership; to protect the public’s health, safety and wellbeing; to promote public awareness regarding the need to treat all animals with compassion, respect and dignity and to enforce state and local animal regulations.

In accordance with Section 12585 and 121690 of the California Health and Safety Code, the Animal Control Department must also make certain that we enforce the following statutory and regulatory mandates:

• Requires that an Animal Control Agency enforce regulations stating that “the owner of every dog over the age of four months shall have their dog vaccinated for rabies at State prescribed intervals.

• Requires that an Animal Control Agency enforce regulations stating that “every dog over the age of four months shall have and wear a current Mono County Dog License”.

• Requires that an Animal Control Agency enforce the regulation stating that “dogs less than four months of age shall be confined at home or kept under close leash supervision by the owner”.

• Requires that there be a rabies control program established and operated by a County that includes an animal shelter system (Bridgeport and Whitmore animal Shelters), animal bite reporting and investigations, stray and unwanted animal control, animal rabies case investigation, mandatory quarantine of biting dogs and cats, quarantine of domestic animals potentially exposed to rabies, and other activities for the purpose of carrying out and enforcing the provisions of the California Rabies Control Program.

• Requires that the Animal Control Agency shall provide and arrange for “actual cost” canine rabies vaccination clinics. The “actual cost” vaccination fee shall be set and approved by the State of California.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

• Because of the public’s kind and generous donations we continue to sterilize all age appropriate shelter dogs and cats prior to their placement in a new home.

• We continue to maintain viewable pictures of the adoptable animals in the placement program. All folks inquiring about an animal are invited to stop in for a meet and greet with the animals. We note that there is an increased amount of folks that view this website throughout the State. We have received several calls from States other than California that have viewed our website.

• Successful completion of all seven 2014 vaccination and licensing clinics held throughout the County in the month of June.

• For the health of all animals housed at the shelters we continue to immunize all stray or owner turned in animals within 72 hours of entering the facility.

• This year we involved the public in assisting us with placement of our adoptable animals. Our adoption rates have doubled and our euthanasia rates have been cut in half.

DEPARTMENTAL GOALS FOR FY 2014-2015

• For Public Health & Safety, we will continue to do “preventative patrol” and timely and professional public assistance, whenever possible.

• Continued Animal Control presentations throughout the County. Continued pre-entry animal vaccinations, continued volunteer training program.

• Ongoing distribution of educational brochures.

• Continue our work including the public to assist in finding homes for our adoptable animals.
DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $60,791 in expenditures, and a decrease of $5,500 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $55,291.

Personnel Costs decreased by $97,515 compared to the FY 2013-2014 Board Approved Budget, due to salaries and benefits.

Revenues

Animal License Fees
We remain conservative with our license fee revenues as these numbers change from year to year based on dogs leaving the County, entering the County and passing away and we always estimate on the lower side as we cannot foresee such changes.

Humane Services
We will fall short of our estimated revenue this year due to a decrease in the amount of animals coming through the shelter with regards to impound and adoption fee collection. The FY 2014-15 estimated revenues have been adjusted this year.

Personnel – We no longer have a part time shelter attendant and we are down one officer. We also at the moment have two employees that are out with injuries and have been for quite some time. Even though the numbers are there, Animal Control is operating at a low staff of four people.

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – Expenditures for operational costs ebb and flow from one year to another based on the number of animals that we care for during a FY. The fluctuations in expenditures reflect the amount of food, medicines, vet care, vaccinations, cleaning supplies and equipment and office supplies that are needed based on animal numbers and also reflect the needs of our field patrol and ACO’s.

Support & Care of Persons – N/A

Fixed Assets – N/A

FY 2014-2015 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

N/A
## COUNTY OF MONO

### ANIMAL CONTROL BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**
**DEPT 680: ANIMAL CONTROL**

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**Total for DEPT 680: ANIMAL CONTROL**

-565,157.00  -388,336.00  -295,596.00  -436,429.00  -436,429.00  0
### COUNTY OF MONO
**ANIMAL CONTROL - SOUTH SHELTER BUDGET COMPARISON REPORT**

**FUND 100: GENERAL FUND**
**DEPT 681: SO.COUNTY SHELTER**

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DEPARTMENT OF ASSESSOR
100-12100

DEPARTMENTAL FUNCTIONS

The county assessor must annually assess all taxable property, except for state-assessed property, to the person, business, or legal entity owning, claiming, possessing, or controlling the property on January 1. The duties of the assessor are to discover all assessable property, to inventory and list all taxable property, to value the property, and to enroll the value of the property on the local assessment roll. The assessor’s primary responsibility is to annually determine the taxable value for each property so that the owner is assured of paying the correct assessment for the support of schools and local government.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- An assessor and a real property appraiser were hired, bringing the department to its authorized staffing level of nine. This staffing level is down more than 30% from 2009.
- Approximately 4,300 value reductions were individually reviewed and processed.
- Ongoing training for appraisers has been instituted as part of the monthly department meeting.
- With the addition of a temporary FTS, the backlog of processing deeds has been eliminated.
- The backlog of assessment appeals has been almost eliminated.
- Value Notices will be available online for the first time beginning this July.
- Business Property Statements will be available for online completion and submission at filing time later this year.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Eliminate the backlog of assessment appeals.
- Assess the more than 1,600 mining claims that have never been assessed.
- Finish updating property information in the Megabyte Property Tax System in order to fully utilize its capabilities.
- Increase further the amount of data available online.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Assessor’s Office FY 2014-2015 Requested Budget represents an overall increase of $90,379 in expenditures, and a decrease of $20,590 in revenues, when compared to the FY 2013-2014 revised budget. As a result, the requested net county cost is increased by $110,969.

The Property Tax Administration Fee is projected to decline approximately $20,000, based on discussions with the County Auditor relating to the amortization of the Megabyte Property Tax System. This fee is something the Assessor’s Office has no control over.

Personnel costs decreased by $16,481 over FY 2013-2014 revised amounts. $6,145 is due to a proposed reclassification of one position. This is a situation where an employee has been working out of class for several years, and the proposed reclassification reflects the current duties of the position. The balance is the return of 2013-2014 salary savings that were transferred to a separate budget line item.

Overtime costs increased by $5,000 to replace contingency funds that were removed from the FY 2013-2014 budget. If furloughs and/or layoffs are instituted, overtime will most likely be necessary for timely completion of the annual assessment roll.
Membership Fees increased by $1,500 due to the transfer of an item from Publications and Legal Notices. This is offset by a $1,000 decrease in Publications and Legal Notices. The $500 difference in these accounts is due to the fees for the E-Forms program entered into by former assessor Jody Henning, and the new Online Business Property Statement Filing Program.

Office Expense increased by $3,965 due to the new computer replacement fund, and to restore some of the mid-year cuts which resulted in a shortage of funds for office supplies.

Legal Services increased by $45,000 due to anticipated legal services required relating to assessment appeals filed on Mammoth Mountain Ski Area and Casa Diablo Geothermal Power Plant. Failure to obtain these services will put at risk more than $2,000,000 in taxes.

Contract Services increased by $60,000 due to appraisal services required relating to the assessment appeals filed on Mammoth Mountain Ski Area. Failure to obtain this service will put at risk more than $1,000,000 in taxes.

Travel and Training Expense increased by $2,695 to replace funds for training and conferences that were cancelled due to mid-year budget cuts. Due to mid-year cuts in FY 2013-2014, conferences were cancelled by the assessor, assistant assessor, and auditor-appraiser. These are working conferences, not “meet and greet”. Additionally, all appraisal and management staff are required by law to take 12-24 hours of annual training, depending on class.

Vehicle Fuel Expense increased by $1,000 due to a projected need for additional field inspections in FY 2014-2015, and in anticipation of higher gas prices. Failure to perform these inspections will impact the quality of our appraisals, and could result in either over-or-under assessing property throughout the county.

Motor Pool Expense increased by $1,500 due to projections provided by Public Works.

Overall, the main requested increase to the Assessor’s Office budget for FY 2014-2015 is for consulting and legal services, and the decrease in revenues is due to the Property Tax Administration Fee. Without these items, the office would be submitting a budget that would be lower than in FY 2013-2014.
## COUNTY OF MONO
### ASSESSOR BUDGET COMPARISON REPORT

#### FUND 100: GENERAL FUND
##### DEPT 100: ASSESSOR

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Department: Assessor

Description of Program/Equipment:
Salary & Wages- Promoting Susan Peters to an Administrative Service Specialist.

Cost Components

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<td>Computer</td>
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Total On-Going Cost: 

Vehicle:
Equipment:
Work Space:
Other:
Total One-Time Cost: -

Total Cost: 6,145

Revenue: Describe any revenue to offset the cost of the policy item
DEPARTMENTAL FUNCTIONS

Mono County Behavioral Health (MCBH) is the sole provider for Mental Health Specialty Services, including psychiatry for all Medi-Cal beneficiaries in the county. Additionally, we serve as a Community Clinic and provide services for self-pay and private insurance. We also provide mandated counseling for clients who are required by the Court and/or Probation Department (in house and in the jail). Our staff includes a Psychiatrist, licensed and intern Marriage and Family Therapists (MFT), and two Psychologists. We provide Case Management and Rehabilitation Services and therapeutic services in Spanish and English. MCBH is the Crisis Team for the County for all psychiatric emergencies and evaluations though our partnership with Mammoth Hospital.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015

- Received a California State Association of Counties Challenge Grant “Pioneers in a Frontier County” for our work on integrating services per the Affordable Care Act/Health Care Reform.
- Continued collaborations and built relationships with county and other entities (Public Health, Social Services, Paramedics, Sheriff’s Department, Wild Iris, Mammoth Hospital and Emergency Department, and Sierra Park Clinic) in an effort to build systems and provide services that lower cost and increase wellness.
- Received a $20,000 grant to provide education regarding Stigma and Discrimination Reduction for those who struggle with mental health issues; collaborated with Inyo County Behavioral Health to promote this project. Thus far have given talks in Mammoth Lakes, Bridgeport and Bishop. Two more talks are scheduled in Walker and Lone Pine.
- Invited by California Institute of Mental Health to join the learning collaborative, Advancing Recovery Collaborative (ARC) to further integrate our services, provide an index of “hope, engagement, meaning and purpose” to our treatment, and ready ourselves for the changes on the State and Federal horizon regarding treatment and reimbursement.
- Sponsored two trainings with Dr. Kristen Ochoa, MD co-chief resident at the Harbor-UCLA Department of Psychiatry and fellow of the American Psychiatric Association/Substance Abuse and Mental Health Services Administration to staff from county Health and Human Services, Mammoth Hospital, community practitioners as well as to Inyo County Behavioral Health.
- Added three members to our staff: two new front office bi-lingual, bi-cultural Spanish speaking Fiscal and our Quality Assurance coordinator.
- Initiated a HIPAA compliant, tele-psychiatry program with the digital 395 completion. This increased the accessibility of psychiatric services to our outlying regions of the county.
DEPARTMENTAL GOALS FOR FY 2014-2015

- Continue work on integration and implementation of all services related to Health Care Reform (HCR) and the Affordable Care Act (ACA). This includes advancing our restructuring to reallocated staff and having systems in place for the projected client load increase expected once the ACA implementation has smoothed out.
- Upgrade our electronic clinical software and billing program to a true Electronic Health Record (EHR) to meet the State and Federal requirements for Meaningful Use. This will allow us to share information with Primary Health Care providers and vice versa.
- Create 24/7 toll free line to meet state standards and increase accessibility of services to all clients and potential clients.
- To address the upcoming retirement of our psychiatrist by working with Mammoth Hospital on an MOU to share services of a new psychiatrist. We will consult with County Counsel and our Advisory Board as to the best way to begin implementation. This includes our continued work with our new Tele-psychiatry for Walker/Coleville, Benton and Mammoth Lakes.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $48,856.00 in expenditures, with an increase in revenues of $48,856.00, when compared to the FY 2013-2014 Board Approved Budget.

Personnel Costs decreased by $184,724.00 compared to the FY 2013-2014 Board Approved Budget, due to positions being re-allocated and to not back-filling vacant positions.

Revenues – We anticipate an increase in Medi-Cal revenue once Health Care Reform has been fully implemented. We are being conservative by not including this potential revenue in our budget at this time. Our State advisor has indicated that we will be receiving an increase via Realignment for this fiscal year; some of this increase has been used in the 14/15 budget.

Personnel – We are projecting that we will be re-classifying one of our currently employed Administrative Services Specialists to a Behavioral Health Fiscal and Administrative Services Officer Position. This is included in our budget.

Services & Supplies – No major changes.

Support & Care of Persons – No major changes.

Fixed Assets – Not applicable.

FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET

N/A
There will be no negative impact to service delivery due to our being State and Federally funded.

Our proposed budget does not impact the County General Fund.

**FY 2014-2015 STATE FUNDING SUMMARY**

At this time all indicators confirm that monies from the State and Federal Departments are either intact or will increase over the next fiscal year as it pertains to Mental Health Services. In order to maintain a conservative stance should this change, we have not over projected our revenues.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

To complete our re-organization and re-structuring we are requesting to move our Administrative Services Specialist position to Behavioral Health Fiscal and Administrative Services Officer. The duties of this position include specialty knowledge of Medi-Cal and other mental health billing and funding streams, alcohol and drug billing and allocations, as well as managing all department contracts, and the added responsibility of spearheading and managing the implementation of the Meaningful Use expansion with our Electronic Health Record prior to it becoming a Federal and State mandate. This position also is integral on our Advancing Recovery Collaborative (ARC) team and is our liaison with County IT. The position requires specialized knowledge and ongoing training regarding Federal, State and local policies that the MCBH needs to operate successfully and maintain fiduciary compliance.
## COUNTY OF MONO
### BEHAVIORAL HEALTH BUDGET COMPARISON REPORT

**FUND 104: MENTAL HEALTH**
**DEPT 840: COMMUNITY MENTAL HEALTH**

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|----------------|---------------------------------------------------|----------------|------------------------|--------------------------|--------------------------|

**Expenditures**

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Total Expenditures: 1,427,060.00
## COUNTY OF MONO
### BEHAVIORAL HEALTH BUDGET COMPARISON REPORT

**FUND 104: MENTAL HEALTH**

**DEPT 840: COMMUNITY MENTAL HEALTH**

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<td><strong>Total for DEPT 840: COMMUNITY MENTAL HEALTH</strong></td>
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POLICY ITEM REQUEST FORM

Department: Behavioral Health

Description of Program/Equipment:

To complete our re-organization and re-structuring we are requesting to move our Administrative Services Specialist position to Behavioral Health Fiscal and Administrative Services Officer. The duties of this position will include specialty knowledge of Medi-Cal and other mental health billing and funding streams, AOD billing and allocation, as well as managing all department contracts, and spearheading and managing the implementation of the Meaningful Use expansion with our Electronic Health Record prior to it becoming a Federal and State mandate. This position also is integral on our ARC team and is our liaison with County IT. This position requires specialized knowledge and ongoing training regarding Federal, State and local policies that the MCBH needs to operate successfully and

Cost Components

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<th>Salary</th>
<th>15,360 (full year cost)</th>
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<td>Benefits</td>
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<td>Supplies</td>
<td>(includes vehicle, fuel)</td>
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<tr>
<td>Materials</td>
<td>(cell phones, IT, phones)</td>
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<td>Communications</td>
<td></td>
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<tr>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total On-Going Cost</td>
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| Vehicle | |
| Equipment | |
| Work Space | |
| Other | |
| Total One-Time Cost | - |
| Total Cost | |

Revenue: Describe any revenue to offset the cost of the policy item
DEPARTMENTAL FUNCTIONS

Mono County Behavioral Health provides services to all Mono County residents who are seeking assistance with Substance Use Disorders. While we are integrated, we refer to these services as a part of our AOD Department (Alcohol and Other Drugs). The AOD department oversees all County mandated services: DUI (Driving Under the Influence) and PC1000 (Drug Diversion), as well as any service mandated by the Court and/or Probation Department. The AOD Department provides outpatient individual and group services to our consumers who are struggling with their alcohol and/or drug use; this includes perinatal services as needed. Currently our AOD team oversees the monthly safe and sober event in Bridgeport, “Bridgeport Social” where community members are provided a family friendly event that does not include alcohol. This is in keeping with our mission to address Community Wellness as a part of our Strategic Plan. In conjunction with members from the mental health team, this department provides prevention, education and early intervention within our school classrooms.

MAJOR ACCOMPLISHMENTS IN FY 2014-2015

- We provided, via our connection with Probation and with some AB109 monies, services in the jail on a weekly basis. This includes both group and individual services.
- Included a member of the AOD team in our Advancing Recovery Collaborative (ARC) to allow for integration of services and incorporate the AOD expertise into our primary practice.
- Promote professional development and enhance our ability to provide evidence based services in our jail by sending the AOD team to Moral Reconation Therapy (MRT) training; this was done in collaboration with the County Probation Department.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Expand services to meet the anticipated increase of clients though Health Care Reform.
- Continue to work with the Courts, District Attorney, Public Defenders and Probation to provide evidence based programs that fulfill the needs and obligations of offenders and those incarcerated.
- Continue to provide the Batterers Intervention 52 week program for males and females who are mandated by our Court system.
- Continue with the Community Corrections Partnership (CCP) plan of implementation for transitional housing where we will provide AOD individual and group treatment for residents
- Continue working with Mono County Public Health and our various school districts to develop strategies regarding youth drinking/drug use.
- Work with Mammoth Hospital Emergency Department to create a system of response to their “frequent flyers” that are accessing emergency care related to alcohol and/or drug use and withdrawal.
• Address the decline in Driving Under the Influence (DUI) revenue as evidenced by a sharp decline in arrests in Mammoth Lakes (70 in 2011, 21 in 2013) due to a reduction of the Mammoth Lakes Police Department personnel.
• Continue work with consultant at state level to develop a strategic plan that is based in community wellness and integrated services within Mono County Behavioral Health and other agencies and entities in Mono County.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $7,230.00 in expenditures, and an increase of $7,230.00 in revenues, when compared to the FY 2013-2014 Board Approved Budget.

Personnel Costs decreased by $105,156.00 compared to the FY 2013-2014 Board Approved Budget, due to changing position allocations.

Revenues –Mono County Behavioral Health’s Federal Substance Abuse Prevention & Treatment (SAPT) allocation has been stable and funded at the same level for the past six years. We not anticipate any changes, however, we have budgeted conservatively nonetheless.

Personnel –No changes at this time.

Services & Supplies – No major changes at this time.

Support & Care of Persons – No major changes at this time.

Fixed Assets –Not applicable.

FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET

N/A - There will be no negative impact to service delivery due to our being State and federally funded.

Our proposed budget does not impact the County General Fund.

FY 2014-2015 STATE FUNDING SUMMARY

To date, all indicators confirm that monies from the State and Federal departments are intact and are not subject to change at this time. We anticipate changes on the State level as Alcohol and Drug Program for the State is absorbed into Department of Health Care Services and the potential for the new Medi-Cal eligibles to have access to full scope AOD benefits. Should this occur, our revenues will likely increase. This is in theory only at this point, and we have not included these potentials and over project our revenue for our 2014-2015 budget.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED
We are not asking for any major policy changes.
## COUNTY OF MONO
### BEHAVIORAL HEALTH - ALCOHOL AND DRUG BUDGET COMPARISON REPORT

**FUND 104: MENTAL HEALTH**

**DEPT 845: ALCOHOL & DRUG ABUSE SERVICES**

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<td>89,324.00</td>
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</table>

**Total Revenues**

425,445.00 | 561,935.00 | 417,031.00 | 569,165.00 | 569,165.00 | 0 |

| 104-41845-21100-00000000 | SALARY AND WAGES | 235,300.00 | 284,021.00 | 206,221.00 | 220,936.00 | 220,936.00 | 0 |
| 104-41845-21120-00000000 | OVERTIME | 2,388.00 | 3,600.00 | 4,033.00 | 0 | 0 | 0 |
| 104-41845-22100-00000000 | EMPLOYEE BENEFITS | 137,332.00 | 162,163.00 | 125,350.00 | 123,692.00 | 123,692.00 | 0 |
| 104-41845-30280-00000000 | TELEPHONE/COMMUNICATIONS | 1,113.00 | 1,286.00 | 1,380.00 | 1,500.00 | 1,500.00 | 0 |
| 104-41845-30350-00000000 | HOUSEHOLD EXPENSES | 0 | 500 | 0 | 400 | 400 | 0 |
| 104-41845-30500-00000000 | WORKERS' COMP INS EXPENSE | 0 | 1,387.00 | 1,387.00 | 1,241.00 | 1,241.00 | 0 |
| 104-41845-30510-00000000 | LIABILITY INSURANCE EXPENSE | 0 | 1,051.00 | 1,051.00 | 1,013.00 | 1,013.00 | 0 |
| 104-41845-31200-00000000 | EQUIP MAINTENANCE & REPAIR | 109 | 500 | 55 | 500 | 500 | 0 |
| 104-41845-31700-00000000 | MEMBERSHIP FEES | 2,863.00 | 3,000.00 | 2,799.00 | 4,500.00 | 4,500.00 | 0 |
| 104-41845-32000-00000000 | OFFICE EXPENSE | 6,110.00 | 5,000.00 | 4,464.00 | 7,200.00 | 7,200.00 | 0 |
| 104-41845-32450-00000000 | CONTRACT SERVICES | 26,020.00 | 47,382.00 | 20,191.00 | 73,605.00 | 73,605.00 | 0 |
| 104-41845-32950-00000000 | RENTS & LEASES - REAL PROPERTY | 78,260.00 | 43,162.00 | 33,252.00 | 98,423.00 | 98,423.00 | 0 |
| 104-41845-33100-00000000 | A-87 INDIRECT COSTS | -9,885.00 | 0 | 0 | 0 | 0 | 0 |
| 104-41845-33110-00000000 | EDUCATION & TRAINING | 851 | 3,500.00 | 514 | 5,000.00 | 5,000.00 | 0 |
| 104-41845-33120-00000000 | SPECIAL DEPARTMENT EXPENSE | 2,163.00 | 2,500.00 | 1,662.00 | 1,000.00 | 1,000.00 | 0 |
| 104-41845-33350-00000000 | TRAVEL & TRAINING EXPENSE | 1,534.00 | 2,500.00 | 2,678.00 | 2,500.00 | 2,500.00 | 0 |
| 104-41845-33351-00000000 | VEHICLE FUEL COSTS | 1,448.00 | 1,700.00 | 1,330.00 | 1,700.00 | 1,700.00 | 0 |
| 104-41845-33360-00000000 | MOTOR POOL EXPENSE | 0 | 4,000.00 | 0 | 4,000.00 | 4,000.00 | 0 |
| 104-41845-33600-00000000 | UTILITIES | 0 | 1,680.00 | 0 | 1,680.00 | 1,680.00 | 0 |
| 104-41845-60100-00000000 | OPERATING TRANSFERS OUT | 5,431.00 | 7,500.00 | 0 | 7,500.00 | 7,500.00 | 0 |
| 104-41845-72960-00000000 | A-87 INDIRECT COSTS | 0 | -14,497.00 | -14,497.00 | 12,775.00 | 12,775.00 | 0 |

**Total Expenditures**

491,037.00 | 561,935.00 | 391,870.00 | 569,165.00 | 569,165.00 | 0 |

**Total for DEPT 845: ALCOHOL & DRUG ABUSE SERVICES**

-65,592.00 | 0 | 25,161.00 | 0 | 0 | 0 |
MENTAL HEALTH SERVICES ACT
107-41173

DEPARTMENTAL FUNCTIONS
With our Mental Health Services Act (MHSA) funding, Mono County Behavioral Health (MCBH) provides services to all constituents in Mono County through our Wellness Centers, school programs, community garden projects, funding of First Five for the Peapod Project and Community Gatherings. We also fund services for our Full Service Partners (FSP) and other indigent residents. These monies allow us to provide much needed education regarding Mental Health stigma and discrimination reduction, a suicide prevention program and media campaign, and helps to fund Health Ideas Program (Senior Center project) and First Five (Peapod project).

MAJOR ACCOMPLISHMENTS IN FY 2014-2015
- Continued funding for Peapod Program through First Five
- Funded the Healthy Ideas Program (Senior Services)
- Maintained the Benton “Dinner and a Movie” monthly gathering; increased our client case load in Benton by 85% as a result.
- Added a monthly gathering pilot project in Bridgeport with the same model that has been successful in Benton.
- Provided supplies for the Benton Community Garden
- Completed and maintained Walker Community Garden; this includes a high level of community involvement.
- Funded the pilot project for Mammoth Wellness after school youth program (Club House Live)
- Created a community collaborative effort with Mammoth Hospital and Emergency Department to address the calamity (on the State level) regarding emergency psychiatric crisis services and to begin the conversation of how to implement systems to integrate physical health and behavioral health in response to the Affordable Care Act.

DEPARTMENTAL GOALS FOR FY 2014-2015
- Continue to fund the Peapod Program though First Five
- Continue to fund Health Ideas Program through Social Services/Senior Center
- Address stigma and discrimination reduction in collaboration with Inyo County Behavioral Health.
- Continue our efforts in the Benton Community to provide gatherings for the purpose of community connections.
- Create a community event in Mammoth Lakes, similar to the successful Benton, and Bridgeport events, to increase community connection, and decrease the stigma associated with mental health treatment.
• Create a County collaborative to address community health from the perspective of county government, the Town, hospital, schools, small businesses, churches, community members, non-profit agencies, etc.
• Continue with program to encourage professional development for staff members.
• Increase residents ability to adjust to change or stress, and build confidence, social skills and positive family relationships through community events, our WRAP Program, the implementation of Katie A. and our Community Gardens.
• Continue to find ways to develop and fund positions within Mono County Behavioral Health for our consumer population.
• Continue to pursue a program for the purpose of providing much needed housing to vulnerable Mono County residents through AB-109 program, County probation and some severely mentally ill residents. This is in conjunction with the Community Corrections Program and will be funded in part with AB-109 money in addition to Mental Health Services Act (MHSA) dollars.
• Restructure service delivery for North county (Bridgeport to Topaz). Added a Psychiatric Specialist I to provide services and enhance our involvement in this area of the county.
• Pursue possible collaborations to ease General Fund deficits.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $71,681.00 in expenditures, and an increase of $71,681.00 in revenues, when compared to the FY 2013-2014 Board Approved Budget.

Personnel Costs increased by $255,388.00 compared to the FY 2013-2014 Board Approved Budget, due to changes in position allocations.

Revenues – There has been an increase in VLF collections and apportionments to Counties in the State of California. We are being fiscally prudent in projecting below the Governor’s Budget estimated allocations.

Personnel – We will be funding the re-classification of our Administrative Services Specialist.

Services & Supplies – No Major Changes

Support & Care of Persons – No Major Changes

Fixed Assets – Not-Applicable.

FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET

Our proposed budget does not impact the County General Fund.
FY 2014-2015 STATE FUNDING SUMMARY

At this time all indicators confirm that monies from the State and Federal Departments are either intact or will increase over the next fiscal year as it pertains to Mental Health Services. In order to maintain a conservative stance, should this change, we have not over projected our revenues.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

We plan to continue our partnership with the Community Corrections Partnership (CCP) and pursue housing for the most fragile of Mono County residents. This will be funded by in part by our Mental Health Services Act (MHSA) monies along with funds from AB-109. Both of these projects are in keeping with our vision of providing support, treatment, and engagement that will benefit the health of all Mono County residents.
## COUNTY OF MONO
### BEHAVIORAL HEALTH - MENTAL HEALTH SERVICES ACT BUDGET COMPARISON REPORT

**FUND 107: MENTAL HEALTH SERVICES ACT**  
**DEPT 173: MENTAL HEALTH SERVICES ACT MHS**

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<tbody>
<tr>
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<td>SALARY AND WAGES</td>
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**Total Expenditures**

**$1,545,243.00**
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DEPARTMENTAL FUNCTIONS

Mandated and assigned mandated** functions include the following:
- Recording/maintaining property documents
- Processing/maintaining/providing vital records (birth/death records, and marriage licenses)
- FPPC Form 700 filing office**
- Processing/maintaining Fictitious Business Name applications
- Processing a variety of notices (i.e. CEQA Notices)
- Maintaining roster of County Public Agencies
- Serve as Clerk of the Board of Supervisors pursuant to Government Code §25100 and §26801**

**The assigned mandated functions are not statutorily required to be performed by this particular department.

Non-mandated functions include the following:
- Performing marriages
- Keeping website updated

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Replaced outdated and costly film reader/printer with new digital equipment using Modernization Funds, thus saving $2,100 per year in maintenance for 3 years, and approximately $1,000 per year in maintenance thereafter.
- Reviewed options to convert digital-only format of official records to film for permanent retention.
- Improved internal efficiencies by continuing to work on electronic index of vital records.
- Attended workshops, conferences and required training pertinent to job functions.
- Filled a vacant position from within the County.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Using Modernization Funds, contract for conversion of digital-only official documents to film for permanent retention.
- Continue working on internal efficiencies.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-15 Requested Budget represents an overall decrease of $48,694 in expenditures, and a decrease of $70,870 in revenues when compared to the FY 2013-14 Board Revised Budget. For FY 2014-15, the difference between the savings in expenditures of $48,694 and the approximate loss of general fund revenue of $70,870 results in a shortfall of $22,176 when compared to FY 2013-14 revised budget—an increase of approximately 6.03% in the Requested Net County Cost. Cutting discretionary expenses
as outlined in Exhibit A would reduce the shortfall to $8,172, and reduce the increase in Net County Cost to approximately 2.22%; the impacts of these cuts are listed in Exhibit A.

- **Savings through Internal Efficiencies**
  In FY 2013-14, the department saved money by 1) reducing the use of personal printers, thus saving on the cost of ink cartridges; 2) by emailing FPPC notices rather than printing and mailing them, which saved on postage, paper, and envelopes; and 3) replacing outdated equipment that was costing $2,100 per year to maintain.

- **Revenues**
  The anticipated decrease in FY 2014-15 of general fund revenue is discussed below.

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Department Recommended</th>
<th>CAO Recommended and Board Approved</th>
<th>Difference</th>
<th>FY 14-15 Projected</th>
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<tbody>
<tr>
<td>Prop Tax Admin</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$0</td>
<td>$1,500</td>
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<tr>
<td>Clerk Fees</td>
<td>$10,000</td>
<td>$12,000</td>
<td>$2,000</td>
<td>$10,000</td>
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<tr>
<td>Recording Fees</td>
<td>$75,000</td>
<td>$95,000</td>
<td>$20,000</td>
<td>$56,365</td>
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<tr>
<td>Index Fees</td>
<td>$22,000</td>
<td>$25,000</td>
<td>$3,000</td>
<td>$17,765</td>
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<tr>
<td>Prior Year</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Modernization</td>
<td>$23,000</td>
<td>$23,000</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$131,500</strong></td>
<td><strong>$156,500</strong></td>
<td><strong>$25,000</strong></td>
<td><strong>$85,630</strong></td>
</tr>
</tbody>
</table>

*Actual as of May 6, 2014

As stated above, the approximate projected decrease in general fund revenue for FY 2014-15 is $70,870. However, additional revenue will come in before year-end. Also modernization money is only used for specific purposes and does not represent a source of on-going new revenue. No expenditures will be budgeted in FY 14-15 that require use of modernization funds. So the projected decrease in new general fund revenue for FY 2014-15 is actually $47,870 when the modernization funds of $23,000 are excluded.

As shown in the table above, there was a difference between department recommended revenues and Board approved revenues for FY 2013-14. This difference has contributed to a higher shortfall in revenues. Other contributing factors include technology and the nature of these fees.

Until recently, the Recorder’s Office provided monthly copies of all recorded images on CDs, charging a per image rate of $0.09. At the request of companies receiving these CDs, this same information is now transferred electronically, which saves about 3 hours per month of staff time (equating to about $1,656 per year), but also means a loss of recording revenue totaling about $5,700 per year.

In addition, clerk-recorder fees are dependent upon public requests, including documents to be recorded, certified copies of birth, death, and marriage certificates, and fictitious business name filings. The number of requests per year is unpredictable, so it is difficult to know how much revenue will be collected.
The methodology used to make a budget recommendation is based on the previous year’s fees, and noticeable trends, such as in the real estate market. As the real estate market improves, revenues from recording and indexing fees will increase. There is no way to know how many requests there will be for certified copies of vital records or how many fictitious business name applications will be filed.

- **Personnel**
  The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

- **Services & Supplies**
  Not applicable.

- **Support & Care of Persons**
  Not applicable.

- **Fixed Assets**
  None.

**FY 2013-2014 STATE FUNDING SUMMARY**

Not applicable.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

None.
## Exhibit A
### Clerk-Recorder
#### FY 13-14 Revised/FY 14-15 Recommended

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Detail</th>
<th>FY 13-14 Rev</th>
<th>FY 14-15</th>
<th>Discretionary</th>
<th>Notes</th>
<th>Impact of Cuts to Discretionary Expenses</th>
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</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>Staff Compensation</td>
<td>$301,127.00</td>
<td>$290,189.00</td>
<td>Mandatory</td>
<td>N/A</td>
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</tr>
<tr>
<td>Employee Benefits</td>
<td>Staff Benefits</td>
<td>$146,787.00</td>
<td>$139,714.00</td>
<td>Mandatory</td>
<td>N/A</td>
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<tr>
<td>Worker's Comp Insurance</td>
<td>Insurance</td>
<td>$4,179.00</td>
<td>$4,024.00</td>
<td>Mandatory</td>
<td>N/A</td>
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<td>Liability Insurance</td>
<td>Insurance</td>
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<td>$3,838.00</td>
<td>Mandatory</td>
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<tr>
<td>Equipment Maint/Repairs</td>
<td>Recording Software (HalFile)</td>
<td>$7,000.00</td>
<td>$5,156.00</td>
<td>Mandatory</td>
<td>Decreased due to replacement of old equipment</td>
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<td>Membership Fees</td>
<td>CACEO, CCBSA, CRAC</td>
<td>$1,200.00</td>
<td>$1,325.00</td>
<td>Mandatory</td>
<td>Discretionary</td>
<td>See Note 1; inability to stay abreast of changes/get support</td>
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<tr>
<td>Office Expense (Mid-Year Decrease)</td>
<td>Office supplies</td>
<td>$13,500.00</td>
<td>$14,125.00</td>
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<tr>
<td>Rents &amp; Leases--Other</td>
<td>Records Secured Storage</td>
<td>$4,092.00</td>
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<td>Rents &amp; Leases--Real Property</td>
<td>Sierra Center Mall Office</td>
<td>$8,550.00</td>
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<td>Discretionary</td>
<td>See Note 3; unable to effectively work/be present in Mammoth</td>
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<tr>
<td>Travel &amp; Training</td>
<td>Association Meetings/Training</td>
<td>$11,000.00</td>
<td>$4,000.00</td>
<td>Discretionary</td>
<td>See Note 4; inability to attend association meetings/training</td>
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<td>Vehicle Fuel</td>
<td>Gas for Pool Car</td>
<td>$0.00</td>
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<td>Mandatory</td>
<td>See Note 5; use of personal vehicle requires reimbursement</td>
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<tr>
<td>Motor Pool</td>
<td>Pool Car for Travel</td>
<td>$200.00</td>
<td>$300.00</td>
<td>Mandatory</td>
<td>See Note 6; use of personal vehicle requires reimbursement</td>
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<td>Capital Equipment</td>
<td>Microfilm Reader/Printer</td>
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<td>FY13-14 transfer-in from Modernization Funds--no impact</td>
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<tr>
<td><strong>Total minus discretionary</strong></td>
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</table>

Note 1: Dues increased for California Associate of Clerks and Elections Officials; cuts are NOT RECOMMENDED

Note 2: Decreased $500 but includes computer pool; includes office supplies (vitals paper, envs, toner, etc.), postage/postage machine supplies, prof manuals (DRIM, Clerk's Ref Manual), HalFile support

Note 3: In addition to not maintaining an effective Mammoth presence, the cost would shift to another department since the County is responsible for the rent of this space

Note 4: Travel to conferences and training has been reduced to the four most essential conferences/classes; cuts are NOT RECOMMENDED

Note 5: Increased due to directive to start using County pool cars

Note 6: Increased due to directive to start using County pool cars

Note 7: The net shortfall (difference between decreased revenues of $70,870, and decreased expenditures of $48,694) is $22,176; cutting discretionary will reduce the net shortfall to $8,172
# COUNTY OF MONO

## CLERK - RECORDER BUDGET COMPARISON REPORT

### DEPT 180: COUNTY CLERK/RECORDER

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<td>4,024.00</td>
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<tr>
<td>100-27180-30510-00000000 LIABILITY INSURANCE EXPENSE</td>
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<td>3,838.00</td>
<td>3,838.00</td>
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<tr>
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<tr>
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<td>12,113.00</td>
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<td>17</td>
<td>50</td>
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<td>100-27180-33360-00000000 MOTOR POOL EXPENSE</td>
<td>94</td>
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<td>187</td>
<td>300</td>
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<td>100-27180-53030-00000000 CAPITAL EQUIPMENT, $5,000+</td>
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<td>23,000.00</td>
<td>15,749.00</td>
<td>0</td>
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<td>100-27180-70500-00000000 CREDIT CARD CLEARING ACCOUNT</td>
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<td>1,947.00</td>
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<td></td>
<td><strong>Total Expenditures</strong></td>
<td>651,824.00</td>
<td>523,789.00</td>
<td>434,004.00</td>
<td>475,095.00</td>
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<td><strong>Total for DEPT 180: COUNTY CLERK/RECORDER</strong></td>
<td>-460,477.00</td>
<td>-367,289.00</td>
<td>-330,063.00</td>
<td>-389,465.00</td>
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</table>
Clerk - Recorder

Lynda Roberts
Clerk-Recorder-Registrar
Clerk of the Board

Linda Romero
Assistant
Clerk-Recorder-Registrar
Clerk of the Board

Elections Assistant
Part Time, Temporary

Shannon Kendall
Senior Deputy Board Clerk &
Elections Assistant

Ruth Hansen
Recording Clerk
(FTS III)

Debra Vandebrake
Vitals Clerk
(FTS III)
DEPARTMENTAL FUNCTIONS

In Mono County the County Clerk is the *ex officio* Clerk of the Board of Supervisors pursuant to Government Code §25100 and §26801. In this capacity, the Mono County Clerk of the Board of Supervisors serves as support for the Board of Supervisors, Assessment Appeals Board, and Personnel Appeals Board. Functions include managing and preparing agendas and agenda packets, attending meetings, preparing minutes, processing minute orders, resolutions, and ordinances, weekly updates to Board of Supervisors’ website, assisting individual board members as needed, processing and maintaining applications for changed assessments, creating administrative records as required, publishing legal notices and preparing the budget.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Created Handbook for New Supervisors.
- Consistently met deadlines associated with preparing and posting agendas and minutes.
- Timely processing of paperwork such as ordinances and resolutions.
- Served as liaison for citizens’ communications to the Supervisors.
- Attended California Clerk of the Board of Supervisors Association conference.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Work with the IT Department to test video live-streaming technology.
- Continue managing agendas, minutes, and paperwork efficiently to meet all the various deadlines among boards.
- Continue working on internal efficiencies, working collaboratively with departments on creation of agenda items, assisting individual Supervisors in a timely manner, and acting as liaison for citizens as needed.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-15 Requested Budget represents no overall change in expenditures or revenues when compared to the FY 2013-2014 Board Approved Revised Budget. Increases in specific line items were offset by decreases in other line items. Expenses increased in the following line items:

1. Workers’ Comp and Liability Insurance Expense—increased by $1,469.
2. Telephone/Communications—increased $200, but remains the same as original FY 2013-14 budget. The actual cost is $100 per month.
3. Office Expense—base amount is $10,500 + $1,350 for the computer pool. The base is $1,000 less than FY 2013-14 revised budget.
4. Publications & Legal Notices—increased $200, but remains $3,500 less than original FY 2013-14 budget.
5. Secure Storage—the facility that stores microfilm of old board records; the actual amount increased $27 over the FY 2013-14 original budget.
6) Rents for Real Property—rent for office/work space in Sierra Center Mall and Minaret Mall. Prior to this year, the cost for Minaret Mall office space has not been included in the Board’s budget.

7) Vehicle Fuel and Motor Pool—use of pool car; FY 2014-15 recommended budget is based on a rate increase (0.209 per mile to 0.27 per mile for SUV-small), and actual YTD expenses for FY 2013-14 plus projected costs for the remainder of FY 2013-14 (April-June). The Vehicle Fuel and Motor Pool line items were reduced at mid-year and currently both have a negative balance.

Some line items were reduced based on YTD 2013-14 actual expenditures:
1) Membership Fees
2) Office Expense (minus the additional $1,350 for the computer pool, the base budget is $1,000 less than FY 2013-14 revised budget)
3) Special Department Expense
4) Travel & Training

The Professional & Specialized Services line item did not change from FY 2013-14. However, this line item and Publications & Legal Notices are difficult to budget for since it is unknown how many ordinances will be adopted and published.

**Savings of $15,225.00** can be achieved by cutting discretionary line items as outlined in **Exhibit A**. The impacts of these cuts are listed in Exhibit A.

- **Revenues**
  The only revenue associated with this budget pertains to the Assessment Appeals Board (shown as Prop Tax Admin Fee—BOS). The amount of $900 budgeted in FY 2013-14 will not change in FY 2014-15.

- **Personnel**
  The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

- **Services & Supplies**
  Not applicable.

- **Support & Care of Persons**
  Not applicable.

- **Fixed Assets**
  None.

**FY 2014-2015 STATE FUNDING SUMMARY**

Not applicable.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

None.
## EXHIBIT A

**BOARD OF SUPERVISORS**  
**FY 13-14 REVISED/FY 14-15 RECOMMENDED**

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>DETAIL</th>
<th>FY 13-14 REV</th>
<th>FY 14-15</th>
<th>DISCRETIONARY</th>
<th>NOTES</th>
<th>IMPACT OF CUTS TO DISCRETIONARY EXPENSES</th>
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<tbody>
<tr>
<td><strong>SALARY &amp; WAGES</strong></td>
<td>BOS Compensation</td>
<td>$243,840.00</td>
<td>$243,840.00</td>
<td>Mandatory</td>
<td>N/A</td>
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<tr>
<td><strong>EMPLOYEE BENEFITS</strong></td>
<td>BOS Benefits (Mid-Year Decrease)</td>
<td>$136,057.00</td>
<td>$136,057.00</td>
<td>Mandatory</td>
<td>N/A</td>
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<tr>
<td><strong>WORKER’S COMP INSURANCE</strong></td>
<td>Insurance</td>
<td>$3,506.00</td>
<td>$3,813.00</td>
<td>Mandatory</td>
<td>N/A</td>
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<tr>
<td><strong>LIABILITY INSURANCE</strong></td>
<td>Insurance</td>
<td>$2,628.00</td>
<td>$3,790.00</td>
<td>Mandatory</td>
<td>N/A</td>
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<td><strong>TELEPHONE/COMMUNICATIONS</strong></td>
<td>Cell Phone Allowance (MYD)</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>Discretionary</td>
<td>See Note 1; personal cost to conduct County business</td>
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<td><strong>MEMBERSHIP FEES</strong></td>
<td>Professional Organizations</td>
<td>$16,000.00</td>
<td>$15,000.00</td>
<td>$930.00</td>
<td>Discretionary</td>
<td>Eliminate NACo and Rotary; reduced ability to maintain County presence in these organizations</td>
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<td>CSAC/CSAC litigation fund</td>
<td>$12,441</td>
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<td>RCRC</td>
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<td></td>
<td>NACo</td>
<td>$450</td>
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<tr>
<td></td>
<td>Rotary</td>
<td>$480</td>
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<td><strong>OFFICE EXPENSE</strong></td>
<td>Office/Board Room Supplies (MYD)</td>
<td>$11,500.00</td>
<td>$11,850.00</td>
<td>$850.00</td>
<td>Discretionary</td>
<td>See Note 2; eliminate MT, official photo, plaque, drinks</td>
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<td><strong>PROFESSIONAL/SPECIALIZED</strong></td>
<td>Municipal Code</td>
<td>$2,000.00</td>
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<td>See Note 3</td>
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<tr>
<td><strong>PUBLICATIONS/LEGAL NOTICES</strong></td>
<td>Required Notices/Ordinances (MYD)</td>
<td>$1,300.00</td>
<td>$1,500.00</td>
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<td>See Note 4</td>
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<td><strong>RENTS &amp; LEASES--OTHER</strong></td>
<td>Records Secured Storage</td>
<td>$1,850.00</td>
<td>$1,877.00</td>
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<td>See Note 5</td>
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<td><strong>RENTS &amp; LEASES--REAL PROPERTY</strong></td>
<td>Sierra Center Mall Work Space</td>
<td>$2,140.00</td>
<td>$5,025.00</td>
<td>$5,025.00</td>
<td>Discretionary</td>
<td>See Note 6; Inability to effectively conduct Co. business</td>
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<td><strong>SPECIAL DEPT EXPENSE</strong></td>
<td>Assessment Appeals Board (MYD)</td>
<td>$4,200.00</td>
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<td>See Note 7</td>
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<td><strong>TRAVEL &amp; TRAINING</strong></td>
<td>Assoc/Agency Meetings; training (MYD)</td>
<td>$43,000.00</td>
<td>$38,049.00</td>
<td>$3,000.00</td>
<td>Discretionary</td>
<td>YTD 13-14 $34,821; may impact travel to mtgs/training</td>
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<tr>
<td><strong>VEHICLE FUEL</strong></td>
<td>Gas for Pool Car (MYD)</td>
<td>$1,000.00</td>
<td>$1,455.00</td>
<td>$1,455.00</td>
<td>Discretionary</td>
<td>See Note 8; personal cost to conduct County business</td>
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<tr>
<td><strong>MOTOR POOL</strong></td>
<td>Pool car for Travel (MYD current,$314)</td>
<td>$1,200.00</td>
<td>$2,765.00</td>
<td>$2,765.00</td>
<td>Discretionary</td>
<td>See Note 9; personal cost to conduct County business</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$471,221.00</td>
<td>$471,221.00</td>
<td>$15,225.00</td>
<td>$455,996.00</td>
<td>Cutting discretionary as proposed will save $15,225</td>
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</table>

**Note 1:** Same as original FY 13-14 budgeted amount; as of May 6, this line item is 0.0

**Note 2:** Base is $1,000 less + $1,350 for computer pool; includes PO Box, Mammoth Times subscription, business cards, name plates, official photograph, annual chair’s plaque, board room drinks

**Note 3:** Same as original FY 13-14 budget; actual cost depends on # of ordinances adopted. Cost is flat fee of $500/yr. plus $23 per page and $25 per ordinance upload fee

**Note 4:** $3,500 less than original FY 13-14; actual cost depends on # of ordinances adopted and # of other required notices published

**Note 5:** Based on actual cost of $156.37/mo.

**Note 6:** New this year includes both Sierra Center space and Minaret Mall space

**Note 7:** Actual cost depends on number of meetings; savings in driving reimbursement are realized by holding meetings via telephone

**Note 8:** Actual YTD $1,005.04 + projected Apr–June $450; as of May 6 this line item has a negative balance

**Note 9:** Actual YTD miles (7,242) + projected miles Apr–June (3,000) x FY 14-15 increase to .27/mile; as of May 6 this line item has a negative balance
## COUNTY OF MONO
### CLERK - BOARD OF SUPERVISORS BUDGET COMPARISON REPORT

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<td>Recommended</td>
<td>Final Budget</td>
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<td>Total Revenues</td>
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<td>Expenditures</td>
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<td>100-11001-22100-00000000 EMPLOYEE BENEFITS</td>
<td>132,052.00</td>
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<td>112,997.00</td>
<td>136,057.00</td>
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<td>100-11001-30280-00000000 TELEPHONE/COMMUNICATIONS</td>
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<td>2,628.00</td>
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<td>100-11001-31700-00000000 MEMBERSHIP FEES</td>
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<td>8,767.00</td>
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<td>100-11001-32500-00000000 PROFESSIONAL &amp; SPECIALIZED SER</td>
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<td>100-11001-32860-00000000 RENTS &amp; LEASES - OTHER</td>
<td>901.00</td>
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<td>1,023.00</td>
<td>1,877.00</td>
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<td>1,681.00</td>
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<td>100-11001-32960-00000000 A-87 INDIRECT COSTS</td>
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<td>100-11001-33120-00000000 SPECIAL DEPARTMENT EXPENSE</td>
<td>4,082.00</td>
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<td>100-11001-33351-00000000 VEHICLE FUEL COSTS</td>
<td>1,982.00</td>
<td>1,000.00</td>
<td>1,005.00</td>
<td>1,455.00</td>
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<td>100-11001-33360-00000000 MOTOR POOL EXPENSE</td>
<td>2,416.00</td>
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<td>1,682.00</td>
<td>2,765.00</td>
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<td>100-11001-70500-00000000 CREDIT CARD CLEARING ACCOUNT</td>
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<td>578.00</td>
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<td>Total Expenditures</td>
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<td>471,221.00</td>
<td>397,921.00</td>
<td>471,221.00</td>
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<td>Total for DEPT 001: BOARD OF SUPERVISORS</td>
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<td>-470,321.00</td>
<td>-396,832.00</td>
<td>-470,321.00</td>
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</tr>
</tbody>
</table>
DEPARTMENTAL FUNCTIONS

Conduct all elections held within Mono County, including statewide primary, general and special elections, and local elections for Mono County, Town of Mammoth Lakes, Special Districts, and School Districts. This is a mandated function. The election function also requires monthly updating of the website.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Prepared for and executed the June 3, 2014, Statewide Primary Election. Work included:
  - Updating the voter registration database by mailing out address update cards.
  - Preparing required filing forms and candidate’s guide.
  - Reviewing pertinent sections of the Elections Code.
  - Preparing ballots and sample ballots.
  - Equipment programming and testing.
  - Securing polling places and poll workers.
  - Conducting pollworker training.
  - Providing required reports to the Secretary of State.
  - Organizing the elections team consisting of staff members from the Elections, IT, Community Development, and Public Works Departments.
  - Processing new voter registration cards.
  - Processing vote-by-mail ballots.
  - Publishing required and courtesy notices.
  - Providing, receiving, and reviewing candidacy papers.
  - Processing the Town’s request to consolidate their election.
  - Setting up/tearing down polling places.
  - Conducting the official canvass that includes the 1% manual tally.
  - Bringing the Certified Statement of Vote before the Board for approval.

- Re-organized work responsibilities with the IT Department; the Elections Division assumed more responsibility for equipment preparation and testing.
- Attended workshops, conferences, and mandatory training to stay abreast of changes.
- Using HAVA grant funds, attended required accessibility training, purchased mitigation supplies, and conducted additional site surveys.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Prepare for and execute the November 4, 2014, General Election, which includes, but is not limited to, the following:
  - Updating the voter registration database.
  - Preparing required filing forms and candidate’s guide for schools and special districts.
  - Reviewing pertinent sections of the Elections Code.
  - Preparing Ballots and Sample Ballots.
  - Equipment programming and testing.
Securing polling places and poll workers.
Conducting pollworker training.
Providing required reports to the Secretary of State.
Organizing the elections team consisting of staff members from the Elections, IT, Community Development, and Public Works Departments.
Processing new voter registration cards.
Processing vote-by-mail ballots.
PUBLISHING REQUIRED NOTICES.
Providing, receiving, and reviewing candidacy papers for schools and special districts.
Setting up/tearing down polling places.
Conducting the official canvass that includes the 1% manual tally.
Bringing the Certified Statement of Vote before the Board for approval.
Throughout the process, be mindful of finding ways to become more efficient.
Continue with mitigation efforts regarding polling place accessibility.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-15 Requested Budget represents an overall decrease of $18,789 in expenditures, and an increase of $10,282 in revenues, when compared to the FY 2013-14 Board Approved Revised Budget. The budget represents an overall net decrease of $29,071, and as a result, the Requested Net County Cost is decreased approximately 9.61% when compared to FY 2013-14. Cutting discretionary expenses as outlined in Exhibit A would result in a total net savings in expenses of $30,871, and as a result, the Requested Net County Cost would be decreased approximately 10.22% when compared to FY 2013-14. The only discretionary money in the election budget is for travel and training. Cutting this line item is not recommended. The field of elections is very dynamic and every year new laws are enacted. It is critical that the Elections Division stay abreast of changes and receive support by maintaining membership in its professional association.

• Savings through Internal Efficiencies
  Rather than waste resources, the Elections Division saved a few hundred dollars by using outdated envelopes to mail vote-by-mail ballots after ensuring that the post office would process them.

• Revenues
  It is anticipated that the November election will generate very little revenue ($500 or less). This is because candidates for school district boards and special district boards are not required to pay a filing fee. Any income will be generated from state candidates wishing to have their candidate’s statement printed in the sample ballot.

  The HAVA grants only reimburse specific expenditures and do not generate new revenue.

• Personnel
  The Department’s Requested Budget reduces funding for the temporary election assistants by $9,556.

Page 44
• Services & Supplies  
  Not applicable.

• Support & Care of Persons  
  Not applicable.

• Fixed Assets  
  Not applicable.

FY 2014-2015 STATE FUNDING SUMMARY

Not applicable.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None.
## COUNTY OF MONO
### CLERK - ELECTIONS BUDGET COMPARISON REPORT

### DEPT 200: ELECTION DIVISION

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DEPARTMENTAL FUNCTIONS

The Building Division is responsible for the enforcement of the current California Building Codes Standards and relevant state law governing building standards. Department functions include building inspection, building plan review, building permit issuance, and assisting in code compliance operations. These functions are tempered with an ongoing commitment to continually improve and increase our ability to serve the citizens of Mono County.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Completion of a solar PV roof top design that is to be available for public use. The design is available at both the Mammoth and Bridgeport offices, and also on the Mono County website. The intent of this design is to provide a cost savings to permit applicants, help expedite the permitting process for roof top solar projects, and to also address structural code requirements for roof top solar installations.
- Completion of an expedited permitting process for both ground mounted and roof top solar PV building permit applications.
- Presented a final draft resolution specific to waiving of building permit fees for solar PV and geothermal water and space conditioning projects, and was adopted by the Board of Supervisors on February 11, 2014.
- Continued to match or exceed building permit processing times as compared to other jurisdictions. For single family residential projects, Mono County will return first review comments to an applicant in 10-14 business days, while other jurisdictions have been quoted as indicating that same turnaround as being four weeks. For residential addition projects, Mono County will return first review comments to an applicant in 5-10 business days, while other jurisdictions have indicated a 3-4 week timeline for first comments. For residential solar PV projects, Mono County turnaround time for a permit is 5-7 business days, while other jurisdictions have quoted a 3-4 week timeline for the same type of solar project.
- Conducted educational presentations for both staff and the public. Presentations included certification by the California Emergency Management Agency (Cal EMA) for safety evaluators and coordinators, and a home energy efficiency workshop focused on green building practices such as solar and geothermal.
- Formed an Energy Task Force with other Mono County staff in an effort to promote energy efficiency and alternative energy generation projects of appropriate scale for both County facilities and public projects alike.
- Continued to serve on the Mono County ADA Task Force in an ongoing effort to bring county facilities into compliance with current accessible requirements. Duties included plan reviews, consultation, and inspections for county accessible projects.
- Continued to attend the Mammoth Lakes Contractor’s Association monthly meetings and report current permit and building division activity to local contractors, as well as to field information and concerns from local builders.
- Building Division staff obtained 2 International Code Council (ICC) certifications.
DEPARTMENTAL GOALS FOR FY 2014-2015

- Update and expand informational hand-outs available to the public at both the Bridgeport and Mammoth permit offices, and have such information available on the Building Division website.
- Complete an already initiated process of enhanced web site improvements that will allow for greater on-line capabilities for the public and permit applicants. Project may include implementation of a new, more cost effective permitting software program that will better connect County departments and provide better service to the public.
- Replace vacant positions that expire in 2014-2015 on the construction board of appeals. The replacement process will entail involvement with the Board of Supervisors, as well as the local construction and design community in support of a transparent, open process.
- Research the viability for an amnesty permit program which would make existing, unpermitted work permitted and legal, and also provide for a potential extra source of revenue.
- Research the viability for a local code advisory group that would interact directly with lawmakers in Sacramento in an effort to provide input from local building industry professionals toward the creation and adoption of the upcoming 2016 California Building Codes.
- Continue to work with the Mono County ADA Task Force in support of bringing existing, non-conforming County structures into compliance with applicable ADA and accessible standards.
- Continue to work with the Mono county Energy Task Force in support of reducing the County’s energy costs and to promote energy and cost savings programs for the public.
- Continue to pursue educational outreach events with the public.
- Continue to pursue continuing education and ICC certifications for Building Division staff.
- Continue to provide quality and timely inspection services, plan review services, and customer service to the public.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget includes a cost for Liability Insurance for $139,906 for a Lawsuit in 2007. This is the last year of the settlement and will not appear in the budget next year. Without the cost of Liability Insurance total expenditures decreased by $14,302 resulting in a 7% decrease to Net County Cost compared to the FY 2013-2014 Board Approved Budget.

Personnel Costs increased by $773 compared to the FY 2013-2014 Board Approved Budget, due to inter-departmental support staff costs for this budget. Finance staff provides Bridgeport office coverage, in addition to providing financial services for the department. A portion of these costs are included in the 2014/15 budget for this department.

Revenues – No substantial change in building permit revenue is projected, based on current year-to-date actual collections. The building Division has collected $87,954.64 to date and has a large storage building project scheduled to be submitted for in September of 2014. This project will yield an estimated $19,600 in building division revenue.

Personnel – In 2014/15, support staff were budgeted in this program, resulting in an increase of $3,617 for Salary and Wages. The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget, when compared to the 2013/14 actuals.
Services & Supplies – $4,500 has been reduced in Special Department Expense. In addition, $7,580 was reduced from Contract Services, $1,600 was reduced in Travel and Training, $810 was reduced for Telephone/Communications, $1,372 was reduced in Overtime Expense, $1,472 was reduced in Employee Benefits, $150 was reduced in Membership Fees, $300 was reduced in Motor Pool Expense, $75 was reduced in Vehicle Fuel Costs, and $594 was reduced in Worker’s Compensation Insurance. These reductions were attributed to a close examination of operating costs and ability to continue to provide services to the public. An increase of $700 to Office Expense was budgeted to cover the cost of a replacement computer. Total reductions of $18,453 less total increases of $4,317 yields an overall budget decrease in expenditures of $14,136. With a slight increase in revenue (CASp) of $166 added in, the net decrease to budget expenditures is $14,302, representing a net decrease to the General Fund of 7%.

FY 2014-2015 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

N/A
## COUNTY OF MONO
### CDD - BUILDING BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 560: BUILDING INSPECTOR**

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**Expenditures**

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Total for DEPT 560: BUILDING INSPECTOR

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CDD - CODE ENFORCEMENT
100-27664

DEPARTMENTAL FUNCTIONS
The Compliance Division monitors and enforces compliance with county ordinances, policies, regulations and permit conditions, including environmental mitigation measures. Department functions include:

- Investigates and processes code enforcement complaints
- Collects and documents evidence concerning code enforcement cases.
- Issues Notices of Violation and Administrative Citations to gain compliance on various code violations.
- Serves as lead staff in the implementation of Surface Mining and Reclamation Act (SMARA) including financial review, inspections, reporting and enforcement.
- Attends Land Technical Advisory Committee (LTAC) meetings to review project conditions for compliance with Mono County Code and General Plan standards.
- Reviews development permit language to ensure compliance with County land use regulations.
- Reviews all Business license applications to ensure compliance with land use regulations.
- Participates in drafting county ordinances and General Plan amendments/updates, including specific plans.
- Reviews and processes Vacation Home Rental Permits.
- Performs well monitoring and reporting for the California Statewide Groundwater Elevation Monitoring (CASGEM) program.
- Assuming oversight of well monitoring for Cooperative Management Program with U.S. Geological Survey (USGS) and staff support to the Long Valley Hydrologic Advisory Committee

MAJOR ACCOMPLISHMENTS IN FY 2013-2014
- Received Code Enforcement Officer 2 certification through California Association of Code Enforcement Officers (CACEO).
- Resolved approximately 21 cases of the 34 Code Enforcement cases received in the last year.
- Resolved issues to concerning Mono County’s SMARA Program and implemented new reporting requirements.

DEPARTMENTAL GOALS FOR FY 2014-2015
- Obtain Code Enforcement Officer - Final Certification through CACEO.
- Assist in the update of the General Plan, including review of policy and regulation changes to ensure enforceability and consistency with county regulations.
- Process Reclamation Plans and environmental documents for two new county aggregate pits.
- Implement new SMARA inspection requirements during annual mining inspections.
- Assume staff support responsibilities for the Long Valley Hydrologic Advisory Committee
- Collect outstanding receivables for Mine inspections.
DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $8,637 in expenditures, and an increase of $4,500 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is a decrease by $13,137.

Personnel Costs stayed the same as FY 2013-2014 Board Approved Budget

Revenues – This line item has increased to reflect change in inspection form and improved consistency in billing/collections for mine inspections.

Personnel – No change

Services & Supplies – Slight reduction to help alleviate the General fund.

FY 2014-2015 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

N/A
### COUNTY OF MONO

#### CDD - CODE ENFORCEMENT BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 664: CODE ENFORCEMENT**

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FUNCTIONS
Well monitoring concerning the continuation of the cooperative water resources program between Mono County and the U.S. Geological Survey (USGS) for the next Fiscal year. This budget is to support the collection of baseline data on the hydrologic system in Long Valley. The Baseline Hydrologic Data Collection Program is a requirement of the Permit holder to satisfy conditions of Use Permit and provides Surface water discharge and quality measurements.

GOALS FOR FY 2014-2015
- Provide accurate well monitoring data to USGS

BUDGET REQUEST FOR FY 2014-2015
- The Fund’s FY 2014-2015 Requested Budget represents an increase of $5,230 in expenditures, and revenues when compared to the FY 2013-2014 Board Approved Budget to account for additional mines. The Net County Cost will remain $0.

- This is for Support costs to the Long Valley Hydrologic Advisory Committee (LVHAC) paid by ORMAT based on Permit # 0IE-02-86 Conditions.

FY 2014-2015 STATE FUNDING SUMMARY
N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED
N/A
## COUNTY OF MONO
### CDD - GEOTHERMAL BUDGET COMPARISON REPORT

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DEPARTMENTAL FUNCTIONS

The Housing Authority of the County of Mono was created by resolution of the Mono County Board of Supervisors on November 8, 2005, authorized in accordance with the provisions of the Housing Authorities Law set forth in Sections 34240 et seq. of the California Health and Safety Code. The Housing Authority is comprised of the Mono County Board of Supervisors. Staff services are provided by the Public Works, Community Development and Finance Departments, with legal assistance from the County Counsel Office. The Authority, which meets at least annually, has provided oversight of Mono County housing programs, including rental of its three affordable units, implementation of and revision to the Housing Mitigation Ordinance, consideration of housing loan programs, and policy and implementation oversight of the Housing Element. This budget includes grant funding to continue the regional partnership with Mammoth Lakes Housing.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

Housing Authority activity this past year include:

- Reviewed status of changes to the Accessory Dwelling regulations and the newly adopted transient rental regulations
- Conducted a review of annual housing statistics, reviewed the status of the Housing Mitigation Ordinance and provided staff direction that the current suspension of the ordinance should be continued to 2015.
- Award for HOME application for $700,000 in First-time Homeowner loans. Via its annual contract with Mammoth Lakes Housing, an update to the housing section of the June Lake Area Plan has been prepared and a workshop conducted with the June Lake CAC.
- Reviewed the status of the County Rental Housing Program, potential property management with Mammoth Lakes Housing and transferred oversight to the Public Works Department

DEPARTMENTAL GOALS FOR FY 2014-2015

Anticipated activities related to the Housing Authority this fiscal year include:

- Participation in potential revisions and activation of the Housing Mitigation Ordinance
- Participation in the update to the Mono County Housing Element.
- Manage Sub recipient Agreement with Mammoth Lakes Housing for HOME award of $700,000 for first time homebuyers.

DEPARTMENTAL BUDGET REQUEST FOR FY 2013-2014

The Department’s FY 2014-2015 Requested Budget reflects revenue to the general fund and reflects the first year of no Net County Cost

Revenues – Increase of $700,000 for HOME Grant award.

Personnel – No change
Services & Supplies – No change

FY 2014-2015 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED
## COUNTY OF MONO
### CDD - HOUSING BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 661: HOUSING DEVELOPMENT**

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| **Total for DEPT 661: HOUSING DEVELOPMENT** | 41,300.00 | 9,790.00 | 15,878.00 | 15,878.00 | 0 |
COMMISSION FUNCTIONS

The Mono County Local Agency Formation Commission (LAFCO) meets the first Wednesday in May, June, and other months as needed in the Town/County Conference Room at 3 p.m. in Minaret Village Mall (above Giovanni's Pizzeria). Mono LAFCO reviews proposals for the formation of new local governmental agencies and changes of organization in existing agencies. The primary objectives of LAFCO are to encourage the orderly formation of local government agencies, to preserve agricultural and open space land, and to discourage urban sprawl.

Mono LAFCO is comprised of seven commissioners with designated alternates. Two commissioners each are appointed by the Mono County Board of Supervisors, Town of Mammoth Lakes, and Special District Selection Committee (comprised of independent special districts). One commissioner representing the general public is appointed by the remaining LAFCO commissioners.

Mono LAFCO is staffed by the Mono County Community Development Department and funded jointly by: Mono County; Town of Mammoth Lakes; and Mammoth Community Water District/Southern Mono Healthcare District. Commission activities include municipal service reviews, sphere of influence updates, policy/procedure development, and review of proposals to form or change local government agencies.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

Mono LAFCO activity this past year includes the following:

- Responded to occasional LAFCO inquiries;
- Conducted reviews and updates of agency Spheres of Influence/Municipal Service Reviews as a part of the general plan update;
- Reviewed the accuracy of district maps with the Assessor and GIS Coordinator;
- Conducted election of special district selection committee;
- Worked with Mono County and County Service Areas on capital programming;
- Examined potential special district roles for Digital 395;
- Participated with California Association of Local Agency Formation Commissions (CALAFCO);
- Reviewed proposed plans, development projects and California Environmental Quality Act (CEQA) documents for potential LAFCO issues.

GOALS FOR FY 2014-2015

Anticipated work tasks this year include:

- Conclude review and update of Sphere of Influence/Municipal Service Reviews, including supporting CEQA documentation, and transition to electronic document format;
- Reflect LAFCO policies in the Mono County General Plan and Regional Transportation Plan update;
- Respond to application activity, including application processing;
- Review plans, projects and environmental documents, including the Inyo Forest Plan Update for LAFCO issues.
DEPARTMENTAL BUDGET REQUEST FOR FY 2013-2014

This budget is created on formula basis and governed by State Law and Government Code.

This budget reflects the budget as approved by the LAFCO.

Revenues – No Changes

Personnel – No Changes.

Services & Supplies – No Changes.

FY 2014-2015 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

N/A
## COUNTY OF MONO
### CDD - LAFCO BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**
**DEPT 666: LAFCO**

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COMMISSION FUNCTIONS

The Planning Commission serves as the principal advisory body to the Board of Supervisors and planning department on planning matters. The Commission:

- Provides interpretations on the application of the Mono County General Plan and supporting policies, guidelines and regulations;
- Conducts public hearings and workshops on a variety of policies, plans and enforcement matters; and
- Considers discretionary land use applications, environmental assessments and impact reports, and appeals from staff decisions involving plan or ordinance interpretation.

The Planning Commission generally meets the second Thursday of each month at 10 a.m. in the Supervisors Chambers at the County Courthouse, Bridgeport, but also travels to and conducts hearings/meetings in communities to encourage public involvement in locally relevant planning decisions. Commission membership reflects Mono County’s geographic diversity, with commissioners residing in Walker, Lee Vining, June Lake, Sunny Slopes and Chalfant.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

The Planning Commission met as needed this past year, totaling 10 meetings, with several held in Mammoth Lakes. All meetings are teleconferenced either in Mammoth Lakes or Bridgeport. Items considered by the Commission included the

- General Plan Amendment for parking requirements, including flexible parking standards for central business districts
- Setback variances and use permits for a brewery and Nordic ski area, and expanded home occupation permit
- General Plan Amendments to apply the transient Rental Overlay District to portions of June Lake and Lundy
- Several subdivision map modifications, parcel map and final map approvals
- Several specific plan amendments
- General Plan Update related workshops, including reclamation policies/standards, telecommunication policies (IT), housing element, resource efficiency policies, integrated waste management plan, biomass policies, Forest Plan update, and a variety of development standards
- Housing Element Update hearing

COMMISSION GOALS FOR FY 2014-2015

It is expected that the Commission will be active this year in the update of the Mono County General Plan. In addition to considering routine planning permit applications, the Commission will be conducting a number of workshops on matters related to the General Plan Update and will conduct one or more hearings to consider recommendations to the Board of Supervisors on the adoption of an update environmental impact report and General Plan.
DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2013-2014 Requested Budget represents a decrease of $853 in expenditures. As a result, the Requested Net County Cost decreased by $853.

Revenues – N/A

Personnel – NA

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – N/A

FY 2014-2015 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

N/A
## COUNTY OF MONO
### CDD - PLANNING COMMISSION BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**  
**DEPT 620: PLANNING COMMISSION**

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**Total Expenditures**  
40,454.00  
14,314.00  
11,861.00  
13,461.00  
13,461.00  
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**Total for DEPT 620: PLANNING COMMISSION**  
-40,454.00  
-14,314.00  
-11,861.00  
-13,461.00  
-13,461.00  
0
The Planning Division provides a variety of planning support services to a number of commissions, boards, and committees in addition to the citizens and property owners in Mono County. The division is responsible for maintaining and updating the Mono County General Plan including supporting documents and environmental studies. The planning division collaborates with agencies, organizations and departments involved in environmental assessment, development review, as well as policy development and implementation. Public input is sought on planning matters of interest to local residents and property owners through Regional Planning Advisory Committees (RPACs), the Local Transportation Commission (LTC), Land Development Technical Advisory Committee (LDTAC), Airport Land Use Commission (ALUC), Collaborative Planning Team (CPT), and a variety of coordinating committees, task groups, surveys, local media, and public meeting/hearings for the Planning Commission and Board of Supervisors.

The Planning Division strives to process permit applications as quickly as possible without compromising the quality of planning services. Continuity is maintained between the planning offices in Mammoth Lakes and Bridgeport, and we strive to provide consistent information to the public. Our mission is to provide efficient, responsive, and innovative public service through teamwork. The following highlights several of the more prominent planning-related commissions/committees staffed by the Planning Division:

- The Mono County Local Transportation Commission (LTC) meets the second Monday of each month at 9 a.m. in the Town/County Conference Room, Minaret Village Mall, Mammoth Lakes, or by videoconference at the CAO Conference Room, Annex 1, Bridgeport. The LTC is the county's designated Regional Transportation Planning Agency. The Mammoth Lakes Town Council and the Mono County Board of Supervisors appoint three commissioners each. The LTC acts autonomously in filling the mandates of the Transportation Development Act, including
  o Prepare, adopt and submit a Regional Transportation Plan (RTP) every four years;
  o Prepare a Regional Transportation Improvement Program (RTIP) for the Department of Transportation (Caltrans) and the California Transportation Commission (CTC) every two years;
  o Review and comment annually on the Transportation Improvement Plan contained in the State Transportation Improvement Program (STIP);
  o Provide ongoing administration of Transportation Development Act (TDA) funds;
  o Prepare and submit the annual Overall Work Program; and
  o Assisting in pursuit and prioritization of transportation grants.

- Mono County's Regional Planning Advisory Committees (RPAC) advise the Mono County Board of Supervisors, Planning Commission, and Planning Division on the development, review, implementation and update of the Mono County General Plan and associated Area/Community Plans. Active RPACs meet in Antelope Valley, Bridgeport Valley, Mono Basin, June Lake (Citizens Advisory Committee), Long Valley, Benton and Chalfant. Community meetings are held with the District 2 Supervisor in Paradise and Swall Meadows.

- The Mono County Collaborative Planning Team (CPT) holds public meetings quarterly the last Thursday of the month at 9 a.m. at the Town/County Conference Room, Minaret Village Mall, Mammoth Lakes. This multifaceted team, comprised of directors of federal, state, local and tribal entities, collaborates on a variety of planning issues. During roundtable, each entity shares information on current projects. Mono County provides staff support to the team and occasional subcommittees. The CPT philosophy recognizes that the synergistic effect of teamwork far exceeds that which entities might accomplish on their own.
MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Completed Housing Element Update, receiving initial approval from State.
- Completed draft of regional transportation plan update, other elements of general plan update and area plan update via the RPACs and initiated supporting EIR update
- Monitored Bridgeport Main Street Revitalization Project, including RPAC stenciling back-in parking info on curbs dramatically improving use of back-in diagonal spaces. Pursued grant funding for implementation and continued efforts for Multi-agency visitor center
- Achieved substantial progress on Hwy 395 Scenic Byway Corridor Enhancement Plan, including associated trails planning, adoption of relaxed parking regulation for central business districts (CBD), initiation with consultant for design inventory and guidelines for CBD, and for community signage on Hwy 395.
- Processed planning applications/EIRs in a timely manner. Projects of note include assisting assembling record for legal defense of geothermal EIR; responding to changes in Cal Fire requirements for the Rock Creek Ranch Specific Plan; and processing revisions to the Sierra Business Park Specific Plan (see Planning Commission for additional detail)
- Continued monthly coordination meetings with Public Works, Finance and Environmental Health and regular Land Development Technical Advisory Committee (LDTAC) meetings.
- Using Sustainable Communities grant and LTC funding, updated sections of the Mono County General Plan (GP), including Housing Element, Regional Transportation Plan (RTP), other mandated elements and policy priorities (energy, telecommunications, capital facilities & sage grouse); integrated area plan updates prepared by RPACs; and initiated innovative easy-to-use electronic format.; Sections of supporting comprehensive Environmental Impact Report (EIR), including Master Environmental Assessment were also drafted.
- With the assistance of the Finance Department, IT and Public Works provided staff support to the Local Transportation Commission, including related committees.
- Concluded biomass feasibility study with grant funding, and pursued implementation potential with Mammoth Mountain.
- Staffed Planning Commission, Regional Planning Advisory Committees, Housing Authority, LDTAC, and CPT.
- Conducted California Statewide Groundwater Elevation Monitoring (CASGEM) water monitoring, assumed staffing on Long Valley HAC (see Code Compliance), participated on the IRWMP and updated water policies for general plan.
- Staffed the Local Agency Formation Commission and initiated integration of update of spheres of influence with general plan update (see LAFCO Budget).
- Continued to provide broad range of customer services at South County counter and assisted in establishing common public service counter in Bridgeport.
- Achieved progress on trails planning for Paradise/Rock Creek, Lee Vining, June Lake and Bridgeport, including a grant funded Mono Yosemite trail.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Coordinate efforts to avoid the listing of the sage grouse by assuming a leadership role with the Bi-State planning effort to refine plan implementation programs, document lack of grouse habitat in community areas, develop general plan guidance for sage grouse mitigation and support legislative efforts to obtain funding. Obtain grant funds (up to $50,000) from the BLM to help offset staff costs. Continue to coordinate responses to listing and critical habitat designation proposals of the USFWS.
- Assume staffing responsibilities for LVHAC, including investigating a shared staffing potential with federal agencies
- Implement Bridgeport Main Street Revitalization Project via ATP funding and other RPAC efforts, and continue pursuit of Multi-agency Visitor Center
- Integrate outcomes of Bridgeport Facilities Plan and other capital improvement and transportation improvement programming into general plan.
- Using Sustainable Communities Grant and LTC funding, conclude update to General Plan, including Housing Element adoption, Regional Transportation Plan (RTP), other mandated elements and policy
priorities (energy, telecommunications, solid waste, capital facilities, sage grouse and resource efficiency) and make available in innovative easy-to-use electronic format. Prepare supporting comprehensive Environmental Impact Report (EIR) in manner that facilitates streamlined processing.

- Using federal grant, continue development of Hwy 395 Scenic Byway Corridor Enhancement Plan, including identifying community themes and central business district guidelines, community gateway signs on Hwy 395, corridor and trails scenic corridor marketing plan
- Process planning applications and environmental documents in a timely manner.
- Provide staff support to the Local Transportation Commission, including related committees such as YARTS, Social Service Transportation Advisory Council, Eastern California Transportation Planning Partnership and implement the Overall Work Program, monitor the Regional Transportation Improvement Program and conclude audit.
- Staff Airport Land Use Commission and pursue Airport Land Use Compatibility Plan update funding.
- Staff the Planning Commission, Regional Planning Advisory Committees, LDTAC, and Collaborative Planning Team (including Land Tenure Subcommittee).
- Participate on the energy task force, conclude update of energy policies, pursue grant funds and address energy initiatives, such as proposed federal utility corridor plans.
- Staff the Local Agency Formation Commission and integrate update of spheres of influence with general plan update (see also LAFCO budget).
- Conduct monthly coordination meetings with applicable departments, including Economic Development, Public Works and Environmental Health
- In concert with Public Works and County Counsel, conclude grading & subdivision ordinance updates.
- Continue to provide broad range of customer services at South County counter and assistance in Bridgeport. Coordinate with Public Works on comprehensive one stop permit counters.
- Continue trails planning for communities, including Paradise/Rock Creek, Yosemite/Lee Vining, June Lake and Bridgeport, integrating bike plan with RTP. Pursue agreements with the Inyo National Forest and Friends of the Inyo for construction and maintenance of new trails.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015**

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $216,873 in expenditures, and a decrease of $184,500 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is a decrease by $32,373.

Personnel Costs decreased by $78,412 compared to the FY 2013-2014 Board Approved Budget, due to not filling part time associate planner position.

**Revenues** – Decreased from last FY due to spending down awarded grant funding. The Planning Division is actively looking for additional Grant funding for future projects and staff reimbursement and is in the process of securing a $250,000 BLM award to be spent over the next 5 years. Planning permit budgeted revenues increased because a number of projects have been completed and need to be closed out and transferred from Fund 291. Additionally there is the potential for several larger projects requiring contract environmental studies funded by applicants.

Personnel – N/A. The Department’s Requested Budget represents no change in the number of full time equivalent (FTE) positions that are supported by this budget.

Services & Supplies – Changes to contact services are specific to grant and RTP projects, and have corresponding revenue increases.

**FY 2013-2014 STATE FUNDING SUMMARY** N/A

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

The Planning Department would like to request additional Salary and Benefit amounts to allow for the reclassification of a current 1000 hour employee to a permit tech position, and under-filling a recently vacated part time Associate Planner position with a part time unbeneftied intern position. This will enable us to fully utilize grant opportunities and bring in budgeted revenue. Intern cost ($15,000 Salary + $1,683 Benefits = $16,683) Reclassification ($5,000 Salary + $445 Benefits = $5,445) The permit tech reclassification and under-filling of the associate planner with an intern are essential to the Planning Division achieving budgeted revenue and providing necessary service capacity
## COUNTY OF MONO
### CDD - PLANNING BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 660: PLANNING & TRANSPORTATION**

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## COUNTY OF MONO
### CDD - PLANNING BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 660: PLANNING & TRANSPORTATION**

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**Total Expenditures**

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Policy Item Request Form

Department: Planning

Description of Program/Equipment:
Reclassification of a current 1000 hour employee to a permit tech position ties and bring in budgeted revenue. The reclassification will free up Associate Analyst time from the permit counter to focus on higher priority assignments and Grant funded projects.

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Revenue: Describe any revenue to offset the cost of the policy item
Grants from Scenic Byway and Bureau of Land Management in addition to Transportation Planning funding from the LTC.
Description of Program/Equipment:
We are underfilling an Associate Planner position recently eliminated with a part time unbenefited intern position to allow current employees to fully utilize grant opportunities and bring in budgeted revenue.

Cost Components

Salary: 15,000 (full year cost)
Benefits: 1,683
Supplies: (includes vehicle, fuel)
Materials: (cell phones, IT, phones)
Communications:
  Computer:
  Other:
Total On-Going Cost:

Vehicle:
Equipment:
Work Space:
Other:
Total One-Time Cost:

Total Cost: 16,683

Revenue: Describe any revenue to offset the cost of the policy item
Grants from Scenic Byway and Bureau of Land Management in addition to Transportation Planning funding from the LTC.
DEPARTMENTAL FUNCTIONS

The Mono County Administrative Office (CAO) plans, monitors and coordinates County operations assuring that Board policies are carried out in the most cost-effective manner. The CAO formulates short and long-range plans and budgets, reviews and monitors County programs, services and budgets, coordinates work of department heads, implements Board policies, represents and supports the Board’s intergovernmental relations, and performs administrative duties for the Board.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- As part of Mono County Energy Policy Taskforce, brought comprehensive energy conservation policy package to Board which included PACE, solar and geothermal project building permit fee waiver and creating long term energy cost savings through energy efficiency and alternative energy generation projects in County facilities; Planned, organized and successfully completed recruitment and selection processes to fill County vacancies from staff level to department directors;
- Held 4 successful employee appreciation events;
- Launched Countywide Strategic Planning Process;
- Strengthened Board initiated community and intergovernmental process on addressing long term solid waste issues supported by appropriate county departments;
- Working with appropriate county departments, propose long-term California Air Resources Board (CARB) funding plan;
- Filled key county leadership positions including: Information Technology Department Manager; Director of HR/Risk Management; EMS Manager; Public Works Director;
- Brought Assessor appointee candidates to Board for review and potential filling of vacancy;
- Launched new weekly Board Update;
- Brought forward Mono County Legislative Platform which was adopted;
- Developed and implemented comprehensive new compensation format for At-Will employees;
- New At-will contracts format implemented with no car allowance or performance pay;
- Provided Human Resources support for recruitment of new employees for needed vacancies;
- Launched pilot 360 Survey process for Management employees;
- Began monthly employee meetings with CAO;
- Launched employee based Mono Innovation Groups to create opportunities for employees ideas for efficiency;
- Continued the use of best practices and provide professional development of staff;
- Developed a balanced Budget for Board Consideration and adoption;
- Launched Voluntary Separation Incentive to reduce long term employee costs
- Brought forward with Finance Department for Board consideration PACE Program
- Continued to develop partnerships with other local government agencies; ESCOG participation
- Overseeing management of Animal Control Program

DEPARTMENTAL GOALS FOR FY 2014-2015

- Advance Countywide Strategic Planning Process and bring Plan for Board review and adoption with implementation plan;
- Continue addressing long term solid waste issues supported by appropriate county departments;
- Continue long-term California Air Resources Board (CARB) funding plan;
- Work with Economic Development Department to host first ever State of the County event;
• Create first ever County Annual Report;
• Finalize all remaining labor agreements;
• Continue to provide Human Resources support for as-needed vacancies while maintaining current hiring freezes
• Continue to provide the County with high-performing, skilled employees for positions;
• Ensure the continued use of best practices and provide professional development of staff;
• Recommend a balanced budget for FY 2014-2015;
• Continue efforts to look for energy efficiency and cost savings for county buildings;
• Continue partnering with other local government agencies;
• Continue development of internal improvement to HR processes; i.e. Personnel Requisition Form, Exit Form, Application Form, New Employee Orientation handbook, Evaluation Forms and system.
• Completion and signing of new labor agreements

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $35,576 in expenditures, and an increase of $5,100 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decrease by $40,676.

Personnel Costs decreased by $57,212 compared to the FY 2013-2014 Board Approved Budget, due to salary and wages decrease of $18,193 and an employee benefits decrease of $38,819.

Revenues – A decrease of $100 in revenues for Mono County Mugs is proposed for FY 2014-2015. An increase of $1,200 in revenues for Film Permits is proposed for FY 2014-2015. An increase in Rental Income for Mono County Community Centers of $4,000 is proposed for FY 2014-2015.

Personnel – The Department will be eliminating one FTE, the position of Human Resource Generalist, at first quarter. The Department’s Requested Budget represents a reduction in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – None proposed for FY 2014-2015.

Support & Care of Persons – None proposed for FY 2014-2015.


FY 2013-2014 REDUCTION IMPACTS TO BASE BUDGET

None at this time.

FY 2013-2014 STATE FUNDING SUMMARY

This department does not appear to be impacted by State Budget changes at this time.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None at this time.
## COUNTY OF MONO

### CAO BUDGET COMPARISON REPORT

#### FUND 100: GENERAL FUND

**DEPT 020: ADMINISTRATIVE OFFICER**

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**Total for DEPT 020: ADMINISTRATIVE OFFICER**

-45,587.00 -631,125.00 -505,956.00 -590,449.00 -590,449.00 0
*Subject to reorganization*
DEPARTMENTAL FUNCTIONS

The Insurance Department administers the County’s risk management program, including general liability, workers’ compensation, property, watercraft, landfill, Bond/Crime, airport and medical malpractice policies. Reviews contracts for risk identification, make recommendations on types and limits of insurance and ensures compliance with risk transfer techniques. Review and analyzes reports of industrial injuries, motor vehicle accidents and reports on non-employee accidents to enhance loss control. Reviews status of workers’ compensation claims with third-party administrator; serves as liaison with departments, makes recommendations for settlement; and coordinates return to work and modified duty program. Develop, implement, interpret, monitor, and administer policies and procedures in accordance with state & federal regulations. Provides for training of staff to reduce or eliminate industrial injuries.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Implemented best practices around Risk Management and Safety training;
- Passed for a 4th year in a row the annual Trindel Evaluation;
- Updated the Hazardous Communications and Heat Illness Prevention Programs and provided training;
- Provided initial Code of Safe Practices (COSP) training;

DEPARTMENTAL GOALS FOR FY 2014-2015

- Continue to provide professional development opportunities for staff;
- Pass annual Trindel Evaluation;
- Ensure a safe and healthy environment for county employees while reducing injuries and injury related time away from work;
- Continue to ensure the success of the County Safety program and utilize benefits of our Trindel membership;

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Insurance Fund is a newly created Internal Service Fund that has been moved out of the General Fund. The 2014-2015 Requested Budget represents the internal service fund anticipated costs and the recovery of those costs by direct billing county departments. The goal of the internal service fund is to fully recoup costs. Net cost to the fund is $0.

Revenues – We are not expected to receive one of the loss prevention subsidies and it has been removed from the budget. Employee Wellness Contribution has been slightly reduced due to current payroll amounts. Direct billed revenues from departments are based on collected data calculations.

Personnel - The Department’s Requested Budget represents 1 and ½ FTE positions.

Services & Supplies – There is an increase $31,907 in services and supplies due to premium increases and A87 costs.

Fixed Assets – Not Applicable.
FY 2013-2014 REDUCTION IMPACTS TO BASE BUDGET

None at this time.

FY 2013-2014 STATE FUNDING SUMMARY

This department does not appear to be impacted by State Budget changes at this time.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None at this time.
# COUNTY OF MONO

## CAO - INSURANCE BUDGET COMPARISON REPORT

**FUND 652: INSURANCE INTERNAL SERVICE FND**  
**DEPT 280: INSURANCE**  

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DEPARTMENTAL FUNCTIONS

The County Counsel’s office provides legal representation and advice to the Board of Supervisors, County officers, departments, commissions and other entities within County government. Legal services are also provided to some schools, special districts and other entities outside County government on a cost-recovery or courtesy basis. The department provides services internally to county staff and does not generally provide direct public services.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

The County Counsel’s Office primarily supports and assists other departments in accomplishing their projects. Thus, our “accomplishments” are not exclusively our own department’s projects, but rather are other department’s projects with respect to which we expect to play a significant role. Here are some of those projects:

- MOU and personnel rule negotiations with several bargaining units
- Numerous Conway Ranch issues including Conservation Easement and associated documents
- Assistance with resolution of various Sheriff’s substation lease issues
- Assistance with Digital 395 issues
- Assistance in implementing Antelope Valley Community Center remodel project
- Assistance in implementing Bridgeport, Lee Vining, June Lake, and Chalfant Streets projects
- Assistance in implementing Rock Creek and Convict Road projects
- Assistance to and support of new CAO
- Geothermal plant expansion project (approvals and litigation)
- Creation of user-friendly educational materials for departments regarding contracting and procurement requirements as well as employee-independent contractor distinction
- Solid waste issues including assistance in obtaining facility permit for Benton Crossing landfill
- Walker River representation on various issues
- Recruitment of new deputy county counsel
- Covering Human Resource and Risk Management functions during vacancy
- *Routine activities, which account for the vast majority of time spent. They include the following: drafting and reviewing contracts, leases, resolutions, and other legal documents; litigation, including juvenile dependency (CPS), conservatorships, writs, and code enforcement; legal research and advice; grievances, claims, and complaints; subpoenas and requests for public records; workshops and training; and assisting special districts, county boards, and commissions.

DEPARTMENTAL GOALS FOR FY 2014-2015

As mentioned above under “major accomplishments,” the County Counsel’s Office primarily supports and assists other departments in accomplishing their projects. Thus, our “goals and objectives” are not exclusively our own department’s projects, but rather are other department’s projects with respect to which we expect to play a significant role. Here are some of those projects:

- Conclude MOU negotiations with bargaining units including MCPE, DPOU, and Paramedics
- Completion of Conservation Easement (Caltrans settlement)
- Draft and implement new records retention policy
- Resolve Bodie Road dispute
- Appeal of Water Board order re WRID temporary change permit
- Work with Finance to streamline and improve county-wide contracting procedures
- Walker River representation
- *Routine activities (as described above under “major accomplishments”)

As for measuring when a goal is accomplished, we generally view “accomplishment” as reaching a point where there is no apparent need for further legal services with respect to a matter.
DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2013-2014 Requested Budget represents an overall decrease of $4,771.00 in expenditures, and an increase of $3,000 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $7,771.00.

Personnel Costs increased by $23,951 compared to the FY 2012-2013 Board Approved Budget, due in part to Board-approved new contracts with three at-will employees, which resulted in elimination of auto allowances (reducing travel and training expenses) and an increase in salaries. One of those contracts also involved increasing a part-time attorney from 80% to 90% of full-time, thereby increasing salary expenses. Personnel Cost increases also include anticipated vacation sell-backs during the year and a proposed policy item to reclassify the Department’s support staff position from FTS I to FTS II.

Other line items are budgeted at essentially a status quo level, except where Finance has specifically provided a different figure (e.g., rents and leases).

Revenues – revenue for professional services is increased based on actual budget trends.

Personnel – As noted above, personnel costs have increased due to at-will contract changes, including an increase in a part-time attorney’s workload, as well as vacation sell-backs, and a proposed FTS reclassification.

Justification for the FTS reclassification: this position was previously allocated in the Department as a range of FTS I/II/III/IV and the most recent recruitment sought candidates within that range. When the recruitment was completed and a new employee was hired, we were uncertain whether to initially place her (the current incumbent) at an FTS I or FTS II level, so we placed her at the FTS I level to start. Within the last fiscal year, she began functioning at (and is currently functioning at) the FTS II level and may soon reach the FTS III level, providing a higher level of support and services to the Department.

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – Professional and Specialized Services have increased based on increases in the contract cost of on-line research services (Westlaw). Contract Services have decreased based on an anticipated reduced need for such services in 2014-15.

Support & Care of Persons – None.

Fixed Assets – None.

FY 2013-2014 STATE FUNDING SUMMARY

The County Counsel’s office receives no state funding.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None.
## COUNTY OF MONO
### COUNTY COUNSEL BUDGET COMPARISON REPORT

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**Total for DEPT 120: COUNTY COUNSEL**

-173,212.00   -990,471.00   -768,750.00   -982,700.00   -982,700.00   0
Department: County Counsel

Description of Program/Equipment:
Reclassification of FTS I to FTS II

Cost Components

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<th>Description</th>
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<tr>
<td>Salary</td>
<td>$1,884.00 (full year cost)</td>
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<tr>
<td>Benefits</td>
<td>663</td>
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<tr>
<td>Supplies</td>
<td>(includes vehicle, fuel)</td>
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<tr>
<td>Materials</td>
<td>(cell phones, IT, phones)</td>
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<tr>
<td>Communications</td>
<td></td>
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<tr>
<td>Computer</td>
<td></td>
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<tr>
<td>Other</td>
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<tr>
<td>Total On-Going Cost</td>
<td>$2,547</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>Vehicle</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Work Space</td>
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<tr>
<td>Other</td>
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<tr>
<td>Total One-Time Cost</td>
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</table>

Total Cost: 2,547

Revenue: Describe any revenue to offset the cost of the policy item
County Counsel

Marshall Rudolph
County Counsel

John-Carl Vallejo
Deputy County Counsel

Stacey Simon
Assistant County Counsel

Christian Milovich
Deputy County Counsel

Jennifer Senior
FTS
Departmental Functions

The Office represents the citizens of Mono County and our primary purpose is to promote and protect the public peace and safety of our residents and visitors. One of the primary goals of the District Attorney’s Office is to assure that you live in a safe Community and that you have confidence that you and/or your family or children will never be Victims of crime.

The Office is divided into four separate responsibilities which include: 1) Attorneys/Prosecutors staff; 2) Investigative Unit; 3) Drug Enforcement Unit; and 4) Administrative Staff.

Along with our primary responsibility of investigating and prosecuting crimes, the Mono County District Attorney’s Office also is the Counties Public Administrator, Grand Jury Advisor, Provider of Assistance to Victims and Witnesses of crimes, assist in restraining orders, protectors of the environment, provide legal counseling and referrals, trainers to allied agencies, assist other county departments with personnel and sometimes criminal issues, assist other Counties in the State with investigations and prosecutions and participates in numerous multi agency and community solution groups. The office also functions in a number of groups at the State level. This is only a handful of services that we participate in and provide.

Also under the District Attorney is the Victim/Witness program and the Drug Enforcement Unit (MONET) which investigates drug related activities in the county.

Major Accomplishments

*Accomplishments include major investigations and/or prosecutions involving 1 homicide, 4 child molest, 50 major drug, and the apprehension of a felony fugitive in Mexico for multiple rape charges after working two years with authorities in Mexico and with the State Department. The District Attorney reviewed over 1000 cases for filing.

*The restructuring of the Investigative Unit to handle the influx of investigations that use to be handled by the Mammoth Lakes Police Department but now fall to the District Attorney. Investigations handled by the Office of the District Attorney. With a part time investigator the office has been able to catch up with the backlog of cases pending filing.
*The start of implementation of a Case Management System that will assist the office in going 90% paperless when fully implemented. Much work still needs to be done to be in full use.

**Departmental Goals for FY2014-2015**

*Finish restructuring the Investigative Unit and expand the Mammoth Office space to house the Investigation Unit with the goal of also bringing the MONET unit over to Sierra Center Mall from the Minaret Mall. This will lead to better efficiency, better investigation management and an overall cost savings because crimes are being investigated better, faster and less costly. Tremendous savings are also realized by the County in the cost of prosecution, expert fees, witness fees, public defender expenses and jury trials.

*Securing a much needed finance officer position.

*To complete the implementation of our Case Management System.

*To continue to DO THE RIGHT THING FOR THE RIGHT REASON ALL THE TIME.

**Departmental Budget Request for FY2014-2015**

The Department’s FY2014-2015 Requested Budget represents an overall increase of $75,578.00.

**Proposed changes**

<table>
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<tr>
<th>Increase to</th>
<th>Amount</th>
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<tr>
<td>Salary</td>
<td>$57,157.00 (Future retirement payout)</td>
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<tr>
<td>Salary</td>
<td>18,194.00  (FST position – $51K paid by Vic/Wit – $18,194 GF)</td>
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<tr>
<td>Rents</td>
<td>29,285.00  ($27,258.00 for future space covered by Grant)</td>
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<tr>
<td>Motor Pool</td>
<td>5,200.00</td>
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<tr>
<td>Fuel</td>
<td>2,500.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$110,309.00</strong></td>
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Increase partially covered by: **$27,258.00** (Grant reimbursement for space)

**Total increase:** **$83,078.00**

<table>
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<td>Telephone</td>
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<tr>
<td>Travel/Training</td>
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<tr>
<td><strong>Total decreases</strong></td>
<td><strong>$7,500.00</strong></td>
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Total overall change to 2014/2015 Budget is an increase of: $75,578.00.

**FY2014-2015 State Funding Summary**

No expected changes in State revenue.
Policy Considerations being Requested

1) **Finance Officer – FTS I/II** – The Office of the District Attorney has long been in need of a financial specialist. The office functions as a medium size law office and does not have someone experienced in budgets, grants, bookkeeping, audits and general accounting duties.

These duties are currently being handled by a legal assistant who has no experience in these financial duties. Further, these financial duties are interfering with her primary responsibilities. Further it forces her to work outside of her job description. Budgets, Grants, Audits, etc. are complicated and cannot easily be done and done correctly unless there is someone experienced and specifically assigned to these financial duties.

Total compensation for a FTS I position is $64,700.00. Salary $31,988.00, PERS $6,489.00, Benefits $26,223.00. Total compensation for a FTS II position is $69,194.00. Salary $35,310.00, PERS $7,064.00 and Benefits $26,819.00. The cost for the position will be supplemented by the realignment of $51,000.00 from the Victim/Witness program. The requested general fund amount needed to fund the position is $13,700.00 to $18,194.00 depending on the classification of the position.

2) **Motor Pool and Fuel Cost** - The Office of the District Attorney is asking to add two vehicles to its department to be assigned to Investigators for the use in conducting their Law Enforcement activities. The cost of the vehicles will be taken from DA Asset Forfeiture Account and will not cost the General Fund. One vehicle would be housed at the North County Office and one at the South County Office. The Investigators will pick up their vehicles once they arrive at work. The Office will be seeking vehicles from either the motor pool or buying used vehicles that can be serviced by the County.

The increase of $5,200 to the Motor Pool cost and an increase of $2,500 to our Fuel Cost are reflective of the additional expense of the two vehicles. There is no increased amount requested in the DA Budget for purchasing the two additional vehicles.

The increase expense in the Motor Pool and Fuel Cost will be primarily countered by the reduction in the mileage reimbursement that is currently being paid to the investigators while driving their private cars for Law Enforcement Activities. The two should closely cancel out any increase in the overall DA Budget. There are also safety and County liability issues that come with Investigators using their private cars for Law Enforcement activities. These issues would be addressed with the additional vehicles because they can be equipped and stocked properly to insure safety for the officers and safety for the public.

3) **Salary** – With one possible retirement, the increase is reflective of possible pay-out of sick and vacation time.

4) **Rent and Leases** – an increase of $27,258.00 to the Rents and Leases is shown to cover the additional office space in the Mammoth Office. By Committee vote, this increase will be covered by the BURN/JAG grant (MONET). There will be no General Fund
Impact. Based on its 25+ year history, it is unlikely that this Grant cannot cover this cost in future years, however, in the improbable event that the BURN/JAG grant goes away or gets cut to the point that it can no longer cover the additional office space other options will be looked at including vacating the space.
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**Total Revenues:** 239,118.00

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**Total Expenditures:** 194,070.00

**Total Budget:** 159,869.00

**Final Budget:** 234,133.00
## COUNTY OF MONO
### DISTRICT ATTORNEY BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

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Page 104
Department: District Attorney

Description of Program/Equipment:
FST I/II

Cost Components
- Salary: 35,310 (full year cost)
- Benefits: 33,883
- Supplies: (includes vehicle, fuel)
- Materials: (cell phones, IT, phones)
- Communications:
  - Computer:
  - Other:
- Total On-Going Cost:
- Vehicle:
- Equipment:
- Work Space:
- Other:
- Total One-Time Cost: -

Total Cost: 69,194

Revenue: Describe any revenue to offset the cost of the policy item
$51,000 to be realigned within the Victim/Witness Grant to free up $51,000 within the DA general fund budget to cover position. Requested increase is $18,194.00
Mono County Narcotics Enforcement Team

Unit Functions

District Attorney also runs the Drug Enforcement Unit (MONET) which investigates drug related activities in the county. This unit is comprised of two to three law enforcement officers from allied agencies which are assigned to the DA for purposes of drug interdiction. MONET is funded by the B urn/JAG grant and supports the daily operations of the unit. While the allied agencies are still responsible for the officers salary the grant does pay for all overtime associated with MONET functions. This program has been in operation for over 20 years and has lead to significant positive changes in the drug environment and culture of Mono County.

Budget Request

No change in Budget

State Funding

No change in Funding
## COUNTY OF MONO
### DISTRICT ATTORNEY - DRUG TASK BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 460: DRUG TASK**

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POLICY ITEM REQUEST FORM

Department: District Attorney

Description of Program/Equipment:
Increase to Rent and Leases to cover additional office space

Cost Components

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<td>Materials:</td>
<td>(cell phones, IT, phones)</td>
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<td>Computer:</td>
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<td>Other:</td>
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<td>Total On-Going Cost:</td>
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Revenue: Describe any revenue to offset the cost of the policy item
Total amount will be offset by use of Burn/JAG grant funds.
Victim/Witness Unit

Unit Functions

Also under the District Attorney is the Victim/Witness program. This is a grant funded program which offers support and services to victims of crime and to witnesses of crime. The unit is currently staffed by a V/W coordinator and a V/W advocate. The coordinator is responsible for the day to day operations of the program and is on call 24/7 to respond to crime scenes and victims. The coordinator provides immediate services and support to a victim and assist in the arrangements/travelling/support of witnesses that are needed for court.

The V/W advocate is a part-time position and helps with the transporting victims and witnesses to locations needed for the prosecution of a crime. The advocate helps facilitate Victim’s restitution and helps and in the collection of restitution. The advocate also helps victims as well as citizens with restraining orders and court filings. This program has been in existence for over 20 years.

Budget Request

No change in Budget

State Funding

No change in state funding
## COUNTY OF MONO
### DISTRICT ATTORNEY - VICTIM/WITNESS BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**
**DEPT 425: VICTIM/WITNESS**

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**Expenditures**

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**Total for DEPT 425: VICTIM/WITNESS**

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DEPARTMENTAL FUNCTIONS

The Economic Development Department strives to enhance the economic base of Mono County through job creation, by promoting tourism, and protecting the natural resources of the county. The department serves as the primary support staff to the Mono County Fisheries Commission, the Mono County Tourism and Film Commission and oversees and administers the Fish Enhancement and Fish & Game Fine Fund programs. Special projects such as the management of Conway Ranch and issues related to local geothermal plants and the Long Valley Hydrologic Advisory Committee have been re-assigned to Community Development/Public Works. This restructuring will allow the department to focus on tourism, the county’s primary economic driver, as well as to prioritize and implement key Economic Development initiatives regarding job creation, business retention and attraction, and mechanisms to support local small business.

MAJOR ACCOMPLISHMENTS IN FY 2013-14

- **Economic Development Assistant** – A temporary, 6-month term contract position was filled in February to assist with project coordination and tourism marketing in order to allow the department to begin the process of prioritization and implementation of key Economic Development strategies.

- **Economic Development Block Grant** – Successfully created and distributed an extensive “Request for Proposal” regarding an EDBG Technical Assistance & Training grant, which will potentially allow access to CDBG funding for micro-enterprise loans for local small business. Currently staff is in ongoing communications with CDBG administrative staff in consultant screening process.

- **County-wide Strategic Plan** – Both the Economic Development Strategic Plan and the Marketing Plan Element for National Designation of the Scenic Byway were completed by independent consultant, Strategic Marketing Group. Restructuring the Economic Development department will allow staff to begin the prioritization and implementation of the Strategic Plan’s key strategic recommendations.

- **MP-I Geothermal Power Plant Project** – Completed permitting for the relocation of the Mammoth-Pacific (MP-I) geothermal power plant. A conditional use permit was issued to Ormat for this project, which is currently under a Writ of Mandamus appeal to the Mono County Superior Court.

- **CD-4 Geothermal Power Plant** – Continued to serve as the primary liaison between the Long Valley Hydrologic Advisory Committee (LVHAC) and the BLM/USFS in the environmental and technical review which will be required for this complex geothermal project currently in the initial stages of NEPA and CEQA document preparation. Due to the proposed drilling of up to 16 new wells, this project is potentially environmentally controversial.
DEPARTMENTAL GOALS FOR FY 2014-2015

The newly restructured Economic Development department will work to develop a more diverse and sustainable year-round economy for Mono County, thus stimulating increased revenue growth for local businesses, creating jobs, attracting new industry and new individuals to work and play here. One of the first steps is to prioritize and implement the key strategies as recommended in the Economic Development Strategic Plan. To that end, the following goals are proposed:

- **Economic Development Assistant** -- Expand current temporary contract position to full-time status in order for the department to have the resources to actively pursue Economic Development strategic initiatives and grant opportunities, while simultaneously implementing effective tourism and film commission marketing strategies.

- **County-wide Strategic Plan** -- Present the ED Strategic Plan to the RPAC’s and Chambers of Commerce for feedback and input by November 1 and present to the Board by mid-December, 2014 to establish priorities and direction.

- **State of the County** – Assist CAO department with the inaugural State of the County event for the business community in early January. Assist CAO with the Mono County Annual Report.

- **Leverage Digital 395** – Work with Mono County IT department to create educational and/or grant opportunities for local business to expand their capacity using high-speed broadband. Offer one informational seminar by December 2014.

- **Establish Inventory** -- Work with Community Development and GIS to establish an inventory of available/private land and buildings, zoning issues, and infrastructure that can be accessed by potential investors. Determine opportunities to match product/inventory with investors and begin outreach by February 2015.

- **Outreach to Visitors** – Develop and implement relocation communication to visitors through existing tourism marketing tactics and channels by August 1, and expand website content.

- **Economic Development Block Grant** – Hire Training & Technical Assistant consultant to meet grant requirements and complete training regarding micro-enterprise lending, anticipated to take place this summer/fall, 2014.

- **Staff Education and Training** – Enroll staff in at least three Economic Development-specific training programs/seminars/conferences. Register staff for the 3-day Introduction to Economic Development Certificate Program: Learning the Keys to Economic Development, offered by the California Association for Local Economic Development, the California Academy for Economic Development, and Fresno State University.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $145,084 in expenditures, and an increase of $50,000 in revenue, when compared to the FY 2013-2014 Board Approved Revised Budget. As a result, the Requested Net County Cost is a decrease of $195,084.
Personnel Costs decreased by $211,147 compared to the FY 2013-2014 Board Approved Revised Budget, due to Dan Lyster’s retirement and salary/benefit savings from department restructuring.

Revenues – A $50,000 increase in revenues is anticipated due to procurement of EDBG grant funding for consultant to provide required Technical Assistance & Training.

Personnel – See special policy item. The Department’s Requested Budget represents an increase by 1/2 in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies –

- 3250 – Variance is an increase due to expenditure of $50,000 EDBG grant funding received to hire consultant for Technical Assistance & Training, plus required cash match of $2500.
- 33350 – Variance is a decrease reflecting discontinued car allowance for two staff, and providing for education and travel for Economic Development-specific training, as well as $2000 to assist with the State of the County/Annual Report.
- 33351/33360 – An $800 increase in Vehicle Fuel Costs and $1900 in Motor Pool covers increased usage of county vehicle for department as a whole to attend to fisheries, economic development, and tourism business.

Support & Care of Persons – None

FY 2014-2015 STATE FUNDING SUMMARY

None.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED.

Full-time Economic Development Assistant: Expanding the current temporary 6-month limited term contract to a full-time position is critical for the prioritization and implementation of key economic development strategies as recommended in the Economic Development Strategic Plan, while continuing and maintaining the extensive tourism marketing effort. This full-time position will also be involved in pursuing revenue-generating and/or cost-saving grants and other key economic development projects. While a part-time position/intern is very helpful for accomplishing specific tasks and short-term projects, the complex, time-consuming nature of establishing the foundation of economic development initiatives as well as researching and pursuing grant opportunities, requires a significantly greater commitment. Expanding this position to full-time status allows the department to focus on both short-term funding opportunities and longer-term economic development initiatives that will contribute to the betterment of Mono County’s economy.
### COUNTY OF MONO
#### ECONOMIC DEVELOPMENT BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 190: ECONOMIC DEVELOPMENT**

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<td><strong>Total for DEPT 190: ECONOMIC DEVELOPMENT</strong></td>
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POLICY REQUEST FORM
FISCAL YEAR 2014-15

Department: Economic Development

Description of Program/Equipment:

**Full-time Economic Development Assistant:** Expanding the current temporary limited contract position to full-time status is critical for the ongoing management and successful implementation of economic development projects, as well as grant sourcing. While a part-time position or internship is very helpful for accomplishing specific tasks and short-term projects, the complex, time-consuming nature of implementing groundwork for Economic Development strategies requires a significantly greater commitment. In order to move forward with both short-term funding opportunities and longer-term economic development initiatives that will contribute to the improvement of Mono County's economy, adequate staffing is required for this department as the tourism marketing engine must simultaneously be maintained.

**Cost Components**

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<td>Supplies</td>
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<td>Materials</td>
<td>(cell phones, IT, phones)</td>
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<tr>
<td>Communications</td>
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<td>Computer</td>
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<td>Other</td>
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<td><strong>Total On-Going Cost:</strong></td>
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<td>Vehicle</td>
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<td>Equipment</td>
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<td>Work Space</td>
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<td>Other</td>
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<td><strong>Total One-Time Cost:</strong></td>
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<td><strong>Total Cost:</strong></td>
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**Revenue:**

The value of a full-time assistant translates to real economic impact. Once the priorities have been identified from the Economic Development Strategic Plan, implementation of the key strategies will require dedicated resources. The department vision is to implement strategies that will generate growth and revenue opportunities, create jobs, attract and retain new business, etc. while simultaneously maintaining the robust tourism marketing program -- an ambitious goal, which can be done with the right team in place. Establishing a business resource center, reviewing county ordinances to streamline approval processes, compiling a list of the region's inventory assets, creating business networking opportunities, conducting seminars to leverage highspeed broadband, researching funding sources -- these types of projects require trained, committed and competent staff. The restructuring of the department to expand by 1/2 FTE will allow us to move forward with long-awaited Economic Development growth strategies.
Fiscal Year 2014-15 — Budgeted Staff

Alicia Vennos
Manager

Jeff Simpson
Assistant

Fiscal Year 2014-15 — Proposed Restructuring

Alicia Vennos
Director

Jeff Simpson
Manager

Economic Development
Consultant

Elizabeth Erdelyi
Assistant
DEPARTMENTAL FUNCTIONS

The Economic Development Department strives to enhance the economic base of Mono County through job creation, by promoting tourism, and protecting the natural resources of the county. The department serves as the primary support staff to the Mono County Fisheries Commission, the Mono County Tourism and Film Commission and oversees and administers the Fish Enhancement and Fish & Game Fine Fund programs. Special projects such as the management of Conway Ranch and issues related to local geothermal plants and the Long Valley Hydrologic Advisory Committee have been re-assigned to Community Development/Public Works. This restructuring will allow the department to focus on tourism, the county’s primary economic driver, as well as to prioritize and implement key Economic Development initiatives regarding job creation, business retention and attraction, and mechanisms to support local small business.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Successful Trophy Trout stocking of over 21 Mono County waters.
- Provided $25,000 to Mono County Fisheries Commission for discretionary spending on projects directed to enhance the quantity and quality of fish stocked in Mono County waters.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Continue to provide outreach and support to local fish enhancement projects, such as the Bridgeport Fish Enhancement Foundation.
- Continue the Trophy Trout Stocking program at the same levels as in past years, and provide staff support to the Mono County Fisheries Commission.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The fund’s FY2014-2015 Requested Budget represents an increase of $6,091 in expenditures, and an increase of $86,191 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the requested Net County Cost for this fund reflects an increase of $138,541 which represents the requested “Operating Transfer In” to maintain the county’s annual fish stocking initiative, along with the Fisheries Commission’s annual allocation for special projects.

Revenues – Variance of $86,191 reflects the increase of the amount of “Operating Transfers In” to cover the county’s annual fish stocking contribution ($113,441) as well as the Fisheries Commission $25,000 discretionary fund for projects that augment the quantity and quality of fish stocked in Mono County waters.

The Department’s Requested Budget represents no change in the number of fulltime equivalent positions that are supported by this budget.

Services & Supplies –
• 3245 - Variance of $12,591 reflects the amount remaining in the FY2013-14 fish stocking contract with Inland Aquaculture Group (IAG). Since it is uncertain whether IAG has the ability to fulfill the contract, it is requested that the balance of funds available be applied towards the stocking contract with a new vendor for FY2014-15.

• 3312 – Variance shows a decrease $6,500 because of an outstanding 2012 invoice that the Fisheries Commission paid in FY2013-14 from an amount transferred in from the fund cash balance.

  Support & Care of Persons – No Change

  Fixed Assets – No Change

FY 2014-2015 STATE FUNDING SUMMARY

None

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None
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DEPARTMENTAL FUNCTIONS

The Economic Development Department strives to enhance the economic base of Mono County through job creation, by promoting tourism, and protecting the natural resources of the county. The department serves as the primary support staff to the Mono County Fisheries Commission, the Mono County Tourism and Film Commission and oversees and administers the Fish Enhancement and Fish & Game Fine Fund programs. Special projects such as the management of Conway Ranch and issues related to local geothermal plants and the Long Valley Hydrologic Advisory Committee have been re-assigned to Community Development/Public Works. This restructuring will allow the department to focus on tourism, the county’s primary economic driver, as well as to prioritize and implement key Economic Development initiatives regarding job creation, business retention and attraction, and mechanisms to support local small business.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- The Board of Supervisors approved expenditures from this fund during the FY 2013-14 to Eastern Sierra Wildlife Care (ESWC) and Bridgeport Fish Enhancement Foundation (BFEF). The payment to ESWC is $3500 annually pursuant to a five-year agreement which expires in March, 2016. The payment of $1,000 to BFEF was provided to purchase fish eggs that will be raised to stock into public waters in Mono County.

DEPARTMENTAL GOALS FOR FY 2014-2015

- To ensure the availability of a minimum of $3,500 for payment to Eastern Sierra Wildlife Care (ESWC) until March, 2016.
- Strive to ensure that expenditures from this fund focus on high priority projects for non-profit and/or governmental entities.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an increase of $4,501 in expenditures, and an increase of $100 in revenues, when compared to the FY 2013-2014 Board Approved Revised Budget. As a result, the Requested Net County Cost is an increase of $4,401 which reflects the request to expend a portion of the fund’s current cash balance in FY 2014-15.

Revenues – Variance reflects an increase of $100 (estimated interest income).

Personnel – The Department’s Requested Budget represents no change in the number of fulltime equivalent positions that are supported by this budget.

Services & Supplies –
- 3312 – Variance reflects an increase in expenditures to cover the Eastern Sierra Wildlife Care contract, and to make available additional funds from the current cash balance, with Board approval regarding the expenditures.

  Support & Care of Persons – None.

  Fixed Assets – No Change.

FY 2014-2015 STATE FUNDING SUMMARY

  None.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

  None.
## COUNTY OF MONO
### ECONOMIC DEVELOPMENT - FISH & GAME BUDGET COMPARISON REPORT

**FUND 716: FISH & GAME FINE FUND**

**DEPT 640: FISH & GAME PROPAGATION**

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### Revenues

- **716-27640-13030-00000000 FISH & GAME FINES**
  - 2012-13 Actual: 9,057.00
  - 2013-14 Budget - Revised: 7,500.00
  - 2014-15 Dept Requested: 6,302.00
  - 2014-15 CAO Recommended: 7,500.00
  - 2014-15 BOS Final Budget: 0

- **716-27640-14010-00000000 INTEREST INCOME**
  - 2012-13 Actual: 173
  - 2013-14 Budget - Revised: 0
  - 2014-15 Dept Requested: 104
  - 2014-15 CAO Recommended: 100
  - 2014-15 BOS Final Budget: 0

**Total Revenues**

- 2012-13 Actual: 9,230.00
- 2013-14 Budget - Revised: 7,500.00
- 2014-15 Dept Requested: 6,406.00
- 2014-15 CAO Recommended: 7,600.00
- 2014-15 BOS Final Budget: 0

### Expenditures

- **716-27640-33120-00000000 SPECIAL DEPARTMENT EXPENSE**
  - 2012-13 Actual: 10,370.00
  - 2013-14 Budget - Revised: 11,104.00
  - 2014-15 Dept Requested: 9,101.00
  - 2014-15 CAO Recommended: 15,605.00
  - 2014-15 BOS Final Budget: 15,605.00

**Total Expenditures**

- 2012-13 Actual: 10,370.00
- 2013-14 Budget - Revised: 11,104.00
- 2014-15 Dept Requested: 9,101.00
- 2014-15 CAO Recommended: 15,605.00
- 2014-15 BOS Final Budget: 15,605.00

**Total for DEPT 640: FISH & GAME PROPAGATION**

- 2012-13 Actual: -1,140.00
- 2013-14 Budget - Revised: -3,604.00
- 2014-15 Dept Requested: -2,695.00
- 2014-15 CAO Recommended: -8,005.00
- 2014-15 BOS Final Budget: -8,005.00
ECONOMIC DEVELOPMENT - TOURISM
106-19261

DEPARTMENTAL FUNCTIONS
Tourism is Mono County’s primary economic driver. Based on the Economic Impact/Visitor Profile Study from 2008, Mono County attracts an estimated 1.5 million visitors, who stay an average of 3.1 days, generating 4.7 million total visitor days. According to data supplied by Strategic Marketing Group, tourism generates $451 million in travel spending throughout the county, and 38% of all employment.

Under advisement by the Mono County Tourism & Film Commission, the Tourism department’s mission is to stimulate Mono County’s economic growth by increasing tourism visitation to California’s Eastern Sierra and the US Highway 395 corridor. The mission – and steps towards the vision that Mono County becomes the premiere mountain vacation destination in the United States – will be achieved by promoting the county’s diverse outdoor recreational opportunities, scenic beauty, natural wonders and tourism-related businesses, amenities, and organizations to travelers in search of memorable adventures.

Departmental responsibilities include strategic planning; the design, production, and distribution of all marketing communication materials; advertising campaigns; targeted outreach through Public Relations and social media; the development and maintenance of the MonoCounty.org website including Search Engine Optimization, Paid Media Search, and content management; presence at targeted consumer and travel trade shows; as well as forging positive relationships with community stakeholders, regional Chambers of Commerce, and tourism-related agencies and organizations within the region and the state. The department also includes the Mono County Film Commission which involves outreach and marketing to the film industry, as well as providing location and permitting assistance to location managers, scouts and film/TV productions. The goal is to position Mono County as a highly-accessible, film-friendly destination for commercials, still shoots, feature films and television.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- **Website Development** – Traffic to MonoCounty.org has increased 15.3% year-over-year. Added Google Translation widget to homepage so that content is now available in 51 languages. Added Booking.com widget making online reservations with participating partners available for the first time on our website. Revenue generated from commissions anticipated to be approximately $2400.
- **Mono County Visitor Guide** – Expanded Visitor Guide from 42 to 48 pages and increased distribution by 10,000. The guide is 100% advertising supported.
- **Fall Color Guide** – Re-designed, produced and distributed the Eastern Sierra Fall Color Map & Guide, working collaboratively with Inyo County, Bishop Chamber of Commerce and Mammoth Lakes Tourism.
- **Social Media** – Tripled fan base of tourism Facebook page, year-over-year, by 200% (5500 – 16,500) with a high level of engagement among influencers and their contacts. Since Jan. 2014, over 77,000 people have shared our posts. Monthly E-Newsletters have seen a slight increase in the average open rates, year-over-year, from 22% to 23% exceeding industry standards by 4.8%. Visitor Database has increased by 25% from 15,875 to 19,877 from trade show leads, reader response (print advertisement), website requests, and 800# phone requests.
- **Print Advertising** – Targeted, professionally-designed ads in fishing publications (addressing the drought - *Come on Up...the Water’s Fine*), in Visit California’s Official Visitor Guide, Sunset Magazine’s Road Trips, the new Yosemite Journal and Alaska Airlines inflight magazine generated thousands of Reader Response leads.
• **Community Event Marketing Fund** – Implemented a $40,000 grant program to assist 12 local non-profits county-wide to market their tourism-related events and drive overnight visitation.

• **Trade Shows** – Added San Diego Travel & Adventure Expo to the schedule, increasing trade shows attended to eight. Plus, staff represented the High Sierra Visitors Council and Mono County at Visit California’s New York Media Event in March. Over 3700 qualified leads were generated through tradeshows, contributing to a very responsive, qualified data base.

• **Film Commission** – Launching new “FilmMonoCounty.com” website for film professionals. Secured photo editorial coverage in the California Film Commission’s high-gloss Locations Guide. Worked with numerous commercials, including Levi Strauss, Silverado, Honda Pilot, Infiniti, and many more -- a total of 55 film permits were issued by Inyo National Forest, BLM, LADWP, Caltrans and State Parks.

• **National Park Service Grant** – Secured $3,000 in NPS grant funding to promote Mono County’s gateway communities and attractions, the East-side of Yosemite, and YARTS public transit in an effort to assist Yosemite in alleviating crowding issues in Yosemite Valley at peak times.

**DEPARTMENTAL GOALS FOR FY 2013-2014**

Transient Occupancy Tax for Quarters 1-3 indicates a 4.7% increase over FY 2012-13, and the highest Q1-3 TOT since 2008-09. The primary goal for Tourism in this next fiscal year is to increase overnight visitation to the region, particularly in the shoulder seasons, in an effort to maintain this upward trend.

GOAL: To continue to drive overnight and day visits to Mono County to increase TOT and visitor spending in Mono County.

STRATEGY #1: Improve and increase communication and marketing of the brand message which brings awareness to name/location “Mono County - California’s Eastern Sierra” and to the top three reasons people visit – outdoor recreation opportunities, scenic beauty, and to see the region’s natural wonders and historic attractions.

• **Visitor Guide** – Maintain increased distribution and newly expanded Improve Mono County Visitor Guide by generating advertising revenue. Revitalize photography and content.

• **Eastern Sierra Fall Color Guide** – Collaborate with partners (Inyo, Bishop Chamber, and Mammoth Lakes Tourism) to continue Certified distribution of regional Fall Color Guide.

• **Motor Touring Guide** – Secure a grant for the updating, reprinting, promotion and distribution.

• **Website** – The current MonoCounty.org website was launched in August, 2008 and the functionality and compatibility with internet browsers, etc. has become limiting. We will design and launch a new tourism website with accessible and current platforms and an open-source Customer Management System in order to increase functionality and keep updated with new search engine algorithms.

• **Social Media** - Expand social media reach by 25% through increase exposure to Mono County’s Facebook/Twitter outreach with targeted promotion and advertising to capture and engage key influencers; continue monthly E-Newsletters to database of just under 20,000.

• **Trade shows** Attend 8 tourism trade shows and at least 1 film locations show in order to continue to meet potential visitors face-to-face in key markets, increasing and replenishing visitor database with qualified leads, and distributing Visitor Guides, Scenic Event Calendars, and other primary marketing materials, and raising awareness of Mono County as a premiere outdoor recreation destination. Maximize co-operative presence at the shows with Yosemite Gateway Partners, High Sierra Visitors Council, Mammoth Lakes Tourism, and other US 395 corridor businesses and agencies.
• **Advertising:** Continue to promote Mono County on both a national and regional level in key publications (Visit California’s Official Visitor Guide and niche pubs like Western Outdoor News). Participate in co-op ads when possible with regional and tourism partners. Sponsor CaliforniaFallColor.com.

• **Public Relations** – Secure editorial in major travel-based and lifestyle publications, both print and online, as well as in niche publications by issuing targeted press releases and story ideas that push shoulder season travel to Mono County. Focus is to position the US Highway 395 resort corridor as the premiere road trip in America. Other interest-generating stories include family-friendly and dog-friendly vacation options, June Mountain’s “Kids Ski Free” promotion, Seasonal themes (Fall Colors, Spring Fishing, Winter Festivals), Hiking, High Altitude Training, Film-friendly destination for locations, special events, etc. Mono County will also attend Visit California’s annual LA Media Event.

• **Fulfillment** – Optimize interaction with visitors and potential visitors through 800-line/website requests for information, and reader response from print advertising.

• **Film Commission (Policy Item: $5000)** – Leveraging the current momentum and new FilmMonoCounty.com website, actively continue promoting Mono County as a film-friendly, accessible destination. Bring at least two incremental commercial productions to Mono County, generating an estimated $50,000 and a return on investment of 10:1. Support the Inyo National Forest Service in their goals to provide excellent service and turn-around times for permitting this time-sensitive market.

• **Community Event Marketing Fund (Policy Item: $20,000)** – Continue the grant program which directly provides support and assistance to communities, and thus the county overall, by growing existing tourism-related events. Previously known as “Local Program Funding,” this program has a proven track record of successfully supporting non-profit organizations to increase participation in established tourism-related events and/or to launch new events or programs that ultimately drive overnight visitation to communities.

• **Local Outreach:** Establish a monthly Tourism/Economic Development Newsletter for tourism partners and stakeholders; present tourism initiatives at RPAC’s and Chambers of Commerce.

**STRATEGY #2: Expand reach to additional regional and international markets.**

• Focus on 100% optimization of all programs, tools, and marketing channels available through Visit California by increasing communication and building relationships with marketing/PR/Social Media/International sales staff. Provide one in-person presentation to Visit California.

• Work closely and strategically with Mammoth Lakes Tourism and Mammoth Mountain Ski Area on media/travel trade familiarization trips and cooperative advertising promotions in Northern California, SoCal, Las Vegas, Denver, and on travel trade sales missions

• Work closely with High Sierra Visitors Council to ensure optimal representation at international travel shows and with contracted French travel broker, Mn’O.

**STRATEGY #3: Improve and develop co-operative and collaborative regional partnerships.**

• Increase access to, and improve outdoor recreation product by continuing to develop positive working relationships with US Forest Service, IAVC, regional visitor centers, community chambers of commerce, Friends of the Inyo, Caltrans, Inyo County, City of Bishop, High Sierra Visitors Council, Visit California, Mammoth Lakes Tourism, etc.
DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY2014-2015 Requested Budget represents an overall decrease of $140,138 in expenditures, and a decrease of $140,138 in revenues, when compared to the FY 2013-2014 Board Approved Budget, Q3. As a result, the Requested Net County Cost is a zero balance.

Revenues –

- TOT apportionment: $203,000. The FY14-15 apportionment is the same as that in FY13-14 based on a projected estimate that 14-15 TOT will generate similar or slightly higher revenues as 13-14. While 13-14 Quarters 1-3 represent a combined 4.7% increase over Q 1-3 in 2012-13, and June Mountain reopened this year for the 2013-14 winter season, the persistent drought conditions and low water levels may negatively impact tourism in the spring quarter. On the upside, approximately 87 lodging properties are utilizing Booking.com and the exponentially greater marketing reach for these businesses, and thus Mono County, is resulting in reports of increased bookings.

- Advertising Revenues: $30,800. Revenues for advertising sales for the annual Mono County Visitor Guide are projected to be similar to 2013-14; these revenues directly offset design/production and printing costs of the expanded guide.

- Calendar Revenue: $321. Bulk calendar sales to stakeholders are projected to be equal to 13-14 sales; these revenues directly offset the design/production cost of the Scenic Events calendar, distributed at all consumer travel shows.

- National Park Service Grant: $6,675. Reimbursement-based grant monies rolled over; plus and additional amount of $3000 was received to help communicate the best time for folks to travel to Yosemite Valley, what there is to do and see on the Eastside, bus transportation, etc. These funds must be expended by June 2015.

- Operating Transfers In for items that are approved annually by the Board: $30,000
  1. $10,000 – Request for annual County exhibit at California State Fair ($5,000), and Board’s annual contribution to the IAVC ($5,000).
  2. $20,000 – This is the portion of the Board’s “Contribution to Non-profits” which was transferred to the Mono County Tourism & Film Commission for the Community Event Marketing Fund.

Expenditures –

- 3245 – Variance reflects a decrease, reflecting the $50,000 Air Service allocation by the Board in FY 2013-14 which is a Special Policy Item and has not been included in the Department Requested budget.

- 3312 – Variance reflects a decrease, reflecting the $8,840 Trail Rehabilitation/Friends of the Inyo allocation by the Board in FY2013-14 which is not included in the Department Requested budget.

- 4702 – Variance reflects a decrease, due to the absence of the $20,000 policy item allocated by the Board in FY2013-14 for the Community Event Marketing Fund. This is a Special Policy Item and has not been included in the Department Requested budget.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED. Please see attached Policy forms.
## COUNTY OF MONO
### ECONOMIC DEVELOPMENT - TOURISM BUDGET COMPARISON REPORT

**FUND 106: TOURISM COMMISSION**

**DEPT 261: TOURISM**

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**Total Revenues**

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**Expenditures**

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**Total Expenditures**

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**Total for DEPT 261: TOURISM**

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POLICY ITEM REQUEST FORM

Department: Tourism

Description of Program/Equipment:
Film Commission Marketing/Support, $5,000 -- With a new FilmMonoCounty.com website ready to launch, continuing to market and promote our region as a highly accessible, film-friendly destination is more important than ever. Funding will allow advertising in the California Film Commission’s Locations Guide as well as in other key industry publications. It will provide the opportunity for representation of Mono County at industry events and locations conferences, to enhance our photo and video libraries, to help support local film festivals, and to collaborate on location industry familiarization tours with local and regional partners.

Cost Components

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Total Cost: 5,000

Revenue: Describe any revenue to offset the cost of the policy item
Based on estimated revenues from Mammoth Location Services, the average commercial generates approximately $25,000 in local spending. If an investment of $5,000 resulted in even two additional commercials for the county, the return on investment would be 10:1. In 2013, 55 film permits were issued by the Inyo National Forest, BLM, LADWP, Caltrans, and State Parks primarily for commercial productions. This number is down from 2012, by as much as 12% (figures still TBA) for reasons potentially related to the overall decrease in filming in California. With an increasingly competitive arena -- not only other film commissions in California, but locations like Louisiana, Michigan, and Canada -- it is imperative to continue marketing efforts and outreach to secure as much of the film business as possible.
POLICY REQUEST FORM
FISCAL YEAR 2014-15

Department: Tourism

Description of Program/Equipment:

1. $5000 - InterAgency Visitor Center. Mono County historically provides an annual contribution of $10,000 to support the operation of this multi-agency "gateway to the Eastern Sierra" Visitor Center in Lone Pine. The Tourism Commission contributes $5000 annually and the Board has traditionally provided $5000 from the General Fund. This request to transfer the Board's portion of $5000 allows Tourism to coordinate the total IAVC contribution with one contract and one transaction.

2. $5000 - California State Fair Exhibit. While this is a high-traffic venue in which to promote county attractions to the public in Northern California, additional funding is required to add this special exhibit to the trade show budget, which is committed to a full complement of consumer travel/fishing shows.

Cost Components

Salary: _________ (full year cost)
Benefits:
Supplies: _________ (includes vehicle, fuel)
Materials: _________ (cell phones, IT, phones)
Communications:
Computer:
Other:
Total On-Going Cost:

Vehicle:
Equipment:
Work Space:
Other: 10,000
Total One-Time Cost: 10,000

Total Cost: 10,000

Revenue: Describe any revenue to offset the cost of the policy item

Benefits that offset the cost:

1. IAVC Contribution: The IAVC receives 300,000 visitors annually and is a key hub for visitor traffic into the Eastern Sierra. As a result, it is a prime location from which to provide visitors information about Mono County's amenities, lodging, activities, events and attractions.

2. State Fair Exhibit: The State Fair exhibit generates approximately 950 consumer leads over 3 weeks -- this is low compared to targeted travel shows (eg. LA Travel Show generates over 800 leads in 2 days). However, general exposure for Mono County at the State Fair is positive with respect to the Northern California family market, in particular, and the Mono County exhibits (eg. featuring Bodie/Mono Lake/Devils Postpile) have won awards every year.
Department: Tourism

Description of Program/Equipment:
Community Event Marketing Fund (CEMF) - $40,000. Last year the Community Event Marketing Fund (originally "Local Program Funding") was re-established as a grant program to help local community groups market their tourism-based events to target audiences outside Mono County in order to drive overnight visits and create animation. The Mono County Tourism Commission manages this grant program and was given an allocation of $20,000 in FY 2013-14. The Board then allocated an additional $20,000 to the Commission for the CEMF from their funding for Community/Recreational Non-Profit organizations. With the $40,000 total amount, twelve non-profits were provided with funding to assist in the expanded marketing of their respective events. As proven by Walker's annual ATV Jamboree, the June Lake Triathlon, Bridgeport Trout Tournament and Ghosts of the Sagebrush Tour in Lee Vining – just a few events that received grant assistance in their formative years – events have excellent potential to grow every year and they do motivate people from outside the county to travel to the Eastern Sierra. The CEMF program is an initiative that requires a multi-year commitment in order to see successful results.

Cost Components

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<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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Revenue: Describe any revenue to offset the cost of the policy item
Assisting communities in marketing their local events OUTSIDE Mono County generates incremental Transient Occupancy Tax. For example, the June Lake Triathlon began with 35 participants seven years ago; it is now at 628 with almost 70% of athletes and their friends and family coming from outside the Eastern Sierra. At an average daily rate of $100/night for just 2 nights, (conservatively), the event generated $86,600 in room revenue and $10,392 in TOT for 2013 alone. Many similar events throughout the county that were originally assisted by Local Program Funding are showing similar or better returns. Events are naturally "viral" and just need a few years to build a loyal base of participants who, in turn, influence others to join. Successful events do not happen in just one or two years -- this request for continued funding is a longer-term investment that provides ongoing support for tourism-related events county-wide.
Concept Background
Blessed with a unique abundance and diversity of publicly owned lands, Mono County is truly wild by nature. People live and visit here because of these lands and the resources they provide – clean air, water, abundant wildlife, and an unparalleled depth and diversity of recreational opportunities.

Our public lands draw millions to hike, camp, fish, hunt, climb, bike, ski and snowboard, explore by 4wd and snowmobile, birdwatch, and photograph each year. In turn, these visitors support lodging, stores and restaurants, professional guides, and many other local businesses. As a result, the sustainability and growth of our local economies rely on our ability to ensure safe, enjoyable, and memorable experiences and opportunities on our public lands.

Federal agencies, namely the Inyo National Forest, Humboldt-Toiyabe National Forest and Bishop Field Office of the Bureau of Land Management historically developed and maintained the recreational infrastructure connecting communities to their surrounding public lands. However, as available budgets continue to shrink, they are struggling to complete routine trail and facilities maintenance along with other visitor service activities.

Recognizing the value of well-maintained and defined recreational access, Mono County communities have come together to form “trail committees” and draft “trail plans.” Organizations such as the June Lake Trails Committee, in partnership with County, local non-profit and forest service staff are working to make community identified trail alignments and ongoing maintenance a reality. The new Gull Lake Trail, built and currently maintained through a series of volunteer Trail Days exemplifies these efforts and represents the only new trail in the June Lake Loop in decades.

More than 50% of spring, summer, and fall visitors to Mono County come to the area to recreate on trails, making well-maintained and engaging trails for visitors and residents essential to their enjoyment. With the exceptional nature and variety of our public lands, great trails not only encourage people to visit, they offer experiences that can encourage longer stays when they do.

Communities around Mono County – from Antelope Valley to Sunny Slopes, to Chalfant– have an opportunity to successfully improve and sustain recreational access of all types of access – foot, horse, bike, off-highway vehicle – to the public lands in their backyards. Taking advantage of this requires an investment in the capacity to provide ongoing maintenance as well as future planning, permitting, design, and construction. Using a model of community stewardship can achieve much of this work including the design, construction, and ongoing maintenance of recreational infrastructure while connecting communities to their public lands in tangible ways.
Community Stewardship – Connecting people to connect the dots
A Community Stewardship program leverages the love and connection people have for their local public lands through a variety of hands-on volunteer stewardship activities including community trail planning efforts (e.g. June Lake Trails Committee and Bridgeport Trails Plan), community-building Trail Days, and trained individuals adopting a trail for maintenance.

Since 2009, Friends of the Inyo, with funding from Mono County and others, highlighted the efficacy of community stewardship for local trails through our work with the June Lake Trails Committee. We have organized and managed four successful June Lake Trails Days, coordinated trail design and permitting with the Forest Service and County staff, consistently participated in JLTC meetings, and supported local fundraising efforts for trails in the June Lake Loop.

In 2014 and 2015, Friends of the Inyo seeks renewed funding from Mono County to build on this success and build capacity for local, community-driven enhancement and maintenance projects on public lands. With the support of the county, Friends of the Inyo will provide professional trail maintenance, construction, planning, and, volunteer coordination in areas throughout the county to maintain existing trails, improve visitor and resident experiences, and plan for future enhancements.

Anticipated Role and Associated Costs
With Forest Service capacity greatly reduced due to budget shortfalls, the majority of foot, horse, bike, and motorized trails connecting communities no longer receive the maintenance needed to ensure safe, sustainable, and enjoyable experiences for trail users. At the same time, research, planning, and community engagement to enhance and develop trails suffers due to lack of staff capacity to support these efforts. To meet these needs, Friends of the Inyo proposes the following engagement in Mono County Trails for the 2014 – 2015 fiscal year:

Trail Design, Construction & Maintenance
Friends of the Inyo will provide one week of a professional trail crew to conduct trail maintenance and repair on established trails or assessments and potential construction of newly approved trails in priority areas in Mono County as identified in coordination with County staff and community advisors. In 2014 – 2015, these areas would likely include June Lake, the Mono Basin, Bridgeport and Antelope Valley, and may include installation of people counters to measure trail use and to assist in future planning and economic development efforts. All work will be completed in coordination with US National Forest staff as required. Specific projects could include trail maintenance on popular trails like Parker Bench and Lundy Canyon or work on community-driven trail assessment and development projects in Lee Vining and Antelope Valley.

At the same time, Friends of the Inyo’s Stewardship Program Manager and staff will work in cooperation with Mono County, Inyo National Forest, the Bishop BLM, and local advisory groups to identify projects, complete reporting requirements, and pursue
planning and research opportunities. Friends of the Inyo currently acts as the coordinator for June Lake Trails Day working with the local community and partner organizations to develop marketing materials, plan projects, and encourage public participation. In 2014-2015, other potential projects could include the development, review, and compilation of best management practices for trail maintenance and access in critical habitat areas and a review of opportunities and priorities for trails in Antelope Valley and Bridgeport.

**Trail Days**

Volunteer trails days are essential to developing community stewardship for local trails. In addition to accomplishing meaningful work, such as building new trail, maintaining and improving existing trail, and cleaning, maintaining, and improving recreational infrastructure (campgrounds, signage, interpretive kiosks, etc.), they act as powerful community-builders. For Trail Days, Friends of the Inyo provides all tools, a professional volunteer management team, liability insurance, and coordination with any and all appropriate agencies. A standard Trail Day typically costs approximately $4,000, which includes program management, project planning and coordination, professional staff, tools, supplies, and travel.

**Local Trails Committee Coordination & Community Capacity Building**

Projects to enhance recreational infrastructure on public lands often involve a daunting morass management, maintenance and federal process. Historically, local community-driven trails projects are successful when given time and patience and an effective group of engaged partners and dedicated local community members working together for their trails.

Strong engagement in local communities is essential. Trails committees and volunteer capacity are part of this formula as are efforts to educate communities about the fiscal realities of public lands facilities enhancement and maintenance. Friends of the Inyo understands this and works to identify and take advantage of opportunities for fundraising opportunities from private sources, local organizations and businesses, and project grants. For example, working with members of the June Lake Trails Committee, we launched a successful campaign to seek donations to support the maintenance and development of trails in June Lake. We will continue these efforts this year with all funds raised restricted to support current and future projects within the community.

**Conclusion**

Friends of the Inyo is thankful for Mono County’s support of our programs and of projects to enhance both trails and access to public lands for our local communities. With renewed support from Mono County, Friends of the Inyo can continue to maintain and enhance trails in the June Lake area and expand our efforts to include areas throughout Mono County while cultivating locally-driven community stewardship programs for public lands. With over a decade of experience in public lands stewardship, we look forward to continuing our work with Mono County to enhance connections to and opportunities for recreation on our local public lands for residents and visitors.
### Proposed Budget to Mono County for 2014-15 funding

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POLICY REQUEST FORM
FISCAL YEAR 2014-15

Department: Economic Development/Tourism

Description of Program/Equipment:
Air Service Subsidy Request. Mammoth Lakes Tourism is requesting county support for the 2014 Spring/Summer/Fall Air Service guarantee in the amount of $100,000. This is an increase from the FY2013-14 contribution of $50,000. A letter from Executive Director, John Urdi, explains that the summer 2013 subsidy came in at $854,114 -- the County contributed $50,000, the TBID contributed $342,298 (September-November) and the remainder came from Mammoth Lakes Tourism budget and reserve account in the amount of $461,816. Summer air service is growing and saw an increase of 1,080 passengers in summer 2013, representing a $622,080 increase in direct spending year-over-year, and the county's support is critical to maintaining access to our region for the destination visitor from domestic and international markets.

Cost Components

Salary: __________ (full year cost)
Benefits: __________
Supplies: __________ (includes vehicle, fuel)
Materials: __________ (cell phones, IT, phones)
Communications:
Computer: __________
Other: __________

Total On-Going Cost: __________

Vehicle: __________
Equipment: __________
Work Space: __________
Other: 100,000

Total One-Time Cost: 100,000

Total Cost: 100,000

Revenue:
Mr. Urdi reports that, based on the research by American Express, the total direct spending by air travelers in Mono County during the April – November time frame is $3,935,808 and that the total of the "non-Mammoth Lakes" direct spend is $539,807. With a $50,000 investment by the county, the return on investment is $10.80 for every $1 invested in air service. At $100,000 the return is $5.39 per $1 invested. Mr. Urdi estimates that the subsidy for summer 2014 will be approximately $700,000-$850,000 and that the TBID will support up to $500,000 and Mammoth Lakes will budget the remainder of the amount from Measure A funds. Mammoth Lakes Tourism respectfully requests a "flat and guaranteed contribution of $100,000 to the program cost regardless of the total air subsidy bill." Letter attached.
DEPARTMENT OF FINANCE  
100-12070

DEPARTMENTAL FUNCTIONS

The Finance Department includes functions of both Auditor-Controller and Treasurer-Tax Collector.

The Auditor-Controller Division is responsible for protecting the assets of the County. The Division provides financial information, accounting and auditing services, along with advice and assistance to the Board of Supervisors, the County Administrative Officer, County departments, special districts and the public. We monitor and assist in the preparation of the County’s and Specials Districts’ budgets and assure compliance with reporting and audit mandates. We oversee accounting functions of other County departments. We prepare special district State reports and aid in the special district audits. Other functions include payroll processing, property tax calculations and administration, general ledger accounting, accounts receivable, accounts payable, contract maintenance and processing, control of capital assets, assisting in the Single Audit, and preparation and administration of Cost Allocation Plan and State-Mandated Costs.

The Treasurer-Tax Collector Division: The County Treasury is the depository for County, School District, Special Districts and other Agency funds. All banking functions are handled by the Treasurer. Investment services are provided to ensure maximum safety while achieving the highest possible rate of return on public funds reaching over $68,000,000.00. The Tax Collector is responsible for the billing, collection, and accounting for all personal & real property taxes levied in the County. We are also responsible for collecting and managing the business license applications and renewals in the unincorporated area of Mono County and also collecting and auditing all transient occupancy tax. We collect franchise tax, and other various taxes and special assessments. Other functions include conducting a public auction on tax defaulted properties. The Treasurer’s office also performs all revenue billing and collections on EMS, Public Defender, Probation restitution, Mental Health, and District Attorney restitution.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- County financial audit for fiscal year 2012/13 completed with clean opinion
- Federal Single Audit for fiscal year 2012/13 completed with no findings
- Collections of over 98.23% of the 1st installment property taxes and 89.16% of the 2nd installment property taxes as of 4-30-2014 for the 2013/14 assessment roll year
- Performed a successful 2013 Tax Sale
- Maintained highest Treasury pool investment yield while staying in compliance with the investment policy
- Received State Controller’s Award for Counties Financial Transactions Reporting
- Successful implementation of in-house EMS billing process and elimination of outside billing agency
- Expanded ACH program for claim payments to Vendors – reduced staff time, check stock, & postage due to sending ACH remittance advices electronically via E-mail
- Established a Treasury Oversight Committee
- Maintained regularly scheduled T.O.T. audits for over 100 facilities
- Enabled a credit card acceptance function for individual departments
- Added Probation restitution fines and Mental Health collection to our Revenue Services Program
- Rated 11th by the California State Controller’s Office, out of 56 California counties, in return on investments for FY 12/13
- Provided customer service staffing for the Bridgeport reception area in Annex I

DEPARTMENTAL GOALS FOR FY 2014-2015

- Complete financial audit and have FY 2013/14 audited financial statements available prior to Dec 31, 2014
• Continue to provide meaningful professional training for department personnel
• Continue emphasis on reducing Finance Department’s error rates
• Continue to meet all State, Federal, and other reporting and financial deadlines
• Continue to refine collections effort to improve revenues
• Continue implementation of payroll interface with Public Works cost accounting system (CAMS)
• Continue to improve fiscal services provided to LTC, Community Development, and the Paramedic program
• Maintain quality results in the Treasury Pool in a difficult economic market
• Implementation of Employee Self-Service Portal and E-Forms
• Continue to maintain and build our relationship with Oak Valley Community Bank
• Continue to research and expand our revenue collections process for higher collections of revenue
• Continue research and potential implementation of consolidated Innoprise Suite to reduce software program maintenance costs and improve efficiency among departments
• Amend the Mono County Business License Ordinance to allow a fee exemption for applicants who are doing business in Mono County for 1 day or less
• Implement the acceptance for on-line payments for Paramedic and Revenue Services

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $53,832 in expenditures, and no change in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $53,832.

Personnel Costs increased by $12,225 compared to the FY 2013-2014 Board Approved Budget, due to changes in personnel classifications, i.e. promotion and vacant positions budgeted at lower step/grade level but highest benefit cost, elimination of temporary position, and changes to insurance.

Revenues – Revenues stayed constant compared to the FY 2013-2014 Board Approved Budget. Business license fees have been decreased based on estimates for the remainder of the 13-14 fiscal year. Accounting Service Fees have been increased due to anticipated Copier Pool staff time.

Personnel – The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget. Personnel costs increased overall by $12,225. Notable changes include the elimination of a temporary part-time position that was used to cover maternity leave for an employee. These costs reflect no salary increases due to COLAs, management salaries, or step increases. We currently have 1 and ½ vacant positions that are being maintained – 1 FTE vacancy in the Treasurer-Tax Collector Division and ½ FTE vacancy in the Auditor-Controller Division. We currently share an employee with the Insurance budget for the Auditor-Controller vacancy.

Services & Supplies – Workers’ Compensation & Liability Insurance costs have increased based on a calculation prepared by the Finance Department. Consulting and Professional Services have been decreased due to services no longer needed on a special project. Property Tax Maintenance costs have increased. Travel and Training increased slightly due to additional training resources available.

Support & Care of Persons – Not Applicable.

Fixed Assets – Not Applicable at this time.

FY 2013-2014 STATE FUNDING SUMMARY

No impact as this budget unit does not rely on State funding.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None.
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# COUNTY OF MONO

## FINANCE BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 070: DEPARTMENT OF FINANCE**

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</table>
DEPARTMENTAL FUNCTIONS

The Copier Pool is responsible for providing all copiers to Mono County Offices. The pool handles all new copier purchases and keeps maintenance contracts on all existing machines. The maintenance contracts cover service, parts, and toner on copy machines. Paper and staples for the copy machines are ordered by each department and charged to the copier pool. The pool is also responsible for taking copier count readings, which are reported to the service company maintaining the machines and for use in billing each department.

The charges for copies for fiscal year 13/14 were charged at $0.06 for black and white copies and $0.13 for color copies. The new rates for fiscal year 14/15 are $0.06 for black and white copies and $0.12 for color copies. As the copier pool replaces the older more expensive copy machines with new less expensive copy machines the rates will continue to drop. Copier charges are calculated by adding all expenditures and depreciation together and dividing that total by the anticipated amount of copies to be made throughout the fiscal year.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Purchased 4 new and 1 reconditioned copy machines.
- Provided departments with reliable copy machines.
- Added Fax capabilities to copiers where needed. (Reducing the need for an additional Fax machine in those offices.)
- Insured all new copiers had Data Encryption and Hard Drive Erasing capabilities, which helps in the security of confidential data.
- Maintained costs slightly under budget.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Renegotiate new service contracts on all machines.
- Replace 3 older copy machines.
- Continue to insure each department’s copier needs are met.
- Continue to look for additional ways to reduce costs.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $3,917 in expenditures, and a decrease of $1,875 in revenues, when compared to the FY 2013-2014 original Board Approved Budget. As a result, the net cost to the fund increased by $5,792. Requested will provide a Net Contribution to the Internal Service Fund of $6,261.

Revenues – The increase in Inter-Fund Revenue is a result of increased use of copiers by the departments.

Personnel - The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget. Personnel costs are estimated at $1,000 and will be based on time studies.

Services & Supplies – There is a slight decrease of $2,500 in services and supplies. The decrease is a result of fine tuning the maintenance contracts.
Fixed Assets – Three new copiers will be purchased to replace older unreliable machines. The FY 14/15 Requested Budget Reflects an increase of $2,200 in Fixed Assets.

FY 2013-2014 STATE FUNDING SUMMARY

No impact as this budget unit does not rely on State funding.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

- No policy items to review. All copiers to be purchased are for replacement and fall below the $10,000 threshold.
## COUNTY OF MONO
### FINANCE - COPIER POOL BUDGET COMPARISON REPORT

**FUND 655: COPIER POOL**
**DEPT 335: COPIER POOL**

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## COUNTY OF MONO
### FINANCE - GENERAL REVENUE BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 000: GENERAL**

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## COUNTY OF MONO
### FINANCE - GENERAL REVENUE BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 000: GENERAL**

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**Expenditures**

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<tr>
<td>100-00000-32960-00000000</td>
<td>A-87 INDIRECT COSTS</td>
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<td><strong>Total Expenditures</strong></td>
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**Total for DEPT 000: GENERAL**

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## COUNTY OF MONO
### FINANCE - OTHER - CLINIC BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**  
**DEPT 860: BRIDGEPORT CLINIC**

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<td>100-41860-30280-00000000</td>
<td>TELEPHONE/COMMUNICATIONS</td>
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<td>100-41860-33600-00000000</td>
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<td><strong>99,309.00</strong></td>
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| Total for DEPT 860: BRIDGEPORT CLINIC | | **-364,805.00** | **-124,000.00** | **-99,309.00** | **-124,000.00** | **-124,000.00** | **0**                  |
## COUNTY OF MONO
### FINANCE - OTHER - COUNTY MOE BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 437: COUNTY MOE**

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<td>100-21437-38001-00000000 COUNTY FACILITIES MOE</td>
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**Total for DEPT 437: COUNTY MOE**

|                         | -920,963.00                  | -736,132.00    | -698,857.00   | -736,132.00    | -736,132.00            | 0                      |                           |
### COUNTY OF MONO
#### FINANCE - CSA#1 BUDGET COMPARISON REPORT

**FUND 725: COUNTY SERVICE AREA #1-CROWLEY**

**DEPT 000: GENERAL**

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<td>MISCELLANEOUS REVENUE</td>
<td>6,180.00</td>
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**Revenues**

| Total Revenues | 155,623.00 | 143,840.00 | 143,768.00 | 144,100.00 | 144,100.00 | 0 |

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<td>4,519.00</td>
<td>3,530.00</td>
<td>3,665.00</td>
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**Expenditures**

| Total Expenditures | 34,934.00 | 501,878.00 | 38,010.00 | 93,305.00 | 93,305.00 | 0 |

**Total for DEPT 000: GENERAL**

| 120,689.00 | -358,038.00 | 105,758.00 | 50,795.00 | 50,795.00 | 0 |
### COUNTY OF MONO
#### FINANCE - CSA#2 BUDGET COMPARISON REPORT

**FUND 730: COUNTY SERVICE AREA #2-BENTON**  
**DEPT 000: GENERAL**

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<td>730-10000-14010-00000000</td>
<td>INTEREST INCOME</td>
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<td>730-10000-16055-00000000</td>
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<td>730-10000-18010-00000000</td>
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### Expenditures

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<td>730-10000-31200-00000000</td>
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<td>OFFICE EXPENSE</td>
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<td>730-10000-33600-00000000</td>
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**Total for DEPT 000: GENERAL**

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## COUNTY OF MONO

### FINANCE - CSA#5 BUDGET COMPARISON REPORT

**FUND 735: COUNTY SERVICE AREA #5-BPT**  
**DEPT 000: GENERAL**

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**Total for DEPT 000: GENERAL**

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**Page 165**
## COUNTY OF MONO
### FINANCE - OTHER - DEBT SERVICES BUDGET COMPARISON REPORT

FUND 194: DEBT SERVICE FUND  
DEPT 000: GENERAL

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| **Total for DEPT 000: GENERAL** | | **320,015.00** | **200** | **-75,047.00** | **0** | **0** | **0** |
## COUNTY OF MONO
### FINANCE - OTHER - FARM ADVISOR BUDGET COMPARISON REPORT

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## COUNTY OF MONO

### FINANCE - OTHER - GRAND JURY BUDGET COMPARISON REPORT

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## COUNTY OF MONO
### FINANCE - OTHER - LAW LIBRARY BUDGET COMPARISON REPORT

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## COUNTY OF MONO
**FINANCE - OTHER - PUBLIC DEFENDER BUDGET COMPARISON REPORT**

### DEPT 435: PUBLIC DEFENDER

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## COUNTY OF MONO
### FINANCE - OTHER - SEALER/AG COMMISSIONER BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 580: SEALER WEIGHTS- MEASURES/AG CO**

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## COUNTY OF MONO
### FINANCE - OTHER - VETERANS SERVICES BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 878: VETERANS SERVICES OFFICER**

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DEPARTMENTAL FUNCTIONS
The Mono County IT Department provides the core technology, data, and communications infrastructure for Mono County and the Town of Mammoth Lakes at over 25 facilities/sites. Our staff manages and maintains over 80 servers, on four networks with all complementary technology (including routers, firewalls, switches, and data storage devices) in order to deliver high quality computing services and support communication needs for our staff. In addition to the primary Town and County networks, we maintain all aspects of the Mono County Sheriff Department and Mammoth Lakes Police Department. Additionally, the IT Department oversees the development and maintenance of the County & Town’s Federated Geographic Information System, including implementation and maintenance of hardware and software, application development, maintenance of nearly one hundred data sets, and end-user support.

The IT Department is focused on innovation and determined to deliver modern technologic solutions in a creative and cost-effective manner within all areas we support. We are determined to find ways to collaborate with other jurisdictions to improve service delivery, find more efficient ways of doing business, and minimize departmental overhead in terms of both staff and infrastructure costs.

MAJOR ACCOMPLISHMENTS IN FISCAL YEAR 2013-2014
Technology Division Accomplishments:
- Develop IT Strategic Plan for Mono County & Town of Mammoth Lakes – 90% Complete
- Implement new phone system for selected sites - Complete
- Implement Digital 395 in all County and Town sites - Complete
- Sign and fulfill obligations of contract with Town of Mammoth Lakes for IT Support & Services - Complete
- Increase staff and user Training - Ongoing

GIS Division Accomplishments:
- Complete updates to GIS Strategic Plan & Operating Policies – 90% Complete
- Leverage Digital 395 infrastructure to unify and streamline GIS across County/Town network - Complete
- Perform utility infrastructure inventory and develop associated data- In Process
- Update MLTS trails signs and convert entire process to GIS – 90% Complete
- Develop and manage data, website, and apps for Mammoth-Yosemite trail project - Complete
- Complete Centerline data update & continue work on addressing issues – In Process
- Complete geometry input for Highway 395 Right of Way for control (Cadastre management) – In Process
- Database updates & replication – In Process
- ParcelViewer redesign effort – Tabled

DEPARTMENTAL GOALS FOR FISCAL YEAR 2014-2015
Technology Division Goals:
- Deploy VoIP Phones at all road shops and paramedic stations
- Improve work order processing procedures focusing on customer success
• Continue expansion and implementation of video conferencing, including a desktop use model
• Implement video conferencing system & Suite Z improvements for the Town of Mammoth Lakes
• Decommission servers and clean out Town server room
• Get all remote sites onto County and Town domain using Digital 395 interconnects
• Implement multi-site RIMS for law enforcement agencies
• Implement network connectivity and case management systems at the Mammoth Lakes courthouse
• Replace all Wireless Access Points with Ubiquiti Unifi devices
• Increase staff and user Training

GIS Division Goals:
• Perform utility infrastructure inventory and develop associated data
• Complete Centerline data update & continue work on addressing issues
• Implement GIS in Emergency Operations Center (EOC)
• Continue development and improvements to Pavement and Asset Management System (PMS/AMS)
• Update unit data for commercial complexes and multi-story condos for e911 purposes
• Complete geometry input for Highway 395 Right of Way for control (Cadastre management)
• Establish Possessory Interest & Mining Claim parcel types within the Cadastral Fabric dataset
• Better integrate recorded and associated maps with the ParcelViewer application for ease of access
• Implement the Operations Dashboard application for the Sheriff's e911 dispatch needs
• Setup the Workflow Manager application for ArcGIS Server and implement for appropriate workflows
• Complete the integration scripting associated with Mammoth Lakes Fire Department's use of Firehouse RMS

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015
The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $14,715 in expenditures, and an increase of $45,400 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $60,115.

Personnel Costs decreased by $10,458 compared to the FY 2013-2014 Board Approved Budget.

Revenues:
This year’s budget includes $325k in revenue. This is comprised primarily of contract revenue, with only $50k expected to come from our sole grant funding source from the Local Transportation Commission.

The primary contract revenue ($228k) comes from the Town which covers 100% of an IT Specialist position, includes $75k for GIS – covering one GIS Technician position, and includes 15% overhead for the management and administration of the Town IT Services contract.

Revenues are increased by 14% in our budget this year by roughly $40k, which is a result of (a) receiving the full amount of the Town of Mammoth Lakes IT Services Contract (last year was pro-rated due to a late start date), and (b) inclusion of $28k of ‘direct charge’ money from Social Services for IT services.
**Personnel:**
During the 2013-2014 mid-year budget review, the IT Department forfeited an IT Technician position in order to achieve a 5% reduction in expenditures. While we have been surviving without this position for the past nine months, the long-term ability to sustain the pressures of support requests and project workload will come to bear as more demand and expectation is placed on IT by the rest of the organization.

Additionally, we anticipate losing our current GIS team lead (GIS Specialist I – Peter Kobylarz) during the ‘14-’15 fiscal year, which will be a tremendous blow the organization and our department. The value of both the specialized skillset and institutional knowledge of this employee cannot be matched through simply re-filling that position, namely because he is underpaid and in many ways working out of class. As such, we have modified the personnel budget to reflect the need to recruit at a GIS Specialist II level, rather than at the Specialist I currently held by the incumbent. There is also money budgeted in the Overtime line item for anticipated buyout of vacation and sick time for Peter.

Our current department structure includes of a Technology Services Division consisting of six IT Specialists (one level I, two level II and three level III) and a GIS Division consisting of one GIS Specialist and two GIS Technicians. All staff are overseen by the IT Director. This is the first time in the last ten years that the department has been under one manager (rather than two), and is the leanest we have ever operated.

With the current staffing level and PC count at the County and Town, our technician to PC ratio is about 1:60. This is barely sustainable, and means that some area of our business is always suffering. We are either focused on projects at the expense of providing tech support, or invested in support and lack resources to implement new technology and complete projects. It’s a delicate balance requiring constant juggling of priorities.

**Services & Supplies Expenses:**
Over the last year, the IT Department has focused significant energy on finding ways to cut costs while maintaining a high level of service for our customers. This has been accomplished through redesigning our service model, partnering with the Town of Mammoth Lakes on technology infrastructure and maintenance, moving into a new lower-cost office space, and implementing smart, cost-effective technologic solutions.

As a result, we have been able to trim our overall Service & Supply budget by $17k while still having enough money to allow for system improvements and upgrades. For example, we realized $27k of cost savings through the relocation of the Mammoth IT office to Minaret Mall, which is allowing us to obligate one-time money to improve our infrastructure and be more emergency prepared with redundant power, in an improved server room.

New this year is the Technology Refresh Program. This will establish an IT managed fund that will be used to replace aging PCs throughout the organization. Rather than relying on departments budgeting for the full replacement amount of a PC each year, they are being asked to pay a fixed rate ($225) per each PC they have in service, each year. IT will track the age of desktop computers, and replace them once they reach the five year mark (or sooner where necessary).

It should also be noted that the long-term cost savings of implementing Digital 395 will begin to be realized during the 2014-2015 fiscal year, as our Verizon point-to-point network charges will be eliminated. Furthermore, it is estimated that the County realizes approximately $35k of tax revenue
through the assessed value of the Digital 395 network, which almost completely offsets the $41k annual expense of our current service agreement.

Finally, as part of this year’s budget effort, IT consolidated a number of categories/line-items in order to simplify how we budget and track money in the infrastructure expenditure areas.

**Travel & Training:**
Staff are our most valuable resource, and keeping a well-educated and trained IT staff is vitally important to ensuring effective and efficient technology implementation. As such, we have reduced our Travel & Training budget from last year by $500, but essentially retained the line item to ensure that we have the money necessary to both send staff to remote training, and purchase online training where relevant and appropriate.

We have reduced our overall Vehicle Fuel budget by 5% from the adjusted mid-year amount, though our Motor Pool Expense did go up as we have a second (older) dedicated vehicle for Bridgeport IT staff to utilize.

**Fixed Assets**
Included in this year’s budget is the replacement of our Bridgeport Storage Area Network (SAN) disk array which has reached its end of life. Maintaining this infrastructure is critical to ensure data storage for the County.

**FY 2014-2015 STATE FUNDING SUMMARY**
The IT Department receives State revenue through work performed for the Community Development Department in the form of Local Transportation Commission (LTC) funds. IT works closely with Community Development each year to develop Work Elements as part of the Overall Work Program, which the GIS team helps to complete. Though these funds have been fairly stable in the past, they do fluctuate year-to-year, along with the associated work.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**
1. Board Streaming & Government Transparency Suite $17,588  
2. Innoprise Enterprise Resource Planning (ERP) Upgrade $375,131
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<td>MOTOR POOL EXPENSE</td>
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<td>CAPITAL EQUIPMENT, $5,000+</td>
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<td>507,372.00</td>
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<td><strong>Total for DEPT 300: INFORMATION TECHNOLOGY</strong></td>
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<td>-370,350.00</td>
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</table>
Department: Information Technology & CAO

Description of Program/Equipment:
This policy item would implement a hardware & software solution which would enable the streaming, recording, and indexing of Board of Supervisor Meetings through an web-based portal. Implementation of a Government Transparency Suite would streamline the production of meeting minutes, and make the content more readily available for staff and constituents. There are several leaders in this industry, each providing a competing strategy at varying price-points. The numbers below reflect the high end of the spectrum of choices.

Cost Components

<table>
<thead>
<tr>
<th>Maintenance Costs</th>
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<tbody>
<tr>
<td>Recurring Monthly Cost</td>
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<tr>
<td>Total On-Going Cost</td>
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</table>

<table>
<thead>
<tr>
<th>Hardware Encoder</th>
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<tbody>
<tr>
<td>$9,200</td>
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<tr>
<td>Total One-Time Cost</td>
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<tr>
<td>Total Cost</td>
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</table>

Revenue:
There is no revenue offset for this policy item, however, there would be realized efficiency in the area of minutes production and making meetings available for future review.
Innoprise System Upgrade

Department: Information Technology & Finance

Description of Program/Equipment:
This policy item would upgrade the County's existing ‘GEMS’ finance system to Harris Computing's Enterprise Resource Planning (ERP) 'Innoprise' solution. This upgrade would provide the County access to a fully integrated ERP system including Financials, Payroll/HR, Cash Receipting, and Community Development all bundled together. This system upgrade includes data conversion, module purchasing, professional services, and some small one-time costs for supporting infrastructure. The upgrade would automate the time-keeping and payroll system, eliminating paper timesheets and the need for duplicate time entry. The additional functionality of HR would streamline the process surrounding new personnel (job applications, processing in, personnel action, evaluations, etc.) Integrating the Community Development portal would eliminate the existing BasicGov system (and on-going high-dollar maintenance), and integration of Work Orders and Tax would eliminate existing systems and their associated costs. All of this will improve customer service and streamline processes significantly, saving staff time and money.

Cost Components

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<tr>
<th>Description</th>
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<td>Maintenance Costs</td>
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<td>Finance</td>
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<td><strong>Total On-Going Cost:</strong></td>
<td><strong>$57,218</strong></td>
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This cost will not be incurred until the following fiscal year once implementation is complete.

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
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<td>Professional Services</td>
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<td>Hardware</td>
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<td>Discounts</td>
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<td><strong>Total One-Time Cost:</strong></td>
<td><strong>$375,131</strong></td>
</tr>
</tbody>
</table>

| Total Cost                      | **$375,131** |

Revenue:
There is no actual revenue offset for this item, however, the funding source has been considered. One financing option staff is considering is a one-time loan from the treasury, paid back with interest over a period of three years. In addition, the long-term cost savings realized through system consolidation would pay for the up-front cost 2.9 years. It should also be noted that the staff time saved through the automation of business processes such as time entry, and payroll processing. These things would present significant salary savings, though they are somewhat difficult to quantify at this time.
MONO COUNTY INFORMATION TECHNOLOGY
Organization Chart
FY 2014-2015

IT Director
GIS Coordinator
Nate Greenberg

GIS Division
- GIS Specialist I
  Peter Nabbat
- GIS Technician II
  Steve Connell
- Cadastral Mapper
  Ryan Goodner-Bell

Technology Division
- IT Specialist III
  Cameron Cary
- IT Specialist III
  Greg Kiley
- IT Specialist III
  Andy Liu
- IT Specialist I
  Jami Peterson
- IT Specialist II
  Greg Kiley
- IT Specialist II
  Neil Petersen
TECHNOLOGY REFRESH PROGRAM
653-17300

FUND FUNCTION
New for the 2014-2015 Fiscal Year is the Technology Refresh program. The program was established in order to generate a consistent revenue stream for the purpose of technology infrastructure replacement – primarily desktop PCs. In the past, each department was expected to maintain an inventory of the PCs in service and their age, and budget to replace them as necessary each year. The issue that this creates is an inconsistent approach to PC replacement, departments with a large number of old PCs that need to be replaced, and the associated maintenance headaches for IT.

Beginning in 2014-2015, departments (other than Health & Human Services departments), are asked to budget $225 for each PC in service in their department that year. At the beginning of the fiscal year, the budgeted amount will be transferred into Fund 653 which will be managed by Information Technology. The IT department will utilize money from Fund 653 to replace desktop PCs within each department that are five years of age and older. IT will utilize our asset inventory system to track PCs and prioritize which ones need to be replaced and on what interval.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

Revenues:
Based on the initial PC count numbers and the PCs which need to be replaced in the Health & Human Services departments, the fund is expected to receive $60,000 in revenue during the 2014-2015 FY.

Expenses:
Based on the initial PC count numbers and the PCs which need to be replaced in the Health & Human Services departments, we anticipate spending $30,000 out of the fund during the 2014-2015 FY. The remaining money will be rolled forward to help larger future PC replacement needs.
## COUNTY OF MONO
### INFORMATION TECHNOLOGY - TECHNOLOGY REFRESH BUDGET COMPARISON REPORT

**FUND 653: TECH REFRESH INTERNAL SERVICE**

**DEPT 300: INFORMATION TECHNOLOGY**

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COUNTY OF MONO

INFORMATION TECHNOLOGY - TECHNOLOGY REFRESH BUDGET COMPARISON REPORT

FUND 653: TECH REFRESH INTERNAL SERVICE

DEPT 300: INFORMATION TECHNOLOGY

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DEPARTMENTAL FUNCTIONS

The Chief Probation Officer (CPO), under broad policy direction from the County Administrative Officer, Presiding Judge of the Superior Court, and the Board of Supervisors, is responsible for the administration and management of probation services. Within this environment, the CPO, in consultation with the Superior Court and the CAO and working through employees, formulates, implements and evaluates all agency functions, activities, policies and procedures, goals and objectives, budget and finances, and staff. In addition, the CPO is responsible for interpreting applicable and appropriate laws, ordinances, regulations, and rules.

The CPO maintains authentic relationships with justice partners, provides leadership to as well as interacts and collaborates with multi-disciplinary groups, organizations/entities, including community and special interest groups, justice system departments, commissions, the Mono Grand Jury, community groups, educational institutions, law enforcement agencies, and county departments.

Core Responsibilities and Programs

Adult probation is statutorily required to provide services or actions as ordered by a Judge or as described within the Welfare and Institution Code, Vehicle Code, Government Code and Penal Code (PC). Probation means the suspension of the imposition or execution of a sentence and order of conditional and revocable release in the community under the supervision of a probation officer (PC1203). Specifically, adult probation provides investigations, pre-sentence reports, conditional supervision if ordered by the court, supervision of PC1000 deferred or “diversion” program, ensures victims are made whole by monitoring restitution payments and other orders, provides direct supervision of adults using systems and tools available (e.g. electronic monitoring, drug monitoring, etc.), ensures changes in Penal Code and Welfare and Institutions Code are applied such as AB109 realignment, abides by viable changes to the laws, applies Evidence Based Practices (EBP) and programs by facilitating groups (i.e., Moral Reconciliation Therapy – cognitive behavioral therapy to increase moral reasoning), substance abuse, and Anger Replacement Therapy (ART) - development of individual competencies to address various emotional and social aspects that contribute to aggressive behavior), conducts EBP risk-needs assessments, provides sex offender risk assessments (SARATSO – State Authorized Risk Assessment Tool for Sex Offenders), oversees Deferred Entry of Judgment (PC1000), collects fees and fines, ensures sex offenders and drug offenders are registered, communicates frequently with justice partners, transports offenders, oversees diversion program, invests in prevention and diversion programs, oversees and applies electronic monitoring, pursues collections and collects money (in compliance with minimum accounting standards), complies with State Board of Corrections Selection and Training Standards (STC), Board of State and Community Corrections (BSCC) grant oversight and other funding, enters into community based program agreements, prepares court ordered Step-Adoption Reports, coordinates with Interstate Transfer Department (ICOTS) and plans through the Community Corrections Partnership new programs and assistance for returning and transitioning offenders.
MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- The employee excellence program began and twelve employees received awards with one county and one judicial employee also recognized
- Hired an additional probation officer under the AB109 realignment
- Achieved 98.7% success in completion of submitted PC1000 reports in time frame
- All staff complied with the annual training requirements thereby maximizing the State Board of Corrections Selection and Training Standards (STC) reimbursement
- Partnered with neighboring counties to bring STC Training and Staff Development courses to minimize travel to include a local weapons academy (PC832) with two probation officers attending
- Implemented and applied risk/needs assessments for adults (STRONG – Static Risk and Offender Needs Guide)
- Training was provided to all probation staff and county leadership on evidence based practices, integrated management and sustaining change through the EBP-TIPS grant
- Replaced probation officer service weapons with Gen 4 .40 Glock and officers are now attending qualification to include approach and tactical every quarter
- Ensured funding compliance of AB109 and other MOU’s
- Collaborated with Treasure’s Office to create collections procedure
- Purchased and installed radios in adult probation officer vehicles
- Provided programs for adults in North County by providing PC1000 groups and the Domestic Violence groups
- Completed our Adult Team consisting of three officers
- Enrolled and completed Core Academy for two officers
- Developed the Aggression Replacement Therapy (ART) which is now ready for roll out
- Trained and funded multi-agency employees in Moral Reconciliation Therapy (MRT) to be applied with youth and adults
- Attained 100% on performance evaluation of adult officers and other staff
- Trained and certified finance manager on the California Law Enforcement Telecommunications System (CLETS)
- Implemented field contact matrix and began evening and weekend contacts for adults
- Planned and executed leadership development for two lead PO’s
- Increased collections on outstanding fees and fines by 100% exceeding the projected amount of 20%
- Evaluated current case management system (New Dawn’s Justware) and prepared and received an agreement through grant with vendor for replacement through SB678 (Homeland Justice’s Smart Probation)
- Community Corrections Partnership delivered an overview of AB109 and impact in Mono County to the Mono County Board of Supervisors
- Purchased iPads for the field for probation officers to remotely track adults, collect funds, and provide real-time information for offenders and citizens

DEPARTMENTAL GOALS FOR FY 2014-2015

- To finalize and implement Graduated Sanctions and Incentives procedures for offenders pursuant to evidence based practices. Graduated Sanctions means a standardized matrix (by level of supervision) of consequences or responses to technical violations (e.g., not appearing for office check-in, etc.) and substantive violations (e.g., drug use, new crime, etc.). Incentives means a standardized
matrix of incentives or positive reinforcers for compliance and prosocial behavior (e.g., later curfews, less required contact with probation officer, etc.).

- Plan and execute Common Ground Strategic Planning for all probation employees for a final product of mission, vision and 5, 10 and 20 year plan
- Add Cube service to iPads so PO’s may take card payments in the field and office using Debit or Credit cards
- Prepare a comprehensive multiagency report for realignment through the Community Corrections Partnership (CCP) to be approved by the Board of Supervisors
- CCP will ensure all regulations and codes are adhered to for the purpose of opening a transition house for AB109 offenders released from jail
- Continuation of the CCP plan to prepare a plan and initiate an educational, programmatic and treatment program under AB109 in the community and jail
- Train an adult officer on the sex offender SARATSO evaluation and Containment Model as required by statute
- Plan and execute the continuation of staff development in Integrate Management and Leadership
- Design a user friendly website to obtain services and to educate and assist undocumented aliens in attaining citizenship if eligible
- Fully implement and go live with the CMS system, connecting to RIMS, the Superior Court, District Attorney, and Sheriff’s Office to give access to all justice partners to our system to increase communication (Mono County will be a model for the state)
- Post strategic planning, begin re-write of department policies and complete by 15/16

**DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015**

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $357,743 in expenditures, and a decrease of $341,540 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $16,203.

Personnel Costs increased by $62,649 compared to the FY 2013-2014 Board Approved Budget, due to Employee Benefits not calculated accurately and increases for two probation officers who attained their permanent status.

**Revenues**

State of California Community Correction Performance Incentive (SVB678) under PC 1233.6 (d) is anticipated to remain the same at $200,000
State of California, ½% Sales Tax for Public Safety under Government Code 30053 was decreased by the Board of Supervisors by $53,000. There doesn't appear to be much of a change in this fund for next year.

**Personnel** –

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

**Services & Supplies** – NONE

**Support & Care of Persons** – NONE

**Fixed Assets** – NONE

**FY 2014-2015 STATE FUNDING SUMMARY**

Adult funding for programming and realignment is *de minimis*. Because state funding is based on percentage of population, probation is unable to create viable systems. When the only placement option in the county is the jail, the rate of detainment increases. The CCP presented the Board of Supervisors with a letter requesting the county’s needs be communicated when CSAC determines the amount to be dispersed to counties. While funding appears to be stable for AB109 and is constitutionally amended, it appears it will not meet the projected for 13/14 (the state projected an $87 million deficit). CSAC and the state are working to replace the funding and add $100 million. This seems to be an anomaly given it is an amount generated through state taxes and the state is expected to have several billion dollar excess by end of budget year. It is hoped that somehow the state meets at the very least what was planned.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

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**Expenditures**

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## COUNTY OF MONO
### PROBATION BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 520: ADULT PROBATION SERVICES**

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Total for DEPT 520: ADULT PROBATION SERVICES: -866,080.00 -1,065,274.00 -651,284.00 -1,049,071.00 -1,049,071.00
DEPARTMENTAL FUNCTIONS

The Chief Probation Officer (CPO), under broad policy direction from the County Administrative Officer, Presiding Judge of the Superior Court, and the Board of Supervisors, is responsible for the administration and management of Probation Services. Within this environment, the CPO, in consultation with the Superior Court and the CAO and working through employees, formulates, implements and evaluates all agency functions, activities, policies and procedures, goals and objectives, budget and finances, and staff. In addition, the CPO is responsible for interpreting applicable and appropriate laws, ordinances, regulations, and rules as well as oversees juvenile traffic court.

The CPO maintains authentic relationships with justice partners, provides leadership to as well as interacts and collaborates with multi-disciplinary groups, organizations/entities, including community and special interest groups, justice system departments, commissions, the Mono Grand Jury, community groups, educational institutions, law enforcement agencies, and county departments.

Core Responsibilities and Programs

Juvenile probation is statutorily required to provide services or actions as ordered by a Judge or as described within the Welfare and Institution Code (WIC), Vehicle Code, Government Code and Penal Code (PC). Probation means the suspension of the imposition or execution of a sentence. Specifically, juvenile probation provides investigations, dispositional reports, supervision of dually adjudicated youth, ensures victims are made whole by monitoring restitution payments and other orders, provides direct supervision of youth using systems and tools available (e.g. electronic monitoring, drug monitoring), ensures changes in Penal Code and Welfare and Institutions Code are applied, abides by viable changes to the laws, applies Evidence Based Practices (EBP) and programs by facilitating groups (i.e., Girls Circle, Aggression Replacement Therapy ART- development of individual competencies to address various emotional and social aspects that contribute to aggressive behavior in youths, Active Journaling, prosocial development groups), conducts EBP risk-needs assessments, provides sex offender risk assessments using JSORRAT-II (Juvenile Sexual Offender Recidivism Risk Assessment Tool-II), collects fees and fines, ensures sex offenders and drug offenders are registered, supervision for work crew (U.S. Forest Service Trail Management Crew), communicates frequently with justice partners, transports juveniles, oversees diversion program, invests in prevention and diversion of delinquency, oversees and applies electronic monitoring, pursues collections and collects money (in compliance with minimum accounting standards), complies with State Board of Corrections Selection and Training Standards (STC), Board of State and Community Corrections (BSCC) grant oversight and other funding, enters into community based programs agreements, adheres to Protocol for Dually Adjudicated Youth, prepares Step-Parent Adoption Reports, coordinates with Juvenile Interstate Department (JIDS), plans through the Juvenile Justice Coordinating Council (JJCC) new programs and assistance for returning and transitioning offenders, and determines placement for youth as well as complies with federal and state laws and rules in supervising placed youth.
MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- The employee excellence program began and twelve employees received awards with one county and one judicial employee also recognized.
- Assisted an AB12 youth (i.e. foster youth who reach 18 years of age and continue assistance to age 21) to enter college and partially funded his Freshman year.
- Reached out to foundations to receive assistance for teenage mom to obtain her education.
- All juvenile staff complied with the annual training requirements thereby maximizing the State Board of Corrections Selection and Training Standards (STC) reimbursement.
- Implemented and applied risk/needs assessments for youth (PACT - Positive Achievement Change Tool).
- Training was provided to all probation and many county staff on evidence based practices, integrated management and sustaining change through grant funding.
- Implemented the Detention Risk Assessment Instrument to ensure consistency of detainment and reduce ethnic disparity using a valid and reliable assessment.
- Replaced probation officer service weapons with Gen 4 .40 Glock and officers are now attending qualification to include approach and tactical every quarter.
- Ensured Title IV-E and grant compliance (YOBG - Youthful Offenders Block Grant and Juvenile Justice).
- Collaborated with Treasure’s Office to create collections procedure.
- Purchased and installed mobile radio in juvenile transportation van as well as video system for asset and employee liability protection.
- Re-instituted the Juvenile Justice Coordinating Council thereby complying with grant requirements and incorporating community feedback.
- Collaborated with the U.S. Forest Service to provide trail management crew for youth owing community service hours.
- Completed Girl’s Circle program development and ready for roll out.
- Provided new delinquency prevention programs for youth in North County for summer and fall courses.
- Applied for Reducing Ethnic Minorities Disproportionality grant (RED) and received commitment from community members in participation.
- Completed our Juvenile Justice Team consisting of three probation officers.
- Enrolled and completed Core Academy for one officer through STC reimbursement.
- Developed the Aggression Replacement Therapy (ART) for youth which is now ready for roll out.
- Trained and funded multi-agency employees in Moral Reconation Therapy (MRT) to be applied with youth (i.e., Moral Reconation Therapy – cognitive behavioral therapy to increase moral reasoning).
- Attained 100% on performance evaluation of juvenile officers.
- Implement evidence based practice Anger Replacement Training as funded through YOBG.
- Implemented the last phase of the EBP Juvenile Risk-Needs by training two probation officers on PACT Treatment Plans funded through YOBG. Risk screening and assessment instruments measure the likelihood that a youth will reoffend, violate probation, or fail to appear in court. Risk assessments may also include an evaluation of a youth’s needs and strengths/protective factors (e.g., youth performs well in school, has a supportive caregiver, etc.).
• Implemented the Youth Drug and Alcohol and pro-social skills cognitive behavioral program through interactive journaling funded through YOBG
• Implemented electronic monitoring for court-involved youth through YOBG
• Detained youth as funded by the YOBG
• Conducted EBP of interactive journaling measuring arrest rate, rate of successful completion of probation, incarceration rate, probation violation rate, rate of completion and court-ordered community services as funded through the Juvenile Justice Crime Prevention Act
• Trained and certified one juvenile officer on the California Law Enforcement Telecommunications System (CLETS) as a response to a need for a backup CLETS operator
• Implemented field contact matrix and began weekend and evening contacts
• Partnered with neighboring counties to bring STC Training and Staff Development courses to minimize travel and reduce costs
• Began evening and weekend contacts for youth
• Increased collections on outstanding fees and fines by 80% exceeding projected of 20%
• Evaluated current case management system (New Dawn’s Justware) and prepared and received a grant for replacement through the BPAI EBT-TIPS grant (currently in progress) for Homeland Justice’s SmartProbation
• Submitted application and competitively selected to participate in the Reducing Racial and Ethnic Disparities Juvenile Justice Certificate Program through Georgetown University in Washington D.C.
• Juvenile cost of probation fees were added to fee schedule
• Entered into a community based agreement to provide programs in North county for youth
• Entered into an MOU with education to provide funds for youth counseling at school through the Juvenile Justice Coordinating Council (JJCC)
• Probation presence at school events
• Probation staff personally donating funds for youth leagues
• Purchased iPads for the field for probation officers to remotely track adults, collect funds, and provide real time information for offenders and citizens

DEPARTMENTAL GOALS FOR FY 2014-2015

• To finalize and implement Graduated Sanctions and Incentives procedures for offenders pursuant to evidence based practices (EBP). Graduated Sanctions means a standardized matrix (by level of supervision) of consequences or responses to technical violations (e.g., not appearing for office check-in, etc.) and substantive violations (e.g., drug use, new crime, etc.). Incentives means a standardized matrix of incentives or positive reinforcers for compliance and prosocial behavior (e.g., later curfews, gift cards, etc.)
• Plan and execute Common Ground Strategic Planning for all juvenile probation employees for a final product of mission and vision and a 5, 10, 20 year plan
• Add cube service to iPad so officers may take card payments
• Prepare a comprehensive multiagency plan through the Juvenile Justice Coordinating Council specifically focusing on prevention of delinquency
• Train a juvenile officer on the JSORRAT-II (Juvenile Sexual Offender Recidivism Risk Assessment Tool-II and Containment Model as required by statute
- Plan execute the continuation of staff development in Integrated Management and Leadership
- Design a Youth and Families website to obtain services and to educate and assist undocumented aliens in attaining citizenship if eligible
- Fully implement and go live with the Case Management System, connecting to RIMS (local area law enforcement site), the Superior Court, District Attorney, and Sheriff’s Office to give access to all justice partners to our system to increase communication (Mono County will be a model for the state)
- Improve and comply with Title IVE and participating in state and federal audits
- Attend community events (e.g., Tri-county Fair)
- If funded, implement the Racial and Ethnic Disparity (RED) grant from 2014 - 2017

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $186,096 in expenditures, and an increase of $189,811 in revenues as a result of the EBT-TIPS grant and unexpected Title IVE, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $3,715.

Personnel Costs decreased by $5,150 compared to the FY 2013-2014 Board Approved Budget.

Revenues –
Juvenile Probation Activities fund does not appear to be at risk of change at roughly $10,780.64

The Youth Accountability Block Grant remains the same at $117,000

The Juvenile Justice Crime Prevention Grant remains the same at $37,500
The EBT-TIPS grant will continue, to be expended by end of FY14-15 year with $203,611 remaining.

Personnel –

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – NONE

Support & Care of Persons – NONE

Fixed Assets – NONE
FY 2014-2015 STATE FUNDING SUMMARY

Juvenile funding for programming and realignment is de minimis. Because state funding is based on percentage of population, probation services is unable to create viable systems. When the only placement option in county is detention, then the rate of detention increases. Further, placing youth throughout the state and outside of the state creates additional staff time, money, and travel to meet the Federal contact requirements (Title IV-E). The national norm is 3-7 day length of stay and Mono average length of stay is three months and most likely, a youth of color. In attempting to address this issue, probation applied for the Racial and Ethnic Disparity Grant, a pass-through grant managed by BSCC). Mono was the only applying county and therefore, because it is a competitive grant, the state will re-open again in July. Mono will again apply for this much needed grant to serve our youth. Mono was selected for the Reducing Racial and Ethnic Disparities Juvenile Justice Certificate Program through Georgetown University, Washington D.C. to begin the process of evaluation for our county.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

NONE
COUNTY OF MONO
PROBATION - JUVENILE BUDGET COMPARISON REPORT

FUND 100: GENERAL FUND
DEPT 500: JUVENILE PROBATION SERVICES

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# COUNTY OF MONO
## PROBATION - JUVENILE BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**
**DEPT 500: JUVENILE PROBATION SERVICES**

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DEPARTMENTAL FUNCTIONS

- Implement all Public Health activities to uphold the ten essential public health functions and all State and Federal mandates.
- Promote health and prevent disease for residents and visitors of Mono County.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Maintained the core Public Health services in the time of decreased funding and staffing.
- Attended trainings with Social Services in order to understand Affordable Care Act (ACA) in order to assist clients with information regarding ACA. Referrals provided to clients to Social Services for ACA.
- Continued to assist clients during the challenging transition from Healthy Families Insurance to Medi-Cal.
- Improved the quality and availability of care for low-income individuals and families affected by HIV disease and ensured eligible individuals living with HIV/AIDS maintained their health and had access to medication.
- Implemented transition for providers to electronically report communicable disease to CalREDIE, the State of California Communicable Reporting System. Electronic lab reporting process has been initiated, but completion of transition process is pending IT concerns at Mammoth Hospital.
- Continued leadership of the Mono County Health Taskforce, expanding projects and outreach through all four taskforces: Oral Health Taskforce, Breastfeeding Support Taskforce, Chronic Disease Taskforce and Nutrition and Physical Activity Taskforce.
- Expanded the Oral Health Taskforce campaigns to include Miles of Smiles and began a prenatal oral health education and outreach campaign.
- Immunization levels of children entering Kindergarten remain above the State average due to outreach and education campaigns and through close partnership with all schools within Mono County.
- Nearly 2000 flu vaccinations given county wide.
- Completed phase I of the Title V Maternal Child and Adolescent (MCAH) Needs Assessment including data analysis, literature review, priority setting, and stakeholder input to identify local needs and interventions for the MCAH population.
- Increased coordination within the California Children’s Services (CCS) Case Management Program with community providers.
- Initiation of a California Health and Disability Prevention (CHDP) newsletter to providers.
- Attended California Health Executives Association of California (CHEA) training and informational meeting regarding Public Health Accreditation process.
DEPARTMENTAL GOALS FOR FY 2014-2015

- Implement changes related to the Affordable Care Act into Public health infrastructure.
- Assist Mammoth Hospital to complete the transition to electronic lab reporting through CalREDIE.
- Complete the data entry into California Immunization Registry (CAIR), the online immunization registry to completely eliminate paper based immunization records.
- Complete phase II of the Title V MCAH Needs Assessment including development of a 5-year plan to address local MCAH health priorities including access to dental care, increased community awareness infant safe sleep environments, reduction of overweight and obesity rates, and reduction of substance abuse in the MCAH population.
- Maintain flu vaccination program and community outreach by holding flu clinics in every community and every school within Mono County.
- Implemented comprehensive sex education programs at Mammoth High School including presentations by local medical providers on subjects including reproductive anatomy, contraception, teen pregnancy, HIV/STDs, access to services, and girls and boys Q/A sessions.
- Expand the follow up and parental education component of Miles of Smiles.
- Remain vigilant in monitoring emerging infectious diseases so Mono County can thwart new outbreaks.
- Utilize Local Primacy Agency grant funds to hire contractor to facilitate inspections and program development.
- Participate in the TOML “Plan Your Park” program to advocate for accommodations for special needs children.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $32,368 in expenditures, and a decrease of $26,439 in revenues, when compared to the FY 2013-2014 Board Approved Budget.

Personnel Costs decreased by $36,085 compared to the FY 2013-2014 Board Approved Budget, due to a vacant WIC (Women, infants and children) Registered Dietician position that is now contracted out.

Revenues – Revenues are similar to FY 13-14. The Ryan White grant revenue is budgeted to the actual amount that will be drawn, due to lack of clients. Additional funds are available if needed.

Grants:
- State of California, LPA Grant (Local Participating Agency); application submitted and approved; $33,000 to be expended by 6/30/15.
- State of California, LEA (Local Enforcement Agency) grant, application submitted 5/23/14, $16,625 to be expended by 6/30/15.
- State of California MCAH (Maternal Child and Adolescent Health) grant, application due 9/1/14, $103,635 to be expended by 6/30/15.
• State of California CHDP (Child Health and Disabilities Prevention) grant, application submitted 5/2/14, $80,376 to be expended by 6/30/15.
• State of California, HIV Surveillance grant, application approved (3 year grant); $3,000 to be expended by 6/30/15.
• State of California, Ryan White grant, application approved, $21,170 to be expended by 6/30/15.
• State of California, HCPCFC (Health Care Program for Children in Foster Care), preliminary application submitted 5/2/14; $2,000 to be expended by 6/30/15.
• State of California, IAP (Immunization Assistance Program), application approved (4 year grant); $25,000 to be expended by 6/30/15.
• State of California, WIC (Women, Infants, Children) grant, application submitted 5/29/14, $235,400 to be expended by 6/30/15.
• State of California, MTP (Medical Therapy Program), application submitted 5/2/14, $11,600 to be expended by 6/30/15.
• State of California, CCS Administration (CA Children’s Services) preliminary application submitted 5/2/14, $198,640 to be expended by 6/30/15.

**Personnel**

The Department’s Requested Budget represents a decrease in the number of fulltime equivalent (FTE) positions that are supported by this budget.

A registered dietician position in the WIC (Women, Infants and Children) program is deleted. These duties are contracted out in FY 14-15. The other 2 positions remaining in the WIC program are reclassified as these employees will be performing additional duties. A part time, temporary, contract employee is added to assist in Environmental Health.

**Services & Supplies** – No major changes in services and supplies are budgeted in FY14-15.

**Support & Care of Persons** – N/A

**Fixed Assets** – No fixed assets other than computers are budgeted in FY14-15.

**FY 2014-2015 STATE FUNDING SUMMARY**

State revenues appear to be stable for FY14-15.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

None in FY14-15.
## COUNTY OF MONO
### PUBLIC HEALTH BUDGET COMPARISON REPORT

**FUND 105: PUBLIC HEALTH**
**DEPT 800: PUBLIC HEALTH**

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### COUNTY OF MONO
### PUBLIC HEALTH BUDGET COMPARISON REPORT

**FUND 105: PUBLIC HEALTH**
**DEPT 800: PUBLIC HEALTH**

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**Expenditures**

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## COUNTY OF MONO
### PUBLIC HEALTH BUDGET COMPARISON REPORT

**FUND 105: PUBLIC HEALTH**

**DEPT 800: PUBLIC HEALTH**

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Department: Public Health

Description of Program/Equipment:
Reclassification of a WIC Nutrition Assistant (WNA) to a WNA/Health Program Coordinator (HPC) to reflect changes in program responsibilities which occurred upon the resignation of the WIC Registered Dietician (RD). The new dietician will be working as a subcontractor, 19 hours a week, with duties confined to those tasks mandated to a registered dietician. The WNA/HPC will be performing a scope of work including the duties of a WNA and also of expanded program coordination. This reflection of duties is verified by hour by hour, day by day, time studies required in the Health Department.

Cost Components

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<td>Supplies</td>
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<td>Computer</td>
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<td>Other</td>
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<td>Equipment</td>
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<td>Work Space</td>
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<td>Other</td>
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<td>Total One-Time Cost:</td>
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Total Cost: 5,380

Revenue: Describe any revenue to offset the cost of the policy item
This position is 100% grant funded through the WIC (Women, Infants and Children) grant.
Department: Public Health

Description of Program/Equipment:
Reclassification of a WIC Nutrition Specialist (WNA) to a WNA/FTSII to reflect the predominately work in programs other than WIC. This employee is working as a WNA .4 FTE, but otherwise works .6 FTE in the FTSII category. The term WNA must stay in the job description to satisfy state WIC guidelines. This scope of work is verified by her hour by hour, day by day, time studied as required in the Health Department.

Cost Components
- Salary: 4,476 (full year cost)
- Benefits: 935
- Supplies: (includes vehicle, fuel)
- Materials: (cell phones, IT, phones)
- Communications:
  - Computer:
  - Other:
- Total On-Going Cost:

- Vehicle:
- Equipment:
- Work Space:
- Other:
- Total One-Time Cost: -

Total Cost: 5,411

Revenue: Describe any revenue to offset the cost of the policy item
This position is 100% grant funded through the WIC (Women, Infants and Children) grant.
DEPARTMENTAL FUNCTIONS

- Sustain and enhance the ability of the health department to lead the Mono County Healthcare Coalition and all pertinent partners and stakeholders in planning, mitigation, response, and recovery from the human aspects of emergencies and disasters affecting our residents and visitors.

MAJOR ACCOMPLISHMENTS IN FY 2013–2014

- Enhance tools and training on California Public Health and Medical Emergency Operations Manual (EOM) for MHOAC (Medical/Health Operational Area Coordinator) staff, EMCC (Emergency Medical Care Committee), and Unified Command, including field to Operational Area Situation Report, Communications Plan, and Organizational Chart.
- Provide ICS (Incident Command System) training to many agencies.
- Develop the functions, roles, and responsibilities of the Mono County Healthcare Coalition.
- Conduct a planning meeting, tabletop exercise, and functional exercise on a foodborne outbreak, in a Homeland Security Exercise and Evaluation Program (HSEEP) compliant fashion, complete with AAR/IP (After-Action Report/Improvement Plan), including participation by ham radio operators for the first time.
- Maintain relationships with ICEMA (Inland Counties Emergency Medical Agency), Region VI, EMSA (Emergency Medical Services Authority), CDPH (California Department of Public Health), CCLHO (California Conference of Local Health Officers), and the EMS (Emergency Medical Services) Commission.
- Participate in a California – Nevada CHEMPACK tabletop exercise along with local CHP (California Highway Patrol) and MWTC (Mountain Warfare Training Center).
- Increased weekly surveillance for influenza-like illness during the flu season to include Sierra Park Family Medicine, with a total of over 300 visits per week.
- Developed a comprehensive MOU (Memorandum of Understanding) between Mammoth Hospital, NIH (Northern Inyo Hospital), and SIH (Southern Inyo Hospital), which was signed by all 3 CEO’s (Chief Operating Officer).
- Enhanced capabilities with CalREDIE (electronic communicable disease reporting system), CAHAN (California Health Alert Network), DHV (Disaster Healthcare Volunteers), and HAvBED (electronic bed status reporting system) systems.
- Developed a draft Mass Fatality Plan for eventual approval by hospital and Coroner.

DEPARTMENTAL GOALS FOR FY 2014–2015

- Enhance our capability to reach and meet the needs of persons with access and functional needs during an emergency/disaster.
- Increase membership and participation in our Healthcare Coalition.
- Conduct the 2014 Statewide Medical and Health Exercise Program in an HSEEP compliant fashion, complete with planning meetings, tabletop, functional exercise, and AAR/IP. The scenario will be an emerging infectious disease.
- Participate with local partners in recovery and business continuity planning.
• To develop our ability to communicate with the public via Web site and social media
• To enhance our plans and capability in the areas of medical sheltering and Government Authorized Alternate Care Sites
• To conduct first receiver training in the use of a CHEMPACK cache for hospital and first responders
• To develop a mass casualty disaster response air operations plan with appropriate partners including ICEMA, and training and exercise the plan with potential partners
• To develop a Medical/Health MAC Group (Multi-Agency Coordination) to grapple with the ethical issues of the allocation of scarce resources to priority groups in a disaster

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $12,169 in expenditures, and an overall decrease of $12,169 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the net cost to the fund is zero. There is no General Fund money requested for this fund.

Personnel Costs decreased by $1,184 compared to the FY 2013-2014 Board Approved Budget, due to slight shift of staff between funds.

Revenues –

Revenues in FY14-15 are similar to FY13-14.

Grants:
State of California, HPP (Hospital Preparedness Program) grant, application submitted 5/28/14, $113,897 to be expended by 6/30/15
State of California, PHEP (Public Health Emergency Preparedness Program) grant, application submitted 5/28/14, $108,054 to be expended by 6/30/15
State of California, Pandemic Flu grant, application submitted 5/28/14, $60,488 to be expended by 6/30/15.

Personnel

The Department’s Requested Budget represents a decrease in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – No major changes in services and supplies in FY14-15.

Support & Care of Persons – N/A

Fixed Assets – No fixed assets other than computers will be purchased in FY14-15.

FY 2014-2015 STATE FUNDING SUMMARY

State revenues appear to be stable for FY 14-15.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED – None in FY 14-15
## COUNTY OF MONO
### PUBLIC HEALTH - BIO-TERRORISM BUDGET COMPARISON REPORT

**FUND 783: BIO-TERRORISM-PUBLIC HEALTH**
**DEPT 800: PUBLIC HEALTH**

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| 783-41800-21100-00001403 | SALARY AND WAGES- PH EMERGENCY | 23,336.00 | 60,780.00 | 32,589.00 | 65,883.00 | 65,883.00 | 0 |
| 783-41800-21100-00001404 | SALARY AND WAGES- PANDEMIC FLU | 13,968.00 | 37,730.00 | 8,465.00 | 38,435.00 | 38,435.00 | 0 |
| 783-41800-21120-00000000 | OVERTIME | 0 | 0 | 0 | 0 | 0 | 0 |
| 783-41800-21120-00001402 | OVERTIME- HOSPITAL PREPAREDNESS | 0 | 0 | 0 | 0 | 0 | 0 |
| 783-41800-21120-00001403 | OVERTIME- PH EMERGENCY | 0 | 0 | 0 | 0 | 0 | 0 |
| 783-41800-21120-00001404 | OVERTIME- PANDEMIC FLU | 0 | 0 | 0 | 0 | 0 | 0 |
## COUNTY OF MONO
### PUBLIC HEALTH - BIO-TELEFORNISM BUDGET COMPARISON REPORT

**FUND 783: BIO-TELEFORNISM-PUBLIC HEALTH**

**DEPT 800: PUBLIC HEALTH**

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### COUNTY OF MONO
#### PUBLIC HEALTH - BIO-TERRORISM BUDGET COMPARISON REPORT

**FUND 783: BIO-TERRORISM-PUBLIC HEALTH**

**DEPT 800: PUBLIC HEALTH**

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### COUNTY OF MONO
PUBLIC HEALTH - BIO-TERRORISM BUDGET COMPARISON REPORT

FUND 783: BIO-TERRORISM-PUBLIC HEALTH
DEPT 800: PUBLIC HEALTH

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DEPARTMENTAL FUNCTIONS

- Mandate from CA Public Health Department: “Indirectly and directly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable and less accessible.”

- Provide health promotion activities, media and policies related to chronic disease, youth risk behavior and community wellness.

MAJOR ACCOMPLISHMENTS IN FY 2013-14

- Participation in Multi Agency Commission, implementation of Mammoth High School youth symposium and health class education.

- Provided technical assistance, media for smoke free policy for events, businesses, multiunit housing and lodging resulting in 100% smoke free buildings and 20 foot perimeter policy for Mammoth Lakes Housing Authority passed April 5th 2014.

- Mammoth Lakes Comprehensive Tobacco Control Ordinance updated with electronic cigarette inclusion passed April 16th, 2014. Smoke free doorway signage was issued or replaced in over 100 businesses.

- Collaborated with Cerro Coso College in efforts to create a smoke free campus policy.

- Surveyed all 29 Mono County large and small markets to assess availability of healthy food choices, tobacco and alcohol products.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Collaborative development of a Mono County Employee Wellness policy.

- Advance smoke free college campus policy for Cerro Coso, Mammoth Campus.

- Create and implement a Healthy Retailer conference for all Mono Co. markets in April 2015.

- Continue implementation smoke free policy in multiunit housing complexes.

- Support all schools in delivering health curriculum.

- Sustain and enhance the ability of the health department to lead the Mono County Healthcare Coalition and all pertinent partners and stakeholders in planning, mitigation, response, and recovery from the human aspects of emergencies and disasters affecting our residents and visitors.
DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $18,423 in expenditures, and an increase of $18,423 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the net cost to the fund is zero. No general fund money is requested for this fund.

Personnel Costs are slightly increased compared to the FY 2013-2014 Board Approved Budget, due to an increase in benefit costs.

Revenues –

Revenues in FY14-15 are similar to FY13-14. A transfer of realignment from Fund 105 is budgeted to cover the increased A-87 expense that is not grant reimbursable.

Grants:
State of California, CTCP (California Tobacco Control Program) grant, application submitted and approved, $150,000 to be expended by 6/30/15

Personnel

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – A-87 expense is increased by $24,863.00.

Support & Care of Persons – N/A

Fixed Assets – No fixed assets other than computers will be purchased in FY14-15.

FY 2014-2015 STATE FUNDING SUMMARY

State revenues appear to be stable for FY 14-15.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED – N/A
# COUNTY OF MONO

## PUBLIC HEALTH - HEALTH EDUCATION BUDGET COMPARISON REPORT

**FUND 706: HEALTH EDUCATION (TOBACCO)**

**DEPT 847: HEALTH EDUCATION**

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DEPARTMENTAL FUNCTIONS

Emergency Medical Services provides advanced life and basic life support to the residents and visitors of Mono County. We also provide first responder and CPR training to county employees and volunteer first responder agencies, such as Mammoth Ski Patrol, and the various volunteer fire agencies in the county.

MAJOR ACCOMPLISHMENTS IN FY 2014/15

- Brought the agencies new electronic patient care reporting system, “Imagetrend,” on line, and supplemented this system with in-house training to provide a solid foundation for timely turnaround on claims.
- Identified needed grant funding to provide new computer tablets capable of supporting the imagetrend program, and begin to move areas such as maintenance, drug inventories, and Paramedic and EMT (Emergency Medical Technician) license expirations to a paperless, accurate system within the program.
- Initiated a recruitment that eventually added 16 full and part time employees to our workforce. Four of the initial 16 received full time EMT status, thus reducing labor costs. The remaining 12 are used as reserve EMT’s, filling Paramedic overtime shifts at significantly lower labor costs. This reserve pool has also helped in filling two more positions, caused by retirements, with lower cost EMT’s.
- Identified funding to provide training to 8 of our employees to become Cardiopulmonary Resuscitation/Automatic External Defibrillator (CPR/AED) qualified trainers. This will provide the needed structure necessary to bring CPR/AED training to every county employee, community agencies, and community members in the near future.
- Established a Quality Assurance/Quality Improvement program, long missing from our program. This allows for identification of weak points in patient care, and finding ways to increase revenue through billing practices.
- Have reexamined the Training Officer position, and developed an action plan for the year. This plan has established a training calendar for the calendar year, and helped existing employees obtain free continuing education credits “in house.” This program will also be made available to the many volunteer agencies in our county, to help with license and certification retention.
- Have made our presence as a county more influential with our local emergency medical systems agency by sitting on committees that have an effect on day to day operations of our agency and the region.
- We have established billing services under county control with the help of the Finance Department, which decreases cost for this service and gives better overall structure on a significant revenue stream.
- Have initiated and placed in effect a long distance transfer policy, and have actually began servicing Mammoth hospital with needed patient transports to both Reno and Bishop. These transports have been historically refused by our agency.

DEPARTMENTAL GOALS FOR FY 2014/15

- Implement provisions of MOU when agreed upon.
- Implement a solid training program to all county employees covering first aid, CPR, and AED use.
- Establish a county wide AED program, recognized by our local emergency agency and the State of California.
- Identify and address needed rescue training within the ranks, with focus on aspects of our job description.
Further research changes in reimbursement brought forth through the Affordable Care Act, and bring a comprehensive improvement plan forward to address such issues.

Work more closely with the volunteer agencies within the county, and educate these agencies on our ability to help in certain situations.

Bring EMS education and help with EMT/EMR (Emergency Medical Responder) retention in the Tri-Valley area.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014/15

**Revenues**

This year’s budget request represents no changes in revenues, with billing and TOT taxes expected to stay as forecasted. At this early stage, increases in ambulance fees are an unknown; until definite language and action is taken by the federal government under the Affordable Care Act. We do expect an increase, but wish to be conservative at this time. As always, the department will be actively pursuing grant monies to cover mandated equipment.

**Personnel/Salaries**

We have now realized an overall reduction in salary and overtime due to the hiring of six EMT’s to replace the same amount of Paramedics. We have also cut overtime costs by at least half with the introduction of a reserve group, which allows straight time employees to fill what had been Paramedic overtime shifts. Due to the success of this program, two of the reserves have assumed full time employment within the agency, filling two high paid long time Paramedics with lower cost EMT’s. To fully utilize this group to their full potential, I recommend a recruitment to bring the reserve pool up to 15. This is also essential if current MOU language is approved.

With the above noted changes, we forecast salaries to decrease by at least $247,316. We further expect overtime to be reduced by close to $200,000. Employee benefits should also see a decrease of approximately $73,785.

**Services and Supplies**

An increase in medical supplies, building maintenance, and household expenses totaling $4200.00 is requested to compensate for inflation, computer replacement allocation, and copier charges.

**Major Policy Considerations Being Requested**

Local and State mandates are requiring the purchase of two new cardiac monitors. These monitors are capable of inter-facing with our new Imagetrend system, and thus provide exceptional patient benefit. Last year’s request of $30,000 for two monitors was never researched. Each monitor is $38,000, plus tax. Shelf life for such monitors is upward of 15 years. These are “no frills” monitors, and are standard equipment.
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## COUNTY OF MONO
### PUBLIC HEALTH - EMERGENCY MEDICAL SERVICES BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**
**DEPT 855: PARAMEDIC PROGRAM**

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Department: EMS

Description of Program/Equipment:
(2) Zoll Heart Monitors, mandatory equipment effective 2014. These are new monitors that provide several components necessary to meet the local and state requirements for cardiac monitoring, end tidal CO2 readings, pulse oximetry, pacing ability, and defibrillation.

Cost Components

Salary: ___________ (full year cost)
Benefits: ___________
Supplies: ___________ (includes vehicle, fuel)
Materials: ___________ (cell phones, IT, phones)
Communications: ___________
Computer: ___________
Other: ___________
Total On-Going Cost: ___________

Vehicle:
Equipment: 76,000
Work Space: ___________
Other: ___________
Total One-Time Cost: 76,000

Total Cost: 76,000

Revenue: Describe any revenue to offset the cost of the policy item
DEPARTMENTAL FUNCTIONS

Provide engineering and project management support to various Road, Facility, Airport, Land Development, Floodplain Management, and Drainage projects. Manage and maintain existing infrastructure assets (roads, bridges, drainage structures, airports, etc.) in Mono County.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

Construction engineering, contract administration, and inspection of the following projects:
- School Street Plaza
- Bridgeport Streets
- Lee Vining Streets
- Aspen Road Paving Project

Planning, project management, and engineering design of the following projects:
- Chalfant Streets
- June Lake Streets
- Rock Creek Road
- Project Study Reports for the 2014 STIP Cycle (Airport Road, Convict Lake Road, and County-wide Preventative Maintenance)

DEPARTMENTAL GOALS FOR FY 2014-2015

Construction engineering, contract administration, and inspection of the following projects:
- Chalfant Streets
- June Lake Streets
- Oversight of Rock Creek Road Rehabilitation
- Topaz Lane Bridge Repairs
- Mountain Gate Phase II

Planning, project management, and engineering design of the following projects:
- Prepare CEQA document and provide match for Convict Lake Road Rehabilitation
- Review Federal Highway Administration design of Convict Lake Road Rehabilitation
- See Airports Goals

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $151,472 in expenditures, and revenues are flat, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost increased by $151,472.

Personnel Costs increased by $181,936 compared to the FY 2013-2014 Board Approved Budget, due to hiring of an Associate Engineer III and allocating 20% of Jeff Walters Public Works Director salary to Public Works.

Revenues – While shown flat, there is a potential for additional revenues if staff can dedicate more time to Mono LTC projects. Capacity gained by the Associate Engineer III hire may allow us to increase this at mid-year.
**Personnel** – The Department’s Requested Budget represents an increase of one in the number of fulltime equivalent (FTE) positions that are supported by this budget.

**Services & Supplies** – Services and Supplies Costs decreased by $30,464 compared to the FY 2013-2014 Board Approved Budget. The line items seeing the greatest savings are Professional Services, Travel Expense, and Office Supplies. Professional Services was reduced primarily because of increased workload capacity created by the recent hiring of an Associate Engineer III.

**Support & Care of Persons** – N/A

**Fixed Assets** – N/A

**FY 2014-2015 STATE FUNDING SUMMARY**

N/A

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

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PUBLIC WORKS - AIRPORTS
600-32760

DEPARTMENTAL FUNCTIONS

Operate and maintain Bryant Field and Lee Vining Airport. Prepare airport planning documents. Submit annual Airport Capital Improvement Programs (ACIPs) to the Federal Aviation Administration (FAA) and the State of California Department of Transportation Division of Aeronautics (Cal Aero). Apply for, and administer, grants to complete ACIP projects. Administer leases and sub-leases on airport property. Facilitate annual compliance inspections by Cal Aero and make corrections as necessary.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Closed-out FAA grant for the Bryant Field Airport reconstruction.
- Secured grants and initiated Airport Layout Plan (ALP) updates for both airports.
- Initiated lease renewal for Lee Vining Airport with Los Angeles Department of Water and Power (LADWP).
- Closed-out General Construction permit for Lee Vining Airport due to re-vegetation efforts.
- Analyzed cost/benefit of options to build and maintain hangars.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Complete ALPs for both Bryant Field and Lee Vining Airport.
- Continue working with LADWP on long term lease for Lee Vining Airport (current lease expires 08/31/15).
- Apply for grant funding for engineering and right-of-way acquisition for the Stock Drive Realignment project at Bryant Field.
- Assist Community Development grant application for a County-wide Airport Land Use Compatibility Plan (Mammoth-Yosemite, Lee Vining Airport, and Bryant Field).
- Continue to analyze cost/benefit of options to build and maintain hangars.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

This budget is an Enterprise fund and revenues and expenditures vary from year to year depending on the schedules of grant-funded projects. The Department’s FY 2014-2015 Requested Budget includes $131,818 in revenues and $173,556 in expenditures. There are ample reserves to cover this deficit, but the fund balance in this Enterprise fund is projected to decrease by $41,738.

There are no personnel costs in this budget.

Revenues – FAA grants for ALP updates will increase revenues by $47,574 each ($95,148 total).

Personnel – N/A

Services & Supplies – A-87 increased by $6,152. Increase in cost to purchase fuel for sale, based on 2013/14 actuals.

Support & Care of Persons – N/A

Fixed Assets – N/A
FY 2014-2015 STATE FUNDING SUMMARY

The program receives $20,000 annually in state funding ($10,000 for each airport). This funding is expected to remain stable at this point. Changes in this funding would result in staff asking the Board to consider increases in the mark-up charged for fuel or to tie-down fees.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

N/A
### COUNTY OF MONO
### PUBLIC WORKS - AIRPORTS BUDGET COMPARISON REPORT

**FUND 600: AIRPORT ENTERPRISE FUND**

**DEPT 760: AIRPORTS**

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| **Expenditures** | | | | | | | |
| 600-32760-30270-00000000 | ADMINISTRATION EXPENSE | 13,148.00 | 0 | 0 | 0 | 0 | 0 |
| 600-32760-30280-00000000 | TELEPHONE/COMMUNICATIONS | 1,992.00 | 2,100.00 | 2,071.00 | 2,100.00 | 2,100.00 | 0 |
| 600-32760-30510-00000000 | LIABILITY INSURANCE EXPENSE | 2,987.00 | 3,000.00 | 2,987.00 | 2,987.00 | 2,987.00 | 0 |
| 600-32760-31400-00000000 | BUILDING/LAND MAINT & REPAIR | 43,286.00 | 20,400.00 | 15,371.00 | 28,400.00 | 28,400.00 | 0 |
| 600-32760-32002-00000000 | AVIATION FUEL | 9,620.00 | 20,000.00 | 13,712.00 | 14,000.00 | 14,000.00 | 0 |
| 600-32760-32950-00000000 | RENTS & LEASES - REAL PROPERTY | 2,253.00 | 2,300.00 | 2,259.00 | 2,300.00 | 2,300.00 | 0 |
| 600-32760-32960-00000000 | A-87 INDIRECT COSTS | 2,615.00 | 0 | 0 | 0 | 0 | 0 |
| 600-32760-33120-00000000 | SPECIAL DEPARTMENT EXPENSE | 963 | 1,300.00 | 1,151.00 | 1,300.00 | 1,300.00 | 0 |
| 600-32760-33350-00000000 | TRAVEL & TRAINING EXPENSE | 747 | 0 | 0 | 0 | 0 | 0 |
| 600-32760-33600-00000000 | UTILITIES | 4,590.00 | 4,400.00 | 3,898.00 | 4,400.00 | 4,400.00 | 0 |
| 600-32760-52011-70010000 | BUILDINGS & IMPROVEMENTS-LEE VINING | 7,318.00 | 0 | 2,040.00 | 52,860.00 | 52,860.00 | 0 |
| 600-32760-52011-70020000 | BUILDINGS & IMPROVEMENTS-BRYANT FIELD | 2,448,042.00 | 50,000.00 | 57,262.00 | 52,860.00 | 52,860.00 | 0 |
| **Total Expenditures** | | 2,537,561.00 | 109,697.00 | 106,948.00 | 173,556.00 | 173,556.00 | 0 |

**Total for DEPT 760: AIRPORTS**

-281,139.00 | 19,099.00 | 173,819.00 | -41,738.00 | -41,738.00 | 0 |
DEPARTMENTAL FUNCTIONS

Provide a unique campground experience to constituents and visitors to Mono County. Maintain the campground including roads around campground, individual camp sites, as well as restroom facilities.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Developed a long term capital improvement plan.
- Continued to add bear boxes to individual sites

DEPARTMENTAL GOALS FOR FY 2014-2015

The goals for the 2014-2015 Campground budget was to “Continue ongoing overall maintenance of the campground as well as focus on adding more bear boxes to existing campgrounds.”

In response to the aforementioned goals the facilities staff worked with Don Baxter, Campground Manager, to develop a long term capital spending plan. We have taken an inventory of the needs for the campground such as road repairs, spring rehabilitation, septic storage tank removal, picnic benches, etc. and will include these needs in the Fee Workshop which will discuss raising campground fees to accommodate these improvements.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $13,120 in expenditures which is a direct result of a significant increase in liability insurance as well as an increase in lease expense from SCE, and no change in revenues, when compared to the FY 2013-2014 Board Approved Budget. It should also be noted that the Campground budget is an enterprise fund that has a fund balance and does not affect the General fund.
## COUNTY OF MONO
### PUBLIC WORKS - CAMPGROUNDS BUDGET COMPARISON REPORT

**FUND 605: CAMPGROUND ENTERPRISE FUND**

**DEPT 899: CAMPGROUNDS**

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Total for DEPT 899: CAMPGROUNDS

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DEPARTMENTAL FUNCTIONS

The Capital Improvement Program (CIP) represents Board-approved projects, or funds set aside for future projects, that each exceed $25,000. Once a project is approved and funded, the funds remain in the CIP fund until the project is complete. At completion, any remaining funds are returned to the original funding source, or staff requests close-out funding, if necessary.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

Completed Projects
- Clean Air Project Program (CAPP) funded photovoltaic & solar hot water projects for Lee Vining and Crowley Lake Community Centers.
- Sierra Center Mall Child Welfare space remodel.

DEPARTMENTAL GOALS FOR FY 2014-2015

Ongoing Projects
- Antelope Valley Community Center addition.
- Bridgeport Memorial Hall ADA project-CSA #5 funding.
- Annex II ADA access.
- Mountain Gate Fishing Access phase II.
- Chalfant Park Development.
- Crowley Lake Ballfield concession, restroom, facility.

DEPARTMENTAL BUDGET REQUEST FOR FY 2013-2014

The Department’s FY 2013-2014 Requested Budget represents projects that have already received funding approval by the Board of Supervisors. Any new projects would require a funding allocation by the Board.

There are no personnel costs in the CIP budget.

Revenues – Revenues for this budget are based on approved projects.

Personnel – Labor for CIP projects is cost applied to the project.

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Fixed Assets – Expenditures in this budget are based on approved projects.
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CAPITAL IMPROVEMENTS
FY 14-15
6/11/14
DEPARTMENTAL FUNCTIONS

Responsible for maintaining the Bridgeport, Mono Lake, and Mount Morrison Cemeteries.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- The Roads Department set two new asphalt grindings roads along with drainage swales at the Bridgeport Cemetery. County received $20,000 from CSA #5 to assist with the road installation costs.
- Site plan for Mt. Morrison Cemetery has been completed along with the revision of plot sizes as necessary to accommodate site conditions.
- On track to finalize the site plan for Mono Lake Cemetery with the Bridgeport Cemetery to follow.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Finalize the site plans for the Mono Lake Cemetery then the Bridgeport Cemetery by contacting as many families as possible to confirm their family plot reservations. Any reservations that cannot be confirmed will be left in place and details on unclaimed reservations will be addressed in the ordinance.
- As funding permits, install development staking at the Mono Lake Cemetery then the Bridgeport Cemetery to assist with plot layout for burials.
- Progress Report: Converted multiple sets of maps into one master site plan for each cemetery. In process of contacting families to confirm their family plot reservations. The installation of development staking and setting grave markers for the unmarked/unknown gravesites for Bridgeport Cemetery and Mono Lake Cemeteries will be conducted as funding permits. The ordinance remains to be finalized once the site plans are completed.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $34,844 in expenditures, and a decrease of $28,325 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost to the Cemetery fund is $0.

Revenues – N/A

Personnel – N/A

Services & Supplies – General maintenance, plot staking and payment of propane fees.

Support & Care of Persons – N/A

Fixed Assets – N/A

FY 2014-2015 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None for FY 14-15.

Future phases of projects include:

- Setting grave markers for the unmarked/unknown gravesites
- Creating access roads for the Bridgeport and Mono Lake Cemeteries
- Landscaping and Irrigation at all three cemeteries
## COUNTY OF MONO
### PUBLIC WORKS - CEMETERY FUND BUDGET COMPARISON REPORT

**FUND 610: CEMETERY ENTERPRISE FUND**

**DEPT 700: CEMETERIES**

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DEPARTMENTAL FUNCTIONS

The Zones of Benefit are funded by special assessments on the tax roll and provide snow removal and maintenance for non-county roads.

MAJOR ACCOMPLISHMENTS IN FY 2012-2013

Provided groundwater monitoring for the following Zone of Benefit:

Rimrock Ranch-Zone B

Provided snow removal and road maintenance for the following Zones of Benefit:

June Lake Highlands #1
Lakeridge Ranch #1
Osage Circle
Premier Properties
Rimrock Ranch-Zone C
Rimrock Ranch-T37-49A
Sierra Meadows
Silver Lake Pines

Staff continues to assess roads for maintenance needs and balances this with available funding.

DEPARTMENTAL GOALS FOR FY 2013-2014

Engineering staff will prepare a long term maintenance program that incorporates information from the updated Pavement Management System and engineering studies to better plan for and implement preventative maintenance.

Significant maintenance will occur in Osage Circle this year concurrent with the Chalfant Streets Rehabilitation project.

Utilize Road Department Staff to perform maintenance and support Road fund.

DEPARTMENTAL BUDGET REQUEST FOR FY 2013-2014

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $15,450 in expenditures, and an overall decrease of $7,330 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost increased by $22,780. In FY 2013-2014, the contingency of $536,319 was used to offset the fund balance.

This budget is a Special Revenue fund and revenues were established by engineering cost estimates. Revenues increase annually according to the Consumer Price Index (CPI) and expenditures vary from year to year depending on the schedules of maintenance and snow removal needs. The Department’s FY 2014-2015 Requested Budget includes $111,555 in assessment revenues and $107,000 in expenditures. This budget has no general fund impact.

Revenues – Revenues are based on approved special assessments for each zone of benefit.
**Personnel** – N/A.

**Services & Supplies** – Some purchases may occur to maintain roads.

**Support & Care of Persons** – N/A

**Fixed Assets** – N/A

**FY 2013-2014 STATE FUNDING SUMMARY**

N/A

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

N/A
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### COUNTY OF MONO
#### PUBLIC WORKS - CWSA BUDGET COMPARISON REPORT

**FUND 739: COUNTYWIDE SERVICE AREA**

**DEPT 720: PUBLIC WORKS**

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**Expenditures**

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**Total for DEPT 720: PUBLIC WORKS**

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Departmental Functions

The facilities division is responsible for Maintenance on all county facilities including parks, facilities, cemeteries, campgrounds and airports. The facilities division is also responsible for numerous Capital Improvement construction projects, maintenance projects, Energy Efficiency projects, as well as ADA accessibility Projects.

Major Accomplishments IN FY 2013-2014

- The facilities division has completed more than 1000 work orders over the last year as well as numerous projects of increasing technical difficulty.
- The facilities staff focused on energy efficiency projects such as the Lee Vining Community Center and the Crowley Lake Community Center photovoltaic and solar hot water projects. The energy savings have been considerable with the highlight being zero propane use at the Crowley Lake Community Center since the completion of the project.
- In addition to the energy savings from the solar projects we also received rebates totaling $8,168 from Southern California Edison’s “California Solar Initiative Rebate Program” for the aforementioned solar projects at Lee Vining Community and Crowley Lake Community Centers.
- The facilities division continues to focus on ADA accessibility projects with parking and path of travel projects completed at Walker Park and Guess Hess Park.
- The increased proficiency of the staff has also allowed us to complete the reconfiguration of heating systems at the Bridgeport Hospital as well as the Social Services building in Bridgeport thus significantly reducing conditioned space and saving substantial energy.
- The Public Works administration staff completed an audit of facilities phone expense and was able to consolidate service with a potential savings of $35,000.

Departmental Goals 2014-2015

The facilities division is continuing to focus on refining the existing systems which include weekly inspections of playgrounds, quarterly inspections of Community Centers and existing facilities, bi-annual maintenance and inspection of heating and cooling systems county wide. In addition, the facilities division has also developed an overall facilities maintenance schedule which includes facility inspections, back-up generators, appliances, and painting. The plan is to continue to improve the implementation/documentation of the aforementioned inspections and maintenance to strive for a seamless transition from season to season. In addition, we would like to continue to focus on ADA accessibility as well as improving building systems to increase energy efficiency.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $84,286 in expenditures when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $84,826. Personnel Costs will be decreased by $86,402 compared to the FY 2013-2014 Board Approved Budget, due to the reduction of one full time staff member.
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DEPARTMENTAL FUNCTIONS

Provide pool vehicles as required for county staff. Maintain all pool vehicles and purchase new replacements as required/approved.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Purchased vehicles as approved by the Board of Supervisors.
- Sale of old vehicles resulted in revenue of $16,007.

DEPARTMENTAL GOALS FOR FY 2014-2015

1. When departmental vehicles exceed their useful mileage purchase replacements that are economical and fuel efficient;
2. Reduce fuel consumption by 5%.
3. Ensure a sufficient number of pool cars are available for staff use.
4. Improve data management to better track all costs associated with each vehicle.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $198,880 in expenditures, and an increase of $93,000 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the net cost to the fund is increased by $105,880. There is sufficient fund balance to cover these costs.

Personnel Costs increased by $226,257 compared to the FY 2013-2014 Board Approved Budget, due to direct charge of staff time to more accurately reflect actual Motor Pool work.

Revenues – Revenue is derived from departmental vehicle mileage traveled. Revenues are forecasted to be above last year with vehicle mileage rates increasing slightly. However, increases in mileage rates may be offset with the required 5% reduction in fuel use and subsequent reduction in miles traveled.

Personnel – Public Works staff were budgeted to more accurately reflect work performed for Motor Pool. The following list details staff and the percentage of their time charged to Motor Pool:

- FTS IV – 40%
- Mechanic II – 100%
- Purchasing Tech – 30%
- FTS III – 5%
- Public Works Director/Director of Road Ops/Fleet Services – 5%
- Fleet Services Supervisor – 50%

The Department’s Requested Budget represents an increase in the number of fulltime equivalent (FTE) positions that are supported by this budget. Previous charges to Motor Pool were cost applied and were generally mechanic related services. To more accurately reflect realities, this budget included staff involved in Motor Pool operations, administration and services.
**Services & Supplies** – Major changes

- Since its inception Motor Pool was cost applied for staff time (only mechanics). This budget includes more accurate staff time breakdown to cover costs associated with administration, operation, purchase, service and repair of Motor Pool vehicles.
- 5% decrease in fuel use due to county’s goal to reduce fuel consumption by 5% for this fiscal year

**Support & Care of Persons** – N/A

**Fixed Assets** – N/A

**FY 2014-2015 STATE FUNDING SUMMARY**

The Motor Pool does not rely upon State funding.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

Directly budgeting wages and benefits for staff time in the Motor Pool is a change from previous year’s procedures. In previous years charges were cost applied but many staff hours were not charged at all due to existing policy. These costs are more accurate, relieve some burden on the ROAD fund and can be sufficiently covered by Motor Pool.

Creating a south county repair/service facility for Motor Pool vehicles will save the county in miles traveled, fuel used, and response time. The return on investment of $15,000 to develop this facility should be recouped within 2-3 years.

Due to environmental concerns regarding hazardous materials storage and cleanliness the Road Fund is requesting through a Board policy item the design and construction of water/oil separator at the Bridgeport Shop. This policy item for $10,000 covers one-half the cost of engineering, design, and installation. The other half is covered by a policy item request in the Road Fund.
## COUNTY OF MONO
### PUBLIC WORKS - MOTOR POOL BUDGET COMPARISON REPORT

**FUND 650: MOTOR POOL**
**DEPT 723: MOTOR POOL**

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<td><strong>661,000.00</strong></td>
<td><strong>556,407.00</strong></td>
<td><strong>754,000.00</strong></td>
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| Expenditures | | | | | | | |
| 650-10723-21100-00000000 | SALARY AND WAGES | 0 | 0 | 0 | 136,633.00 | 136,633.00 | 0 |
| 650-10723-22100-00000000 | EMPLOYEE BENEFITS | 0 | 0 | 0 | 89,624.00 | 89,624.00 | 0 |
| 650-10723-30270-00000000 | ADMINISTRATION EXPENSE | 10,000.00 | 10,000.00 | 0 | 0 | 0 | 0 |
| 650-10723-30280-00000000 | TELEPHONE/COMMUNICATIONS | 0 | 0 | 0 | 405 | 405 | 0 |
| 650-10723-30510-00000000 | LIABILITY INSURANCE EXPENSE | 0 | 0 | 0 | 10,481.00 | 10,481.00 | 0 |
| 650-10723-31200-00000000 | EQUIP MAINTENANCE & REPAIR | 230,475.00 | 296,000.00 | 189,745.00 | 250,280.00 | 250,280.00 | 0 |
| 650-10723-32000-00000000 | OFFICE EXPENSE | 84 | 1,000.00 | 512 | 1,000.00 | 1,000.00 | 0 |
| 650-10723-32960-00000000 | A-87 INDIRECT COSTS | 5,570.00 | 0 | 0 | 0 | 0 | 0 |
| 650-10723-33120-00000000 | SPECIAL DEPARTMENT EXPENSE | 2,790.00 | 3,000.00 | 225 | 0 | 0 | 0 |
| 650-10723-33351-00000000 | VEHICLE FUEL COSTS | 11,428.00 | 11,000.00 | 7,145.00 | 11,000.00 | 11,000.00 | 0 |
| 650-10723-39000-00000000 | DEPRECIATION EXPENSE | 1,167,743.00 | 0 | 0 | 0 | 0 | 0 |
| 650-10723-39005-00000000 | CAPITAL ASSET OFFSET | -457,424.00 | 0 | 0 | 0 | 0 | 0 |
| 650-10723-39010-00000000 | NET BOOK RETIRED ASSETS | -426,433.00 | 0 | 0 | 0 | 0 | 0 |
| 650-10723-53010-00000000 | CAPITAL EQUIPMENT: VEHICLES | 350,064.00 | 388,000.00 | 347,433.00 | 432,000.00 | 432,000.00 | 0 |
| 650-10723-72960-00000000 | A-87 INDIRECT COSTS | 0 | 47,690.00 | 47,690.00 | 24,147.00 | 24,147.00 | 0 |
| **Total Expenditures** | | **894,297.00** | **756,690.00** | **592,750.00** | **955,570.00** | **955,570.00** | **0** |

| Total for DEPT 723: MOTOR POOL | | | | | | | |
| -111,192.00 | -95,690.00 | -36,343.00 | -201,570.00 | -201,570.00 | 0 | |
POLICY REQUEST FORM
FISCAL YEAR 2014-15

Department: Public Works - Motor Pool

Description of Program/Equipment:
Converting one of the Crowley Road shop bays into a service repair area would speed up repairs on south county vehicles. A lift ($10,000) capable of lifting pool cars would need to be installed in one of the Crowley Road shop bays. Additional items would be necessary including a lockable tool box with tools ($2,500), parts ($2,000) and waste oil containment ($500). Overall results from this installation would reduce fuel use, and provide prompt service and repair for south county vehicles.

Cost Components

| Salary: | (full year cost) |
| Benefits: | |
| Supplies: | (includes vehicle, fuel) |
| Materials: | (cell phones, IT, phones) |
| Communications: | |
| Computer: | |
| Other: | |
| Total On-Going Cost: | |

| Vehicle: | - |
| Equipment: | 15,000 |
| Work Space: | |
| Other: | |
| Total One-Time Cost: | 15,000 |

Total Cost: 15,000

Revenue: Describe any revenue to offset the cost of the policy item
This will be a Motor Pool impact. Revenue is generated by mileage charges; sufficient funds are currently available in Motor Pool ($736,000) to cover this expense.
Description of Program/Equipment:
Several Public Works Motor Pool vehicles have exceeded or will shortly reach their useful mileage. Motor Pool requests purchasing 13 vehicles this year. These include:

**Specialty Vehicles**
1. Remount one 4x4 Ambulance (122,000 miles) with new Dodge diesel 4x4. ($95,000)
2. Replace five Sheriff's vehicles (Ford Exped with 123,404 miles, Ford Exped with 122,121 miles, Ford Exped with 112,593, Ford Exped 119,411 miles, and Ford Exped with 122,304) with five Ford Interceptors ($150,000)
3. Replace Economic Development GMC mini-van (165,000 miles) with new Chevy 1/2 ton 4x4 van ($34,000)
4. Replace one Road Ford diesel 3/4 ton pickup truck with blown engine (108,000 miles) with new Ford 3/4 ton gasoline truck. ($29,000)
5. Replace one Behavioral Health 2004 Chevy Trail Blazer (146,000 miles) with one new Subaru Forester. ($26,000)

**General Fleet**
6. Replace two Building Department Subaru Foresters (186,000 miles and 193,000 miles) with same ($50,000)
7. Replace two 1999 Pool vehicles (142,242 and 140,624 miles) with either 2 Subaru Impreza AWD's or 2 Chevy Cruze diesel 2WD's ($48,000)

Cost Components

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<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Salary:</td>
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<td>Total On-Going Cost:</td>
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Total Cost: 432,000

Revenue: Describe any revenue to offset the cost of the policy item
This will be a Motor Pool impact. Revenue is generated by mileage charges; sufficient funds are currently available in Motor Pool to cover this expense.
POLICY REQUEST FORM
FISCAL YEAR 2014-15

Department: Public Works - Motor Pool

Description of Program/Equipment:
The Bridgeport shop needs to an install oil/water separator to prevent oil from infiltrating groundwater when vehicles, equipment and parts are washed. Engineering, materials and construction are required. This is a shared expense with the Road Fund.

Cost Components

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: (full year cost)</td>
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<tr>
<td>Benefits:</td>
<td></td>
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<tr>
<td>Supplies: (includes vehicle, fuel)</td>
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<tr>
<td>Materials: (cell phones, IT, phones)</td>
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<td>Communications:</td>
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<td>Other:</td>
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<tr>
<td>Total On-Going Cost:</td>
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<table>
<thead>
<tr>
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<td>Other:</td>
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<td>Total One-Time Cost:</td>
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<table>
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<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Total Cost: 10,000</td>
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</table>

Revenue: Describe any revenue to offset the cost of the policy item
There is no revenue to offset the cost of the policy item. This will be a Motor Pool impact. There are sufficient funds in Motor Pool to cover these costs.
PUBLIC WORKS - ROAD DEPARTMENT
700-31725

DEPARTMENTAL FUNCTIONS

Provide road maintenance on 684 miles of county roads. This includes snow removal during winter. Provide fleet services and maintenance for all county vehicles and equipment. Assist with special events and with other Public Works projects.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Minimized impacts to county roads during the Digital 395 fiber installation project
- Completed partial road improvements to Bodie Road
- Completed repairs to Green Creek Road bridge over Virginia Creek
- Completed repairs to Hot Creek Road bridge over Hot Creek
- Installed gates on Mono City Emergency Road to allow its use in an emergency
- Awarded Certificate of Achievement from California Highway Patrol for 4 Consecutive Satisfactory Ratings and Administrative Reviews of our Biennial Inspection of Terminals
- Completed asset management survey and conversion to GIS
- Developed shared service tasks with Town of Mammoth Lakes, Inyo County and Yosemite National Park

DEPARTMENTAL GOALS FOR FY 2014-2015

1. Reduce fuel consumption by 5%.
2. Replace road signs, as required by Federal law, in Road Area 2.
3. Complete Mono City Emergency Access Road construction and reclamation as required by BLM.
4. Increase cross training of all staff to provide better overall capabilities/response.
5. Focus road maintenance work in Zone of Benefit (ZOB) areas to increase revenue to Road. Available revenue in the ZOB’s has increased due to limited snow removal the past three winters. After conferring with our Engineer to determine the potential scope of work in each ZOB the Road staff can focus their efforts this year in the ZOB’s to improve road conditions as well as increase revenue returns to the Road fund.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $357,675 in expenditures, and a decrease of $92,156 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result the Requested Net County Cost is $500,000.

Personnel Costs decreased by $450,627 compared to the FY 2013-2014 Board Approved Budget, due to consolidating the Public Works Director with the Director of Road Operations/Fleet Services. Also, a vacant full-time Maintenance Worker position in Crowley will remain vacant and was not budgeted. Some road staff had portions of their wages reallocated into Motor Pool to more accurately reflect appropriate work performed.

Revenues –

- Highway Users Tax Apportionment (HUTA) revenue was increased by $204,292. This is an estimate based on the Governor’s proposed budget.
- Federal Forest Reserve has been confirmed at $264,000 which is the same as the previous year.
- Vehicle code fines were decreased by $10,000 from last year to reflect actual expected revenue.
- Regional Surface Transportation Program (RSTP) has been budgeted at the same as last year $329,725.
• Other Government Agency revenue was reduced by $70,000 due to expected revenue for this year.
• Road and Street Services (fuel revenue from fire departments, school buses etc.) will remain at $120,000.
• Inter-fund revenue (revenue generated from fuel used by other departments as well as ZOB maintenance) was reduced by $75,000.
• Sale of Surplus Assets was increased by $3,765 to reflect projected sales of Road vehicles and equipment.

**Personnel** –

• The Public Works Director position has been absorbed by the Director of Road Operations/Fleet Services. This resulted in a savings of approximately $189,000.
• The Road division has proposed to delete a Maintenance Worker II-III vacancy in Crowley from the budget.
• The Department’s Requested Budget represents a reallocation in three fulltime equivalent (FTE) positions that are supported by this budget. These are the Public Works Director, an Equipment Mechanic, and a Maintenance Worker.

**Services & Supplies** – Major changes

• 5% decrease in fuel due to county’s goal to reduce fuel consumption by 5% for this fiscal year.

**Support & Care of Persons** – N/A

**Fixed Assets** – N/A

**FY 2014-2015 STATE FUNDING SUMMARY**

Highway Users Tax Apportionment is estimated to increase by $204,292 from last year. This is an estimate based on the Governor’s proposed budget.

Federal Forest Reserve – Has been confirmed for FY14-15 at $264,000 (the same as last year).

RSTP – Has been budgeted at $329,725 (the same as last year).

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

Due to environmental concerns regarding hazardous materials storage and cleanliness the Road Fund is requesting through a Board policy item the design and construction of water/oil separator at the Bridgeport Shop. This policy item for $10,000 covers one-half the cost of engineering, design, and installation. The other half is covered by a policy item request in Motor Pool.

CARB compliance regulations continue to be monitored to determine the county’s best course of action. No policy items are included in this fiscal year regarding CARB.
## COUNTY OF MONO
PUBLIC WORKS - ROAD FUND BUDGET COMPARISON REPORT

FUND 700: ROAD FUND
DEPT 725: ROAD

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Total Revenues: 5,689,222.00

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## COUNTY OF MONO

### PUBLIC WORKS - ROAD FUND BUDGET COMPARISON REPORT

**FUND 700: ROAD FUND**

**DEPT 725: ROAD**

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| **Total for DEPT 725: ROAD** | | -1,405,735.00 | -264,783.00 | 686,051.00 | 736 | 736 | 0 |
DEPARTMENTAL FUNCTIONS

Apply for, and administer, grants to complete Road and Drainage projects.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

Construction engineering, contract administration, and inspection of the following projects:
- School Street Plaza
- Bridgeport Streets
- Lee Vining Streets
- Aspen Road Paving Project

Planning, project management, and engineering design of the following projects:
- Chalfant Streets
- June Lake Streets
- Rock Creek Road
- Project Study Reports for the 2014 STIP Cycle (Airport Road, Convict Lake Road, and County-wide Preventative Maintenance)
- Topaz Lane Bridge Repairs

DEPARTMENTAL GOALS FOR FY 2014-2015

Construction engineering, contract administration, and inspection of the following projects:
- Chalfant Streets
- June Lake Streets
- Oversight of Rock Creek Road Rehabilitation
- Topaz Lane Bridge Repairs (Pending approval of Federal Bridge funding)

Planning, project management, and engineering design of the following projects:
- Prepare CEQA document and provide match for Convict Lake Road Rehabilitation
- Review Federal Highway Administration design of Convict Lake Road Rehabilitation
- See Airports Goals
- Bridgeport and Lee Vining Main Streets Active Transportation Program (ATP) project (Pending approval of ATP grant funding)

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $1,357,258 in expenditures, and an overall increase of $1,259,854 in revenues, when compared to the FY 2013-2014 Board Approved Budget.

This budget is a Special Revenue fund and revenues and expenditures vary from year to year depending on the schedules of grant-funded projects. The Department’s FY 2014-2015 Requested Budget includes $4,946,077 in grant revenues and $4,946,077 in expenditures. Revenues are received after the work is completed and the contractors are paid.

There are no personnel costs in this budget.

**Personnel** – N/A

**Services & Supplies** – N/A

**Fixed Assets** – N/A

**FY 2014-2015 STATE FUNDING SUMMARY**

This fund receives all revenue from state and federal sources. Grant funds have been programmed by the California Transportation Commission in the 2014 State Transportation Improvement Program (STIP). Construction funds for Chalfant Streets and June Lake Streets have been allocated. A Request for Authorization (RFA) for the Convict Lake Road FLAP match will be submitted this fall. A new Active Transportation Program (ATP) grant project may be added at mid-year if our application is selected.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

N/A
## COUNTY OF MONO
### PUBLIC WORKS - ROAD - STATE & FEDERAL CONSTRUCTION FUND BUDGET COMPARISON REPORT

**FUND 701: STATE & FEDERAL CONSTRUCTION**

**DEPT 725: ROAD**

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**Total Revenues**

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**Total Expenditures**

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**Total for DEPT 725: ROAD**

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DEPARTMENTAL FUNCTIONS

The Solid Waste Division provides waste collection services at Transfer Stations throughout the County, and waste disposal services at three County Landfills. The Division oversees the permitting, monitoring and maintenance of the County’s three active landfills, as well as three closed landfills. The Division oversees and implements recycling programs throughout the county in an effort to maintain and enhance diversion efforts.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Advanced efforts to develop an agreement with Town of Mammoth Lakes on use and closure of Benton Crossing Landfill, as well as siting and designing future solid waste infrastructure.
- Advanced efforts with LADWP and CalRecycle to obtain Solid Waste Facility Permit for Pumice Valley Landfill, through potential land acquisition.
- Submitted application packet for Revised Solid Waste Facility Permit for Walker Landfill.
- Drafted and reviewed update to County Integrated Waste Management Plan with Solid Waste Task Force.
- Continued working with LADWP and Lahontan to investigate potential groundwater contamination at Benton Crossing Landfill.
- Implemented pilot aggregate diversion program at BCLF.
- Worked with IT and Assessor to design the approach, and began work on a countywide audit of parcel fees.
- Identified and acted upon measures to reduce program expenses.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Complete and obtain Solid Waste Facility Permit for Walker Landfill.
- Continue Progress on Pumice Valley Landfill Solid Waste Facility Permit.
- Reach Agreement with the Town of Mammoth Lakes on closure of Benton Crossing Landfill, and future solid waste infrastructure.
- Implement expanded diversion programs at County transfer stations.
- Increase convenience and effectiveness of commercial recycling efforts in the County.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $193,295 (7.5%) in expenditures, and a decrease of $26,523 in revenues when compared to the FY 2013-2014 Board Approved/Revised Budget. The overall fiscal impact of the 14/15 Requested budget is a reduction in the structural deficit of $166,772 (50%).

Personnel costs decreased by $176,084 compared to the FY 2013-2014 Board Approved/Revised Budget. This is due to a continuing reduction in staff at the landfill, the reduction of the Superintendent position from full time to part time, the re-allocation of 20% of Mr. Dublino’s salary to Conway Ranch, as well as the update and re-allocation of various Public Works and FTS staff time.

Revenues – Revenue projections for 14-15 have been refined to reflect an increased understanding, and more accurate accounting of the Enterprise Fund’s revenue sources. The projections can be considered conservative, although they do rely on a primary assumption that the waste stream will remain steady. Considering this winter was a poor year for tourism, waste and sludge generation were less than would be expected during a ‘normal’ year. Nonetheless, actual revenues from 13-14 have been projected into 14-15, with some confidence that they will come
in higher than expected. 14-15 revenues reflect a minor decrease from 13-14, which is largely attributed to the loss of General Fund subsidy for A-87 costs.

- Anticipated Used Oil Payment Program, $10,000 in FY 14-15
- Awarded: HD20 Grant for HHW program enhancement, $7,000 in FY14-15
- City/County Payment Program (aka the Bottle Bill Grant) is expected to be eliminated in FY 14-15. This revenue was the primary source of funding for our recycling programs at County facilities. The budget has been drafted reflecting a loss in this revenue, and elimination of related expenses.

**Personnel** – There are no added/deleted positions anticipated for 14-15 budget. There is one (frozen) equipment operator position that is currently vacant. The requested 14-15 budget does not include any potential reclassifications.

The Department’s Requested Budget represents a reduction of the Superintendent position from full time to part time, the re-allocation of 20% of Mr. Dublino’s salary to Conway Ranch, as well as the re-allocation of several support staff positions that, when aggregated, provided a net reduction in time charged to the SWEF.

**Services & Supplies** – The 14-15 Budget contemplates a significant effort to expand recycling efforts throughout the county, through County Transfer Stations as well as developing programs to support local businesses with their commercial recycling mandates, and assisting redemption center efforts throughout the County. The 14-15 Budget contemplates the purchase of numerous recycling receptacles to enhance the County’s recycling efforts.

**Fixed Assets** – The 14-15 Budget includes 2 improvements that have also been submitted as policy items. These are the installation of solar arrays at County Transfer Stations, and improvements to environmental monitoring systems at Bridgeport Landfill.

**SOLID WASTE DEBT**

The Solid Waste Enterprise fund has 3 primary debts. The first, and oldest, is a debt that funded the equipment and infrastructure required for the County to begin operating landfills in 2000. Payments on this debt are currently $265,000 (increasing annually to a peak of $322,000) and will end in May of 2025. The second and third are both owed to the General Fund from recent deficit years, with payments of $120,000 per years ending in 2020, and $75,000 per year ending in 2021.

**FY 2014-2015 STATE FUNDING SUMMARY**

The only anticipated impact to the SWEF is the loss of $10,000 in City County Payments, which have been used to support recycling efforts throughout the County. The increases of fees imposed by the Regional Water Quality Control Boards for Waste Discharge Reports, were expected in 13-14 and they did increase as expected. Those increases are reflected in 14-15, and further increases are not anticipated at this time.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

The 14-15 Budget includes a significant request for Recycling and Diversion Programs. Over recent years, staff has identified several ways the County’s recycling efforts could be improved. These programs represent cost-effective (not to be confused with free) means to improving recycling throughout the County, by providing additional opportunities for recycling, providing assistance to redemption centers throughout the County, additional infrastructure, and education. Among the programs considered would be the implementation of mixed paper recycling at the Transfer Stations, providing receptacles and other assistance to local businesses and redemption centers to enhance their recycling efforts, increased education, and assistance to local businesses who are interested in providing recycling services throughout the County.
For the last two years, the financial cost of these programs has not seemed reasonable in light of the severe financial hardship the program was facing. Meanwhile, there have been numerous requests from all parts of the County to improve and enhance our recycling programs. Although this program continues to face a rather uncertain future, should the current course continue it seems reasonable to expend some revenue toward delivering additional recycling opportunities for the citizens of the County.
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Description of Program/Equipment:
This request would provide the fiscal authorization to expend up to $100,000 on recycling infrastructure and programs throughout the County. These monies would be invested in improvements to our recycling programs at the Transfer Stations including signage, bins for mixed paper recycling, and service of those recycling bins. Additionally, the funds could be used to purchase receptacles for County facilities, as well as receptacles that could be utilized by local schools, event organizers and businesses in an effort to enhance existing recycling programs throughout the county. Other potential programs could include assistance and enhancement of local Redemption Centers.
Department: Solid Waste

Description of Program/Equipment:
The purpose of this expenditure is to improve the record keeping and efficiency of gate house operations by constructing solar panels and battery banks that will run the scales and printers, separating this infrastructure from the compactors and generators that have proven unreliable in recent years.

Salary: ___________ (full year cost)
Benefits: ___________
Supplies: ___________ (includes vehicle, fuel)
Materials: ___________ (cell phones, IT, phones)
Communications: ___________
Computer: ___________
Other: ___________
Total On-Going Cost: ___________

Vehicle: ___________
Equipment: 7,000
Work Space: ___________
Other: 3,000
Total One-Time Cost: 10,000

Total Cost: 10,000

Revenue: Solid Waste Enterprise Fund
Proposed Public Works Organizational Chart
March 18, 2014

Director Public Works, Road Operations and Fleet Services
Jeff Walters

Solid Waste Superintendent
Tony Dublino

Solid Waste Facility Supervisor
Tom Music

Equipment Operator
Steve Johnston

Equipment Operator
Dave Campbell

Maintenance Worker
Tim Keller

Gate Attendant
William Van Kampen
DEPARTMENTAL FUNCTIONS

The Conway Ranch budget includes the revenues and costs of all operations at the County’s Conway Ranch property. This property provides open space and preserves historic resources for the enjoyment of all County residents and visitors. The appurtenant water rights and productive meadows also afford active sheep grazing as well as aquaculture that provides fish stocking to local waters.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- The development of a conservation easement to protect the property in perpetuity while recognizing certain future uses.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Execute Conservation Easement and related documents with agencies.
- Maintain compliance with management plans and regulatory permits.
- Begin drafting long-term plans for the development and management of the property.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Conway Ranch FY 2014-2015 Budget includes one-time revenues and expenses related to the buyout of the 75-acre aquaculture area from Caltrans. When this one-time expense and revenue ($113,300 each) is removed from the budget, the actual operating budget is revealed. For FY 14-15, there are increased expenses relating to the salary and benefits for the management of the project, which was formerly absorbed by the Economic Development Department. This increase (+$23,390) is the primary cause for the increase in expenses. Also contributing is the anticipated increase in the cost of the Irrigation Specialist contract (+$4,000), for a total increase in expenses of $34,390. The existing revenues have increased slightly, but do not cover these increases in expenses, so the budget requires a General Fund transfer in of $16,355 in order to balance the budget.

Revenues – Revenue from the sheep grazing lease has increased slightly, if a General Fund contribution is approved, there would be additional monies available for project management.

Personnel – The primary change in personnel is with the re-assignment of the Conway Project from Economic Development to Public Works.

Services & Supplies – Nothing to report.

Fixed Assets – Nothing to report.

FY 2014-2015 STATE FUNDING SUMMARY

Nothing to report.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

Until recently, the program was been managed by the Economic Development Department, under Dan Lyster. The project has now been assigned to Tony Dublino, in the Public Works Department. In consideration of this change, the current budget requests 20% of Mr. Dublino’s salary be included in the Conway Ranch budget to cover personnel costs relating to the management of the project.
# COUNTY OF MONO

**PUBLIC WORKS - CONWAY RANCH BUDGET COMPARISON REPORT**

**FUND 108: CONWAY RANCH**

**DEPT 290: CONWAY/MATLY RANCH PROPERTY**

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**Expenditures**

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**Total for DEPT 290: CONWAY/MATLY RANCH PROPERTY**

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DEPARTMENTAL FUNCTIONS

The Sheriff’s Office provides patrol (cars and boats), civil, coroner, investigative and Sheriff administrative services to the County of Mono.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Completion of our BOS approved Orbacom Project using funding allocated by the CCP.
- Enhanced security in our custody setting.
- Continued providing residents and visitors with superior law enforcement while still short man power.
- Improved department morale by using better communication between Administrative staff and deputies.
- Expanded inmate work crew details to benefit the county as well as the inmates themselves.
- Permanently assigned a School Resource Officer to the school campuses.
- Obtained narcotic K-9 “Tara” to enhance MONET operations.
- Continued our excellent working relationship with other county departments and agencies.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Be fiscally sound and assist Mono County in reaching budgetary goals.
- Provide quality and responsive law enforcement services.
- Work hand in hand with allied agencies to keep abreast on AB109 mandates.
- Communicate effectively with other county agencies on emergency preparedness.
- Meet or exceed all POST and STC training mandates.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $220 in expenditures, and a decrease of $299,440 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is increased by $299,660.

Personnel Costs increased by $23,788 compared to the FY 2013-2014 Board Approved Budget, due to the calculation of several retirement payouts for sick, vacation and compensated time.

Revenues – The projected FY 14-15 revenue is decreased by $299,440. The decrease is due to a reallocation of Prop 172 funding to the Paramedic Program, as well as, a predicted decrease in projected Prop 172 revenue after the reallocation.

In May of this year, the Commission on Peace Officer Standards and Training (POST) sent out a revised “Projected POST Budget Deficit” letter stating that they have revised the list of reimbursable plan IV courses. We are looking at a potential shortfall in POST reimbursements this year due to a state deficit, but some courses have been added back to list for reimbursement.

We have budgeted $55,425 in OHV Grant revenue which has to be spent by the end of the fiscal year, June 30, 2015. The grant requires a 25% match and most of the revenue will be used to cover OHV related overtime costs. The grants program supports “the planning, acquisition, development, maintenance, administration, operation, enforcement, restoration and conservation of trails, trailheads, areas, and other facilities associated with the use of off-highway motor vehicles, and programs involving off-highway motor vehicle safety or education”. The deadline to submit final applications is May 5, 2014. The OHMVR Division will be analyzing the final
applications during the month of May and will post Intent to Award on the OHMVR Division website on June 2, 2014.

**Personnel** – The Sheriff’s Office currently has two vacant deputy positions that were not included in the FY 14-15 budget, as well as, a future vacancy due to a deputy retirement. The personnel savings were offset by vacation, sick and compensated time payouts that were budgeted for potential department retirements. The two deputy vacancies saved the county roughly $262,342. Without backfilling the third future deputy vacancy the county saves roughly $110,640 for an overall savings of $372,982 in salaries and benefits.

The Department’s Requested Budget represents a decrease in the number of fulltime equivalent (FTE) positions that are supported by this budget.

**Services & Supplies** – The increased budget amounts for Contract Services, Professional Services, Training, Office Supplies, Ammunition and Range Supplies increased our budget by $82,107. The increased Services and Supplies amount does not include the Worker’s Compensation and Liability Insurance expense calculations which increased by $144,325. After FY 13-14 mid-year review, many of these expenditures items were decreased and as a result, there were over expenditures in these expense accounts. The budgeted amounts are a more accurate reflection of actual expenditures.

**Support & Care of Persons** – No budgeted items in this area.

**Fixed Assets** – No budgeted items in this area.

**FY 2014-2015 STATE FUNDING SUMMARY**

Most of the revenue provided to the Sheriff’s Office is derived from the State. The State Budget has $489.9 million budgeted for “Enhancing Law Enforcement Activities”. The revenue is stable and we cannot project any increases for the FY 14-15 budget.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

The Sheriff’s Office is asking the Board of Supervisors to consider backfilling the deputy vacancy after the retirement of Deputy Jeff Gordon in September of 2014. The estimated 9 months of salary and benefits will cost the County roughly $90,782 for the remainder of FY 14-15. In FY 13-14 we were able to maintain our level of service to the County of Mono with two deputy vacancies, but feel that if we leave any other vacancies unfilled we will be subject to using overtime to maintain our level of service.
## COUNTY OF MONO
### SHERIFF BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 440: SHERIFF**

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## COUNTY OF MONO
### SHERIFF BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**
**DEPT 440: SHERIFF**

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<td>100-22440-33351-45050000</td>
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<td>2,137.00</td>
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# COUNTY OF MONO
## SHERIFF BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**  
**DEPT 440: SHERIFF**

<table>
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<tr>
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<td>196,262.00</td>
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<td>78,289.00</td>
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<td>7,895.00</td>
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<td>5,517,250.00</td>
<td>4,629,820.00</td>
<td>5,517,470.00</td>
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<td><strong>Total for DEPT 440: SHERIFF</strong></td>
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<td>-3,866,027.00</td>
<td>-3,424,916.00</td>
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<td>-3,585,483.00</td>
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Department: Sheriff - 440

Description of Program/Equipment:
Backfill Deputy II position (54 B) after filling the Court Baliff vacancy.

Cost Components

<table>
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<tr>
<th>Component</th>
<th>Amount</th>
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<td>Salary</td>
<td>53,809</td>
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<td>Benefits</td>
<td>36,973</td>
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<td>Supplies (includes vehicle, fuel)</td>
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<tr>
<td>Materials (cell phones, IT, phones)</td>
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<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total On-Going Cost</td>
<td>90,782</td>
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</table>

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Work Space</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total One-Time Cost</td>
<td>-</td>
</tr>
<tr>
<td>Total Cost</td>
<td>90,782</td>
</tr>
</tbody>
</table>

Revenue: Describe any revenue to offset the cost of the policy item
DEPARTMENTAL FUNCTIONS

Perform boating safety and enforcement activities, as well as provide aid to the Mono County Paramedics and Search and Rescue when needed.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

✓ Completed annual Boating Safety Training for department employees.
✓ Utilized grant funding to run the entire boating program.

DEPARTMENTAL GOALS FOR FY 2014-2015

 Continue to run our boating program utilizing only State grant funding.
 Acquire two new dedicated boat patrol vehicles using Federal Equipment Grant funding.
 Replace the bimini top on the Jet Craft using Federal Equipment Grant funding.
 Provide Department of Boating and Waterways approved Basic and Advanced Training to department employees.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $109,333 in expenditures, and an increase of $109,385 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $52.

Personnel Costs increased by $2,120 compared to the FY 2013-2014 Board Approved Budget, due to an increase in grant funded overtime costs as well as an increase in total payroll costs.

Revenues – Boating enforcement revenue increased this fiscal year due to a request for Boating Safety and Enforcement Equipment Grant funds. The entire Mono County boating enforcement program is funded using grant awards.

The Boating Safety and Enforcement Financial Aid Program “provides State financial aid to local governmental agencies whose waterways have high usage by transient boaters and an insufficient tax base to fully support a boating safety and enforcement program”. The monies can be used for enforcement of state and local laws, inspection of vessels, supervision or organized on-the-water activities or water events and search and rescue operations. To be eligible for funding, the participating agency has to agree to spend 100% of vessel taxes received by the county for boating safety and enforcement activities prior to receiving State financial aid under the program. The aid application must be submitted to the State by December 31, 2013.

The Boating Safety and Enforcement Equipment Grant provide grants to local government agencies to purchase boating safety and law enforcement equipment. Eligible equipment may include law enforcement boats, marine patrol equipment, personal watercraft, search and rescue equipment and dive gear.

Personnel – The boating program supports one deputy for 6 months with the remainder of the work load paid as overtime to deputies and PSOs on an as needed basis.

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – The requested budget reflects an increase of $8,899. This increase is due to a request for additional training expenses. All expenses will be grant funded.
Support & Care of Persons – Not applicable.

Fixed Assets – The Mono County Sheriff’s Office has submitted an application to the California State Parks Division of Boating and Waterways for the Boating Safety and Enforcement Equipment Grant. The grant application requests funding to purchase two boating dedicated tow vehicles to be up-fitted with emergency lighting and equipment.

FY 2014-2015 STATE FUNDING SUMMARY

Existing participating agencies in the BS&E Financial Aid Program continue to receive the same annual allocation. The monies to support the program are funded through the Harbors and Watercraft Revolving Fund. Funding for the Boating Safety and Enforcement Equipment Grant program is provided by the Federal Trust Fund (Recreational Boating Grant).

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None at this time.
## COUNTY OF MONO

**SHERIFF - BOATING BUDGET COMPARISON REPORT**

### FUND 100: GENERAL FUND

#### DEPT 445: BOATING LAW ENFORCEMENT

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<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>100-22445-15420-00000000 ST: BOAT SAFETY</td>
<td>123,507.00</td>
<td>131,065.00</td>
<td>127,195.00</td>
<td>131,065.00</td>
<td>131,065.00</td>
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<tr>
<td>100-22445-15801-00004401 CA DEPT OF BOATING &amp; WATERWAYS-FEDERAL</td>
<td>65,900.00</td>
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<td>29,432.00</td>
<td>109,385.00</td>
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<tr>
<td>Total Revenues</td>
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<td>131,065.00</td>
<td>156,627.00</td>
<td>240,450.00</td>
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| Expenditures   |            |                |                |                |                        |                        |                          |
| 100-22445-21100-00000000 SALARY AND WAGES | 43,026.00 | 32,064.00 | 26,323.00 | 41,484.00 | 41,484.00 | 0 |
| 100-22445-21120-00000000 OVERTIME | 32,609.00 | 35,614.00 | 14,511.00 | 22,700.00 | 22,700.00 | 0 |
| 100-22445-21410-00000000 HOLIDAY PAY | 4,886.00 | 3,207.00 | 2,632.00 | 4,148.00 | 4,148.00 | 0 |
| 100-22445-22100-00000000 EMPLOYEE BENEFITS | 47,480.00 | 38,500.00 | 27,672.00 | 43,173.00 | 43,173.00 | 0 |
| 100-22445-30120-00000000 UNIFORM ALLOWANCE | 655 | 467 | 407 | 500 | 500 | 0 |
| 100-22445-30500-00000000 WORKERS' COMP INS EXPENSE | 0 | 693 | 693 | 3,795.00 | 3,795.00 | 0 |
| 100-22445-30510-00000000 LIABILITY INSURANCE EXPENSE | 556 | 1,142.00 | 1,142.00 | 1,218.00 | 1,218.00 | 0 |
| 100-22445-31200-00000000 EQUIP MAINTENANCE & REPAIR | 2,802.00 | 3,312.00 | 2,196.00 | 2,500.00 | 2,500.00 | 0 |
| 100-22445-31200-00004401 EQUIP MAINTENANCE & REPAIR-FED GRNT | 30,381.00 | 0 | -794 | 1,071.00 | 1,071.00 | 0 |
| 100-22445-32000-00000000 OFFICE EXPENSE | 120 | 150 | 80 | 109 | 109 | 0 |
| 100-22445-32860-00000000 RENTS & LEASES - OTHER | 6,558.00 | 7,200.00 | 7,200.00 | 7,200.00 | 7,200.00 | 0 |
| 100-22445-32960-00000000 A-87 INDIRECT COSTS | 10,010.00 | 0 | 0 | 0 | 0 | 0 |
| 100-22445-33120-00000000 SPECIAL DEPARTMENT EXPENSE | 34 | 1,000.00 | 0 | 70 | 70 | 0 |
| 100-22445-33350-00000000 TRAVEL & TRAINING EXPENSE | 666 | 1,500.00 | 35 | 10,000.00 | 10,000.00 | 0 |
| 100-22445-33351-00000000 VEHICLE FUEL COSTS | 4,546.00 | 4,650.00 | 2,578.00 | 4,080.00 | 4,080.00 | 0 |
| 100-22445-33352-00000000 BOAT FUEL COSTS | 3,203.00 | 3,360.00 | 2,084.00 | 2,370.00 | 2,370.00 | 0 |
| 100-22445-33360-00000000 MOTOR POOL EXPENSE | 3,158.00 | 3,420.00 | 1,905.00 | 2,900.00 | 2,900.00 | 0 |
| 100-22445-33600-00000000 UTILITIES | 107 | 400 | 288 | 380 | 380 | 0 |
| 100-22445-53030-00000000 CAPITAL EQUIPMENT, $5,000+ | 0 | 0 | 0 | 98,314.00 | 98,314.00 | 0 |
| Total Expenditures | 190,797.00 | 136,679.00 | 88,952.00 | 246,012.00 | 246,012.00 | 0 |

| Total for DEPT 445: BOATING LAW ENFORCEMENT | -1,390.00 | -5,614.00 | 67,675.00 | -5,562.00 | -5,562.00 | 0 |
SHERIFF - COURT SECURITY
100-22444

DEPARTMENTAL FUNCTIONS

Provide bailiff and courthouse security duties.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

✓ Maintained proper court security protocols.
✓ Maintained a cohesive working relationship with the Mono County Superior Court.

DEPARTMENTAL GOALS FOR FY 2014-2015

• Work with the Superior Court to keep court security cost within awarded state revenue.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $28,787 in expenditures, and an increase of $18,359 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is increased by $10,428. The amount of the requested budget deficit is the cost of Worker’s Compensation and Liability Insurance expense. Per GC 30025(f) (4), “moneys in the Trial Court Security Account shall be used exclusively to fund trial court security provided by county sheriffs. No general county administrative costs may be charged to this account, including, but not limited to, the costs of administering the account”.

Personnel Costs increased by $15,095 compared to the FY 2013-2014 Board Approved Budget, due to an enhanced calculation of Court Screener and Bailiff wages. Currently, we have three vacant Court Screener positions. We have several applicants that are in the process of background investigations with the potential for employment in our Court Security Department.

Revenues – The FY 14-15 State Budget allocated $537.9 million to Trial Court Security. Per Government Code 30029.05, Mono County is to receive 0.0957% of the available funding. Trial Court Security funds are distributed by the State on a monthly basis and held in the County Local Revenue Fund (704) for quarterly distribution into the General Fund.

Personnel – In FY 14-15 the cost of personnel was calculated to include the use of two Court Screeners and two Bailiffs, five days per week, to provide court security in Mammoth Lakes and two Court Screeners and one Bailiff, one day per week, to provide court security in Bridgeport. This is the minimum level of service to abide by our current MOU with the Superior Court for State mandated court security service.

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – The requested budget has been increased by $13,692. The increase is due to the inclusion of Training Expenses as well as a budgeted increase for Uniforms, Professional Services, Special Department Expense and vehicle fuel. We currently have two individuals completing background investigations with the potential for employment which results in increases in the above mentioned expense accounts.

Support & Care of Persons – Not applicable.

Fixed Assets – No budgeted items.
FY 2014-2015 STATE FUNDING SUMMARY

The Court Security allocations received by the State are percentage based, not dollar based, and are dependent on the actual level of sales tax collected by the State. This causes the revenue to fluctuate and makes it hard to predict how much revenue will actually be collected on a monthly basis.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None at this time.
## COUNTY OF MONO
### SHERIFF - COURT SECURITY BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**  
**DEPT 444: COURT SECURITY**

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<thead>
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<td>100-22444-15360-00000000</td>
<td>ST: AOC COURT SCREENER CONTRAC</td>
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<td>514,766.00</td>
<td>514,766.00</td>
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<td>100-22444-18100-00000000</td>
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<td>496,407.00</td>
<td>145,386.00</td>
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<td><strong>Total Revenues</strong></td>
<td>396,216.00</td>
<td>496,407.00</td>
<td>145,386.00</td>
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<td>2,933.00</td>
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<td>5,400.00</td>
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<tr>
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<td>5,508.00</td>
<td>6,800.00</td>
<td>6,800.00</td>
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<td>527,067.00</td>
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<td><strong>Total for DEPT 444: COURT SECURITY</strong></td>
<td>-130,851.00</td>
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<td>-181,523.00</td>
<td>-10,428.00</td>
<td>-10,428.00</td>
<td>0</td>
</tr>
</tbody>
</table>
DEPARTMENTAL FUNCTIONS

Coordinate all activities of all county departments relating to preparation and implementation of the County’s Emergency Operations Plan (EOP), as well as the response efforts of local, state and federal agencies.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

✓ Improved attendance to Unified Command Meetings.
✓ Assisted with the development of Antelope Valley C.E.R.T.
✓ Purchased and put into service, personal body cameras for all deputies using EMPG award funds.
✓ Updated the radio site inventory.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Develop a dual EOC in the Town of Mammoth Lakes.
- Work with the Mammoth Lakes Fire Department to enhance OES training.
- Continue to support the development of Antelope Valley C.E.R.T.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $301 in expenditures, and an increase of $115 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is increased by $416.

Personnel Costs increased by $15,459 compared to the FY 2013-2014 Board Approved Budget. The OES Sergeant obtained his Advance POST Certificate, allowing for education pay in the amount of 12.5% of base pay per the DSA MOU.

Revenues – The sole source of revenue for our OES budget comes from EMPG Federal Grant funds. The EMPG program provides federal grants to states to assist in preparing for all hazards. California’s funding allocation for FY 2014 is $27,771,691. The Application submission deadline for FY 14-15 is April 9, 2014. The application review period is April 11, 2014 through May 18, 2014 and the anticipated funding date is June 13, 2014. The grant award has to be spent by September 30, 2014. All County projects approved and funded by the Department of Homeland Security will be spent by the end of FY 14-15. The grant requires a 100% match.

Personnel – The OES budget supports one Emergency Services Coordinator.

The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies – The FY 14-15 budget request reflects a decrease in expenditures of $14,552 and does not include the Worker’s Compensation and Liability Insurance expense calculations.

Support & Care of Persons – Not applicable.

Fixed Assets – No budget items.
FY 2014-2015 STATE FUNDING SUMMARY

The FY 14-15 EMPG award is slightly more than last year. Over the course of several years the funding levels have stayed stagnant.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None at this time.
## COUNTY OF MONO
### SHERIFF - EMERGENCY SERVICES BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 600: EMERGENCY SERVICES**

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<td>147,512.00</td>
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| **Expenditures**     |                                                   |                |                          |                |                        |                         |                          |
| 100-27600-21100-00000000 SALARY AND WAGES             | 95,066.00      | 96,708.00              | 80,590.00     | 103,608.00             | 103,608.00             | 0                        |
| 100-27600-21120-00000000 OVERTIME                     | 18,699.00      | 20,000.00              | 25,373.00     | 21,000.00             | 21,000.00             | 0                        |
| 100-27600-21410-00000000 HOLIDAY PAY                   | 10,477.00      | 9,670.00               | 8,059.00      | 10,361.00             | 10,361.00             | 0                        |
| 100-27600-22100-00000000 EMPLOYEE BENEFITS            | 58,824.00      | 70,631.00              | 59,876.00     | 77,499.00             | 77,499.00             | 0                        |
| 100-27600-30120-00000000 UNIFORM ALLOWANCE            | 1,083.00       | 1,000.00               | 833.00        | 1,000.00             | 1,000.00             | 0                        |
| 100-27600-30280-00000000 TELEPHONE/COMMUNICATIONS     | 15,332.00      | 10,300.00              | 11,964.00     | 10,295.00             | 10,295.00             | 0                        |
| 100-27600-30500-00000000 WORKERS' COMP INS EXPENSE    | 0              | 693.00                 | 693.00        | 743.00                | 743.00                | 0                        |
| 100-27600-30510-00000000 LIABILITY INSURANCE EXPENSE  | 0              | 526.00                 | 526.00        | 494.00                | 494.00                | 0                        |
| 100-27600-31200-00000000 EQUIP MAINTENANCE & REPAIR   | 107,100.00     | 138,550.00             | 120,184.00    | 107,100.00             | 107,100.00             | 0                        |
| 100-27600-32000-00000000 OFFICE EXPENSE                | 2,967.00       | 100.00                 | 40.00         | 100.00                | 100.00                | 0                        |
| 100-27600-32450-00000000 CONTRACT SERVICES            | 35,340.00      | 8,700.00               | 8,700.00      | 9,000.00             | 9,000.00             | 0                        |
| 100-27600-32860-00000000 RENTS & LEASES - OTHER       | 6,606.00       | 3,500.00               | 3,834.00      | 3,186.00             | 3,186.00             | 0                        |
| 100-27600-32960-00000000 A-87 INDIRECT COSTS          | 17,840.00      | 0                      | 0              | 0                    | 0                    | 0                        |
| 100-27600-33120-00000000 SPECIAL DEPARTMENT EXPENSE   | 67,986.00      | 16,080.00              | 13,994.00     | 31,750.00             | 31,750.00             | 0                        |
| 100-27600-33350-00000000 TRAVEL & TRAINING EXPENSE    | 517            | 629.00                 | 419.00        | 650.00                | 650.00                | 0                        |
| **Total Expenditures** |                                                   |                |                          |                |                        |                         |                          |
|                      |                                                   | 437,837.00     | 377,087.00             | 335,085.00    | 376,786.00             | 376,786.00             | 0                        |

| Total for DEPT 600: EMERGENCY SERVICES | -310,180.00 | -249,137.00 | -187,573.00 | -248,721.00 | -248,721.00 | 0 |

**Note:** The above table represents the budget comparison report for the Sheriffs Office in the County of Mono, comparing the 2012-13 actual expenses, the 2013-14 budget revised, the 2013-14 actual, the 2014-15 department recommended, the 2014-15 CAO recommended, and the 2014-15 BOS final budget. The table includes different categories such as salaries and wages, overtime, holiday pay, employee benefits, uniform allowance, telephone/communications, workers' compensation, and various other expenses and revenues.
SHERIFF – JAIL DIVISION
100-23480

DEPARTMENTAL FUNCTIONS

Jail operation; booking and release of inmates, maintain records, warrants and criminal history information. Provide dispatch services for the Mono County Sheriff’s Office, Mammoth Lakes Police Department, Mono County Paramedics and all County fire departments.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

✓ Installed new dispatch control system software.
✓ Installed new jail control system.
✓ Utilized CCP funding to purchase an inmate work detail trailer as well as equipment to use for County and public projects.
✓ Utilized inmate labor for community projects.
✓ Met all Standards and Corrections training and facility mandates.
✓ Met all fire and life safety mandates.

DEPARTMENTAL GOALS FOR FY 2014-2015

▪ Maintain the orderly operations of the jail.
▪ Enhance employee safety and jail operations to keep up with AB 109 length of inmate stay issues.
▪ Work with cooperators to improve our dispatch services.
▪ Implement new and unique training programs that are designed to reduce inmate recidivism.
▪ Support Mono County Public Works projects using inmate labor.
▪ Support our communities, non-profits and allied agencies by providing inmate labor.
▪ Meet or exceed all STC training requirements with emphasis on employee safety, facility security, legal updates and mandates.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $220,505 in expenditures, and a decrease of $6,159 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is increased by $226,664.

Personnel Costs increased by $190,020 compared to the FY 2013-2014 Board Approved Budget, due to budgeting to fill all allocated positions in the jail as well as accounting for promotions and step increases per the PSOA MOU.

Revenues – There is a slight decrease in revenue due to a decrease in our STC Training reimbursement as well as an anticipated decrease in SCAAP revenue. The projected CCP allocation transfer increased by $3,213 and reflects the Board of Supervisors authorization to fund the department reclassifications and one PSO position per BOS Resolutions R13-42 and R13-43.

Personnel – The requested budget represents a fully staffed jail. With the implementation of AB 109, we have more inmates and they are housed in our facility for more time. Physical altercations in the jail have increased and it is imperative that we are fully staffed at all times to reduce liability.

One PSO position is fully funded by the CCP per BOS Resolution R13-42. Last fiscal year, per BOS Resolution R13-43, we reclassified some of our staff to include a Jail Lieutenant and two Jail Sergeants. The increase in pay is funded by the CCP. You will see an operating transfer in the amount of $113,835 to cover these costs.
The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

*Services & Supplies* – The budget request increased by $23,237 from the FY 13-14 mid-year adjusted budget. This is due to an increased budget request for food, medical, office and training expenses. In our efforts to help the County reduce costs, we under budgeted in these areas and saw over expenditures in FY 13-14. The requested budget reflects a more accurate picture of our actual expenses. The calculated increase does not include Worker’s Compensation and Liability Insurance Expenses.

*Support & Care of Persons* – No budget items.

*Fixed Assets* – No budget items.

**FY 2014-2015 STATE FUNDING SUMMARY**

We will see a reduction in our SCAAP funding. SCAAP is a formula grant program that reimburses states and local governments for the costs incurred for incarcerating undocumented immigrants convicted of crimes. Congress moved to cut SCAAP funding from $238 million to $180 million in 2014. California is one of the states that will be hit the hardest due to our high number of undocumented immigrant criminals serving time in state prison and county jails.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

No policy items.
# COUNTY OF MONO

**SHERIFF - JAIL BUDGET COMPARISON REPORT**

FUND 100: GENERAL FUND  
DEPT 480: JAIL

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**Total Revenues**  
62,120.00  
172,016.00  
116,328.00  
165,857.00  
165,857.00  
0
## COUNTY OF MONO
### SHERIFF - JAIL BUDGET COMPARISON REPORT

**FUND 100: GENERAL FUND**

**DEPT 480: JAIL**

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<td><strong>Total Expenditures</strong></td>
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<td><strong>Total for DEPT 480: JAIL</strong></td>
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<td>-2,375,843.00</td>
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</table>
DEPARTMENTAL FUNCTIONS

Volunteers work under the Mono County Sheriff’s Office and the SAR Coordinator to respond to a wide variety of missions, including searches for the missing in all types of terrain and weather. They perform rescues and evacuations of all sorts.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Purchased and put into service a new SAR truck using funding from the sale of the old SAR sprung structure, as approved by the Board of Supervisors.
- Recruited 26 new SAR volunteers.
- Attended quarterly OES SAR Coordinators’ Meetings.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Host the 2014-15 OES Search Management Course for the State of California.
- Implement Swift Water Rescue Training.
- Continue to recruit new candidates.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $1,125 in expenditures, and no change in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, the Requested Net County Cost is decreased by $1,125.

Revenues – Not applicable

Personnel – Not applicable

Services & Supplies – The FY 14-15 Budget Request has been reduced by roughly 5%.

Support & Care of Persons – Not applicable

Fixed Assets – No budget items.

FY 2014-2015 STATE FUNDING SUMMARY

Not applicable.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

None at this time.
### COUNTY OF MONO

**SHERIFF - SEARCH AND RESCUE BUDGET COMPARISON REPORT**

**FUND 100: GENERAL FUND**

**DEPT 461: SEARCH AND RESCUE**

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DEPARTMENTAL FUNCTIONS

The mission of the Social Services Department is to serve, aid, and protect needy and vulnerable children and adults residing in Mono County in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Social Services Department provides services as an agent of the state. The cost of services provided is shared between the federal and state government and the County.

The Social Services Department includes three program divisions that determine eligibility and human services in accordance with state and federal regulations: Child and Adult Welfare Services includes: Child Protective Services (CPS) (Prevention, Intervention, Placement, Foster Care); Adult Protective Services (APS), In-Home Support Services (IHSS), and Conservator case work; Economic Assistance (Eligibility) includes: Medi-Cal, County Medical Services Program (CMSP), CalFresh, CalWORKs, and General Assistance; Employment and Training includes: Welfare to Work, Workforce Investment Act, and Career Services Centers in Mammoth and Walker.

In addition, the department manages the Mono County Senior Services Program; serves as the Probate Conservator; and, operates county-wide emergency shelters.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- County social services staff successfully enrolled hundreds of county residents into expanded health care insurance, despite significant obstacles encountered in the implementation of the Affordable Care Act.

- Successfully implemented key policy and business process changes necessary to implement Health Care Reform, including integration of entirely new electronic enrollment technology.

- Doubled the number of licensed foster homes in Mono County, from one home to two homes.

- Extended foster care services for youth after 18 years old to enable an improved transition to adulthood.

- Completed the Mono County five-year System Improvement Plan (SIP) regarding how child welfare and probation services will be provided through 2018, and achieved state and county approval.

- Initiated Safety Organized Practice, a framework for assessing safety in partnership with families from referral to post-permanency, to achieve the best possible child welfare outcomes for families.

- Successfully transitioned all In-Home Supportive Services Program (IHSS) providers to the new Case Management Information Payrolling System (CMIPS II), and implemented new business and technical processes necessary for operation of the new system.

- Initiated development of a team process for implementing a trauma-informed system of supports and services for Katie A. subclass members and their families being served jointly by Child Welfare and Behavioral Health.

- Increased accessibility to C4Yourself, CalFresh, MediCal, and other eligibility programs on the Mono County Social Services website page.
DEPARTMENTAL GOALS FOR FY 2014-2015

- Ensure children, families and individuals who are eligible for services in our communities receive needed assistance, to the best of our ability, notwithstanding the continuing challenges in the implementation of the Affordable Care Act.

- Continue to implement policy updates to allow successful implementation of Health Care Reform. Identify and put into place best practices for case load management and implementation of the new electronic enrollment technology, and provide training to staff.

- Participate in voluntary MediCal County Inmate Reimbursement Programs, in order to claim federal medical assistance for eligible inmates’ healthcare services where previously the county absorbed 100% of the cost.

- Work to streamline business processes related to MediCal, CalFresh and CalWORKS, and in doing so, improve responsiveness to client needs and overall customer service.

- Implement year one of the Mono County five-year System Improvement Plan (SIP), regarding how child welfare and probation services will be provided through 2018.

- Continue foster family home recruitment – a critical need in Mono County. Partner with the Mono County Child Abuse Prevention Council and other partners to increase the number of licensed family foster homes.

- Expand efforts to extend foster care services for youth after 18 years old to enable an improved transition to adulthood.

- Continue to work on expanding our partnership with Probation and the Sherriff’s Department to respond to the public assistance service needs of ex-offenders.

- Transfer Safety Organized Practice learning strategies for assessing safety in partnership with families from referral to post-permanency, to social worker practice to achieve the best possible child welfare outcomes.

- Implement family centered services and services for Katie A. subclass members and their families being served jointly by Child Welfare and Behavioral Health.

- Develop stronger program evaluations and other reporting protocols to better understand client outcomes and inform decisions.

- In partnership with prevention partners, provide support for the creation of a cadre of professional Supervised Visitation providers in Mono County to enhance court-ordered parent-child interaction/visitation.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an increase in expenditures of $121,934, and an increase of $124,708 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, there is a $2,774 decrease in Net Cost to Fund.

Personnel Costs increased by $7,421 compared to the FY 2013-2014 Board Approved Budget. Salaries increased by $48,818 due to employee personnel actions and promotion requests, however personnel benefits decreased significantly, by $56,396, as estimates were more closely aligned with actuals.
A-87 indirect costs increased by $85,237 (21%) over the previous fiscal year.

**Revenues** – The Department anticipates receiving approximately $225,991 less in Federal Public Assistance – Administration funds, based on prior year actuals. 1991 State Realignment is expected to increase ($153,704) over FY 2013-14 revenues due to increases in the taxes from which realignment funding is sourced, and increases in caseload growth.

**Personnel** – The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Requested position promotions are as follows:

1. Promote two Social Worker I/II positions to Social Worker III positions. Currently, the Department is staffed with a Social Worker Supervisor II (under-filled Program Manager), one Social Worker III, and three Social Worker I/IIIs. This staffing ratio presents a work-load challenge in that only two of the five Social Workers can perform the more complex and difficult cases. There is a need to create additional mid-level Social Workers who can assume a greater distribution of the difficult case load. Restructuring will provide greater flexibility and allow for more even distribution of the Social Worker case load, which in turn will help us better meet the needs of the community. This request would result in the Department having a Social Worker Supervisor II, three SW III positions, and one SW I/II position (entry level). The Department has received approval from Merit System Services to staff the currently occupied positions at the SW III level. Upon Board approval, MSS will conduct an internal promotional recruitment. The difference in the cost between the current positions (SW I/II) and the SW III positions is an annual increase of $5,680 in salary and benefits, per position ($11,360 for both). The General Fund share of the annual increase at approximately 8.5% is $483, per position ($966 for both).

2. Promotion of a Staff Services Analyst (SSA) II position to an SSA III. Child Welfare Services has shifted at both the federal and state levels to an outcomes-based approach. States require counties to conduct regular assessments of the outcomes and effectiveness of their child welfare systems. The department is lacking a position dedicated to performing these on-going program integrity functions. Examples include: Child and Family Services Review (CSFR) quarterly assessments to determine and review compliance with State Mandated time limits and performance measures; County self-assessments; Peer quality case reviews; and County system improvement plans (SIPs). A Staff Services Analyst III is the advanced-journey/specialist level class in the professional Staff Services series, performing advanced and complex analytical work, appropriate to the above mentioned duties. The Department anticipates approval from Merit System Services to staff the currently occupied position at the SSA III level. Upon Board approval, MSS will conduct an internal promotional recruitment. The difference in the cost between the current position (SSA II) and the SSA III position is an annual increase of $4,122 in salary and benefits. The General Fund share of the annual increase at approximately 8.5% is $350.

**Services & Supplies** – Major changes - include a brief justification.

N/A

**Support & Care of Persons** – Major changes - include a brief justification.

N/A

**Fixed Assets** – Brief narrative of item(s) to be acquired and justification for the purchase(s).

N/A

**FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET**

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2014-2015 budget parameter guidelines. This section should correspond to your Statement of Underfunding.

N/A
FY 2014-2015 STATE FUNDING SUMMARY

State Realignment funding for the County is projected to increase approximately 26% from FY 13-14 to FY 14-15 due to 1991 Realignment and case load growth. Realignment funding is sourced from a portion of sales tax and Vehicle License Fee revenue. The legislation that enabled 1991 Realignment provided requirements that the funds be spent only on human services programs, and required the state to fund caseload growth in these programs. The 2011 Realignment funding is dedicated to the nonfederal share of Adult Protective Services (APS) and Child Welfare Services including Foster Care, Adoptions, and Child Abuse Prevention. 42% of the department’s budget is from State Realignment funding, with the remainder coming from County match, State and Federal funding sources.

With the exception of General Assistance benefits, client eligibility requirements are established by federal and state governments. The County has no influence on the number of people who are eligible, and thus on the corresponding costs. Any additional increases are in continued response to anticipated needs and workload increases due to the Affordable Care Act and Health Care Reform.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

There are no major policy changes and/or considerations presented in this budget.
# COUNTY OF MONO

## SOCIAL SERVICES BUDGET COMPARISON REPORT

**FUND 103: SOCIAL SERVICES**

**DEPT 868: SOCIAL SERVICES DEPARTMENT**

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## COUNTY OF MONO
### SOCIAL SERVICES BUDGET COMPARISON REPORT

**FUND 103: SOCIAL SERVICES**
**DEPT 868: SOCIAL SERVICES DEPARTMENT**

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## COUNTY OF MONO
### SOCIAL SERVICES BUDGET COMPARISON REPORT

**FUND 103: SOCIAL SERVICES**

**DEPT 868: SOCIAL SERVICES DEPARTMENT**

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<td><strong>Total for DEPT 868: SOCIAL SERVICES DEPARTMENT</strong></td>
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<td>824,146.00</td>
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<td>585,908.00</td>
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<td>Expenditures</td>
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<tr>
<td>103-52870-32960-00000000</td>
<td>A-87 INDIRECT COSTS</td>
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<td>103-52870-41100-00000000</td>
<td>SUPPORT &amp; CARE OF PERSONS</td>
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<td>103-52870-41102-00000000</td>
<td>IN HOME SUPPORT SERVS-IHSS</td>
<td>72,590.00</td>
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<td>72,644.00</td>
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<td>A-87 INDIRECT COSTS</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>Total Expenditures</td>
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<td>Total for DEPT 870: AID PROGRAMS</td>
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<td>-683,286.00</td>
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Description of Program/Equipment:
Promotion of a Staff Services Analyst II position to a Staff Services Analyst III position. Child Welfare Services has shifted at both the federal and state levels to an outcomes-based approach. States require counties to conduct regular assessments of the outcomes and effectiveness of their child welfare systems. The department is lacking a position dedicated to performing these on-going program integrity functions. Examples of some of the on-going functions include: Child and Family Services Review (CSFR) quarterly assessments to determine and review compliance with State Mandated time limits and performance measures; County self-assessments; Peer quality case reviews; and County system improvement plans (SIPs). A Staff Services Analyst III is the advanced-journey/specialist level class in the professional Staff Services series, performing advanced and complex analytical work. NOTE: The figures below represent the increase in cost to salary and benefits for the promotion, and not the entire cost of the salary/benefits.

Cost Components

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Salary Increase</td>
<td>3,048</td>
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<tr>
<td>Benefits Increase</td>
<td>1,074</td>
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<tr>
<td>Supplies</td>
<td>(includes vehicle, fuel)</td>
</tr>
<tr>
<td>Materials</td>
<td>(cell phones, IT, phones)</td>
</tr>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total On-Going Cost</td>
<td>4,122</td>
</tr>
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</table>

Increase only, of which approximately $350 is General Fund share.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Vehicle</td>
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<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Work Space</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total One-Time Cost</td>
<td>-</td>
</tr>
</tbody>
</table>

Total Cost: 4,122 total cost of increase for one position

Revenue: State funds will be used to cover the majority of the increased cost. General Fund dollars will be used to cover a small share of the annual increase (approximately 8.5% which amounts to $350).
POLICY ITEM REQUEST - SW IIIs

Department: Social Services

Description of Program/Equipment:
Restructure of the Child and Adult Protective Services Division within the Department of Social Services by promoting two, currently filled Social Worker I/II positions to Social Worker III positions. Currently, the Department is staffed with a Social Worker Supervisor II (under-filled Program Manager), one Social Worker III, and three Social Worker I/IIIs. This staffing ratio presents a work-load challenge in that only two of the five Social Workers can perform the more complex and difficult cases. There is a need to create additional mid-level Social Workers who can assume a greater distribution of the difficult case load. Restructuring will provide greater flexibility and allow for more even distribution of the Social Worker case load, which in turn will help us better meet the needs of the community. This request would result in the Department having a Social Worker Supervisor II, three SW III positions, and one SW I/II position. NOTE: The figures below represent the increase in cost to salary and benefits for the promotion, and not the entire cost of the salary/benefits.

Cost Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
<th>Notes</th>
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<tr>
<td>Salary Increase</td>
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<td>(full year cost/position) x 2 positions = 8400</td>
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<tr>
<td>Benefits Increase</td>
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<td>x 2 positions = 2960</td>
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<tr>
<td>Supplies</td>
<td>-</td>
<td>(includes vehicle, fuel)</td>
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<tr>
<td>Materials</td>
<td>-</td>
<td>(cell phones, IT, phones)</td>
</tr>
<tr>
<td>Communications</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
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<tr>
<td>Total On-Going Cost:</td>
<td>5,680</td>
<td>Increase only x 2 positions = 11,360</td>
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<td></td>
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<td>of which approximately $966 is General Fund share.</td>
</tr>
<tr>
<td>Vehicle</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Work Space</td>
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<tr>
<td>Other</td>
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<tr>
<td>Total One-Time Cost:</td>
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<tr>
<td>Total Cost:</td>
<td>11,360</td>
<td>total cost of increase for two positions</td>
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Revenue: State funds will be used to cover the majority of the increased cost. General Fund dollars will be used to cover a small share of the annual increase (approximately 8.5% which amounts to $966).
DEPARTMENTAL FUNCTIONS

The General Relief/Assistance fund provides short-term, monetary support for indigent adults. The fund is also used to purchase shelter supplies for the operation of county-wide emergency shelters.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Successful operation of emergency shelters and short-term assistance to indigent adults.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Continue successful operation of emergency shelters and short-term assistance to indigent adults.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $5,358 in expenditures, and a decrease of $5,358 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, there is neither an increase nor decrease in Net Cost to Fund.

The General Relief Fund is comprised exclusively of County General funds. The County has no influence on the number of people who are eligible, and thus on the corresponding costs.

Personnel Costs – There are no personnel costs charged to this fund.

Revenues – Revenue decrease of $5,358 is in line with anticipated decrease in expenditures.

Personnel – There are no personnel costs charged to this fund.

Services & Supplies – Major changes – n/a.

Support & Care of Persons – Major changes – n/a.

Fixed Assets – n/a

FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET

There are no anticipated impacts to this budget, which result from meeting the FY 2014-2015 budget parameter guidelines.

FY 2014-2015 STATE FUNDING SUMMARY

Funding is 100% General Fund.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

There are no major policy considerations.
## COUNTY OF MONO
### SOCIAL SERVICES - GENERAL RELIEF BUDGET COMPARISON REPORT

**FUND 103: SOCIAL SERVICES**
**DEPT 874: AID TO INDIGENTS**

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**Total Revenues**

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**Expenditures**

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**Total Expenditures**

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**Total for DEPT 874: AID TO INDIGENTS**

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DEPARTMENTAL FUNCTIONS

The Mono County Senior Services Program provides a variety of services:

**Elder Nutrition Program** - Home Delivered Meals are available to home-bound or isolated individuals, including weekly delivery of meals. The Program also provides nutrition education and counseling to seniors. **Transportation services** include the provision of bus passes to seniors in order to provide access to community resources. In addition, individuals who have been assessed as needing assistance with transportation as a result of physical or cognitive difficulties are able to receive assisted transportation services. Assisted transportation is primarily used to access out of area medical care; however assistance with accessing local medical and other support services is also available. The **Walker Senior Center** is open five days a week and provides congregate meals, senior activities and access to a wide range of information and services.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Achieved service delivery efficiencies without increasing staffing levels (projected numbers based on actuals through April 2014):
  - 20% increase (8,124 meals served) in Meals-on-Wheels (home delivered meals participation)
  - 10% increase (3,535 meals served) in congregate meals
  - 63% increase (240 medical escorts provided) through assisted transportation.
- Increased the number of hot meals available to Tri-Valley seniors through a cooperative partnership with Inyo County Senior Program.
- Collaborated with Inyo County WIC staff for the delivery of nutrition counseling and support to seniors in the county.
- Implemented the **Healthy Ideas** Program, a depression identification and self-management program for seniors, in partnership with the Mono County Department of Behavioral Health.
- Increased client connections to other community-based services/agencies.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Continue to offer activities and services that help older adults to live as independently as possible; promote healthy aging and community involvement; and link family members to resources to support their vital care giving role.
- Continue implementation of the **Healthy Ideas** Program for seniors, expanding the reach and depth of services to the senior community, while creating greater connection to existing services and supports.
- Continue collaborative partnership with Inyo County through the Eastern Sierra Area Agency on Aging to benefit senior programs and outreach, and achieve program delivery efficiencies where possible.
- Continue to seek assistance from a variety of funding sources to support Senior Program services.

The Department’s FY 2014-2015 Requested Budget represents an overall decrease of $61,591 in expenditures, and a decrease of $61,591 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, there is neither an increase nor decrease in Net Cost to Fund.

Personnel Costs decreased slightly by $531 compared to the FY 2013-2014 Board Approved Budget.

*Revenues* – Requested General Fund contribution to the Senior Budget is decreased from $159,000 in FY 2013-14 to $146,579 in FY 2014-15, a decrease of $12,421 (7.8%). Revenue from the local Mental Health Service Act Fund (Prop 63) is decreased $50,000 over last fiscal year; however the funds are still adequate when combined with other resources for implementation of the *Healthy Ideas* Program.

*Personnel* – The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

*Services & Supplies* – Major changes – n/a

*Support & Care of Persons* – Major changes – n/a

*Fixed Assets* – n/a

FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2013-2014 budget parameter guidelines. This section should correspond to your Statement of Underfunding.

N/A

FY 2014-2015 STATE FUNDING SUMMARY

At this time, State Funding through the ESAAA Regional Agreement is estimated to remain the same as last fiscal year ($74,876).

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

The following items are factors influencing the Senior Program budget in FY 2014-15:

1. Continued collaboration between Social Services, Behavioral Health and Public Health Departments to implement the *Healthy Ideas* Program for seniors in Mono County. $25,000 in local Mental Health Service Act Funds (Prop 63) will be used to augment the Senior Program budget in FY 2014-15 for continued implementation of this program.

2. A-87 indirect costs decrease; $73,102 in FY 2013-14 to $18,214 in FY 2014-15; a total decrease of 75% ($54,861) over FY 2013-14.

3. Requested General Fund support of the Program is continued, but at a decreased level; 7.8% decrease ($12,421) from the previous fiscal year. The following allows for a decreased request of General Fund support: decrease in A-87 indirect costs charged to the Senior Program budget; stable funding through ESAAA; and, continued funding from Prop 63 to implement the *Healthy Ideas* Program.
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<p>| 103-56875-21100-00000000 | SALARY AND WAGES | 101,880.00     | 106,122.00     | 86,120.00      | 107,186.00         | 107,186.00         | 0                        |
| 103-56875-21120-00000000 | OVERTIME | 0              | 1,064.00       | 1,063.00       | 1,000.00           | 1,000.00           | 0                        |
| 103-56875-22100-00000000 | EMPLOYEE BENEFITS | 65,058.00     | 64,496.00      | 52,660.00      | 64,027.00          | 64,027.00          | 0                        |
| 103-56875-30280-00000000 | TELEPHONE/COMMUNICATIONS | 2,273.00     | 2,500.00       | 1,731.00       | 2,500.00           | 2,500.00           | 0                        |
| 103-56875-30300-00000000 | FOOD EXPENSES | 36,066.00      | 41,048.00      | 40,226.00      | 46,000.00          | 46,000.00          | 0                        |
| 103-56875-30350-00000000 | HOUSEHOLD EXPENSES | 302           | 3,000.00       | 1,479.00       | 3,000.00           | 3,000.00           | 0                        |
| 103-56875-30500-00000000 | WORKERS' COMP INS EXPENSE | 0            | 3,468.00       | 3,468.00       | 2,971.00           | 2,971.00           | 0                        |
| 103-56875-30510-00000000 | LIABILITY INSURANCE EXPENSE | 0            | 2,628.00       | 2,628.00       | 1,977.00           | 1,977.00           | 0                        |
| 103-56875-31200-00000000 | EQUIP MAINTENANCE &amp; REPAIR | 0            | 0             | 0             | 0                 | 0                 | 0                        |
| 103-56875-31700-00000000 | MEMBERSHIP FEES | 0             | 0             | 0             | 0                 | 0                 | 0                        |
| 103-56875-32000-00000000 | OFFICE EXPENSE | 2,490.00       | 4,500.00       | 1,555.00       | 3,000.00           | 3,000.00           | 0                        |
| 103-56875-32360-00000000 | CONSULTING SERVICES | 0            | 0             | 0             | 0                 | 0                 | 0                        |
| 103-56875-32450-00000000 | CONTRACT SERVICES | 0            | 4,015.00       | 4,015.00       | 0                 | 0                 | 0                        |
| 103-56875-32500-00000000 | PROFESSIONAL &amp; SPECIALIZED SER | 9,405.00     | 9,000.00       | 4,582.00       | 4,615.00           | 4,615.00           | 0                        |
| 103-56875-32950-00000000 | RENTS &amp; LEASES - REAL PROPERTY | 0            | 0             | 0             | 0                 | 0                 | 0                        |
| 103-56875-32960-00000000 | A-87 INDIRECT COSTS | 35,457.00    | 0             | 0             | 0                 | 0                 | 0                        |
| 103-56875-33120-00000000 | SPECIAL DEPARTMENT EXPENSE | 5,104.00     | 5,000.00       | 2,779.00       | 5,000.00           | 5,000.00           | 0                        |
| 103-56875-33350-00000000 | TRAVEL &amp; TRAINING EXPENSE | 96           | 1,838.00       | 982           | 1,000.00           | 1,000.00           | 0                        |</p>
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DEPARTMENTAL FUNCTIONS

The Social Services Employment and Training Programs include: Welfare to Work, Workforce Investment Act, and Career Services Centers in Mammoth and Walker. The department helps individuals achieve self-sufficiency through workforce readiness and success, including career counseling, planning and training to assist clients in the development of master applications, resumes, job search skills, interviewing techniques, job retention services and other life skills.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Conducted WIA program orientations in order to educate the public regarding employment and training services available and eligibility for services.
- Increased accessibility for jobseekers and employers to CalJOBS, job search resources and other services on the Mono County Career Service Center website page.
- Initiated development of an On-the-Job (OJT) Training program with Kern Employers’ Training Resource personnel and Mono County Counsel.
- Maintained heightened responsiveness to Welfare-to-Work (WTW) program changes and successfully completed re-engagement of participants who were no longer eligible for Child-Under Exemptions.
- Conducted formal outreach presentations at Rotary Club, Chamber of Commerce, and Mammoth Lakes Contractors Associations events to disseminate relevant information to County employers regarding job development services.
- Obtained and used staff services access to CalJOBs from the Employment Development Department (EDD) to provide individual and employer services including helping users register, manage their accounts, maintain profiles, access referral information, create job orders, and develop reports of profile activity.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Implement an On-the-Job (OJT) Training Program with Mono County employers and job seekers. OJT provides clients with an opportunity to build skills while earning money. It also helps businesses by providing a subsidy up to 90%. Training periods can range from weeks to months for every OJT employee.
- Initiate development and use of a bar code scanning system for the Workforce Investment Act (WIA) Program services to track employment services provided in the Mammoth Lakes Career Services Office.
- Partner with community organizations to develop curriculum and conduct job club and life skills workshops as part of the Welfare-to-Work (WTW) and Workforce Investment Act (WIA) Program services.
- Work to expand our partnership with Probation and Sherriff’s Departments to respond to the employment service needs of ex-offenders.
Investigate the development and funding of a Subsidized Employment Program (SEP) for Mono County employers and Welfare to Work Participants. SEP could offer employment in a private or public sector for which the employer receives a subsidy from CalWORKS to offset some or all of the wages and costs of employing a client for up to 6 months.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents neither an increase nor decrease in expenditures and revenues when compared to the FY 2013-2014 Board Approved Budget. There is no change in Net Cost to Fund.

Personnel Costs stayed the same as compared to the FY 2013-2014 Board Approved Budget.

Revenues – Anticipated revenues remain static. No change from the previous fiscal year.

Personnel – The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Services & Supplies –

Support & Care of Persons – N/A

Fixed Assets – N/A

FY 2013-2014 REDUCTION IMPACTS TO BASE BUDGET

There are no anticipated impacts to this budget, which result from meeting the FY 2013-2014 budget parameter guidelines.

FY 2013-2014 STATE FUNDING SUMMARY

N/A

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

There are no major policy changes and/or considerations being requested.
### COUNTY OF MONO
#### SOCIAL SERVICES - ETR BUDGET COMPARISON REPORT

**FUND 722: WORKFORCE INVESTMENT ACT (ETR)**

**DEPT 868: SOCIAL SERVICES DEPARTMENT**

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DEPARTMENTAL FUNCTIONS

Wraparound, or WRAP for short, was established in 1997 with Senate Bill 163. It is considered a “promising practice” in the field of child and family professionals. The WRAP Program is intended to shift the service delivery focus to a needs-driven, strengths-based approach. It is a definable way of partnering with families to provide intensive services to children and with complex needs using a team approach. It is intended as an alternative to residential care.

The child and family work directly with a team comprised of professionals and members of the family’s community - people chosen by the family. The team develops an individualized service plan that describes all of the needs identified by the child and family and how those needs will be met.

Target Population: Children who are (1) dependents or probation wards of the court, and (2) either placed in or at imminent risk of placement in group homes at Residential Care Level (RCL) 10-14, (3) Children eligible for AB 3632 services through the education system and, (4) adopted children who receive Adoption Assistance Program benefits, are also eligible for Wraparound.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

- Implemented the Mono County WRAP Program in partnership with the Departments of Behavioral Health, Probation, and Public Health, with the goal of reducing the risk of out-of-home placement and recidivism of children and youth.

DEPARTMENTAL GOALS FOR FY 2014-2015

- Continue implementation of the Mono County WRAP Program in partnership with the Departments of Behavioral Health, Probation, and Public Health, to reduce the risk of out-of-home placement and recidivism of children and youth.

DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $42,281 in expenditures, and an overall increase of $42,281 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, there is neither an increase nor decrease in Net Cost to Fund.

Revenues – SB 163 authorized counties to use the State and county share of foster care placement dollars that would have otherwise been paid to a group home. The State and county share of foster care funds can be used in a flexible manner to provide Wraparound Services.

Mono County WRAP is budgeted for two placements at group home RCL 10 at $7,677/month each (x 2 placements =$15,354/month x 12 months = $184,248 per year).

The State requires counties to ensure that any cost savings realized from utilizing Wraparound Services are reinvested to further expand or enhance services and resources for children and families.

Personnel – There are no Personnel Costs in this budget.
Services & Supplies – Major changes - include a brief justification.
N/A

Support & Care of Persons – Major changes - include a brief justification.
N/A

Fixed Assets – Brief narrative of item(s) to be acquired and justification for the purchase(s).
N/A

**FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET**

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2014-2015 budget parameter guidelines. This section should correspond to your Statement of Underfunding.
N/A

**FY 2014-2015 STATE FUNDING SUMMARY**

SB 163 authorized counties to use the State and county share of foster care placement dollars that would have otherwise been paid to a group home. The State and county share of foster care funds can be used in a flexible manner to provide Wraparound Services.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

There are no major policy changes and/or considerations presented in this budget.
## COUNTY OF MONO
### DSS-WRAPAROUND BUDGET COMPARISON REPORT

**FUND 710: WRAPAROUND (FOSTER CARE)**

**DEPT 000: GENERAL**

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DEPARTMENTAL FUNCTIONS

The Mono County BOS designated the Child Abuse Prevention Council to oversee the County Children’s Trust Fund (CCTF) for the prevention of child abuse.

MAJOR ACCOMPLISHMENTS IN FY 2013-2014

The Mono County Office of Education receives a combination of CCTF funds, and Community Based Child Abuse Prevention (CBCAP) funds that are held within the CCTF, to coordinate and facilitate the work of the Child Abuse Prevention Council (CAPC). CAPC accomplishments in FY 2013-14 include:

- Coordinated efforts to promote the 5 Protective Factors. The 5 Protective Factors is a research based framework proven to help reduce child abuse and neglect.
- Conducted local Strengthening Families Team meetings to further the 5 Protective Factors outreach and messaging, including development and sponsorship of public service announcements for radio.
- Assisted the Department of Social Services with Foster Parent recruitment.
- Provided funding support for students and their families to receive behavioral health counseling at the North Star Counseling Center.
- Sponsored Hispanic/Latino Cultural Awareness Training for Mono County agency staff, school staff and the public.
- Provided organization of, and support for, community members and agency staff to attend Child Abuse and Neglect Mandated Reporter Training-of-Trainers in Sacramento.
- Sponsored Car Seat Technician Training for employees from community based organizations, including local law enforcement.
- Increased CAPC membership and community participation.

CBCAP funds deposited into the County Children’s Trust Fund are also used to fund Wild Iris, a community-based organization, to conduct the following activities: mental health service referrals; outreach, education, parent self-help and follow up services; and, other child abuse and neglect prevention activities.

DEPARTMENTAL GOALS FOR FY 2014-2015

A central goal of the Mono County CAPC in FY 2014-15 will be to increase the number of Child Abuse and Neglect Mandated Reporter Trainings offered in Mono County.
DEPARTMENTAL BUDGET REQUEST FOR FY 2014-2015

The Department’s FY 2014-2015 Requested Budget represents an overall increase of $7,000 in expenditures, and an increase of $914 in revenues, when compared to the FY 2013-2014 Board Approved Budget. As a result, there is a $6,086 increase in Net Cost to Fund. There is no increased cost to the General Fund. Expenditures exceed revenues in this Fund; however the Department anticipates a carry forward balance to cover this overage.

There are no Personnel Costs associated with this fund.

Revenues – Revenues are expected to increase slightly due to increases in fees and grant revenues.

Personnel – There are no Personnel Costs associated with this fund.

Services & Supplies – Major changes – N/A

Support & Care of Persons – Major changes – N/A

Fixed Assets – N/A

FY 2014-2015 REDUCTION IMPACTS TO BASE BUDGET

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2014-2015 budget parameter guidelines. This section should correspond to your Statement of Underfunding.

N/A

FY 2014-2015 STATE FUNDING SUMMARY

County Children’s Trust Funds must be managed by the County in the following way:
1. Counties receiving less than twenty thousand dollars ($20,000) for the year in their County Children’s Trust Fund (CCTF) from birth certificate fees are granted the difference from state CBCAP funds necessary to bring the trust fund up to twenty thousand dollars ($20,000). The CBCAP funds deposited into the CCTF must adhere to CBCAP requirements.

2. The balance remaining after (1) is distributed equally among all the counties, up to ten thousand dollars ($10,000) per county.

3. If state CBCAP funds exist after (1) and (2) have been implemented, the remaining CBCAP funds are apportioned by child population percentages of participating counties. This allocation uses current data from the Department of Finance.

Since Mono County receives less than $20,000 in child birth certificates fees, the County receives CBCAP funds to bring the CCTF up to $20,000. The funds deposited into the CCTF through CBCAP must adhere to CBCAP requirements.

MAJOR POLICY CONSIDERATIONS BEING REQUESTED

N/A
### COUNTY OF MONO
#### DSS-CCTF BUDGET COMPARISON REPORT

**FUND 238: BIRTH CERT CHILDREN'S TRUST**

**DEPT 000: GENERAL**

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| **Expenditures**     |                                                   |                |                          |                |                        |                         |                          |
| 238-00000-20010-000000-000000 EXPENDITURES | 0             | 0              | 0                        | 0              | 0                      | 0                       |                          |
| 238-00000-32450-000000-000000 CONTRACT SERVICES | 22,225.00     | 30,000.00      | 21,710.00                | 30,000.00      | 30,000.00              | 0                       |                          |
| 238-00000-32500-000000-000000 PROFESSIONAL & SPECIALIZED SER | 0             | 3,000.00       | 0                        | 10,000.00      | 10,000.00              | 0                       |                          |
| 238-00000-33350-000000-000000 TRAVEL & TRAINING EXPENSE | 1,734.00     | 0              | 0                        | 0              | 0                      | 0                       |                          |
| 238-00000-60100-000000-000000 OPERATING TRANSFERS OUT | 0             | 0              | 0                        | 0              | 0                      | 0                       |                          |
| **Total Expenditures** |                                                   | 23,959.00      | 33,000.00                | 21,710.00      | 40,000.00              | 40,000.00               | 0                        |
| **Total for DEPT 000: GENERAL** |                                                   | 15,741.00      | -3,433.00                | 8,867.00       | -9,519.00              | -9,519.00               | 0                        |