



# Budget Workshop

FISCAL YEAR 2016/17

August 11, 2016



## Table of Contents

Tab	Page Number	Tab	Page Number
1	<b>Budget Letter</b>	13	119 <b>Information Technology</b>
2	<b>Stategic Plan Update &amp; Department Goals</b>		125 Radio
3	1 <b>Animal Control</b>		127 Tech Refresh Pool
4	5 <b>Assessor</b>	14	<b>Probation</b>
5	9 <b>Behavioral Health</b>		129 Adult Probation
	13 Alcohol & Drug Programs		135 Juvenile Institutions
	17 Mental Health Services Act Funds	15	141 <b>Public Health</b>
6	21 <b>Clerk/Recorder</b>		147 Bioterrorism
	25 Board of Supervisors		149 Health Education
	29 Elections		151 Paramedic Program
7	<b>Community Development</b>	16	157 <b>Public Works</b>
	33 Building Inspector		161 Airports
	35 Code Enforcement		163 Campgrounds
	39 Geothermal		165 Capital Improvement
	41 Housing Development		169 Cemeteries
	43 LAFCO		173 Conway Ranch
	45 Planning Commission		175 County-Wide Service Area
	47 Planning & Transportation		177 Facilities
	51 CDBG Grants		181 Motor Pool
8	53 <b>County Administrative Officer</b>		185 Roads
	57 Insurance		189 Solid Waste
9	59 <b>County Counsel</b>		195 State & Fed Construction
10	63 <b>District Attorney</b>	17	197 <b>Sheriff</b>
	67 CAL-MMET/Marijuana		203 Boating
	69 Justice Assistance Grant		205 Court Security
	73 Victim/Witness		207 Emergency Services
11	75 <b>Economic Development</b>		209 Jail
	79 Fish Enhancement		213 Serach & Rescue
	81 Fish & Game	18	215 <b>Social Services</b>
	83 Tourism		223 Aid Department
12	87 <b>Finance</b>		225 CCTF-Child Trust Fund
	93 Copier Pool		229 General Relief
	97 General Reserves		233 Senior Programs
	99 General Revenues		237 Workforce Investment Act (ETR)
	101 Other Misc. Budgets		241 WRAP - Foster Care
		19	<b>Policy Items / Restructure Costs Summary</b>
		20	<b>Appendix</b>
			Budget Town Hall Presentation
			Budget Town Hall Public Commetns
			Budget Town Hall Money Game Summary





# COUNTY OF MONO

---

Leslie L. Chapman  
County Administrative Officer

P.O. Box 696  
Bridgeport, California 93517  
(760) 932-5480  
Fax (760) 932-5481

Janet Dutcher, CPA, CGFM  
Finance Director

P.O. Box 556  
Bridgeport, California 93517  
(760) 932-5490  
Fax (760) 932-5491

August 11, 2016

TO: Honorable Mono County Board of Supervisors

FROM: Leslie L. Chapman, CAO  
Janet Dutcher, CPA, CGFM, Finance Director

RE: Strategic Plan Update and Fiscal Year 2016-2017 Department Requested Budget

As we move into the home stretch of the 2016-2017 fiscal year budget process, the pieces are coming together. The strategic plan is progressing as we strive to use Collaborative Solutions as the overarching principle for our five focus areas: Economic Base, Infrastructure, Public Safety, Environmental Sustainability and Mono Best Place to Work. The departmental Budget Narrative Supplements presented by each department at the workshop and included in the agenda packet, will demonstrate how the departmental work plans for the 2016-17 budget are aligned with the Strategic Plan Focus Areas.

The Department Requested budgets represent each department's estimation of the resources needed to achieve their stated work plan. This includes the departmental reorganization plans that were presented to your Board during the July 5, 2016 Board of Supervisors meeting and all policy items that are presented in Tab19 of your board packet. For the non-general fund departments this approach creates a realistic and affordable work plan because the limits of the fund are known during the creation of the budget and adjustments to meet constraints are immediate. General fund departments, however, may have some grants or dedicated funding sources, but they rely on a share of the discretionary funding pot, mainly from property tax, transient occupancy tax and sales tax, to balance their budgets. Consequently, at this stage, departments ask for what they need with very little knowledge of how much will ultimately be available to balance each budget unit. Then the budget team, with input from the Board of Supervisors, will work with each department to achieve a perfectly balanced budget.

The Department Requested Budget seeks \$70,325,695 in expenditures and \$64,492,009 in revenues, with a General Fund component of \$38,718,453 in expenditures and \$34,398,375 in revenues. The Department Requested budget results in a General Fund deficit of \$4,320,078 which is \$513,000 more than the General Fund Balance that is available to balance the budget. This gap is not unexpected nor is it insurmountable, but there will be some tough decisions. Today's workshop discussion will provide insight and policy direction. Then budgets will be combed for salary savings, line item adjustments will be made and policy items will be weighed against the strategic focus areas. At the end of the process, the budget team will make recommendations and your Board will adopt a balanced budget, because that is the goal and the law.

At Thursday's workshop, Megan Mahaffey will lead a discussion about the strategic plan and focus areas. She will present a sample, one-page summary of the 2016-17 focus areas with projects and programs that support each focus area. Our goal is to provide a tool to communicate highlights of our 2016-17 work plan to constituents and other stakeholders. While the one-page tool will provide a big-picture overview, the Departmental Narrative Supplements will provide the larger, more detailed picture of the departmental goals and how each goal aligns with a strategic focus area.

Then Janet Dutcher will kick off the budget portion of the workshop by leading a philosophical discussion about budget principles before delving into the current year status of the Department Requested budgets.

Department representatives will then have the opportunity to do a short presentation of their 2016-17 goals and how those line up with the Strategic Focus Areas. They will also discuss major changes from the prior year budget and your Board will have to opportunity to ask questions and provide feedback.

We will conclude the workshop by discussing balancing strategies and next steps.

Preparing the budget is a long and difficult process where many tough decisions must be made. Submitting a balanced County budget cannot be accomplished without the support, cooperation, and understanding of all County departments and certainly without the untiring and dedicated work of the Finance Department and CAO staff. We offer our sincerest thanks to all of you.

Respectfully Submitted,



Leslie L. Chapman, CAO  
County Administrative Officer



Janet Dutcher, CPA, CGFM  
Finance Director

Vision

**Mono County**  
**Outstanding Community Services, Quality of Life Beyond Compare**

Mission

**Mono County's Mission:**  
*To support all our communities by providing superior services while protecting our unique rural environment.*

Values

- Customer Service**  
We commit to exceptional service by managing the resources entrusted to us with integrity, trust, respect, and accountability.
- Integrity**  
We demonstrate our integrity by ensuring our work is performed with consistency, credibility, and confidentiality.
- Excellence**  
We strive to achieve the highest standards of excellence; continuously learn, develop, and improve; and take pride in our work.
- Collaboration**  
We commit to responsible communication and respectful partnerships to achieve common goals.
- Innovation**  
We strive to foster innovation and creative thinking, embrace change and challenge the status quo, listen to all ideas and viewpoints, learn from our successes and mistakes.
- Results Orientation**  
We strive to set challenging goals, focus on output, assume responsibility, and constructively solve problems.



Strategic Directions

- Promote a Strong Diverse Economy**
- Protect Natural Resources & Enhance Public Access**
- Understand & Address Community Needs**
- Support Healthy People in Healthy Communities**
- Embrace and Reward Innovation**
- Effectively Use Resources**
- Workforce Workplace Wellness**
- Strengthen County Culture**

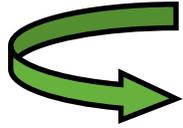
**Best Mono Imaginable**



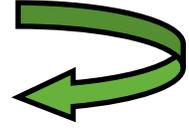
# 2016-2017 Focus Areas

Supported by the 2015 Mono County Strategic Plan Framework

Our Mission is to support our communities by providing superior services and protecting our unique rural environment



## Collaborative Solutions (overarching principle)



### Economic Base

- Strengthen economy through trail development and expanding recreation opportunities with private and public partners
- Drive TOT through visitor guides, community maps, website, tradeshows, advertising and social media
- Provide training and technical assistance to local small businesses
- Enhance economic base through Rec/Tech innovation and business opportunities



### Infrastructure

- Analyze and execute south county facilities plan
- Deploy advanced communications infrastructure
- Invest in critical infrastructure assets
- Improve county facilities to enhance quality of life in our communities



### Public Safety

- Develop Hazard Mitigation and Community Wildfire Protection Plan including emergency route access assessments
- Reach Emergency Medical Services goal of high quality, county wide and fiscally sustainable
- Enhance collaboration and continuum of care to achieve inmate reentry goals
- Create Incident Management Team (IMT)



### Environmental Sustainability

- Reduce greenhouse gas emissions (GHG) and Mono County carbon footprint
- Increase renewable energy production on County-owned facilities
- Support sustainable water management planning
- Mitigate negative impact of people on wildlife



### Mono Best Place to Work

- Promote workforce development through leadership training and career path development
- Actively support alternative work schedules to improve work life balance
- Create Workforce Wellness Taskforce to foster employee wellness
- Recruit and retain qualified and committed workforce





Department of Animal Control Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Animal Control Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Services/Project/Program	Estimated completion
<i>Adoption</i> . When we are able we pull animals from high kill shelters and place them in our facilities. This helps develop inter county and State relationships, also gets the word out about Mono County.	X						Program	Ongoing
<i>Euthanasia</i> . We offer a low cost alternative to assist in the passing of your companion pet. Based upon the geographical size of Mono County this program greatly helps the elderly and low income citizens.		X					Program	Ongoing
<i>Free dogfood</i> . Due to the generosity of <i>Pause for Dogs</i> we have been able to upgrade the shelter dogs to a higher quality more nutritious dog food for free, and we are also able to offer free dogfood to the elderly and low income citizens in hopes of helping them keep their companion pets.	X			X			Program	Ongoing
<i>Assist with Animal Pickup</i> . Animal Control assists many other county agencies with the pickup and care of companion animals for people that cannot at the time care for them on their own. These Departments include the DA's office as well as the Sheriff's Dept and Social Services.	X		X			X	Program	Ongoing



Department of Assessor  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Assessor Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Resolve all assessment appeals, with strong consideration for appeals filed prior to the current year	X	X					Project	Ongoing
Staff Training					X		Program	Ongoing
Conversion of paper data to digital data	X		X				Project	Ongoing
Updates to assessor data for physical addresses, land use and zoning, and physical characteristics	X				X		Program	Ongoing



Department of Behavioral Health  
FY 2016-17

**Mono County Focus Areas**

*Type of work Date*

<i>Behavioral Health Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Provide therapeutic services to all Mono County residents while keeping with our Essential Service to serve residents who have MediCal insurance and who meet our Full Service Partnership criteria.	X	X		X		X	Essential Service	Ongoing
Provide psychiatric (services tele-medicine) services to any resident with Mono County MediCal (per our state Essential Service). These services are provided at our Walker and Mammoth offices.	X			X		X	Essential Service	Ongoing
Provide our Crisis Response Team to evaluate people with psychiatric emergencies.	X					x	Essential Service	Ongoing
Continue to provide training and services related to our WRAParound and Katie A programs.	X				X	X	Essential Service	Ongoing
Provide school based services through Mono NorthStar on the Mammoth Unified School District Campus.	X			X	X	X	Program	Ongoing
Continue to fund Health Ideas Program at the Walker Senior Center.	X				X		Program	Ongoing
Continue to fund Peapod Program through First Five.	X				X	X	Program	Ongoing
Continue to provide Essential Serviced services--DUI program, Batterers Intervention 52-week program, Drug Diversion. These programs offered in Spanish and English.	X			X	X	X	Essential Service	Ongoing
Continue monthly Benton Wellness Program, "Dinner and a Movie."	X				X	X	Program	Ongoing
Continue monthly Bridgeport Wellness Program, "Bridgeport Social."	X				X	X	Program	Ongoing
Provide prevention services to youth through "Club House Live" afterschool and summer programs.	X				X	X	Program	Ongoing
Provide relevant trainings to staff and other county/community entities as they relate to best practice, Essential Services, and current practice in mental health and substance use.	X				X		Project	Ongoing



Department of Behavioral Health  
FY 2016-17

**Mono County Focus Areas**

*Type of work Date*

<b>Behavioral Health Goals</b>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Continue to provide services in County Jail. Provide ongoing training to these providers.	X					X	Program	Ongoing
Work with Social Services on Continuum of Care implementation.	X			X	X	X	Essential Service	Ongoing
Pursue leadership trainings for staff.	X				X		Project	Ongoing
Encourage staff to enroll in classes, school programs, certification programs as it relates to their job and/or to promote workforce development.	X				X		Project	Ongoing
Continue collaboration for integration between MCBH and Mammoth Hospital per our Health Care Reform Essential Services.	X			X	X		Essential Service	Ongoing
Continue to address "safety net" issues as they relate to residents with severe mental illness.	X					X	Project	Ongoing
Create comprehensive prevention strategies in collaborative partnerships for adults and youth as it relates to alcohol and drug use.	X			X	X	X	Essential Service	Ongoing
Continue to support Wellness Centers (Mammoth and Walker) and Walker Community Garden.	X				X	X	Essential Service	Ongoing
Continue participation in Race Ethnicity Disparity (R.E.D.) program.	X				X		Project	Ongoing
Pursue housing alternatives for Behavioral Health, Probation and other residents through the Davison House Project.	X			X	X	X	Project	FY 17/18
Continue support for Director to participate on California Behavioral Health Directors Association Governing Board.	X				X		Project	06/01/18
Beta test program at Eastern Sierra Unified Schools to address high levels of depression revealed through data from recent California Healthy Kids Survey.	X					X	Project	09/01/17
Provide "Parent Forums" for our Spanish speaking residents every other month.	X				X		Project	06/01/17
Develop systems with District Attorney and Court regarding competency to stand trial for those with misdemeanors.	X			X		X	Essential Service	06/01/17



Department of Behavioral Health  
FY 2016-17

**Mono County Focus Areas**

*Type of work    Date*

<b>Behavioral Health Goals</b>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Explore ways to meet coming Essential Service to provide Medically Assisted Treatment for those with opioid and/or alcohol dependence.	X				X	X	Essential Service	06/01/17
Explore partnerships with Inyo and Alpine counties related to housing, prevention, and service delivery	X						Project	06/01/17
Continue Essential Serviced implementation of Visual Health Record.	X		X				Essential Service	12/01/16
Participate in "Jail Health" consortium.	X			X		X	Project	07/09/05
Continue work with Community Corrections Partnership.	X			X	X	X	Essential Service	Ongoing



Board of Supervisors Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Board of Supervisors Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service /Project/Program	Estimated completion
Work with Department Heads and CAO to consistently meet deadlines associated with agenda preparation, posting agendas, minutes and meeting attendance. Push for better organization of agenda management, focusing on more attention being paid to pre-set deadlines. Continue processing all paperwork in a timely fashion.	X			X			Program	Ongoing
Due to the inadequacies with space and sound in the Sierra Center Mall Board room, explore the possibility of having Mammoth Board meetings permanently in Suite Z in Mammoth Lakes. This would require a collaboration with the Town of Mammoth Lakes to share the space with them but would vastly improve the quality of the Board meetings. Our office will continue to work with IT to ensure that the quality of equipment being used to videotape and record the board meetings are at the highest quality possible.	X		X	X			Program	End of FY



Department of CLERK/RECORDER  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Clerk Recorder Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Using Modernization Funds, contract for records preservation and digitizing of documents.	X			X			Program	Ongoing
Implement E-Recording of various recordable property documents, allowing title companies/governmental entities to have a recording option that is convenient and cost effective.	X		X	X			Project	10/01/16
Pursue the option of having recorded and scanned real property documents available online to members of the public for a fee.	X		X	X			Project	06/30/16
Automate Form 700 (Economic Disclosure) processing			X				Project	12/31/16
Recording/maintaining property documents				X			Essential Service	ongoing
Processing/maintaining/providing vital records (birth/death records, and marriage licenses)				X			Essential Service	ongoing
FPPC Form 700 filing office				X			Essential Service	ongoing
Processing/maintaining Fictitious Business Name applications				X			Essential Service	ongoing
Processing a variety of notices (i.e. CEQA Notices)				X			Essential Service	ongoing
Maintaining roster of County Public Agencies				X			Essential Service	ongoing
Maintaining all County Contracts				X			Essential Service	ongoing
Serve as Clerk of the Board of Supervisors pursuant to Government Code §25100 and §26801				X			Essential Service	ongoing



Department of Elections Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work*

*Date*

<i>Elections Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
General Election: Prepare for and execute the General Election on November 8, 2016. This includes all aspects of election preparation from start to finish (see list of accomplishments for elections department for Presidential Primary election, same tasks apply).	X			X			Essential Service	12/08/16
Improve Election Preparation/Management: Produce a detailed plan to eliminate inefficiencies incurred in June 2016 election. This includes additional training.	X			X			Program	Ongoing
Replace outdated election equipment (hardware). The life of the current equipment is reaching the end of its usefulness; need to be proactive in getting equipment replaced and getting all staff up to speed with new equipment shortly AFTER November General Election to avoid having staff needing to learn new Equipment so soon before another election. The Elections staff will take the time after the November General Election and prior to upcoming future elections to educate, troubleshoot and become comfortable with new equipment. We may be able to use some previous (but still not expired) HAVA grant funds to offset the cost of these machines.	X			X			Project	06/30/17
Explore the possibility of having all elections in Mono County be ALL Vote by Mail.	X			X			Project	06/30/15



CAO Goals  
FY 2016-17

**Mono County Focus Areas**

*Type of work*      *Date*

<i>Department Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Complete a salary survey to insure that Mono County wages are competitive in order to attract and retain the best employees.		x			x		Program	06/30/17
Expand recruiting efforts with an emphasis on departments with the greatest staffing needs.	x				x		Program	12/01/16
Update and initiate a more thorough new hire orientation.					x		Program	12/01/16
Update job descriptions and salary ranges so they accurately reflect the particular duties of Mono County Jobs.					x		Program	06/01/17
Conduct critical HR and safety training for our department heads, managers, supervisors, and employees to address important employee related HR issues and increase workplace safety.	x				x		Program	11/01/16
Provide good service, while maintaining county policy, to economic development activities related to community center use, film and special event permits.	x	x					Program	07/30/16
Advance Countywide Strategic Planning	x	x	x	x	x	x	Program	06/30/17
Ensure the continued use of best practices; provide team building and professional development of staff.	x				x		Program	06/30/17
Recommend a balanced budget for FY 16-17	x	x					Program	10/01/16
Continue facilitating efforts to look for energy (solar) and water efficiency and additional cost savings for county buildings through the energy task force.	x	x	x	x			Program	06/30/17
Begin labor negotiations for next contract period for all bargaining groups.	x	x			x		Program	06/30/17
Complete analysis and make recommendations for South County Offices regarding office space options.	x	x		x	x		Program	06/30/17
Support coordination of the All Hazard Incident Management Team - a collaborative multi agency team effort.	x					x	Program	06/30/17



Department of Insurance Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Department Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Perform thorough safety inspections of county facilities, and correct safety concerns.				x	x	x	Program	12/01/16
Establish department specific emergency action plans.	x				x	x	Program	05/30/17
Update countywide Emergency Action Plan	x					x	Program	04/30/17
Update American's with Disabilities Act Policy					x		Program	12/01/16
Establish best practices for incident reporting and investigation, including supervisor training.	x						Program	12/01/16
Continue to provide professional development for staff.		x			x		Program	06/30/17
Pass Annual Trindel Evaluation						x	Program	06/30/17
Ensure a safe and healthy environment for county employees while reducing injuries and injury related time away from work.					x		Program	06/30/17



CDD - Planning Division Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Planning Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Building on favorable USFWS decision to not list sage grouse as threatened, continue efforts mitigating grouse impacts, including refining Bi-State Action Plan implementation programs, working with applicants to avoid habitat impacts where feasible, and implementing general plan guidance for sage grouse mitigation. Fund these activities through grants from BLM and other sources. Continue to coordinate responses to listing and critical habitat designation proposals of the USFWS.	X	X	X				Program	ongoing
With grant funding, update the Community Wildfire Protection Plan and the Multi-functional Hazard Mitigation Plan, and include a community emergency access route assessment	X		X	X		X	Project	12/17/16
Continue refining new permitting module within Innoprise software to integrate development reviews with multiple departments and reduce permit software costs.	X	X	X	X	X		Essential Service	06/30/17
Using federal grant, conclude development of Hwy 395 Scenic Byway Corridor Enhancement Plan, including identifying community themes and central business district guidelines, community gateway signs, interpretive and trail opportunities, scenic corridor marketing plan, and website content	X	X	X	X				06/30/17
Process planning applications and environmental documents in a timely manner	X	X	X				Essential Service	ongoing
Provide staff support to the Local Transportation Commission, including related committees such as YARTS, Social Service Transportation Advisory Council, and Eastern California Transportation Planning Partnership.	X	X	X	X			Essential Service	ongoing
Continue trails planning for communities, including the Long Valley, Mono Basin, June Lake, Bridgeport and Antelope Valley (grant funded). Develop a Project Initiation Document (PID) equivalent for a Down Canyon Trail in June Lake	X	X	X	X			Project	06/30/17
Prepare environmental analysis (CEQA) of potential impacts and mitigations for potential water transfers in the Walker Basin (grant funded via NFWF)	X	X	X	X			Project	01/01/18



CDD - Planning Division Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Planning Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
In concert with the Ag Commissioner, conduct agricultural inventory, economic analysis and policy development with funding provided by Strategic Growth Council Sustainable Agricultural Lands Program	X	X	X	X			Project	06/30/17
Continue to participate in response to drought conditions as needed, including ongoing CASGEM monitoring, IRWMP participation, sustainable groundwater management planning, LVHAC staffing, outreach to DWP and landscape ordinance update	X	X	X	X			Program	ongoing
Implement and monitor the new general plan and regional transportation plan, including the resource efficiency plan	X	X	X	X			Essential Service	ongoing



CDD - Building Division Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<b>Building Division Goals</b>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
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.	X				X		Essential Service	06/30/17
Work with county staff, contractors, and the public alike in support of continued expedited services for Round Fire recovery efforts.	X	X	X	X			Program	06/30/17
Implement new Innoprise permit software in an effort to improve customer service, facilitate inter-departmental reviews, expand on-line services and capabilities for the permitting public.	X			X	X		Program	06/30/17
Obtain certification as a Certified Energy Analyst to better implement new state energy standards.			X	X	X	X	Program	06/30/17
Confer with construction board of appeals to establish appeals board procedures and protocols.	X						Program	
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 accessibility standards.	X			X		X	Program	on-going
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.	X	X	X	X	X		Program	on-going
Continue to pursue educational outreach events with the public.	X		X			X	Project	on-going
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.	X		X			X	Project	06/30/17



CDD - Code Compliance Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Code Compliance Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Continue to provide staff support to the LVHAC, including setting agendas and chairing meetings.	X	X	X	X			Program	ongoing
Work with plant operators to formalize future funding agreements; and pursue reimbursement of staff time as a part of monitoring costs.	X	X	X				Program	ongoing
Work with USGS to develop Joint Funding Agreements to continue LVHAC monitoring plan.	X		X				Program	06/30/17
Coordinate with BLM to integrate comprehensive CD4 monitoring plan as appropriate, including an expanded monitoring plan.	X	X	X	X		X	Project	06/30/17
Process Reclamation Plans and environmental documents for county aggregate pits and Blackpoint Cinder Mine.	X		X	X		X	Project	06/30/17
Collect back reclamation inspection fees from Caltrans	X	X					Project	06/30/17
Work to refine new Code Compliance module with Innoprise software and integrate with other applicable departments	X						Program	06/30/17
Conclude amendments to transient rental regulations, and refine enforcement procedures	X	X		X		X	Project	06/30/17



CDD Housing Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Housing Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Prepare Housing Needs Assessment and based on outcomes, draft update to Housing Mitigation Ordinance and Housing Element.	X	X	X	X			Project	06/30/17
Manage Sub-recipient Agreement with Mammoth Lakes Housing for HOME award for first time homebuyers.	X	X		X			Project	06/30/17
Continue to investigate housing partnership potential with entities such as the Utu Utu Gwaitu Paiute Tribe	X	X		X	X		Program	06/30/17



CDD - Planning Commission Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Planning Commission Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
In addition to considering routine planning permit applications, the Commission will be conducting public workshop on several grant-funded projects, including sustainable agriculture, community wildfire protection plan update, Walker Basin Restoration CEQA, and hazard mitigation plan update.	X	X	X	X			Project	ongoing
Advise the Board of Supervisors on changes to the Transient Rental Overlay District, allowing an end to the current moratorium.	X	X	X	X			Project	12/31/16



County Counsel Department Goals  
FY 2016-17

**Mono County Focus Areas**

*Type of work Date*

<i>County Counsel Goals</i>	<b>Mono County Focus Areas</b>						<i>Type of work</i>	<i>Date</i>
	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety		
Continue to provide a high level of support, assistance and representation to Board of Supervisors, County departments, commissions, boards, officers and other local entities where authorized	X	X	X	X	X	X	Program	Ongoing
Implement project request and tracking system which facilitates and streamlines the provision of services by the County Counsel's office	X				X		Project	01/01/17
Implement contract tracking system to assist departments and reviewers in tracking contracts through the review and approval process	X				X		Project	09/30/16
Participate in employee MOU negotiations and drafting	X	X			X	X	Program	Ongoing
Draft and implement records retention policies	X				X		Project	06/30/17
Assist with South County facilities long-term planning/negotiations	X						Program	Ongoing
Assist with preparation and review of bid documents, RFPs, RFQs and contracts for public facilities contracts including, but not limited to, jail remodel, park improvements countywide, Crowley Skatepark	X	X	X	X			Program	Ongoing
Assist with preparation and review of environmental review documents (e.g., EIRs) under the California Environmental Quality Act related to County projects and projects requiring County approval	X	X	X	X			Program	Ongoing
Provide high quality representation and advice, utilizing both in-house staff and outside counsel in a variety of subject areas such as personnel and labor relations	X				X		Program	Ongoing
Work with CAO, Sheriff and others to ensure the continued provision of appropriate medical care to inmates in the Mono County Jail in light of the changing jail population resulting from the passage of AB109	X					X	Project	09/30/16
Create a shared electronic database of legal research and model documents (such as employment contracts, resolutions, etc.) which can be accessed by any attorney in the office in order to save time and resources and improve office efficiency	X			X			Project	Ongoing



Department of District Attorney

FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>District Attorney Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Salary Parity "Attorney Class"					X		Project	10/01/16
Community Outreach program	X	X				X	Program	06/01/17
Narcotics Enhancement	X	X				X	Program	06/01/17



Economic Development Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Economic Development Department Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
<b>GOAL: Continue efforts 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. Focusing primarily on Business Retention &amp; Expansion -- one of the key strategies as recommended in the draft Economic Development Strategic Plan – several tactics and projects include:</b>	X	X					Program	Ongoing
<b>Conduct Business Retention &amp; Expansion Survey –</b> Working closely with Mammoth Lakes Chamber of Commerce, conduct a comprehensive survey of small businesses to determine needs and prioritize services.	X	X	X	X			Program	05/01/16
<b>Technical Assistance &amp; Training/Customer Service Training –</b> Continue to work with Mammoth Lakes Chamber to provide free consultation, training and technical assistance to local small business through USDA grant-funded program.	X	X					Program	Ongoing
<b>Economic Development/Tourism Forum –</b> Explore options for providing an educational forum for local stakeholders, agencies, etc. whether "State of the County" model or a variation on the theme.	X	X					Project	TBA



Economic Development Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Economic Development Department Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
<b>Build Marketing Outreach to Visitors</b> – Continue to develop and produce relocation communication messaging to visitor base through existing tourism marketing tactics and channels; expand Economic Development website content/reach and social media presence. Produce Business Welcome Guide and complete additional testimonial videos.	X	X					Program	Ongoing
<b>Establish Inventory</b> -- Work with Community Development and GIS to establish inventory of vacant property/buildings, zoning issues, and infrastructure that can be accessed by potential investors.	X	X					Program	Ongoing
<b>Site Selectors</b> -- Explore opportunities available through site selection consulting experts and/or digital marketing tools, such as OppSites, to help promote potential economic development opportunities in the region.	X	X					Program	Ongoing
<b>Build Partnerships/Generate Leads</b> -- Continue to grow relationships and alliances between Economic Development agencies and organizations, including Governor's Office of Business Economic Development, California Association for Local Economic Development, Bakersfield Small Business Development Center, local and regional chambers of commerce, etc.	X	X					Program	Ongoing
<b>Workforce Investment Act (WIA)</b> – Continue to provide consulting, marketing, and support for workforce services programs, funded by WIA through Social Services.	X	X					Program	Ongoing



Economic Development Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Economic Development Department Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
<b>Staff Education and Training</b> – Enroll staff in 2-3 Economic Development-specific training programs/seminars/conferences.		X			X		Program	Ongoing



**Mono County Focus Areas**

*Type of work Date*

<b>Fish Enhancement Goals</b>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Assist and advise the Board of Supervisors on issues relating to the proper and orderly propagation and conservation of fish and game, specifically with respect to enhancement and stocking programs, outreach and education, networking and development of partnerships with outside agencies.	X	X	X				Program	Ongoing
Implement the most cost effective way to enhance and sustain the fish population in Mono County while still providing a quality fishing experience for anglers.	X	X	X				Program	Ongoing
Provide staff support to the Mono County Fisheries Commission and their mission of fish and wildlife enhancement, education, promotion & networking.	X	X	X				Program	Ongoing
Continue the Mono County Trophy Trout Stocking program.	X	X	X				Program	Ongoing
Continue to work with other government agencies such as the California Department of Fish & Wildlife on fish and wildlife issues, policies and regulations.	X	X	X				Program	Ongoing
Explore renewal of contractual annual payment to Eastern Sierra Wildlife Care from the Fish Fine Fund, terminated in March, 2016.	X	X	X				Project	01/12/17
Strive to ensure that expenditures from the Fish Fine Fund are focused on high priority projects for non-profit and/or governmental entities.	X	X	X				Program	Ongoing



Economic Development - Tourism  
FY 2016-17

**Mono County Focus Areas**

Type of work Date

<i>Tourism Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
<b>GOAL: Continue to drive overnight and day visits to Mono County to increase Transient Occupancy Tax (TOT) and visitor spending in Mono County, using designated 1% of TOT annually to implement strategic plan, as per County commitment.</b>		X					Essential Service	Ongoing
<b>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. Includes the following tactical goals/projects:</b>		X					Program	Ongoing
<b>Visitor Guide/Events Calendar</b> – Update and revitalize content <b>Eastern Sierra Fall Color Guide</b> – Collaborate with partners (Inyo, Bishop Chamber, and Mammoth Lakes Tourism) to update/reprint <b>Motor Touring/Backroads Guide (grant funded)</b> – Continue to work on additional routes, new cover, content revisions <b>Community Maps (NEW)</b> -- design/print map pads with info on trailheads, key attractions, OHV routes		X					Program	Ongoing
<b>Website</b> – Finish content upload and launch new tourism website		X					Project	09/01/16



Economic Development - Tourism  
FY 2016-17

**Mono County Focus Areas**

*Type of work*    *Date*

<i>Tourism Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
<b>Social Media</b> – Expand social media reach by 25% through increased exposure to Mono County’s Facebook/Twitter/Instagram and Youtube outreach with targeted promotion and advertising to capture and engage key influencers; continue monthly E-Newsletters to growing database of 25,000 contacts.		X					Program	Ongoing
<b>Trade shows</b> -- Add new Fred Hall Central Valley Sportsman's Show (Bakersfield) to schedule of tourism trade shows. Continue to meet potential visitors face-to-face in key markets, increase visitor database with qualified leads, and distribute marketing materials, while raising awareness of Mono County as a premiere mountain outdoor recreation destination.		X					Program	Ongoing
<b>Advertising</b> -- Continue to promote Mono County on a national and regional level in key publications (Visit California’s Official Visitor Guide and niche pubs like Western Outdoor News), television in northern California, focusing on shoulder season. Add international outreach through Brand USA co-op programs, and Visit California's international Visitor Guide.		X					Program	Ongoing
<b>Fulfillment</b> – Optimize interaction with visitors through 800-line/website requests for information, and reader response from print advertising. Explore outsourcing opportunities.		X					Program	Ongoing



Economic Development - Tourism  
FY 2016-17

**Mono County Focus Areas**

Type of work Date

<i>Tourism Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
<b>Film Commission</b> – Leveraging the current momentum and 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 in local spend. Support the Inyo National Forest Service in their goals to provide excellent service and turn-around times for permitting this time-sensitive market. Support the momentum created by the growing Mammoth Lakes Film Festival. Work more closely with Film Liaisons of California Statewide (FLICS) as Board member.	X	X					Program	Ongoing
<b>Community Event Marketing Fund (CEMF)</b> – Continue to administer grant program which provides direct support and assistance to communities, and thus the county overall, by growing existing tourism-related events, which ultimately drive overnight visitation.	x	X					Program	06/30/17
<b>Historical Societies Grant Fund (HSGF):</b> Continue to administer grant program that directly assists local non-profit historical societies to operate and promote community museums, thereby enriching the visitor experience and honoring our region's history.	X	X					Program	06/30/17
<b>Strategy 2. Expand reach to regional and international visitor markets by optimizing partnerships with Visit California, Mammoth Lakes Tourism, Mammoth Mountain Ski Area, High Sierra Visitors Council, Yosemite Gateway Partners and other tourism drivers.</b>	X	X					Program	Ongoing



Economic Development - Tourism  
 FY 2016-17

**Mono County Focus Areas**

*Type of work*    *Date*

<i>Tourism Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Improve and develop co-operative/collaborative regional partnerships with US Forest Service, Eastern Sierra Visitor Center, regional visitor centers, chambers of commerce, Friends of the Inyo, Caltrans, Inyo County, Bishop Chamber of Commerce, Mammoth Lakes Tourism, Yosemite Gateway Partners, etc. to increase access to, and improve, outdoor recreation product. Liz Grans was elected to the Yosemite Gateway Partners Board; Alicia Vennos was elected to the CalTravel Board. Jeff is on the YARTS committee.	X	X					Program	Ongoing



Department of Finance Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work*      *Date*

<i>Finance Goals</i>	<i>Mono County Focus Areas</i>						<i>Type of work</i>	<i>Date</i>
	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety		
Efficiently and effectively continue to perform property tax functions in compliance with state law and act as good stewards over taxpayer funded revenues. Property tax functions include calculation, allocation, collection and apportionment of secured, unsecured and unitary taxes and associated penalties, interest and costs when payments are made late.		X					Essential Service	Ongoing
Continue to safeguard cash, bank accounts and investments held by the County Treasurer. Invest idle funds in accordance with priorities set in the Mono County Investment Policy. Monitor investments and report to the Board of Supervisors. Provide administrative support for the Mono County Treasury Oversight Committee. Apportion net investment income to interest bearing account holders.		X					Essential Service	Ongoing
Provide budgetary support including forecasting, compiling, reporting and adjusting County budgets. Integrate budgets with the County's Innoprise system and provide support in monitoring budgetary compliance. Communicate with departments regarding budgetary process. Work with the CAO to develop a fiscally sustainable balanced budget.	X	X		X			Essential Service	Ongoing
Improve cost plan preparation process to be efficient, on time and compliant with Essential Serviced cost principles. Maximize the County's reimbursement of administrative costs from federal and state programs.		X					Program	Occurs once annually
Continue to improve all accounting functions including processing deposits, vendor payments, payroll and journal entries. Perform monthly reconciliations. Monitor accounts for accuracy and propriety. Provide good customer support to other County department staff. Increase accuracy, minimizing the need for correcting entries. Look for opportunities to improve efficiency.	X	X					Essential Serviced	Ongoing
Continue program of auditing Transient Occupancy Taxpayers. Coordinate with Building Official and Code Compliance towards enforcement efforts.	X	X					Program	Ongoing
Train department and county fiscal staff on various finance related topics. Develop and publish training calendar.	X			X	X		Program	June 2017, and then ongoing if successful
Quarterly financial reporting of General Fund fiscal indicators to Board of Supervisors and public as a means to increase transparency for good fiscal decision making.		X					Program	Starting at mid year and continuing quarterly for as long as information proves to be useful
Transition payroll processing from GEMS system (old system) to the Innoprise System. Deploy employee portal and electronic/paperless timesheet reporting. Provide training to County employees and departments.	X		X	X	X		Project	Transition starting January 1, 2017



Department of Finance Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work*      *Date*

<i>Finance Goals</i>	<i>Mono County Focus Areas</i>						<i>Type of work</i>	<i>Date</i>
	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety		
Continue processing Business Licenses on the new Innoprise business license billing and collection module. This will Improve efficiency and should have positive impact on collection efforts.		X		X	X		Project	By June 30, 2017, and continuing
Implement Work Management module of the County's Innoprise System. Work towards elimination of duplicate systems and efforts.	X	X		X	X		Project	Unknown
Implement Miscellaneous Accounts Receivable module of the County's Innoprise System. Work towards identification of unrecorded receivables and improve ability to collect.	X	X		X	X		Project	Unknown
Implement tax module of the County's Innoprise System.		X		X	X		Project	Unknown
Purchase and install paramedic billing software which will minimize manual manipulation of data and eliminate redundant steps.		X					Project	June 2017, and then ongoing if successful
Establish dialogue with Board, CAO and Finance about establishing General Fund reserves, commitments and assignments that increase County's financial stability and provide resources to support BOS strategic goals.	X	X					Program	Over next five years
Crosstrain staff to ensure workloads are evenly distributed and absences do not negatively impact department productively. Crosstraining will help Finance department better meet deadlines, whether statutorily or internally imposed.	X			X	X		Program	Over next two years
Prepare and publish County CAFR and other annual financial reports and eliminate outsourcing		X		X	X		Program	By March 31, 2017
Provide public access to financial data through web-based financial visualization software such as OpenGov. This initiative would provide user-friendly financial modeling and reporting.		X					Project	Unknown
Conduct county-wide fee study and develop and implement County policy towards recovery of specific percentage of cost to provide services depending on nature of the service.		X					Program	Unknown
Increase access for taxpayers to forms and other property tax information through web-based portal.		X					Project	Unknown



Department of  
Information Technology  
FY 2016-17 Goals

**Mono County Focus Areas**

**Type of work**

**Date**

**Information Technology Goals**

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	IT Strategic Plan	Essential Service/Project/Program	Estimated completion
<b>TECHNOLOGY DIVISION</b>									
Roll Out IT Security Awareness program				✓	✓	✓	6   3.4	Program	FY 16-17
Replace end of life servers & storage devices				✓	✓	✓	9   3.1	Project	FY 16-17
Replace end of life phone system				✓	✓	✓	9   3.1	Project	FY 16-17
Implement Business Continuity & Disaster Recovery Plan	✓			✓	✓	✓	7   3.2	Program	FY 16-17
Implement Dual Factor Authentication	✓			✓	✓	✓	6   3.4	Essential Service	FY 16-17
Develop Communications Strategic Plan	✓			✓	✓	✓	19   2.5	Program	FY 16-17
Accomplish short term radio system improvements	✓			✓	✓	✓	19   2.5	Project	FY 16-17
Implement Body Worn and Vehicle Camera program for Sheriff Department	✓			✓	✓	✓	18   1.5	Project	FY 16-17
Develop mobile Emergency Operation Center and improve Emergency Operations posture with technology and GIS	✓			✓	✓	✓	15   1.5	Program	FY 16-17
Develop Mobile Data Terminal pilot program for Mono County Sheriff	✓			✓	✓	✓	18   2.5	Project	FY 16-17
Deploy Public WiFi in at least one new public space	✓	✓	✓	✓	✓	✓	8   1.4	Program	FY 16-17
Develop & deploy an end-user training program	✓			✓	✓	✓	14   1.2	Program	FY 16-17
Enhance the economic base through Rec/Tech innovation & business opportunities	✓	✓	✓	✓			2.1	Program	FY 16-17
Continue Data Classification and file system reorganization efforts				✓	✓		13   3.4	Project	FY 16-17
<b>GIS DIVISION</b>									
Improve interactive mapping for emergency response purposes	✓			✓	✓	✓	22   1.5	Project	FY 16-17
Improve Public Works technology utilization relative to Pavement & Asset Management	✓	✓	✓	✓	✓	✓	22   1.6	Program	FY 16-17
Continue ParcelViewer improvements	✓	✓	✓	✓	✓	✓	22   1.6	Project	FY 16-17
Implement workflows and tools to improve data quality and data management efforts	✓	✓	✓	✓	✓	✓	22   1.6	Project	FY 16-17



Infrastructure Replacement  
 Program / Tech Refresh Fund  
 FY 2016-17 Goals

*Mono County Focus Areas*

*Type of work*

*Date*

<i>Tech Refresh Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	IT Strategic Plan	Essential Service/Project/Program	Estimated completion
Replace approximately 60 desktops & laptops	X			X	X	X	9   3.1	Program	FY 16-17
Replace end of life servers & storage devices	X			X	X	X	9   3.1	Program	FY 16-17
Replace end of life phone system	X			X	X	X	9   3.1	Program	FY 16-17



Department of Probation  
 FY 2016-17

**Mono County Focus Areas**

*Type of work*      *Date*

<i>Probation Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
<i>Reorganization ADULT</i>					X		Essential Service	07/01/16
<i>Search Conference ADULT</i>	X						Essential Service	07/01/17
<i>Youth Motivation Design jSTREAK JUVENILE</i>						X	Project	07/01/17
<i>Continuum of Care JUVENILE</i>	X						Essential Service	07/01/17



Department of Public Health Goals  
FY 2016-17

**Mono County Focus Areas**

*Type of work*

*Date*

**Public Health Goals**

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Maintain flu vaccination program and community outreach by holding flu clinics in every community and every school within Mono County.	X					X	Essential Service	Ongoing
Assist all daycare centers and schools in implementing the new law SB 277 eliminating personal beliefs exemptions for children.	X					X	Project	09/30/16
Remain vigilant in monitoring emerging infectious diseases in order to control outbreaks.	X					X	Essential Service	Ongoing
Train new Public Health Nurse in the Immunization, Communicable Disease, Tuberculosis, and HIV/STD Programs.				X		X	Program	06/30/17
Continue surveillance of HIV, testing for HIV/STDs, and providing case management and assistance to low income individuals living with HIV/AIDS in Mono County.						X	Essential Service	Ongoing
Monitor health indicators for women, children, adolescents, and families in Mono County, and develop programs to improve the health of these populations.	X					X	Essential Service	Ongoing
Continue Health Department coordinated community collaboratives focusing on oral health, nutrition & physical activity, breastfeeding, youth advisory, and adolescent high risk behavior.	X					X	Project	Ongoing
Continue case management and medical therapy clinics for children with special needs who meet California Children's Services eligibility criteria.							Essential Service	Ongoing



Department of Public Health Goals  
FY 2016-17

<i>Public Health Goals</i>	<i>Mono County Focus Areas</i>						<i>Type of work</i>	<i>Date</i>
	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Ensure dental referrals and linkage to care for children receiving well-child visits through the California Health and Disability Program.							Essential Service	Ongoing
<b>ENVIRONMENTAL HEALTH</b>								
With the completion of the Inyo County CUPA contract, make substantial progress in meeting Cal EPA directives for the Mono County CUPA.	X					X	Essential Service	Ongoing
Continue to assist CDPH in vector control surveillance and vector-borne disease investigations.	X					X	Essential Service	Ongoing
Continue to effectively serve the public with regard to the variety of requests for service, complaints and inquiries received throughout the year.	X					X	Essential Service	Ongoing



Public Health - Education Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

*Health Education Goals*

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Support transition of multiunit housing to smoke free policy through technical assistance and policy advocacy.	X				X	X	Essential Service	06/30/17
Advocate for the Healthy Stores Healthy Communities Initiative in collaboration with the State Public Health Department to decrease availability of flavored tobacco products.	X					X	Essential Service	06/30/17
Advocate for advancement of smoke free policy on county campus and for advancement of smoke free policy in keeping with current scientific public health research and in keeping with the social will of those affected in Mono County.	X			X	X	X	Essential Service	06/30/17
Provide community assessment and community education to support adoption and implementation of policy.	X				X	X	Essential Service	06/30/17
Provide education and supplies to bring county entities into compliance with the 5 new tobacco control laws passed in 2016, including no tobacco sales to persons under 21.	X			X		X	Essential Service	08/31/16



Department of Public Health Goals  
Emergency Preparedness FY 2016-17

*Mono County Focus Areas*

*Type of work*

*Date*

*Emergency Preparedness Goals*

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Strengthen the public health and medical response system by updating plans, policies, and procedures to address public and environmental health functions of the Medical and Health Operational Area Coordinator (MHOAC) Program.	X					X	Essential Service	06/30/17
Coordinate planning, training, and exercises to prepare for disasters to improve healthcare system preparedness.	X					X	Essential Service	06/30/17
Establish with the lead agency for Fatality Management, their role and responsibility including morgue capacity, alternate morgue storage methods and family assistance.	X					X	Essential Service	12/31/16
Engage partners to review and update the jurisdiction's public health and medical risk assessment to prioritize or validate the top three hazards most likely to occur in the jurisdiction with the highest impact on public health, medical, mental behavioral health systems and environmental health.	X					X	Essential Service	03/31/17
Meet annual Medical Countermeasure Dispensing (MCM) requirements.	X					X	Essential Service	06/30/17



Department of EMS Goals  
 FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

*Emergency Medical Services Goals*

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Agency Fiscal Sustainability		X			X		Program	06/30/17
County-Wide Coverage	X				X	X	Project	06/30/17
Continue Training for CPR, AED, EMT, First Responder					X	X	Program	06/30/17
"Chief" recruitment						X	Project	01/01/17
Establish AED Program	X				X	X	Project	06/30/17



Department of PW / Conway Ranch  
 FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Conway Ranch Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Complete and obtain Board approval of Strategic Facility Plan	X	X	X	X			Program	Fall 2016
Implement 2016 Operations Plan	X	X	X	X			Program	Fall 2016
Develop 2016 Annual Report and 2017 Operations Plan	X	X	X	X			Program	Spring 2017
Initiate Bidding and Proposal Process for Aquaculture and Grazing, as directed by Strategic Facility Plan	X	X	X	X			Program	As Directed
Continue logging and reporting of irrigation and water rights	X	X	X	X			Program	06/30/17



Department of PW / Solid Waste

FY 2016-17

**Mono County Focus Areas**

*Type of work*      *Date*

<i>Solid Waste Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Execute Flow Agreement with the Town of Mammoth Lakes.	X	X	X				Project	09/01/16
Initiate Final Closure Planning for Benton Crossing Landfill.	X		X	X			Essential Service	06/30/17
Obtain Revised Solid Waste Facility Permit for Pumice Valley Landfill.			X	X			Essential Service	
Analyze Potential for County-operated Transfer Stations and Recycling programs.	X	X	X	X	X		Project	01/01/17
Begin providing wood chips for Bridgeport Biomass Boiler.	X	X	X	X			Project	01/01/17
Continue prudent management of Solid Waste Enterprise Fund.		X					Program	06/30/17
Expand recycling efforts by subsidizing cost-effective receptacles in high-volume locations.	X	X	X	X			Program	06/30/17
Increase recycling and diversion outreach and education efforts.	X		X				Program	06/30/17
Initiate Countywide Parcel Fee Audit	X	X	X				Program	6/30/2017



Public Works - Campground Goals  
FY 2016-17

**Mono County Focus Areas**

*Date*

<i>Campground Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Maintain existing campground infrastructure				X			Project	10/15/16
Continue to add bear boxes to individual sites				X			Project	10/15/16



Department of Public Works -  
Cemeteries Goals  
FY 2016-17

<i>Cemetery Goals</i>	<i>Mono County Focus Areas</i>						<i>Type of work</i>	<i>Date</i>
	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Open Mount Morrison County cemetery for new reservations and burial of loved ones. Involves: Layout of cemeteries with systematic sections and numbering of plots, installing plot markers, building a GIS database for cemetery management, reservations, and public information. Resolution adoption with fee structure. Working template to be implemented at the other cemeteries.	X	X		X		X	Project	Morrison = 11/16 Mono = 6/17 Bridgeport = 6/18



Public Works Capital Improvement

FY 2016-17

**Mono County Focus Areas**

*Type of work      Date*

<b>Department Goals</b>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Complete Bridgeport Shop Biomass Project, which is a Sierra Nevada Conservancy grant funded project and will reduce woodwaste, decrease energy use, and reduce air pollution. decreasing wild fires and open pile burning.			X	X			Project	10/15/16
Complete Memorial Hall remodel which includes new ADA restrooms, elevator, and stage area.				X			Project	09/29/16
<i>Complete Gull Lake Park ADA restroom upgrades which is a CDBG funded project.</i>				X			Project	09/01/16
Complete Crowley Lake Park ADA restrooms which is also a CDBG funded project.				X			Project	04/15/17
<i>Complete Mono Lake park ADA restrooms which is also a CDBG funded project.</i>				X			Project	05/15/17
Complete Office Remodel for Social Services.				X	X		Project	09/01/16
June Lake Comm. Center Improvement fund				X			Project	on-going
Crowley Lake Skatepark	X			X			Project	07/10/18
Benton Park Improvement Fund	X			X			Project	on-going



Department of Public Works -  
Engineering Goals  
FY 2016-17

**Mono County Focus Areas**

*Type of work Date*

<b>Engineering Goals</b>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
North Shore Drive – Fog seal and stripe project from Pine Cliff Road to June Mountain Ski Area.		X	X	X			Project	12/31/16
Stock Drive Realignment – Construction through close-out	X	X	X	X			Project	12/31/16
Crowley Lake Skate Park – Construct restroom and parking improvements.	X			X			Project	12/31/17
Systemic Safety Analysis Report – Prepare for the County road system with \$45,000 grant.		X		X		X	Project	06/30/17
Pavement Management System – Continue updates and analysis.	X		X	X			Program	ongoing
Highway Bridge Program – Update and pursue creative funding opportunities.			X	X		X	Program	ongoing
Bridgeport Jail Remodel – Coordinate with the Sheriff's Dept. and County Counsel. Oversee preparation of grant applications, plans, and specifications prepared by an architect.	X	X		X		X	Project	unknown
Reds Meadow Road – Work collaboratively with the Town of Mammoth Lakes, Inyo National Forest, Madera County, and the National Parks Service to prepare a Federal Lands Access Program (FLAP) grant.	X	X		X			Project	02/01/17
Reorganization – If approved, hire the most qualified team members to create a positive working environment that encourages good customer service, excellence, and innovation.					X		Program	unknown
Continue working with LADWP on long term lease for Lee Vining Airport.	X	X		X			Project	06/30/17
Get FAA final approval and adopt ALPs for both Bryant Field and Lee Vining Airport.	X	X	X	X		X	Project	06/30/17



Public Works - Facilities Goals  
FY 2016-17

**Mono County Focus Areas**

*Type of work      Date*

<i>Facilities Goals</i>	Collaborative Solutions	Economic Base	Environmental	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Complete Bridgeport Shop Biomass Project, which is a Sierra Nevada Conservancy grant funded project and will reduce woodwaste, decrease energy use, and reduce air pollution. decreasing wild fires and open pile burning.			X	X			Project	10/15/16
Complete Memorial Hall remodel which includes new ADA restrooms, elevator, and stage area.				X			Project	09/29/16
Complete Gull Lake Park ADA restroom upgrades which is a CDBG funded project.				X			Project	09/01/16
Complete Crowley Lake Park ADA restrooms which is also a CDBG funded project.				X			Project	07/15/17
Complete Mono Lake park ADA restrooms which is also a CDBG funded project.				X			Project	07/15/17
Complete Office Remodel for Social Services.				X	X		Project	09/01/16
Complete Benton Park ADA restroom upgrades which is a CDBG funded project.				X			Project	11/01/16



Public Works - Motor Pool Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Motor Pool Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Maintain county pool vehicles				X		X	Project	06/30/17
Replace vehicles that have exceeded their useful life	X			X		X	Program	06/30/17
Install oil/water separator at Crowley Road Shop				X			Project	06/30/17
Continue with fuel/mileage reduction goal of 5%	X		X			X	Program	06/30/17



Department of Public Works - Road  
FY 2016-17

**Mono County Focus Areas**

<b>Road Goals</b>	<b>Mono County Focus Areas</b>						<i>Type of work</i>	<i>Date</i>
	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Continue to manage the best solution for CARB compliance to ensure the county meets all regulations while minimizing county expenditures			X				Essential Service	12/31/28
Continue to work with BLM on Sage Grouse habitat mitigation efforts along our county roads	X		X				Program	10/30/16
Cross Train Road staff so that all staff can learn necessary skills	X				X		Program	06/30/17
Begin striping county roads with new striping equipment						X	Project	06/30/17
Recognize and reward quality Road staff					X		Program	06/30/17
Continue to minimize/reduce fuel use	X		X				Program	06/30/17
Replace hand-held signs for District 1 workers						X	Essential Service	09/01/17



Public Works - Solid Waste Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>Solid Waste Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Execute Flow Agreement with the Town of Mammoth Lakes	X	X	X				Project	09/01/16
Initiate Final Closure Planning for Benton Crossing Landfill	X		X	X			Essential Service	06/30/17
Obtain Revised Solid Waste Facility Permit for Pumice Valley Landfill			X	X			Essential Service	
Analyze Potential for County-operated Transfer Stations and Recycling programs	X	X	X	X	X		Project	01/01/17
Begin providing wood chips for Bridgeport Biomass Boiler	X		X	X			Project	01/01/17
Continue prudent management of Solid Waste Enterprise Fund		X					Program	06/30/17
Expand recycling efforts by subsidizing cost-effective receptacles in high-volume locations	X	X	X	X			Program	06/30/17
Increase recycling and diversion outreach and education efforts	X		X				Program	06/30/17



Sheriff's Office Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work      Date*

<i>Sheriff Office Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Hire qualified law enforcement professionals to fill vacant Deputy Sheriff positions					X	X	Essential Service	ongoing
Relocate the Emergency Operations Center to an accessible and practical location, considering the possibility of a virtual EOC	X			X		X	Project	06/30/17
Replace outdated tasers and body-worn cameras with equipment that integrates into current systems						X	Project	06/30/17
Continue partnerships with community and other first responders to maintain quality law enforcement service	X					X	Program	ongoing
Create Incident Management Team (IMT)	X					X	Program	ongoing



Sheriff - Boating Enforcement Unit

FY 2016-17

*Mono County Focus Areas*

*Type of work*

*Date*

*Boating Enforcement Goals*

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Provide boat patrol on all accessible lakes						X	Essential Service	ongoing
Enforce California boating laws						X	Essential Service	ongoing
Perform safety activities						X	Essential Service	ongoing



Sheriff - Search and Rescue Goals  
 FY 2016-17

*Mono County Focus Areas*

*Type of work    Date*

<i>Search and Rescue Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Respond to a wide variety of missions in a professional manner						X	Program	ongoing
Recruit volunteers dedicated to public service						X	Program	ongoing



Sheriff - Court Security Goals  
 FY 2016-17

*Mono County Focus Areas*

*Type of work*      *Date*

<i>Court Security Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Keep costs within awarded state revenue						X	Essential Service	ongoing
Ensure all employees have proper training						X	Project	1 years



Sherriff - Jail Operations Goals  
FY 2016-17

<i>Jail Goals</i>	<i>Mono County Focus Areas</i>						<i>Type of work</i>	<i>Date</i>
	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/ Project/Program	Estimated completion
Maintain orderly operation of the jail						X	Essential Service	ongoing
Work with cooperators to improve services	X					X	Essential Service	ongoing
Support County with inmate work program	X					X	Program	ongoing
Meet or exceed training requirements						X	Essential Service	ongoing
Implement "Daily Training Bulletin" program for employees						X	Project	1 years
Seek grant funding to renovate jail to provide adequate programming and medical space	X			X		X	Project	3 years
Work with HR to improve recruitment and retention	X				X	X	Project	ongoing



Office of Emergency Services Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

*Office of Emergency Services Goals*

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Continue improving Radio services, working with IT, through contract with Delta Wireles	X			X		X	Project	TBD
Train Sheriff's Office staff to train County personnel on EOC Operations	X					X	Program	2 years



Department of Social Services Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>DSS and DSS Aid Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Implement the Resource Family Approval process to replace and streamline the existing process for licensing foster family homes and approving relatives and non-relative extended family members as foster care providers, in collaboration with the Probation Department and other stakeholders. Partner with the Child Abuse Prevention Counsel in recruitment efforts.	X						Essential Service	on-going
Continue efforts to recruit, retain and train Resource Families (formerly foster families) to meet the diverse placement needs of children/youth. Incorporate best practices to create a supportive, accessible approval process and on-going support, using new resources available to counties for this purpose.	X						Essential Service	on-going
Collaborate with the Behavioral Health Department on a system of supports for Resource Families to help them provide stable, caring homes for children in the child welfare system.	X						Essential Service	on-going
Continue work with the Depts of Behavioral Health, Probation, and Public Health to develop and refine <i>Child Family Teaming</i> as the primary vehicle for placement determinations, identification of needed services and case plan development for foster children and children at risk of foster care placement.	X						Essential Service	on-going
Implement year 4 of the System Improvement Plan (SIP) in Child Welfare Services, specifically: (1) Conduct quarterly reviews using SafeMeasures to assess social worker training needs or gaps in knowledge /practice skills, (2) Develop an Independent Living Program resource manual to better serve teen and young adult clients, (3) Implement best practices for parent-child visitation in family-reunification cases, and (4) Integrate Structured Decision Making and Safety Organized Practices (SOP) and continue to provide SOP training and coaching to social worker staff.	X						Essential Service	on-going



Department of Social Services Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>DSS and DSS Aid Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Support community-based child abuse prevention, intervention, and treatment, through contracts with Wild Iris Family Counseling and Crisis Center, First 5 Mono County, and Mono County Office of Education.	X						Program	06/30/17
Provide additional transitional and permanent work opportunities to Welfare-to-Work participants by expanding the Subsidized Employment program and associated work placements.	X	X					Program	on-going
Ensure that CalWORKs/Welfare-to-Work customers are meeting work participation requirements.	X	X					Essential Service	on-going
Improve staff's ability to assess clients for needs, barriers, strengths, and work-readiness during the Welfare-to-Work early engagement process by implementing the Online CalWORKs Appraisal Tool (OCAT).	X	X					Essential Service	on-going
Continue development of strategic relationships with educators, employers, and community partners in order to create opportunities for job seekers to obtain employment, career mobility, and self-sufficiency.	X	X			X		Program	on-going
Continue to partner with the Mono County Office of Education and the Mono County Economic Development Department on the Workforce Education and Certificate Program as part of the Welfare-to-Work (WTW) and WIOA Program services. This four-module program conducted in Mammoth Lakes and Walker, provides a resource for individuals to enhance their capacity to obtain and maintain gainful employment.	X	X					Program	on-going
Streamline eligibility determinations and client caseload management, including implementation of in-take and on-going caseloads towards improving overall customer service.	x						Project	on-going
Improve coordination with Sheriff Department to ensure timely enrollment of inmates under the Medi-Cal County Inmate Program (MCIP).	x						Project	06/30/16
Continue outreach to vulnerable populations to ensure residents' nutritional needs are met through the CalFresh food assistance program.	X						Project/ Essential Service	on-going



Department of Social Services Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>DSS and DSS Aid Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Essential Service/Project/Program	Estimated completion
Partner with Mono County District Attorney's Office for the investigation and prosecution of welfare fraud.	X						Program	on-going
Contribute to hiring and retention of productive and engaged staff through continued implementation of Alternate Work Schedule policies within the Dept.	X				X		Program	on-going
Leverage training resources by coordinating and sharing UC Davis training days with Inyo and Alpine Counties.	X						Program	on-going
Contribute resources to the county compensation and classification analysis towards promoting the recruitment and retention of a highly qualified and committed workforce to serve our residents.	X				X		Project	06/30/16



Department of Social Services Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

<i>General Relief Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Partner with American Red Cross to provide emergency preparedness and CPR/First Aid trainings to communities within the county. Collaborate with the Inyo Shelter Coordinator to include the communities of Chalfant and Benton in any trainings they may offer.	X					X	Project	06/30/17
Provide in-service trainings to local Fire Departments on the Disaster Action Team (DAT) services and the Access and Functional Needs registration process.	X					X	Project	06/30/17
Work with shelter managers to maintain the inventory at each of the eight emergency shelter trailers, and recruit backup Shelter Managers in every community.	X					X	Project	06/30/17



Department of Social Services Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

*Senior Services Goals*

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Investigate potential partnerships with area healthcare providers to bring Hospice services to northern Mono County.	X						Project	30-Jun-17
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.	X						Program	on-going
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.	X						Program	on-going
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.	X						Program	on-going



Department of Social Services Goals  
Workforce Services FY 2016-17

**Mono County Focus Areas**

*Type of work Date*

<i>Workforce Service Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Continue implementation of the On-the-Job Training program. The OJT program provides clients with an opportunity to build skills while earning money, and it also acts as a catalyst for businesses to hire, promote, and augment their personnel. The program provides a critical county link to employers, so that WIOA clients not only have job search and job preparation resources, but also connections to employers that are looking to hire and train individuals.	X	X					Program	on-going
Increase the number of individuals that receive workforce services at the Workforce Resource Room in the Sierra Center Mall; assist job seekers with job searches and resources, and help direct them to the appropriate businesses and educational programs.	X	X					Program	on-going
Maintain accurate and complete job postings while matching listed jobs with client goals. Focus on job availability, client career interests, and client contact in order to facilitate job placement.	X	X					Program	on-going
Continue to partner with the Mono County Economic Development Department in order to leverage resources, staffing, and expertise to further our mutually compatible goals of ensuring long-term economic success and self-sufficiency for Mono County residents through efficient, responsive and innovative public service.	X	X					Program	on-going



Department of Social Services -  
 WrapAround Services (WRAP) Goals  
 FY 2016-17

*Mono County Focus Areas*

*Type of work    Date*

<i>WrapAround Service Goals</i>	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Continue WRAP services in order to prevent high-risk children from being removed from their homes and community. WRAP is an alternative to placing high-risk children in congregate care (i.e. group homes) or in foster care out-of-county.	X						Program	on-going



Department of Social Services Goals  
FY 2016-17

*Mono County Focus Areas*

*Type of work Date*

*County Children's Trust Goals*

	Collaborative Solutions	Economic Base	Environmental Sustainability	Infrastructure	Mono Best Place to work	Public Safety	Mandate/Project/Program	Estimated completion
Work with the Child Abuse Prevention Council and Strengthening Families Team to address perceived community resistance to making a child abuse report.	X						Project	on-going
Continue expansion and promotion of the Protective Factors Framework in Mono County. Protective factors are conditions or attributes of individuals, families, communities, or the larger society that mitigate risk and promote healthy development and wellbeing. Put simply, they are the strengths that help to buffer and support families at risk.	X						Program	on-going

# ANIMAL CONTROL

## 100-27-205

### 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 2015-2016

- 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.
  - Successful completion of all seven 2016 vaccination and licensing clinics held throughout the County in the month of June.
  - 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**.
  - We have been so successful in our networking that we are able to feed the shelter animals a higher grade of food for free and can also reach out to the communities and also help those in need
-

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase in expenditures of \$45,961, and a decrease of \$7,750 in revenues, when compared to the FY 2015-2016 Board Approved Budget. As a result, the Requested Net County Cost is increased by \$53,711.

Personnel Costs increased by \$27,543 compared to the FY 2015-2016 Board Approved Budget.

### **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 probably exceed our estimated revenue this year due to a increase in the amount of animals coming through the shelter with regards to impound and adoption fee collection. The FY 2016-17 estimated revenues have been adjusted this year.

#### **Personnel** –

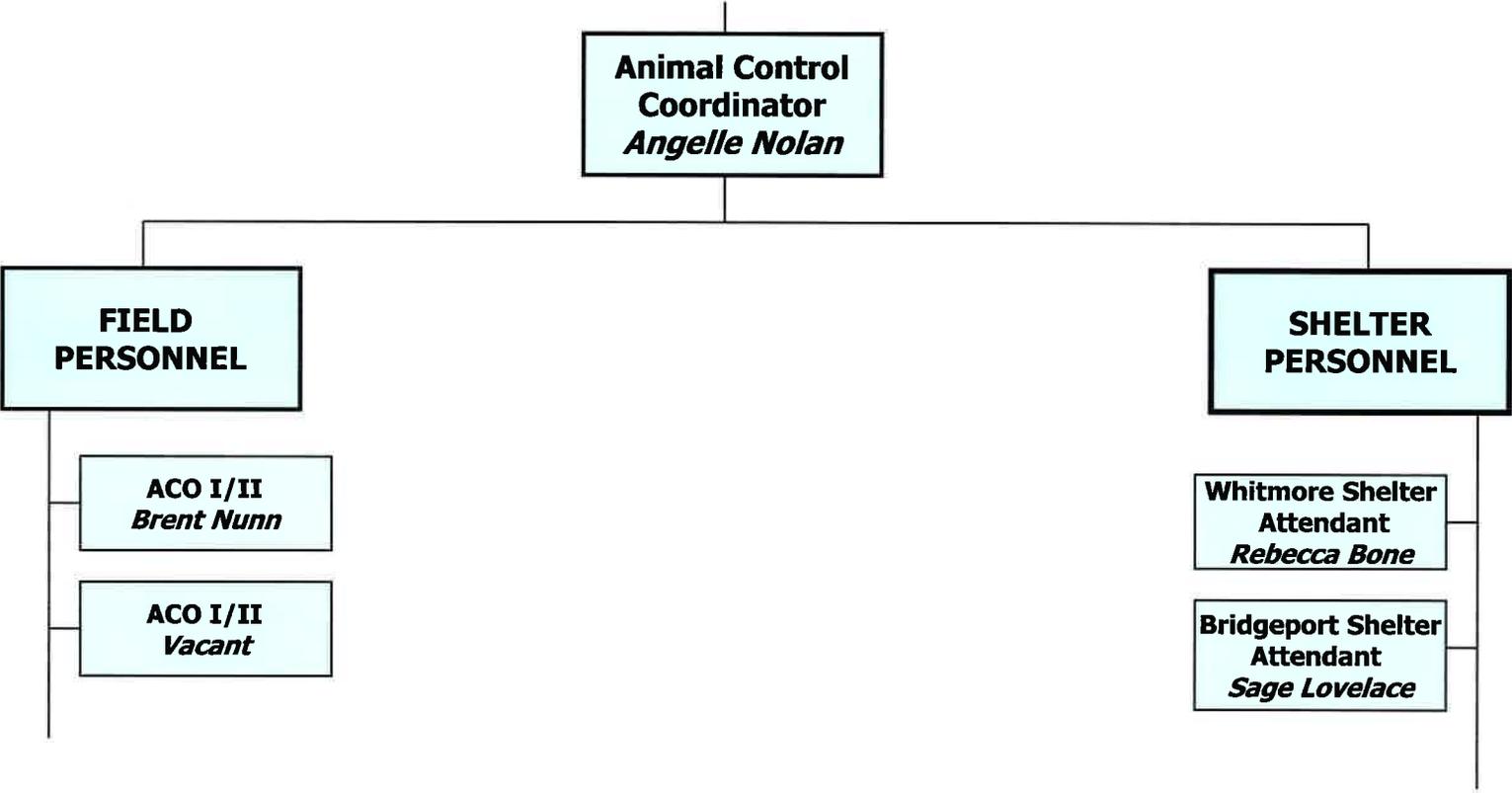
The Department's Requested Budget represents an NO CHANGE in the number of fulltime equivalent (FTE) positions that are supported by this budget.

**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.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Animal Control</b>					
100-27-205-12010	ANIMAL LICENSES FEES	18,792.00	30,190.00	20,000.00	20,000.00	
100-27-205-16170	HUMANE SERVICES	9,613.00	10,472.00	8,000.00	8,000.00	
100-27-205-17050	DONATIONS & CONTRIBUTIONS	0.00	0.00	750.00	0.00	
100-27-205-18100	OPERATING TRANSFERS IN	0.00	0.00	7,000.00	0.00	
	Total Revenues	<u>28,405.00</u>	<u>40,662.00</u>	<u>35,750.00</u>	<u>28,000.00</u>	
100-27-205-21100	SALARY AND WAGES	175,658.54	184,184.17	182,790.00	189,950.00	
100-27-205-21120	OVERTIME	3,066.76	4,974.62	4,000.00	4,000.00	
100-27-205-22100	EMPLOYEE BENEFITS	131,373.80	138,922.02	143,452.00	163,835.00	
100-27-205-30120	UNIFORM ALLOWANCE	1,600.00	445.59	800.00	800.00	
100-27-205-30280	TELEPHONE/COMMUNICATIONS	3,525.32	3,770.73	3,500.00	3,500.00	
100-27-205-30500	WORKERS' COMP INS EXPENSE	55,560.00	65,114.00	65,114.00	94,519.00	
100-27-205-30510	LIABILITY INSURANCE EXPENSE	3,612.00	3,282.00	3,282.00	3,671.00	
100-27-205-31700	MEMBERSHIP FEES	280.00	50.00	200.00	200.00	
100-27-205-32000	OFFICE EXPENSE	3,735.58	4,751.45	3,750.00	3,750.00	
100-27-205-32500	PROFESSIONAL & SPECIALIZED SER	686.00	6,769.42	10,000.00	10,000.00	
100-27-205-33120	SPECIAL DEPARTMENT EXPENSE	9,816.01	9,515.07	10,000.00	10,000.00	
100-27-205-33350	TRAVEL & TRAINING EXPENSE	1,715.40	2,078.23	3,500.00	3,500.00	
100-27-205-33351	VEHICLE FUEL COSTS	14,326.38	9,668.18	15,000.00	10,000.00	
100-27-205-33360	MOTOR POOL EXPENSE	20,485.76	19,330.85	27,000.00	20,624.00	
100-27-205-33600	UTILITIES	6,189.36	6,366.32	6,000.00	6,000.00	
	Total Expenditures	<u>431,630.91</u>	<u>459,222.65</u>	<u>478,388.00</u>	<u>524,349.00</u>	
	Net County Cost	<u>-403,225.91</u>	<u>-418,560.65</u>	<u>-442,638.00</u>	<u>-496,349.00</u>	

# Mono County Animal Control



## **Mono County Assessor's Office**

### **DEPARTMENTAL FUNCTIONS**

The county assessor must annually assess all taxable property in the county, except for state-assessed property, to the person owning, claiming, possessing, or controlling the property on January 1. The duties of the county assessor are to discover all assessable property, to inventory and list all taxable property, to develop and maintain a set of current maps delineating property ownership, to value the property, and to enroll the property on the local assessment roll for the support of local government.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- The Assessor's Office closed the roll **on time** (actually 8 days early) and **complete**. The completed assessment roll was turned over to the Auditor's Office on June 22, 2016.
- 4,427 temporarily reduced (Proposition 8) values were individually reviewed and adjusted for 2016.
- The Assessor's Office remapped and renumber approximately 8,000 assessor's parcel numbers to correct errors from the data conversion to our current assessment software.
- Business Property Statement filing continued to be available electronically and online, and there was 64% participation by business property statement filers for 2015-2016, a substantial jump from the 42% during the first year of implementation (2015/2016).
- Resolved numerous assessment appeals, some dating back as far as 2010.

All of these achievements were accomplished despite having a total staff of only 5, down from 14 as recently as 2011 (plus a part-time temporary worker), and spending approximately \$425,000 less than our approved 2015-2016 budget.

### **DEPARTMENTAL GOALS FOR FY 2016-2017**

- Resolve all assessment appeals, with emphasis on the appeals filed prior to 2015, and with special emphasis on the remaining high-value appeals (Ormat, Mammoth Mountain Ski Area, that date back to 2010 and 2012, respectively). At this time there are 163 assessment appeals pending, and of those, 57 were filed in the current fiscal year, and 106 of the total are either Ormat or MMSA, which are both in settlement negotiations. We expect to resolve the majority of these assessment appeals, and the success will be measured by number of appeals left to be resolved one year from now.
- Recruit, hire, and retain an experienced, competent, and qualified Assistant Assessor.
- Continued staff training for certification maintenance and skills, knowledge, and career growth.
- Continued conversion of paper data to electronic data.
- Continued updates to assessor data for physical addresses, land use and zoning, and physical characteristics to support robust data inquiries.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2015-2016 Requested Budget represents an overall decrease of \$30,354 on the Requested Net County Cost.

Personnel Costs increased by \$61,688 compared to the FY 2015-2016 Board Approved Budget, due to salary and benefit increases.

*Revenues* – Will remain stable.

*Personnel* – The Assessor's Office is requesting to fill the vacant position of Assistant Assessor, while leaving vacant an approved Auditor-Appraiser II position. In addition, the Assessor's Office requests an amendment to the allocation list to change the Appraiser II position to an Appraiser II/III to allow for promotion.

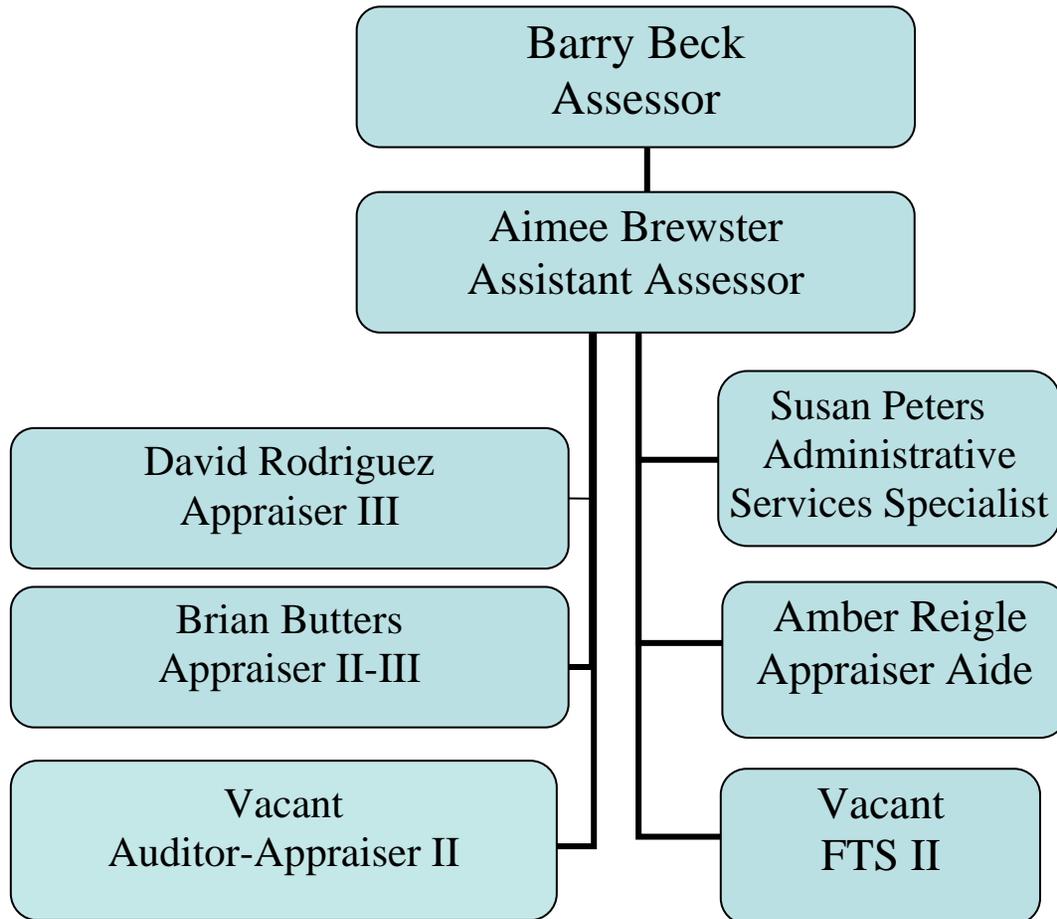
The Department's Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

*Services & Supplies* – No change.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Assessor</b>						
100-12-100-16010	PROP TAX ADMIN FEE- ASSESSOR	442,141.00	0.00	430,000.00	430,000.00	
100-12-100-16450	MAP FEES	3,011.00	0.00	3,000.00	0.00	
100-12-100-16451	APPLICATION FEES	0.00	0.00	0.00	3,000.00	
100-12-100-17010	MISCELLANEOUS REVENUE	74.00	3,000.00	20.00	0.00	
	Total Revenues	<u>445,226.00</u>	<u>3,000.00</u>	<u>433,020.00</u>	<u>433,000.00</u>	
100-12-100-21100	SALARY AND WAGES	512,710.66	443,159.11	561,869.00	591,768.00	
100-12-100-21120	OVERTIME	402.56	0.00	350.00	0.00	
100-12-100-22100	EMPLOYEE BENEFITS	292,612.95	253,815.79	359,960.00	391,749.00	
100-12-100-30500	WORKERS' COMP INS EXPENSE	10,232.00	9,200.00	9,200.00	10,127.00	
100-12-100-30510	LIABILITY INSURANCE EXPENSE	6,323.00	5,895.00	5,895.00	6,085.00	
100-12-100-31200	EQUIP MAINTENANCE & REPAIR	42,775.88	43,088.29	45,600.00	50,500.00	
100-12-100-31700	MEMBERSHIP FEES	3,473.96	2,216.90	3,694.95	3,600.00	
100-12-100-32000	OFFICE EXPENSE	12,967.11	16,359.92	15,194.00	17,100.00	
100-12-100-32360	CONSULTING SERVICES	94,884.31	107,042.50	150,000.00	100,000.00	
100-12-100-32390	LEGAL SERVICES	86,008.46	49,408.80	150,000.00	100,000.00	
100-12-100-32450	CONTRACT SERVICES	20,529.00	0.00	10,000.00	10,000.00	
100-12-100-32800	PUBLICATIONS & LEGAL NOTICES	0.00	2,724.95	1,540.05	2,020.00	
100-12-100-33350	TRAVEL & TRAINING EXPENSE	7,542.37	3,592.26	10,000.00	10,000.00	
100-12-100-33351	VEHICLE FUEL COSTS	2,599.49	2,433.61	5,000.00	5,000.00	
100-12-100-33360	MOTOR POOL EXPENSE	3,735.59	3,186.50	5,400.00	5,400.00	
	Total Expenditures	<u>1,096,797.34</u>	<u>942,123.63</u>	<u>1,333,703.00</u>	<u>1,303,349.00</u>	
	Net County Cost	<u>-651,571.34</u>	<u>-939,123.63</u>	<u>-900,683.00</u>	<u>-870,349.00</u>	

# Assessor



**BEHAVIORAL HEALTH  
MENTAL HEALTH - 840**

**DEPARTMENTAL FUNCTIONS**

Mono County Behavioral Health (MCBH) is the designated Mental Health Plan for delivery of Mental Health Specialty Services, including psychiatry for all Medi-Cal beneficiaries in Mono County. Additionally, we serve as a Community Clinic and offer services for self-pay and private insurance. MCBH offers mandated counseling for consumers who are required by the Court, Probation and/or Child Welfare. We provide these services in our office, in the “field” and at the Bridgeport Jail. We have licensed and intern Marriage and Family Therapists, and a Masters of Social Work Intern on staff. All of our services are provided in English and Spanish, including our Case Management, Rehabilitation Services and Therapeutic Behavioral Services (TBS). MCBH is the Crisis Team for the County for all psychiatric emergencies; these funds support emergency psychiatric hospitalizations as well as long term placements for LPS Conservatee’s from Mono County.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- To continue to meet mandates related to Health Care Reform/Affordable Care Act, MCBH began implementation of our Visual Health Record (VHR) to replace our Electronic Health Record. ECHO Group is the vendor for the VHR
- As a part of our VHR implementation project, Shirley Martin has been the designated point person. She has, due to her excellent work, been asked by ECHO Group to join their training team in October to provide a workshop regarding small county systems of implementation
- Increased psychiatry and treatment service delivery in North County

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department’s FY 2016-2017 Requested Budget represents an overall increase of \$48,955 in the Net Cost to Fund.

Personnel Costs increased by \$234,489 compared to the FY 2015-2016 Board Approved Budget, due to upcoming step and Cost of Living increases, benefit increases and new position requests. A time study allocation split of administrative personnel also influenced this increase.

The Department’s Requested Budget represents an increase reflects an addition of 1.3 FTE.

We continue to have allocated our Psychiatric Specialist III position, Registered Nurse position and one, Rehabilitation Aid/Part-time. We are continuing to fill our psychiatric care mandates by recruiting a person to replace our tele-psychiatry. This would allow us to expand our services to treat Substance Abuse Disorders with the standard of practice, and to build needed partnership with the Mono County Jail and Mammoth Hospital.

Revenues

These increases are reflections of changes in funding streams. Medi-Cal billings and reimbursement for WRAP services provided, will be used to support our 1.3 FTE addition.

Expenditures

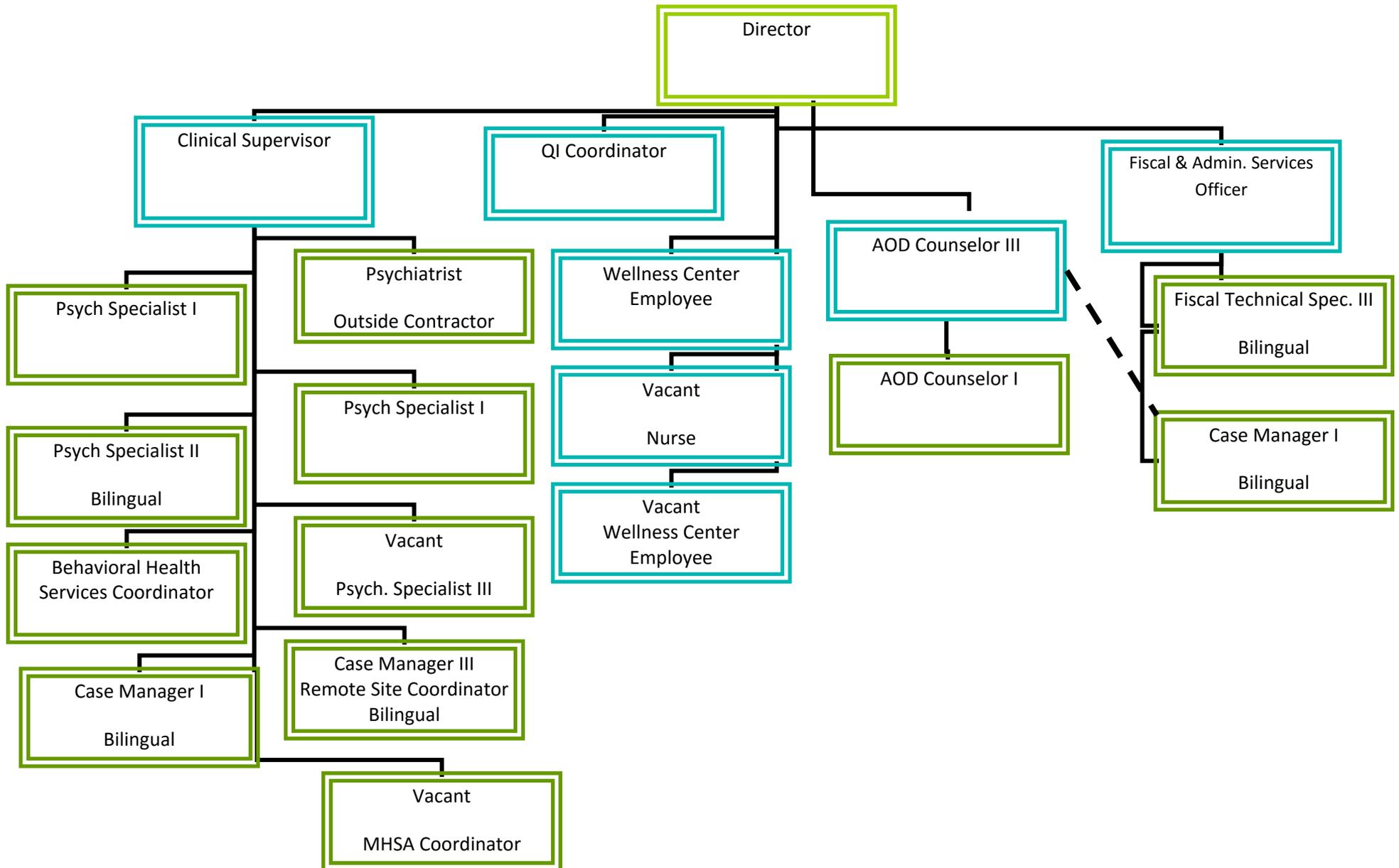
None over 5% from last year's budget.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Behavioral Health</b>						
120-41-840-14010	INTEREST INCOME	2,990.82	3,532.15	500.00	3,000.00	
120-41-840-15200	ST: MEDI-CAL REVENUE	252,974.57	152,510.25	275,289.00	253,904.00	
120-41-840-15220	ST: MENTAL HEALTH	0.00	20.00	11,053.00	11,053.00	
120-41-840-15442	ST: REALIGNMENT-MH	480,008.62	498,091.72	606,319.00	709,945.00	
120-41-840-16054	CLIENT FEES	9,312.00	11,571.15	9,312.00	9,312.00	
120-41-840-16301	MENTAL HEALTH SERVICE FEES	39,851.24	26,607.77	38,129.00	22,000.00	
120-41-840-16310	DRUG AND ALCOHOL FEES	90.00	-90.00	0.00	0.00	
120-41-840-17010	MISCELLANEOUS REVENUE	0.00	1,504.00	0.00	7,149.00	
120-41-840-18100	OPERATING TRANSFERS IN: MENTAL HEALTH	77,857.12	20,432.92	11,857.00	10,000.00	
	Total Revenues	<u>863,084.37</u>	<u>714,179.96</u>	<u>952,459.00</u>	<u>1,026,363.00</u>	
120-41-840-21100	SALARY AND WAGES	135,508.25	112,016.04	180,199.00	306,210.00	
120-41-840-21120	OVERTIME	2,324.47	3,485.32	3,320.00	2,820.00	
120-41-840-22100	EMPLOYEE BENEFITS	71,242.16	69,340.61	103,389.00	212,367.00	
120-41-840-30280	TELEPHONE/COMMUNICATIONS	1,318.37	1,310.60	1,800.00	1,800.00	
120-41-840-30350	HOUSEHOLD EXPENSES	145.62	46.01	200.00	200.00	
120-41-840-30500	WORKERS' COMP INS EXPENSE	37,409.00	32,089.00	32,089.00	37,951.00	
120-41-840-30510	LIABILITY INSURANCE EXPENSE	11,884.33	11,287.34	8,832.00	11,693.00	
120-41-840-31200	EQUIP MAINTENANCE & REPAIR	0.00	9.73	1,000.00	1,000.00	
120-41-840-31700	MEMBERSHIP FEES	4,622.00	4,622.00	7,500.00	6,000.00	
120-41-840-32000	OFFICE EXPENSE	10,142.26	9,835.96	11,880.00	11,900.00	
120-41-840-32450	CONTRACT SERVICES	95,652.61	128,392.29	180,700.00	187,274.00	
120-41-840-32950	RENTS & LEASES - REAL PROPERTY	101,284.28	97,019.15	119,345.00	104,151.00	
120-41-840-33100	EDUCATION & TRAINING	1,376.97	3,121.42	10,500.00	10,000.00	
120-41-840-33120	SPECIAL DEPARTMENT EXPENSE	10,403.27	9,232.85	14,000.00	13,000.00	
120-41-840-33350	TRAVEL & TRAINING EXPENSE	5,440.60	7,243.88	9,000.00	9,000.00	
120-41-840-33351	VEHICLE FUEL COSTS	2,413.23	1,869.60	2,800.00	2,800.00	
120-41-840-33360	MOTOR POOL EXPENSE	6,628.26	3,414.39	8,600.00	4,000.00	
120-41-840-70500	CREDIT CARD CLEARING ACCOUNT	0.00	-1,260.92	0.00	0.00	
120-41-840-72960	A-87 INDIRECT COSTS	215,903.00	257,305.00	257,305.00	153,152.00	
	Total Expenditures	<u>713,698.68</u>	<u>750,380.27</u>	<u>952,459.00</u>	<u>1,075,318.00</u>	
	Net Fund Cost	<u>149,385.69</u>	<u>-36,200.31</u>	<u>0.00</u>	<u>-48,955.00</u>	

# Behavioral Health

2016-17



**BEHAVIORAL HEALTH  
ALCOHOL AND DRUG - 845**

**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 a part of our Alcohol and Other Drugs (AOD) Department. The AOD Department oversees all County mandated services: DUI (Driving Under the Influence), PC 1000 (Drug Diversion), Batterer's Intervention Program, as well as any services mandated by the Court and/or Probation Department. We provide all mandated services in Spanish and English. The AOD Department provides outpatient individual and group; this includes perinatal and youth services as needed. Currently our AOD team oversees the safe and sober events in Bridgeport, "Bridgeport Social" where community members are provided a family friendly event that does not include alcohol. In conjunction with members from the mental health team, this department provides prevention, education and early intervention programs within our schools. We also provide outpatient services to the Walker/Coleville area.

In a joint venture with the Mono County District Attorney and our partners including Mono County Probation, and the Mono County Superior Court we are active participants in the planning and implementation of Drug Court.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Provided services for Drug Court
- Collaboration with Mammoth Lakes Police Department for the "Know Your Limits" campaign
- Provided services to inmates in the Mono County Jail
- Certified staff to provide Spanish speaking DUI and Batterers Intervention mandated programs

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$26,330 in the Requested Net Cost to Fund.

Personnel Costs increased by \$103,272 compared to the FY 2015-2016 Board Approved Budget, due to Step Increases and COLA's increases. As well as not contracting out our Spanish Speaking Driver Under the Influence services.

A department restructure is not being requested for this departmental unit, except for the addition of utilizing someone within our department to provide bi-lingual services.

The Department's Requested Budget represents an increase, in the number of .50 (FTE) positions that are supported by this budget.

Revenues

At this time, there is no change in our allocation for Federal Funds that support this program. We have based our consumer revenues on 2015-16 actuals.

Expenditures

Provide justification for all increases that are \$5,000 or 5% over last year's budget on any expenditure object account.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Alcohol &amp; Drug Program</b>						
120-41-845-13065	SPECIAL ALCOHOL FINES	6,334.02	5,289.24	9,500.00	5,000.00	
120-41-845-15652	FED: ALC & DRUG PROGRAM	404,754.30	104,984.51	394,051.00	386,551.00	
120-41-845-16310	DRUG AND ALCOHOL FEES	111,085.01	126,185.37	65,197.00	90,868.00	
120-41-845-17020	PRIOR YEAR REVENUE	0.00	21,347.00	0.00	0.00	
120-41-845-18100	OPERATING TRANSFERS IN: ALCOHOL & DRUG	89,234.00	16,938.64	89,324.00	89,234.00	
	Total Revenues	<u>611,407.33</u>	<u>274,744.76</u>	<u>558,072.00</u>	<u>571,653.00</u>	
120-41-845-21100	SALARY AND WAGES	205,390.26	208,612.71	204,716.00	243,628.00	
120-41-845-21120	OVERTIME	2,039.20	4,241.55	3,600.00	2,518.00	
120-41-845-22100	EMPLOYEE BENEFITS	127,258.87	134,115.93	109,859.00	174,219.00	
120-41-845-30280	TELEPHONE/COMMUNICATIONS	1,502.68	1,496.01	1,500.00	1,500.00	
120-41-845-30350	HOUSEHOLD EXPENSES	0.00	50.72	400.00	400.00	
120-41-845-30500	WORKERS' COMP INS EXPENSE	1,241.00	1,170.00	1,170.00	924.00	
120-41-845-30510	LIABILITY INSURANCE EXPENSE	1,013.00	920.00	920.00	749.00	
120-41-845-31200	EQUIP MAINTENANCE & REPAIR	0.00	0.00	500.00	500.00	
120-41-845-31700	MEMBERSHIP FEES	2,793.75	4,506.30	4,500.00	4,500.00	
120-41-845-32000	OFFICE EXPENSE	7,466.23	6,566.64	6,500.00	7,510.00	
120-41-845-32450	CONTRACT SERVICES	46,653.76	21,771.33	61,191.00	43,000.00	
120-41-845-32950	RENTS & LEASES - REAL PROPERTY	83,671.42	80,148.11	98,592.00	86,040.00	
120-41-845-33100	EDUCATION & TRAINING	1,173.99	2,095.26	5,000.00	5,000.00	
120-41-845-33120	SPECIAL DEPARTMENT EXPENSE	4,475.74	8,403.35	8,414.00	3,400.00	
120-41-845-33350	TRAVEL & TRAINING EXPENSE	368.37	2,489.79	2,500.00	3,000.00	
120-41-845-33351	VEHICLE FUEL COSTS	1,921.66	476.21	1,700.00	1,700.00	
120-41-845-33360	MOTOR POOL EXPENSE	704.50	1,583.35	3,000.00	4,000.00	
120-41-845-33600	UTILITIES	0.00	0.00	1,680.00	0.00	
120-41-845-60100	OPERATING TRANSFERS OUT	0.00	1,318.08	7,500.00	0.00	
120-41-845-72960	A-87 INDIRECT COSTS	12,775.00	34,830.00	34,830.00	15,395.00	
	Total Expenditures	<u>500,449.43</u>	<u>514,795.34</u>	<u>558,072.00</u>	<u>597,983.00</u>	
	Net Fund Cost	<u>110,957.90</u>	<u>-240,050.58</u>	<u>0.00</u>	<u>-26,330.00</u>	



**BEHAVIORAL HEALTH  
MENTAL HEALTH SERVICES ACT - 841**

**DEPARTMENTAL FUNCTIONS**

With our Mental Health Services Act (MHSA) funding, Mono County Behavioral Health provides services to all residents in Mono County through our Wellness Centers, school programs, community garden projects, Benton and Bridgeport community social events, 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 in the County. These monies also allow us to provide much needed education regarding Mental Health stigma and discrimination reduction. MHSA also funds the Healthy IDEA (Walker Senior Center) project and Mono NorthStar Counseling Center located on the Mammoth Unified School District Campus.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Received CSAC Merit Award for “Dinner and a Movie” program in Benton and Bridgeport
- Collaboration with Mono County Office of Education and Mammoth Unified School District to provide onsite counseling services through Mono NorthStar
- Continued to provide comprehensive and “best practice” trainings to county agencies and community entities for our first rate WRAParound and Katie A. programs

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department’s FY 2016-2017 Requested Budget represents an overall increase of \$118,729 in the Requested Net Cost to Fund.

Personnel Costs decreased by \$25,319 compared to the FY 2015-2016 Board Approved Budget.

The Department’s Requested Budget represents an increase in 1.0 (FTE) positions that are supported by this budget. The change in personnel will allow us to fill the vacated position of Case Manager. This position will provide a variety of direct services, as well as, take on the duties of developing and maintaining our Youth Program and Wellness Center activities. This position will also act as a leader for Family Teams through our WRAP Program as well as coordination of Katie A. Assessments. The position will be filled by a bilingual, bi-cultural Spanish speaking staff member.

The position of Mental Health Services Act (MHSA) Coordinator will widen the scope of oversight within our agency in an effort to meet the added State and Federal requirements/regulations since the adoption of Health Care Reform. This position is not, at this time, tied to a step increase or change.

Revenues

There is no increase to revenue at this time.

Expenditures

Provide justification for all increases that are \$5,000 or 5% over last year's budget on any expenditure object account.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Mental Health Services Act</b>						
121-41-841-14010	INTEREST INCOME	31,363.10	25,648.54	20,000.00	26,067.00	
121-41-841-15230	ST: MENTAL HEALTH SERVICES ACT	1,788,887.62	1,374,883.66	1,389,705.00	1,225,230.00	
121-41-841-15498	ST: MISC STATE REV STIGMA GRNT	5,000.00	0.00	0.00	0.00	
121-41-841-17010	MISCELLANEOUS REVENUE	0.00	4,500.00	0.00	0.00	
121-41-841-17020	PRIOR YEAR REVENUE	242.07	877.00	0.00	0.00	
	Total Revenues	1,825,492.79	1,405,909.20	1,409,705.00	1,251,297.00	
121-41-841-21100	SALARY AND WAGES	497,921.71	474,553.91	668,052.00	638,130.00	
121-41-841-21120	OVERTIME	5,779.63	5,918.54	6,490.00	3,360.00	
121-41-841-22100	EMPLOYEE BENEFITS	306,154.76	307,960.92	403,336.00	407,939.00	
121-41-841-30280	TELEPHONE/COMMUNICATIONS	4,602.54	5,283.65	5,100.00	5,100.00	
121-41-841-30350	HOUSEHOLD EXPENSES	854.53	294.30	1,200.00	1,200.00	
121-41-841-30500	WORKERS' COMP INS EXPENSE	1,798.00	1,696.00	1,696.00	2,845.00	
121-41-841-30510	LIABILITY INSURANCE EXPENSE	1,196.00	1,042.00	1,042.00	1,596.00	
121-41-841-31200	EQUIP MAINTENANCE & REPAIR	0.00	7.00	2,000.00	2,000.00	
121-41-841-31400	BUILDING/LAND MAINT & REPAIR	298.31	360.00	2,000.00	2,000.00	
121-41-841-32000	OFFICE EXPENSE	5,082.46	3,110.29	5,880.00	6,480.00	
121-41-841-32450	CONTRACT SERVICES	88,880.20	104,632.71	89,604.00	74,000.00	
121-41-841-32500	PROFESSIONAL & SPECIALIZED SERVICES	420.00	0.00	500.00	0.00	
121-41-841-32950	RENTS & LEASES - REAL PROPERTY	39,191.72	37,541.29	46,180.00	40,301.00	
121-41-841-33100	EDUCATION & TRAINING	3,914.10	6,621.65	7,000.00	6,000.00	
121-41-841-33120	SPECIAL DEPARTMENT EXPENSE	5,694.93	14,719.25	15,148.00	15,148.00	
121-41-841-33121	SPECIAL DEPT-STUDENT LOAN REIM	2,500.00	0.00	0.00	0.00	
121-41-841-33350	TRAVEL & TRAINING EXPENSE	1,378.63	3,537.51	5,500.00	5,500.00	
121-41-841-33351	VEHICLE FUEL COSTS	1,135.61	1,768.71	2,000.00	2,000.00	
121-41-841-33360	MOTOR POOL EXPENSE	802.80	3,370.09	4,000.00	4,000.00	
121-41-841-33600	UTILITIES	4,345.64	3,508.22	10,000.00	10,000.00	
121-41-841-60100	OPERATING TRANSFERS OUT	3,010.46	0.00	0.00	0.00	
121-41-841-70500	CREDIT CARD CLEARING ACCOUNT	0.00	1,260.92	0.00	0.00	
121-41-841-72960	A-87 INDIRECT COSTS	-28,715.00	32,977.00	32,977.00	22,427.00	
121-41-841-91010	CONTINGENCY-MHSA PRUDENT RESERVE	0.00	0.00	100,000.00	120,000.00	
	Total Expenditures	946,247.03	1,010,163.96	1,409,705.00	1,370,026.00	
	Net Fund Cost	879,245.76	395,745.24	0.00	-118,729.00	



**Clerk's Office – Clerk/Recorder**  
**DEPARTMENT # 180**

**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
- Maintaining all County Contracts
- 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 2015-2016**

- Attended workshops, conferences and required training pertinent to job functions, as budget allowed.
- Offset a portion of salary costs for Ruth Hansen and Walt Lehman and applied to the Modernization Funds account.
- Continued working on internal efficiencies, including additional cross training within the office.

**\*\*DEPARTMENTAL GOALS FOR FY 2016-2017\*\***

See separate document: “Department Narrative Supplement

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$78,902 in the Requested Net County Cost.

Personnel Costs increased by \$42,106 in Salary and Wages simulated salary and employee benefit increases in addition to our desire to move one FTS III position to an FTS IV position (overall increase of \$3,780). We will be transferring more advanced duties to Ruth Hansen (currently an FTS III) that we feel warrants an increase in pay.

A department restructure is not being requested for this departmental unit.

1      SPECIFIC LINE ITEM DETAIL:

Revenues

**FY 2015-16 Revenue Projections vs. FY 2016-17 Revenue Projections**

Revenue Source	CAO Recommended and Board Approved	FY 16-17 Projected
Prop. Tax Admin.	\$ 1,500	\$ 1,500
Clerk Fees	\$ 8,000	\$ 6,000
Recording Fees	\$ 55,000	\$ 55,000
Index Fees	\$ 17,765	\$ 17,765
Prior Year	\$ 0	\$ 0
Modernization	\$247,200	\$163,638
<b>TOTAL</b>	<b>\$ 329,465</b>	<b>\$243,903</b>

\*We are showing a decrease in revenue of \$85,562 for this budget due to last year's actuals.

Personnel

- The Department's Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget. We are requesting a reclassification for Ruth Hansen (from an FTS III to an FTS IV which will be an overall salary increase in this budget of \$3,780.

Travel & Training

- We are requesting an increase in this line item by \$1,660. This year we will have one additional employee attending a pertinent conference which will raise the amount needed in this line item.

Office Expense

- We are requesting an increase in this line item by \$6,543. We are offsetting the Office Expense line item in our Board of Supervisors budget by \$3,850 due to running low in the Clerk's Office Expense budget in FY 15-16. We tend to need/purchase more office supplies for the clerk's office (generally) than for Board of Supervisors related items overall. The BOS will show a decreased amount in this line item.

Professional Services

- We will have the following costs paid for out of this line item (and offset by our modernization/micro graphics revenue line item): Start-up of E-Recording: \$22,638, Document Preservation: \$127,000 and Document Digitizing: \$14,000. We currently only have one revenue line item in Innoprise – we may need to set up one for modernization and one for micro-graphics if necessary to keep separate.
- We are requesting \$30,119 for automating and on-line filing on Form 700 (Economic Disclosure) Statements.

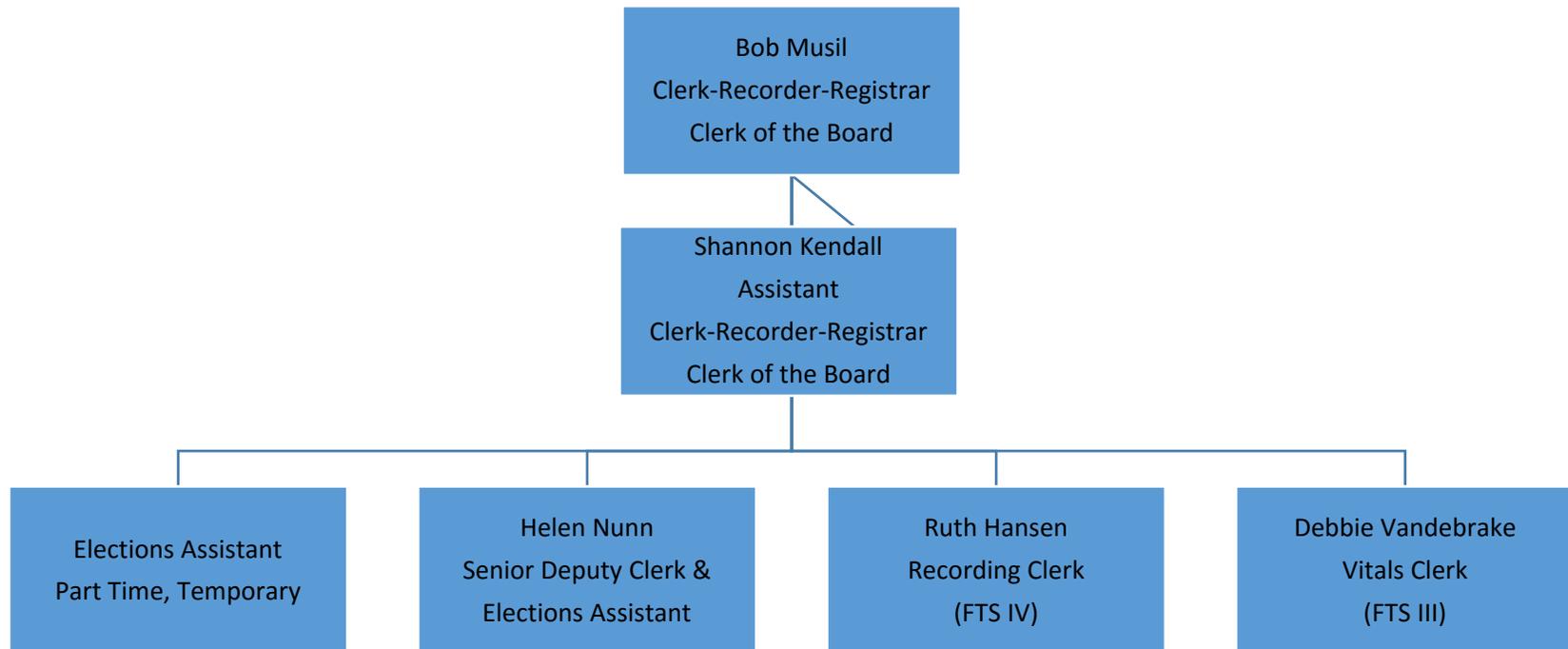
Services & Supplies

- Not applicable.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>County Clerk/Recorder</b>					
100-27-180-16010	PROP TAX ADMIN FEE- CLERK	1,502.00	0.00	1,500.00	1,500.00	
100-27-180-16130	COUNTY CLERK SERVICE FEES	8,163.09	5,580.85	8,000.00	6,000.00	
100-27-180-16200	RECORDING FEES	55,938.64	56,789.13	55,000.00	55,000.00	
100-27-180-16201	INDEX FEES	18,466.31	18,395.00	17,765.00	17,765.00	
100-27-180-17150	MODERNIZATION/MICRO-GRAPHIC	3,600.00	5,502.00	247,200.00	163,638.00	
	Total Revenues	87,670.04	86,266.98	329,465.00	243,903.00	
100-27-180-21100	SALARY AND WAGES	230,179.40	305,594.26	307,383.00	332,029.00	
100-27-180-22100	EMPLOYEE BENEFITS	106,104.14	170,239.66	170,759.00	188,219.00	
100-27-180-30280	TELEPHONE/COMMUNICATIONS	420.00	2,177.50	3,122.50	2,910.00	
100-27-180-30500	WORKERS' COMP INS EXPENSE	4,024.00	3,788.00	3,788.00	4,754.00	
100-27-180-30510	LIABILITY INSURANCE EXPENSE	3,838.00	3,581.00	3,581.00	4,111.00	
100-27-180-31200	EQUIP MAINTENANCE & REPAIR	5,156.10	5,388.60	7,000.00	7,000.00	
100-27-180-31700	MEMBERSHIP FEES	1,250.00	1,150.00	1,325.00	1,325.00	
100-27-180-32000	OFFICE EXPENSE	15,235.51	19,792.19	20,037.50	15,000.00	
100-27-180-32500	PROFESSIONAL & SPECIALIZED SER	0.00	0.00	175,000.00	193,757.00	
100-27-180-32860	RENTS & LEASES - OTHER	3,695.28	3,763.08	4,092.00	3,763.00	
100-27-180-32950	RENTS & LEASES-REAL PROPERTY - CLERK	7,377.76	529.79	100.00	0.00	
100-27-180-33350	TRAVEL & TRAINING EXPENSE	3,228.26	9,337.06	8,840.00	10,500.00	
100-27-180-33351	VEHICLE FUEL COSTS	71.14	279.95	550.00	550.00	
100-27-180-33360	MOTOR POOL EXPENSE	161.83	282.75	300.00	300.00	
100-27-180-53030	CAPITAL EQUIPMENT, \$5,000+	0.00	0.00	65,000.00	0.00	
	Total Expenditures	380,741.42	525,903.84	770,878.00	764,218.00	
	Net County Cost	-293,071.38	-439,636.86	-441,413.00	-520,315.00	

# Clerk-Recorder Elections Clerk of the Board of Supervisors



## **CLERK' OFFICE - BOS DEPARTMENT #010**

### **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 2015-2016**

- Continued to consistently meet deadlines associated with preparing and posting agendas and minutes.
- Continued timely processing of paperwork such as ordinances and resolutions.
- Continued to work on internal efficiencies, working collaboratively with other departments on all things agenda related.
- Continued reducing amount of paper being used, going paperless/electronic whenever possible.
- Attended various trainings throughout FY pertinent to clerk of the board functions.
- Fully incorporated/upgraded to Granicus (video streaming software) for this entire Fiscal Year. The transition, while challenging, has gone smoothly and the public is now able to not only watch board meetings via live streaming, but also later as an archived event. We have incorporated our Novus agenda software with the use of Granicus and are happy with its effectiveness.

### **\*\*DEPARTMENTAL GOALS FOR FY 2016-2017\*\***

See new document: "[Department Narrative Supplement](#)"

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$15,038 in the Requested Net County Cost.

Personnel Costs increased by \$17,362 compared to the FY 2015-2016 Board Approved Budget, due to payroll and benefit increases.

A department restructure is not being requested for this departmental unit.

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

#### **SPECIFIC LINE ITEM DETAIL:**

##### **Revenues**

The only revenue associated with this budget pertains to the Assessment Appeals Board (shown as Prop. Tax Admin Fee – BOS). We anticipate it will stay the same for FY 16/17.

Personnel

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

Rents & Leases - Other

- We are requesting an increase in this line item by \$31 due to increased rate on monthly storage fees.

Services & Supplies

- Not applicable.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Board of Supervisors</b>					
100-11-010-16010	PROP TAX ADMIN FEE- BOS	813.00	0.00	900.00	900.00	
	Total Revenues	813.00	0.00	900.00	900.00	
100-11-010-21100	SALARY AND WAGES	242,264.79	246,219.20	244,632.00	248,306.00	
100-11-010-22100	EMPLOYEE BENEFITS	135,139.20	148,229.18	146,784.00	160,472.00	
100-11-010-30280	TELEPHONE/COMMUNICATIONS	901.25	900.00	900.00	900.00	
100-11-010-30500	WORKERS' COMP INS EXPENSE	3,813.00	3,585.00	3,585.00	4,713.00	
100-11-010-30510	LIABILITY INSURANCE EXPENSE	3,790.00	3,562.00	3,562.00	4,211.00	
100-11-010-31700	MEMBERSHIP FEES	14,978.30	14,338.30	15,000.00	15,000.00	
100-11-010-32000	OFFICE EXPENSE	7,959.65	6,096.98	11,850.00	8,000.00	
100-11-010-32500	PROFESSIONAL & SPECIALIZED SER	1,095.88	2,389.69	4,000.00	4,000.00	
100-11-010-32800	PUBLICATIONS & LEGAL NOTICES	2,894.49	3,179.00	5,500.00	5,500.00	
100-11-010-32860	RENTS & LEASES - OTHER	1,876.44	1,908.00	1,877.00	1,908.00	
100-11-010-32950	RENTS & LEASES - REAL PROPERTY	4,905.62	4,932.54	5,577.00	5,295.00	
100-11-010-33120	SPECIAL DEPARTMENT EXPENSE	7,474.36	1,566.75	3,800.00	3,800.00	
100-11-010-33350	TRAVEL & TRAINING EXPENSE	49,119.35	44,389.92	50,000.00	50,000.00	
100-11-010-33351	VEHICLE FUEL COSTS	1,408.61	1,065.70	1,500.00	1,500.00	
100-11-010-33360	MOTOR POOL EXPENSE	2,622.60	2,414.50	3,400.00	3,400.00	
	Total Expenditures	480,243.54	484,776.76	501,967.00	517,005.00	
	Net County Cost	-479,430.54	-484,776.76	-501,067.00	-516,105.00	



## **Clerk-Recorder's Office - Elections DEPARTMENT # 181**

### **DEPARTMENTAL FUNCTIONS**

Conduct all elections held in 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 daily updating of the Voter Registration database and monthly updating of the website.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Prepared for and executed a special election for the Town of Mammoth Lakes in October, 2015 and the June, 2016 primary which included, but was not limited to the following:
  - Updating 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 and conducting poll worker 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 review.
  - Being aware of and problem-solving election specific issues as they arose.
- Continued to attend pertinent trainings, seminars and workshops relating to Elections.
- Due to number of registered voters in Chalfant, the Elections Department opened an entirely new polling place in that area. This included, but was not limited to:
  - Securing building for polling place use.
  - Ensuring polling place is ADA accessible; complete surveys regarding same.
  - Hiring and training additional poll workers to staff this location.
- Worked on hardware and software issues while watching current legislation that will dictate the future of California Elections and determine what type of equipment and locations will be necessary.
- Using HAVA monies (approximately \$20,000 this year), worked with our IT Department and Aha Consulting and redid/improved our Elections Website regarding accessibility.

### **\*\*DEPARTMENTAL GOALS FOR FY 2016-2017\*\***

See new document: "[Department Narrative Supplement](#)"

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$127,528 in the Requested Net County Cost due to anticipated purchase of elections hardware/equipment.

Personnel Costs increased \$22,044 due to simulated salary and employee benefit increases.

Revenues

- It is anticipated that the general election in November, 2016 will generate a small amount of revenue from candidate's statement filing fees. We estimate approximately \$1,000.

Personnel

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

Office Expense

- We are requesting an increase of \$10,260 for postage and other costs to be associated with the general election. This cost will be offset by our previously budgeted "ballot expense" line item from last year. We had originally put more funding into the ballot expense line item *for* postage, but the appropriate line item for election postage to be deducted from is office expense. Our ballot expense line item will show a significant decrease from last year's budget.

Equipment Maintenance & Repair

- Taking into account a potential 5% increase for our Dominion contracts (software and hardware) which is what is allowable under current terms. This amount also includes policy item for new election system (may be partially offset by existing grant).

Services & Supplies

- Not applicable.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Election Division</b>						
100-15-181-15820	FED: HAVA REIMBURSEMENTS- PASS	27,012.89	0.00	41,198.00	0.00	
100-15-181-15850	ST: ELECTION REIMBURSEMENT PRI	17,818.00	0.00	0.00	0.00	
100-15-181-15900	Oth: Other Govt Agencies	0.00	51,034.46	50,000.00	0.00	
100-15-181-16410	ELECTION FEES	1,241.58	5,214.54	500.00	1,000.00	
	Total Revenues	<u>46,072.47</u>	<u>56,249.00</u>	<u>91,698.00</u>	<u>1,000.00</u>	
100-15-181-21100	SALARY AND WAGES	117,532.97	55,985.90	54,200.00	72,959.00	
100-15-181-22100	EMPLOYEE BENEFITS	38,212.81	24,632.94	23,067.00	26,352.00	
100-15-181-30280	TELEPHONE/COMMUNICATIONS	420.00	682.50	1,260.00	630.00	
100-15-181-31200	EQUIP MAINTENANCE & REPAIR	17,517.15	28,893.02	28,895.00	91,393.00	
100-15-181-32000	OFFICE EXPENSE	14,354.35	20,065.96	22,655.00	25,000.00	
100-15-181-32800	PUBLICATIONS & LEGAL NOTICES	556.88	1,326.75	5,900.00	3,900.00	
100-15-181-33120	SPEC DEPT EXP	18,913.05	13,738.80	35,918.00	21,426.00	
100-15-181-33122	POLL WORKER EXPENSES	4,606.40	7,118.69	10,500.00	10,500.00	
100-15-181-33124	BALLOT EXPENSES	10,964.44	35,741.98	41,475.00	30,000.00	
100-15-181-33350	TRAVEL & TRAINING EXPENSE	5,028.22	8,456.31	8,960.00	7,500.00	
100-15-181-53030	CAPITAL EQUIP-\$5,000+	0.00	3,000.00	20,000.00	0.00	
100-15-181-60100	Operating Transfers Out	27,012.89	0.00	0.00	0.00	
	Total Expenditures	<u>255,119.16</u>	<u>199,642.85</u>	<u>252,830.00</u>	<u>289,660.00</u>	
	Net County Cost	<u>-209,046.69</u>	<u>-143,393.85</u>	<u>-161,132.00</u>	<u>-288,660.00</u>	



## **BUILDING DIVISION DEPARTMENT 100-27-255**

### **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 include an ongoing commitment to continually improve and increase our ability to serve the citizens of Mono County.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

Major accomplishments of the Building Division include the following:

- Continued to prioritize timely service for Round Fire victims. Conducted research and worked with other county staff in support of allowing Round Fire victims to rebuild destroyed structures to original codes in an effort to save money for recovery efforts;
- Conducted educational presentations for staff and the public;
- Worked with the public and the Mono County Board of Supervisors to fill vacant seats on the Construction Board of Appeals;
- Continued to serve on the Mono County ADA Task Force in an ongoing effort to bring county facilities into compliance with current accessibility requirements. Duties included plan reviews, consultation, and inspections for County-accessible projects;
- Continued to attend the Mammoth Lakes Contractors 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;
- Worked with county staff, contractors, and the public alike in support of continued expedited services for Round Fire recovery efforts;
- Continued 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;
- Updated and expanded informational handouts available to the public at both the Bridgeport and Mammoth permit offices, and made available on the Building Division website; and
- Continued to provide quality and timely inspection services, plan review services, and customer service to the public, within the constraints of staff turnover and permit software conversion.

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$110,071 in the Requested Net County Cost. Personnel Costs increased by \$103,100 (salary and benefits) compared to the FY 2015-2016 Board-Approved Budget, due primarily to filling a long vacant Permit Technician position. This function was previously performed by a Community Development Analyst, funded in the Planning Division. With the Building Official and Community Development Analyst positions both vacant during a permit software transition period to Innoprise, the Building Division is in immediate need of permit staff assistance. These personnel costs of \$83,661 (excluding COLA), are a part of the CDD restructure.

The Department's Requested Budget represents an increase in the number of fulltime equivalent (FTE) positions that are supported by this budget from 2.1 to 3.1 FTE.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Building Inspector</b>					
100-27-255-12050	BUILDING PERMITS	89,959.99	83,618.36	100,000.00	95,000.00	
100-27-255-16150	BUILDING DEPARTMENT FEES	37,298.43	27,266.98	27,000.00	25,000.00	
100-27-255-16151	BUSINESS LICENSE CASp FEE	422.40	583.44	215.00	300.00	
	Total Revenues	<u>127,680.82</u>	<u>111,468.78</u>	<u>127,215.00</u>	<u>120,300.00</u>	
100-27-255-21100	SALARY AND WAGES	158,917.11	165,838.70	161,112.00	215,428.00	
100-27-255-21120	OVERTIME	457.25	5,470.01	0.00	0.00	
100-27-255-22100	EMPLOYEE BENEFITS	82,782.02	81,017.54	89,152.00	137,939.00	
100-27-255-30280	TELEPHONE/COMMUNICATIONS	2,040.00	1,809.65	2,040.00	2,024.00	
100-27-255-30500	WORKERS' COMP INS EXPENSE	1,486.00	1,401.00	1,401.00	1,847.00	
100-27-255-30510	LIABILITY INSURANCE EXPENSE	139,906.00	1,755.00	1,755.00	2,064.00	
100-27-255-31700	MEMBERSHIP FEES	450.00	625.00	800.00	800.00	
100-27-255-32000	OFFICE EXPENSE	2,893.43	3,587.37	7,200.00	3,500.00	
100-27-255-32360	CONSULTING SERVICES	0.00	0.00	0.00	50,000.00	
100-27-255-32450	CONTRACT SERVICES	30,085.12	37,376.84	51,010.00	4,000.00	
100-27-255-33350	TRAVEL & TRAINING EXPENSE	1,781.38	2,338.46	5,877.00	4,000.00	
100-27-255-33351	VEHICLE FUEL COSTS	6,880.84	5,401.18	8,000.00	8,000.00	
100-27-255-33360	MOTOR POOL EXPENSE	11,551.48	11,861.41	15,600.00	17,501.00	
	Total Expenditures	<u>439,230.63</u>	<u>318,482.16</u>	<u>343,947.00</u>	<u>447,103.00</u>	
	Net County Cost	<u>-311,549.81</u>	<u>-207,013.38</u>	<u>-216,732.00</u>	<u>-326,803.00</u>	

# **CODE COMPLIANCE**

## **DEPARTMENT 100-27-252**

### **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 Development Technical Advisory Committee (LDTAC) 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, processes and enforces Vacation Home Rental Permits;
- Performs well monitoring and reporting for the California Statewide Groundwater Elevation Monitoring (CASGEM) program; and
- Conducts oversight of well monitoring for Cooperative Management Program with U.S. Geological Survey (USGS), including coordinating Joint Funding Agreement contracts; monitors permit conditions for approved geothermal projects; and serves as lead staff to the Long Valley Hydrologic Advisory Committee (LVHAC).

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Assisted in the update of the General Plan, including review of policy and regulation changes to ensure enforceability and consistency with County regulations;
- Assumed lead role in reviewing transient rental policies and enforcement strategies with the planning commission, RPAC/CAC, and Board of Supervisors;
- Continued increased enforcement of transient rental violations, including occasional weekend field visits to ensure successful enforcement, resulting in significant enforcement penalties. As an example, two violations resulted in \$5,000 each, even following appeal to hearing officer;
- Chaired and provided staff support responsibilities for the Long Valley Hydrologic Advisory Committee (LVHAC);
- Implemented new SMARA inspection requirements during annual mining inspections, and tracked additional new changes to state law, including participation in Sacramento workshop;
- Took staff lead in tailoring new Code Compliance module within the Innoprise software system, and in integrating with other necessary departments;
- Continued efforts with County Counsel on reclamation plan violation remedy, and pursuit of Caltrans SMARA inspection fee payment via an Attorney General opinion;
- Finalized reclamation at two Caltrans mines, which the State deemed reclaimed; and
- Conducted a variety of enforcement and compliance activities throughout the county.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$14,854 in the Requested Net County Cost. Personnel Costs increased by \$29,711 compared to the FY 2015-2016 Board-Approved Budget, which can be attributed to longevity pay and a proposed advancement to an Analyst III, and a slight increase in accounting services from Finance. These personnel costs include the cost of restructure in the amount of \$23,266. The Department's Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

### **Revenues**

There is no significant increase in existing revenue sources.

### **Expenditures**

As noted above, the increase in expenditures is primarily in salaries resulting from restructuring and additional accounting services.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Code Enforcement</b>					
100-27-252-12021	BUSINESS LICENSE - CODE ENF	4,048.61	5,192.06	2,500.00	4,000.00	
100-27-252-15750	Fed: Geothermal Royalties	0.00	0.00	2,000.00	18,069.00	
100-27-252-16030	CODE ENFORCEMENT FEES	6,608.25	1,237.50	8,000.00	5,000.00	
	Total Revenues	<u>10,656.86</u>	<u>6,429.56</u>	<u>12,500.00</u>	<u>27,069.00</u>	
100-27-252-21100	SALARY AND WAGES	65,614.70	65,904.77	65,905.00	83,658.00	
100-27-252-22100	EMPLOYEE BENEFITS	33,651.73	36,544.19	36,350.00	48,308.00	
100-27-252-30280	TELEPHONE/COMMUNICATIONS	300.00	300.00	300.00	300.00	
100-27-252-30500	WORKERS' COMP INS EXPENSE	743.00	701.00	701.00	924.00	
100-27-252-30510	LIABILITY INSURANCE EXPENSE	494.00	431.00	431.00	518.00	
100-27-252-31700	MEMBERSHIP FEES	75.00	85.00	85.00	85.00	
100-27-252-32000	OFFICE EXPENSE	666.92	555.94	600.00	700.00	
100-27-252-33350	TRAVEL & TRAINING EXPENSE	961.36	202.85	1,000.00	1,000.00	
100-27-252-33351	VEHICLE FUEL COSTS	1,697.81	848.92	2,000.00	2,000.00	
100-27-252-33360	MOTOR POOL EXPENSE	1,997.29	1,364.25	2,800.00	2,102.00	
	Total Expenditures	<u>106,201.81</u>	<u>106,937.92</u>	<u>110,172.00</u>	<u>139,595.00</u>	
	Net County Cost	<u><u>-95,544.95</u></u>	<u><u>-100,508.36</u></u>	<u><u>-97,672.00</u></u>	<u><u>-112,526.00</u></u>	



**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Geothermal</b>					
107-27-194-17010	MISC REVENUE-MONITORING	76,431.50	535,803.27	468,838.00	330,504.00	
	Total Revenues	<u>76,431.50</u>	<u>535,803.27</u>	<u>468,838.00</u>	<u>330,504.00</u>	
107-27-194-52015	GEOHERMAL PROJECTS-UNSPECIFIE	73,617.00	556,377.50	468,838.00	330,504.00	
	Total Expenditures	<u>73,617.00</u>	<u>556,377.50</u>	<u>468,838.00</u>	<u>330,504.00</u>	
	Net Fund Cost	<u>2,814.50</u>	<u>-20,574.23</u>	<u>0.00</u>	<u>0.00</u>	



# **HOUSING DEPARTMENT 100-17-251**

## **DEPARTMENTAL FUNCTIONS**

The Housing Authority was established by resolution of the Mono County Board of Supervisors on November 8, 2005, 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, with staff services provided by the Public Works, Community Development and Finance departments, and legal assistance by the County Counsel office. The Authority, which generally meets 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 the HOME grant award from California Department of Housing and Community Development for a First-Time homebuyer program.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

Housing Authority activity this past year include:

- Received a Community Development Block Grant to fund a Housing Needs Assessment and update to the Housing Mitigation Ordinance; issued an RFP and selected a consultant to prepare the study;
- Conducted a review of annual housing statistics, reviewed the status of the Housing Mitigation Ordinance, and the Board of Supervisors acted to continue the suspension of the ordinance to January 2018;
- Administered a contract with Mammoth Lakes Housing for the First-time Homebuyer loan program; and
- Reviewed the status of the units within the County's rental housing inventory with the Board of Supervisors, including potential transfer of two units to the Benton Tribe. All three County units are presently rented.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$910 in the Requested Net County Cost. Personnel Costs increased by \$5,618 compared to the FY 2015-2016 Board-Approved Budget, due to additional financial accountant time allocation to address grant administration. A department restructure is not being requested for this departmental unit. The Department's Requested Budget represents an increase of .05 fulltime equivalent (FTE) positions for grant administration

### Revenues

Increases in existing revenue sources reflect additional HOME and CDBG grant funds.

### Expenditures

Increases in expenditures reflect the costs contained in contract services for Mammoth Lakes Housing for the implementing the home loan program and to a planning consultant to conduct the housing needs assessment.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Housing Development</b>					
100-17-251-14100	HOUSING RENT	9,811.84	18,670.00	10,200.00	15,000.00	
100-27-251-15505	Fed: FTHB Housing Grant	0.00	9,500.00	700,000.00	690,500.00	
100-27-251-17160	HOUSING MITIGATION/FUND 99	28,044.00	0.00	23,800.00	0.00	
100-27-251-18100	OPERATING TRANSFERS IN	0.00	0.00	0.00	100,000.00	
	Total Revenues	<u>37,855.84</u>	<u>28,170.00</u>	<u>734,000.00</u>	<u>805,500.00</u>	
100-27-251-21100	SALARY AND WAGES	3,044.98	3,335.05	3,335.00	7,060.00	
100-27-251-22100	EMPLOYEE BENEFITS	1,874.33	2,236.08	2,225.00	4,118.00	
100-27-251-31400	BUILDING/LAND MAINT & REPAIR	6,840.50	9,012.14	15,628.00	15,000.00	
100-27-251-32000	OFFICE EXPENSE	35.64	0.00	0.00	0.00	
100-27-251-32450	CONTRACT SERVICES	6,126.71	4,500.00	695,000.00	760,500.00	
100-27-251-32800	PUBLICATIONS & LEGAL NOTICES	0.00	0.00	0.00	100.00	
100-27-251-33600	UTILITIES	2,768.19	2,136.42	3,000.00	3,000.00	
	Total Expenditures	<u>20,690.35</u>	<u>21,219.69</u>	<u>719,188.00</u>	<u>789,778.00</u>	
	Net County Cost	<u>17,165.49</u>	<u>6,950.31</u>	<u>14,812.00</u>	<u>15,722.00</u>	

## **LAFCO**

### **DEPARTMENT 100-27-254**

#### **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 an independent organization staffed by the Mono County Community Development Department and funded jointly by: Mono County; Town of Mammoth Lakes; and Mammoth Community Water District and 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 2015-2016**

Mono LAFCO activity this past year includes the following:

- conducted limited reviews/updates of agency Spheres of Influence/Municipal Service Reviews, in concert with the Mono County General Plan Update and Environmental Impact Report, and in so doing sharing grant funds for coordination of the SOI/MSR updates with the county General Plan and Regional Transportation Plan updates;
- coordinated with federal, state and local agencies, conservation entities and land owners in planning for open space and agricultural preservation via the Bi-State Action Plan for Sage Grouse;
- reviewed the accuracy of district maps with the Assessor and GIS Coordinator as a part of the above reviews, making technical map corrections and converting to a GIS format;
- conducted initial discussions on potential district consolidation processes with Lee Vining and Mono City Fire Protection District (FPD) representatives, and more recently the Paradise and Wheeler Crest FPDs;
- assisted County Service Areas in Crowley and Bridgeport on capital programming and project planning;
- reviewed development projects and CEQA documents for potential LAFCO issues;
- investigated potential grant funding for reorganization study for Lee Vining and Mono City FPDs;
- responded to occasional LAFCO inquiries;
- coordinated with Inyo LAFCO to examine hospital service issues between the Southern Mono and Northern Inyo healthcare districts; and
- attended CALAFCO staff conference.

#### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The County's funding commitment for LAFCO FY 2016-2017 Requested Budget represents a decrease of \$222 in the Requested Net County Cost. Personnel Costs decreased \$664 as compared to the FY 2015-2016 Board-Approved Budget. A department restructure is not being requested for this budget unit.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>LAFCO</b>					
100-27-254-15902	OTH: LAFCO - REVENUE FROM OTHE	7,004.00	7,688.67	7,688.00	7,246.00	
	Total Revenues	<u>7,004.00</u>	<u>7,688.67</u>	<u>7,688.00</u>	<u>7,246.00</u>	
100-27-254-21100	SALARY AND WAGES	4,896.44	4,921.29	5,500.00	5,092.00	
100-27-254-22100	EMPLOYEE BENEFITS	2,524.11	2,727.23	3,233.00	2,977.00	
100-27-254-31700	MEMBERSHIP FEES	769.00	839.95	800.00	800.00	
100-27-254-32000	OFFICE EXPENSE	0.00	0.00	200.00	200.00	
100-27-254-32800	PUBLICATIONS & LEGAL NOTICES	242.00	77.25	300.00	300.00	
100-27-254-33350	TRAVEL & TRAINING EXPENSE	125.00	774.56	1,500.00	1,500.00	
	Total Expenditures	<u>8,556.55</u>	<u>9,340.28</u>	<u>11,533.00</u>	<u>10,869.00</u>	
	Net County Cost	<u>-1,552.55</u>	<u>-1,651.61</u>	<u>-3,845.00</u>	<u>-3,623.00</u>	

# **PLANNING COMMISSION**

## **100-27-253**

### **COMMISSION FUNCTIONS**

The Planning Commission serves as the principal advisory body to the Board of Supervisors and Planning Division 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, with meetings video-conferenced to Town/County Conference Room in Mammoth Lakes. The Commission 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 (recently vacant).

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

The Planning Commission met as needed this past year, totaling eight meetings, with several held in Mammoth Lakes. All meetings are video-conferenced either in Mammoth Lakes or Bridgeport. Items considered by the Commission include:

- General Plan Amendment for proposed Transient Rental Overlay Districts;
- Setback variance and well-drilling noise variance;
- Several map extensions;
- Final map approval;
- Use permit for Crowley Skate Park;
- General Plan workshops, including the Circulation Element
- Workshop on new groundwater regulations;
- Use permit for new business in Bridgeport and permanent food cart in June Lake;
- Conducted public hearings for General Plan Update, including Regional Transportation Plan and supporting Environmental Impact Report;
- Chairman hosted the 85<sup>th</sup> Annual California County Planning Commissioners Association Conference in June Lake, with several staff and commissioners participating in presentations; and
- Conducted joint workshop with the Board of Supervisors on transient rental regulations.

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget reflects a decrease of \$1,418 in the Requested Net County Cost, due to a reduction in insurance. Personnel Costs are \$1,231 lower than in the FY 2015-2016 Board-Approved Budget. A department restructure is not being requested for this departmental unit.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Planning Commission</b>					
	Total Revenues	0.00	0.00	0.00	0.00	
100-27-253-21100	SALARY AND WAGES	3,475.00	4,325.00	7,200.00	6,060.00	
100-27-253-22100	EMPLOYEE BENEFITS	793.61	777.96	571.00	480.00	
100-27-253-30500	WORKERS' COMP INS EXPENSE	2,414.00	2,277.00	2,277.00	2,235.00	
100-27-253-30510	LIABILITY INSURANCE EXPENSE	1,606.00	1,399.00	1,399.00	1,254.00	
100-27-253-31700	MEMBERSHIP FEES	0.00	0.00	60.00	60.00	
100-27-253-32000	OFFICE EXPENSE	0.00	0.00	100.00	100.00	
100-27-253-32800	PUBLICATIONS & LEGAL NOTICES	30.00	947.55	900.00	900.00	
100-27-253-33350	TRAVEL & TRAINING EXPENSE	2,276.17	2,252.65	2,500.00	2,500.00	
	Total Expenditures	10,594.78	11,979.16	15,007.00	13,589.00	
	Net County Cost	-10,594.78	-11,979.16	-15,007.00	-13,589.00	

# PLANNING

## DIVISION 100-27-250

### DEPARTMENTAL FUNCTIONS

The Planning Division provides a variety of environmental and planning support services to a number of commissions, boards, and committees, and to the citizens and property owners in Mono County. The division maintains and updates the Mono County General Plan, supporting plans/documents and environmental studies, and collaborates with agencies, organizations and departments involved in planning, environmental assessment, development review, and 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), Local Transportation Commission, Land Development Technical Advisory Committee, Airport Land Use Commission, Collaborative Planning Team, and a variety of coordinating committees, task groups, surveys, local media, and public meeting/hearings before the Planning Commission and Board of Supervisors.

The Planning Division strives to process permit applications in a timely manner while maintaining planning service quality. Continuity is maintained between offices in Mammoth Lakes and Bridgeport 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, and by videoconference at the CAO Conference Room, Annex 1 in Bridgeport. The Mammoth Lakes Town Council and the Mono County Board of Supervisors appoint three commissioners each to the LTC, which is the county's designated Regional Transportation Planning Agency. The LTC acts autonomously in filling the mandates of the Transportation Development Act, including
  - Prepare, adopt and submit a Regional Transportation Plan (RTP) every four years;
  - Prepare a Regional Transportation Improvement Program (RTIP) for the Department of Transportation (Caltrans) and the California Transportation Commission (CTC) every two years;
  - Review and comment annually on the Transportation Improvement Plan contained in the State Transportation Improvement Program (STIP);
  - Provide ongoing administration of Transportation Development Act (TDA) funds;
  - Prepare and submit the annual Overall Work Program; and
  - Allocate funds periodically for transportation alternatives.
- Mono County's Regional Planning Advisory Committees (RPACs) advise the Mono County Board of Supervisors, Planning Commission, LTC and Planning Division on the development, review, implementation and update of the Mono County General Plan, Regional Transportation Plan and associated Area / Community Plans. Active RPACs meet in Antelope Valley, Bridgeport Valley, Mono Basin, June Lake (Citizens Advisory Committee), Long Valley, and community meetings with the District 2 Supervisor are held as needed in Benton, Chalfant, 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 multi-agency team, comprised of directors of federal, state, local and tribal entities, collaborates on a variety of planning issues. Mono County provides staff support to the team and occasional subcommittees, such as the land ownership adjustment subcommittee. The CPT philosophy recognizes that the synergistic effect of teamwork far exceeds that which entities might accomplish on their own.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Received a national conservation award for work supporting the favorable USFWS decision not to list the sage grouse as threatened. Also implemented grant of up to \$50,000 annually for five years for supporting sage grouse conservation activities consistent with the Bi-State Action Plan.
- Adopted a comprehensive update of the Mono County General Plan and Regional Transportation Plan, and certified a supporting Environmental Impact Report (EIR). A component of the general plan – the Resource Efficiency Plan prepared by consultant PMC – received an award from the Central Section of the California Chapter of the American Planning Association. The adopted Plan has been converted to a digital format and posted on the Mono County website.
- Pursued Active Transportation Program funding for implementation of Bridgeport Main Street Revitalization Project. Also pursued grant for Lee Vining Main Street planning in concert with Local Government Commission.
- Processed planning applications in a timely manner, and continued assistance in response to Round Fire recovery issues.
- Committed significant staff resources to transitioning to Innoprise, a less-expensive but more challenging permit software program.
- Continued regular coordination meetings with Public Works, Finance and Environmental Health; and continued regular Land Development Technical Advisory Committee (LDTAC) meetings.
- Provided staff services to the LTC, including preparation and implementation of the Overall Work Program with the assistance of the Finance Department, IT and Public Works, and Caltrans and Mammoth Lakes staff. Also managed transit funding allocations, conducted annual audit and triennial audit, updated financial tracking systems and provided oversight for the annual unmet needs process, including convening the Social Services Transportation Advisory Committee, significant outreach efforts to the RPACs, and assisted transit planning of the Yosemite Area Regional Transportation System (YARTS). Also provided staff assistance on Caltrans Hwy 108 truck restriction process and ordinance, and Hwy 158 wall mural.
- Participated on Energy Task Force, including providing support and grant management assistance on Bridgeport biomass project.
- Staffed Planning Commission, Airport Land Use Commission, Regional Planning Advisory Committees, Housing Authority, LAFCO, and CPT.
- Conducted CASGEM water monitoring, provided staffing to the Long Valley Hydrologic Advisory Committee (see Code Compliance), continued participation on the IRWMP, assisted in evaluating new groundwater management regulations and supporting the Tri-Valley Groundwater Management District, and updated water policies for General Plan. Also participated in drought response, including outreach to DWP on agricultural/wildlife water needs.
- Continued to provide broad range of customer services (marriage license/certificates, DBA/ABA, document recordings, election services, business licenses, tax payments and public defender fees) at South County counter, and assisted in supporting common public service counter in Bridgeport. Also assumed a good deal of the courier service between Mammoth and Bridgeport for document/payment transport.
- Updated trails plan, including work with RPACs and the June Lake Trails Committee in support of General Plan and RTP Update.
- Secured grant from the Strategic Growth Council for an agricultural land inventory and policy balancing grazing management with habitat conservation; obtained funding from the BLM to update the Community Wildfire Protection Plan, secured funding for participation in Walker Basin Restoration Program from the National Fish and Wildlife Foundation, and received CDBG funding for Housing Element and Mitigation Ordinance updates (see housing).
- Staff presented at the Association of Environmental Professionals (AEP) and California County Planning Commissioners conferences held in Mono County.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$4,114 in the Requested Net County Cost. Personnel Costs decreased by \$17,135 compared to the FY 2015-2016 Board Approved Budget, due to restructuring, which includes the shift of Permit Technician functions to the Building Division and under-filling vacant positions. The cost of the restructuring simulation, in comparison to the COLA simulation, is a reduction of \$199,424, which is somewhat offset by increases in other CDD budget units. The Department's Requested Budget represents a decrease of .6 fulltime equivalent (FTE) positions.

### **Revenues**

Increases in existing revenue sources are due to additional grant funds for high priority projects, including updates of Community Wildfire Protection Plan and Hazard Mitigation Plan, sage grouse conservation activities, sustainable agriculture planning, Walker Basin Water Transfer CEQA analysis, and ongoing transportation planning for the Local Transportation Commission.

### **Expenditures**

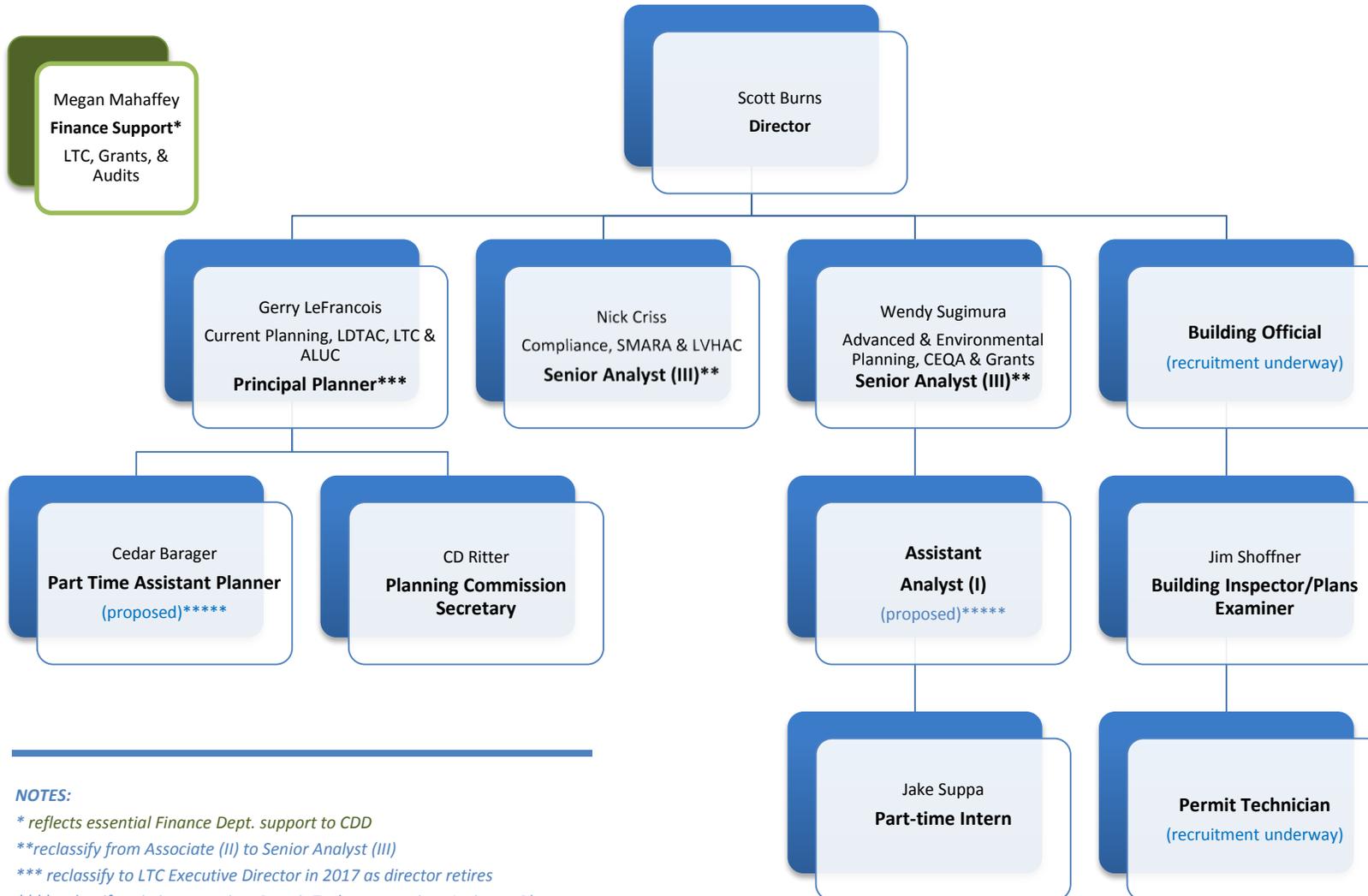
Increased expenditures accounting for additional grant funding are reflected in contract services. Due to reduced staffing levels, a reduction in expenditures for staff reimbursement is anticipated.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Planning &amp; Transportation</b>						
ST: DEPT OF CONSERVATION-						
100-27-250-15477	SUSTAINABILITY	46,031.30	58,835.22	58,835.22	55,000.00	
100-27-250-15819	FED: MISC FED GRANTS	23,376.57	15,352.26	17,030.78	70,000.00	
100-27-250-15900	OTH: Other Govt Agencies	65,563.63	0.00	45,000.00	306,360.00	
100-27-250-16060	PLANNING PERMITS	73,380.71	16,633.17	35,000.00	35,000.00	
100-27-250-16220	TRANSPORTATION PLANNING SERVIC	140,628.21	188,210.73	227,000.00	150,000.00	
100-27-250-17010	MISCELLANEOUS REVENUE	0.00	0.00	6,000.00	0.00	
	Total Revenues	348,980.42	279,031.38	388,866.00	616,360.00	
100-27-250-21100	SALARY AND WAGES	468,090.98	472,631.20	480,935.00	462,318.00	
100-27-250-21120	OVERTIME	18.09	250.34	0.00	0.00	
100-27-250-22100	EMPLOYEE BENEFITS	259,959.44	268,658.94	279,707.00	281,189.00	
100-27-250-30500	WORKERS' COMP INS EXPENSE	6,500.00	6,481.00	6,481.00	7,417.00	
100-27-250-30510	LIABILITY INSURANCE EXPENSE	23,988.00	24,058.00	24,058.00	21,640.00	
100-27-250-31200	EQUIP MAINTENANCE & REPAIR	1,413.48	612.51	2,000.00	2,000.00	
100-27-250-31700	MEMBERSHIP FEES	750.00	350.00	700.00	700.00	
100-27-250-32000	OFFICE EXPENSE	15,396.61	16,892.97	17,000.00	20,525.00	
100-27-250-32450	CONTRACT SERVICES	76,294.70	50,441.11	76,000.00	310,000.00	
100-27-250-32800	PUBLICATIONS & LEGAL NOTICES	702.86	1,372.00	2,000.00	2,000.00	
100-27-250-32950	RENTS & LEASES - REAL PROPERTY	53,346.69	57,802.89	62,184.00	62,038.00	
100-27-250-33350	TRAVEL & TRAINING EXPENSE	2,721.99	5,843.95	6,000.00	10,000.00	
100-27-250-33351	VEHICLE FUEL COSTS	2,386.85	1,717.81	3,000.00	3,000.00	
100-27-250-33360	MOTOR POOL EXPENSE	4,421.50	3,645.75	6,000.00	6,618.00	
	Total Expenditures	915,991.19	910,758.47	966,065.00	1,189,445.00	
	Net County Cost	-567,010.77	-631,727.09	-577,199.00	-573,085.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>CDBG (Community Development Block Grants)</b>					
185-00-000-15501	Fed: Cdbg Housing Grant	0.00	0.00	0.00	750,000.00	
185-00-000-17500	Loan Repayments	0.00	187,000.00	0.00	0.00	
	Total Revenues	0.00	187,000.00	0.00	750,000.00	
185-00-000-32450	Contract Services	0.00	0.00	0.00	536,602.00	
185-00-000-52011	Buildings & Improvements	0.00	0.00	0.00	150,000.00	
185-00-000-60100	Operating Transfers Out	0.00	0.00	0.00	250,398.00	
	Total Expenditures	0.00	0.00	0.00	937,000.00	
	Net Fund Cost	0.00	187,000.00	0.00	-187,000.00	



Megan Mahaffey  
**Finance Support\***  
 LTC, Grants, &  
 Audits

**NOTES:**

- \* reflects essential Finance Dept. support to CDD
- \*\*reclassify from Associate (II) to Senior Analyst (III)
- \*\*\* reclassify to LTC Executive Director in 2017 as director retires
- \*\*\*\*reclassify existing part-time Permit Tech. to part-time Assistant Planner
- \*\*\*\*\*under-fill vacant Associate Analyst (II) with Assistant Analyst

**COUNTY ADMINISTRATIVE OFFICE**  
**100-11020**

**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 2015-2016**

- Planned, organized, and successfully completed recruitment and selection processes to fill County vacancies from staff level to department directors including CAO, HR Director, Risk Manager, CAO Administrative Specialist, and Finance Director;
- Continued Countywide Strategic Planning to develop focus areas to incorporate into the budget process;
- Reinstated monthly Mono County email newsletter;
- Continued legislative efforts. Updated Board rules of procedure and Mono County Legislative Platform;
- Provided Human Resources support for recruitment of new employees for needed vacant positions;
- Developed a balanced budget for Board consideration and adoption;
- Organized and executed first joint Town/County Council/Board of Supervisors' meeting;
- Continued to develop partnerships with other local government agencies;
- Participated in Eastern Sierra Council of Governments along with the Town of Mammoth Lakes, Inyo County and the City of Bishop.

**DEPARTMENTAL GOALS FOR FY 2016-2017**

See attached CAO goals supplemental document.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$290,447 in the Requested Net County Cost.

Personnel Costs increased by \$293,267 compared to the FY 2015-2016 Board Approved Budget, due to the following positions being filled: CAO, HR Director, Risk Manager, and Administrative Specialist.

**Personnel**

A department restructure is not being requested for this departmental unit.

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

### Revenues

Film permit and community center revenue was increased. Special event insurance and electronic key fee expected revenue was reduced. These changes were made to more accurately reflect a conservative estimate of expected revenue.

### Expenditures

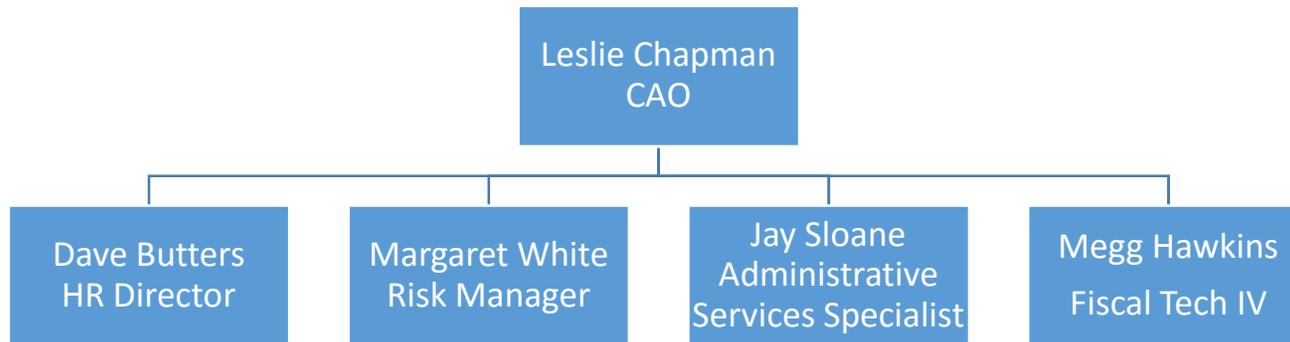
Salary and wages have increased by \$182,289, and benefits have increased by \$110,978 due to the filling the positions of CAO, HR Director, Risk Manager, and Administrative Services Specialist. Recruiting expenses were increased to \$20,000 so that HR can effectively recruit for open positions. Travel and training was increased to \$12,000, due to filling the aforementioned positions. Professional and specialized services was decreased by \$30,000 because we are not anticipating needing outside recruitment services in 2016-17.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>County Administration Office</b>						
100-11-020-12060	FILMING PERMITS	900.00	2,400.00	1,000.00	1,400.00	
100-11-020-14050	RENTAL INCOME-COMMUNITY CENTER	3,370.00	6,330.00	3,500.00	5,000.00	
100-11-020-16016	GENERAL SALE OF GOODS-COUNTY MUGS	7.39	0.00	0.00	0.00	
100-11-020-16610	Insurance Loss Prevention Subs	0.00	60,000.00	54,600.00	0.00	
100-11-020-16611	SPECIAL EVENT INSURANCE	418.00	903.00	750.00	300.00	
100-11-020-17010	MISCELLANEOUS REVENUE	688.48	0.00	0.00	0.00	
100-11-020-17130	Electronic Key Fee	0.00	90.00	0.00	40.00	
	Total Revenues	5,383.87	69,723.00	59,850.00	6,740.00	
100-11-020-21100	SALARY AND WAGES	341,616.24	233,565.78	220,636.00	402,925.00	
100-11-020-21120	OVERTIME	2,316.62	28.65	1,000.00	1,000.00	
100-11-020-22100	EMPLOYEE BENEFITS	138,792.84	119,894.26	120,361.00	231,339.00	
100-11-020-30280	TELEPHONE/COMMUNICATIONS	69.39	1,602.75	1,800.00	3,420.00	
100-11-020-30500	WORKERS' COMP INS EXPENSE	8,876.00	7,689.00	7,689.00	8,602.00	
100-11-020-30510	LIABILITY INSURANCE EXPENSE	7,609.00	7,400.00	7,400.00	6,722.00	
100-11-020-31200	EQUIP MAINTENANCE & REPAIR	18,058.80	24,233.76	25,000.00	20,000.00	
100-11-020-31700	MEMBERSHIP FEES	505.00	654.00	1,000.00	1,000.00	
100-11-020-32000	OFFICE EXPENSE	10,221.60	6,434.75	16,500.00	16,500.00	
100-11-020-32360	CONSULTING SERVICES	0.00	25,812.84	29,600.00	0.00	
100-11-020-32390	LEGAL SERVICES	0.00	120.00	500.00	500.00	
100-11-020-32450	CONTRACT SERVICES	4,125.00	12,198.94	25,000.00	25,000.00	
100-11-020-32500	PROFESSIONAL & SPECIALIZED SER	4,146.68	72,846.72	100,000.00	50,000.00	
100-11-020-32950	RENTS & LEASES - REAL PROPERTY	37,144.64	42,117.89	43,768.00	45,783.00	
100-11-020-33120	SPEC DEPT EXPENSE	4,268.74	1,594.78	3,000.00	3,000.00	
100-11-020-33140	RECRUITING EXPENSES	1,843.24	1,661.93	4,500.00	20,000.00	
100-11-020-33151	SPECIAL EVENT INSURANCE COSTS	677.72	0.00	750.00	750.00	
100-11-020-33350	TRAVEL & TRAINING EXPENSE	3,991.30	1,897.22	6,600.00	12,000.00	
100-11-020-33351	VEHICLE FUEL COSTS	81.64	1,243.11	2,000.00	2,500.00	
100-11-020-33360	MOTOR POOL EXPENSE	128.99	3,673.65	5,000.00	8,400.00	
	Total Expenditures	584,473.44	564,670.03	622,104.00	859,441.00	
	Net County Cost	-579,089.57	-494,947.03	-562,254.00	-852,701.00	

# County Administrative Office

Organizational Chart



## **CAO - INSURANCE 652-10280**

### **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. The department reviews contracts for risk identification, makes recommendations on types and limits of insurance, and ensures compliance with risk transfer techniques. The department reviews and analyzes reports of industrial injuries, motor vehicle accidents, and reports on non-employee accidents to enhance loss control. The department reviews the status of workers' compensation claims with third-party administrator, serves as liaison with departments, makes recommendations for settlement, and coordinates the return to work and modified duty program. The department develops, implements, interprets, monitors, and administers policies and procedures in accordance with state and federal regulations. The department provides training of staff to reduce or eliminate industrial injuries.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Established Mono County Protective Footwear policy in order to reduce employee discomfort and medical claims.
- Established Animal Control Personal Protective Equipment policy so that animal control employees have access to appropriate personal protective equipment.
- Established job description for Department Safety Representatives.
- Augmented departmental Code of Safe Practices to be included with Injury and Illness Prevention Plan.

### **DEPARTMENTAL GOALS FOR FY 2016-2017**

Please see the attached "Department Narrative Supplement".

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$23,640 in the Requested Net Cost to Fund.

Personnel Costs decreased by \$2,028 compared to the FY 2015-2016 Board Approved Budget, due to a decrease in benefit costs for the Risk Manager.

A department restructure is not being requested for this departmental unit.

#### **Revenues**

Loss prevention subsidy anticipated revenue has decreased to \$34,000 because we will be receiving a reduced loss prevention subsidy because our loss prevention programs lapsed when the Risk Manager position was vacant.

#### **Expenditures**

Worker's compensation insurance expenses have increased by \$118,673 and liability insurance expense has increased by \$44,049 both due to increases in Trindel premiums. Wellness/gym membership subsidy costs have increased by \$7,844 due to an increasing number of memberships from employee participation. Special Department Expense increased \$24,000 because the loss prevention subsidy was included here and is expected to be used for the loss prevention and wellness programs.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Insurance Internal Service Fund</b>						
652-10-300-14010	INTEREST INCOME	454.79	1,132.46	0.00	0.00	
652-10-300-14020	UNREALIZED GAIN/LOSS	-674,663.84	0.00	0.00	0.00	
652-10-300-16610	INSURANCE LOSS PREVENTION SUBSIDY	70,000.00	10,000.00	70,000.00	34,000.00	
652-10-300-17100	INSURANCE REIMBURSEMENT	700,000.00	0.00	0.00	0.00	
652-10-300-17110	EMPLOYEE WELLNESS CONTRIBUTION	48,123.73	47,856.00	45,000.00	45,000.00	
652-10-300-17120	DEPT INSURANCE REVENUE	351.60	0.00	0.00	0.00	
652-10-300-17121	DEPT INSURANCE REVENUE	1,325,263.00	1,233,172.00	1,233,169.00	1,483,093.00	
652-10-300-18010	OPERATING TRANSFERS IN: INS	0.00	0.00	150,000.00	75,000.00	
	Total Revenues	1,469,529.28	1,292,160.46	1,498,169.00	1,637,093.00	
652-10-300-21100	SALARY AND WAGES	77,871.56	36,809.43	61,200.00	61,200.00	
652-10-300-22100	EMPLOYEE BENEFITS	30,584.40	12,878.42	33,828.00	31,800.00	
652-10-300-30280	TELEPHONE/COMMUNICATIONS	697.82	456.75	900.00	900.00	
652-10-300-30500	WORKERS' COMP INS EXPENSE	630,515.00	626,858.00	626,857.00	745,530.00	
652-10-300-30510	LIABILITY INSURANCE EXPENSE	523,285.50	498,003.00	498,002.00	542,051.00	
652-10-300-31700	MEMBERSHIP FEES	0.00	0.00	500.00	500.00	
652-10-300-32000	OFFICE EXPENSE	0.00	0.00	50.00	50.00	
652-10-300-32450	CONTRACT SERVICES: WELLNESS	76,639.74	75,796.00	74,000.00	81,844.00	
652-10-300-33100	EDUCATION & TRAINING	853.45	0.00	1,000.00	1,000.00	
652-10-300-33120	SPECIAL DEPARTMENT EXPENSE	0.00	1,246.91	15,000.00	39,000.00	
652-10-300-33350	TRAVEL & TRAINING EXPENSE	0.00	0.00	2,500.00	2,500.00	
652-10-300-35100	LIABILITY CLAIMS	-60,810.00	0.00	1,000.00	1,000.00	
652-10-300-60100	OPERATING TRANSFERS OUT	661,260.00	0.00	150,000.00	75,000.00	
652-10-300-70250	PRIOR PERIOD ADJUSTMENTS	39,885.79	0.00	0.00	0.00	
652-10-300-72960	A-87 INDIRECT COSTS	18,568.00	107,470.00	107,470.00	105,216.00	
	Total Expenditures	1,999,351.26	1,359,518.51	1,572,307.00	1,687,591.00	
	Net Fund Cost	-529,821.98	-67,358.05	-74,138.00	-50,498.00	

## **COUNTY COUNSEL DEPARTMENT #120**

### **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 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 2015-2016**

- Successfully weathered the loss of 50% of the attorney staff in the office, including the County Counsel and a Senior Deputy, while simultaneously filling in for the vacant positions of Risk Manager and Human Resources Director.
- Hired two very talented and hardworking Deputy County Counsels who have quickly taken on significant workloads and are contributing to the overall goals of the County through their support of County projects, staff, and officials.
- Launched County "Contract Center" enabling all departments and staff to conveniently access instructions and sample documents for most of their contracting needs. Includes the creation of ten different contract templates for varied circumstances and guidance regarding legal requirements such as bidding, bonds, retention, HIPAA compliance, etc.
- Advised (and later facilitated) EMS Ad Hoc Advisory Committee and assisted in production of Committee's final report and recommendations to the Board of Supervisors
- Facilitated favorable settlement of litigation matters involving the County
- Took over significant Risk Management and Human Resources tasks during vacancies in those offices including, but not limited to, workers' compensation claims, personnel matters, insurance issues, claims for damages, and litigation management and oversight
- Represented the County in court and administrative proceedings
- Conducted legal research and drafted ordinances and resolutions on a variety of topics
- Negotiated and/or drafted contracts and other legal documents
- Provided training to staff, board members, commissions, and committees on a variety of topics including the Brown Act, conflicts of interest and public official ethics
- Represented County departments in court in child welfare, conservatorship and code enforcement matters
- Reviewed, assisted with and/or responded to a variety of inquires including response to subpoenas, public records requests, and medical releases
- Assisted various commissions, committees and special districts in implementing their goals and projects and with legal compliance

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$146,451 in the Net County Cost.

Personnel Costs decreased by \$85,497 compared to the FY 2015-2016 Board Approved Budget, due to the departure of two long-term employees from the department and the application of PEPPRA to newer employees.

Other line items are budgeted at a status quo level or have been modified as explained below, except where Finance has specifically provided a different figure (e.g., rents and leases).

A department restructure is not being requested for this departmental unit.

Revenues – revenue for professional services has been reduced to reflect the loss of \$12,000 in revenue from Eastern Sierra Transit (ESTA). This office no longer provides such services.

Personnel – As noted above, personnel costs have decreased due to the departure of two long-term staff members.

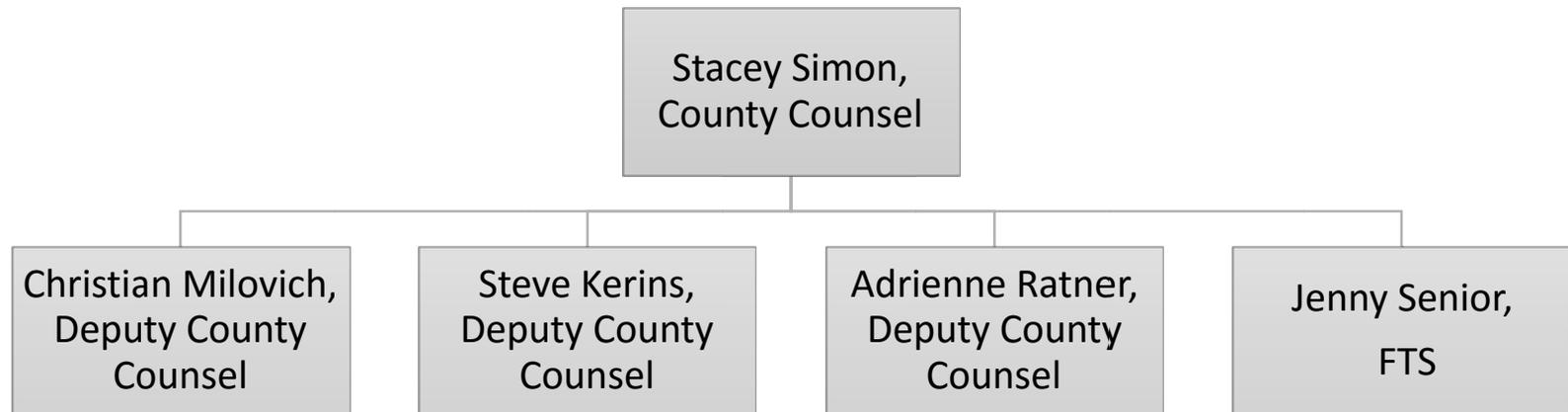
Services & Supplies – Last fiscal year the department achieved significant savings (given the overall size of its budget excluding fixed costs) in Services and Supplies, with a net decrease of \$13,198. This year's request proposes no increases to those already-reduced amounts, thereby continuing the savings to the County.

Expenditures – This year's request includes a change in the budget line item for legal services in order to accommodate the use of outside counsel, where necessary, to provide expertise in a given subject matter (e.g., labor relations and personnel, solid waste) and to provide funds in the event of litigation or significant administrative matters requiring the use of outside counsel. In 2015-16 the Board approved budget allocated \$7,000 to legal services, and then increased that amount to \$142,000 at midyear. The requested budget includes \$70,000 for legal services.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>County Counsel</b>					
100-13-120-16010	PROP TAX ADMIN FEE- CO COUNSEL	2,092.00	0.00	1,000.00	750.00	
	PROFESSIONAL SERVICE FEES-CO					
100-13-120-16371	COUNSEL	10,190.00	11,820.00	15,000.00	2,000.00	
100-13-120-17010	MISC REVENUE-CO COUNSEL	3,009.33	6,702.74	100.00	100.00	
	Total Revenues	15,291.33	18,522.74	16,100.00	2,850.00	
100-13-120-21100	SALARY AND WAGES	529,285.80	634,420.63	579,885.00	523,270.00	
100-13-120-22100	EMPLOYEE BENEFITS	277,972.98	265,530.19	316,238.00	287,356.00	
100-13-120-30280	TELEPHONE/COMMUNICATIONS	2,700.00	3,102.00	2,700.00	3,600.00	
100-13-120-30500	WORKERS' COMP INS EXPENSE	3,528.00	3,328.00	3,328.00	4,619.00	
100-13-120-30510	LIABILITY INSURANCE EXPENSE	2,752.00	2,477.00	2,477.00	3,088.00	
100-13-120-31200	EQUIP MAINTENANCE & REPAIR	188.46	0.00	0.00	0.00	
100-13-120-31700	MEMBERSHIP FEES	4,987.00	6,239.00	6,000.00	6,000.00	
100-13-120-32000	OFFICE EXPENSE	9,652.06	8,337.59	11,125.00	11,125.00	
100-13-120-32390	LEGAL SERVICES	6,953.88	9,312.79	142,000.00	70,000.00	
100-13-120-32450	CONTRACT SERVICES	0.00	0.00	1,000.00	1,000.00	
100-13-120-32500	PROFESSIONAL & SPECIALIZED SER	10,679.06	7,910.73	8,000.00	8,000.00	
100-13-120-32950	RENTS & LEASES - REAL PROPERTY	66,698.37	63,889.68	78,592.00	68,586.38	
100-13-120-33120	SPECIAL DEPARTMENT EXPENSE	14,714.61	11,033.61	14,000.00	17,000.00	
100-13-120-33350	TRAVEL & TRAINING EXPENSE	11,457.92	12,778.99	14,000.00	16,000.00	
100-13-120-33351	VEHICLE FUEL COSTS	1,219.08	892.71	2,000.00	2,000.00	
100-13-120-33360	MOTOR POOL EXPENSE	1,798.02	2,974.75	2,500.00	2,500.00	
100-13-120-70500	CREDIT CARD CLEARING ACCOUNT	0.00	2,196.53	0.00	0.00	
	Total Expenditures	944,587.24	1,034,424.20	1,183,845.00	1,024,144.38	
	Net County Cost	-929,295.91	-1,015,901.46	-1,167,745.00	-1,021,294.38	

# Office of the County Counsel



# County of Mono

## Office of the District Attorney

[www.monocountydistrictattorney.org](http://www.monocountydistrictattorney.org)

**Bridgeport Office:**  
Main St. Court House, P.O. Box 617  
Bridgeport, CA. 93517  
Tel:(760)932-5550 fax: (760)932-5551



**Mammoth Office:**  
Sierra Center Mall, P.O. Box 2053  
Mammoth Lakes, CA. 93546  
Tel:(760)924-1710 fax: (760)924-1711

**Tim Kendall - District Attorney**

### **Office of the District Attorney Budget Narrative for 2016-2017**

#### **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 a victim 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 investigation and prosecution services 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 which investigates drug related activities in the county.

#### **Major Accomplishments for FY 2015-2016**

\* The District Attorney reviewed just under 1000 cases for filing. 752 cases prosecuted. This is a small drop from the previous 5 years, however, more serious crimes are being committed. The drop could be attributed to the shortage of Law Enforcement both in the County as well as the Town. Major investigations and/or prosecutions this year have involved 2 homicides, 3 child molest, 4 rapes and approximately 100 narcotics related cases yielding multiple pounds of illegal narcotics.

\*The restructuring of the Mono County Investigative Unit was completed to better handle the influx of investigations into the District Attorney's Office and to provide a more efficient and timely process to investigations and prosecutions. This multi-agency Unit has shown the

effectiveness of working collaboratively. Office space was finished and now offers a uniformed area for the Unit to work in and together.

### **Departmental Goals for FY2016-2017**

\*To continue to explore funding opportunities.

\*To continue to work collaboratively with other departments and agencies to improve services and streamline our effectiveness.

\*To provide the best possible services to county departments, allied agencies, county residents and visitors by going over and above in the performance of our mission and duties.

\*To work on Parity Pay for the Attorney's class

\*To complete the implementation of our Case Management System.

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

### **Strategic Focus Area Goals for 2016-2017**

These goals go toward providing not only a safe community for our residents and visitors but improves the wellness of employees and goal of making Mono County the best place to work.

### **Departmental Budget Request for FY2016-2017**

The Department's FY2016-2017 Requested Budget reflects a status quo budget with adjustments for categories that are not in the control of the District Attorney.

### **FY2016-2017 Funding Summary**

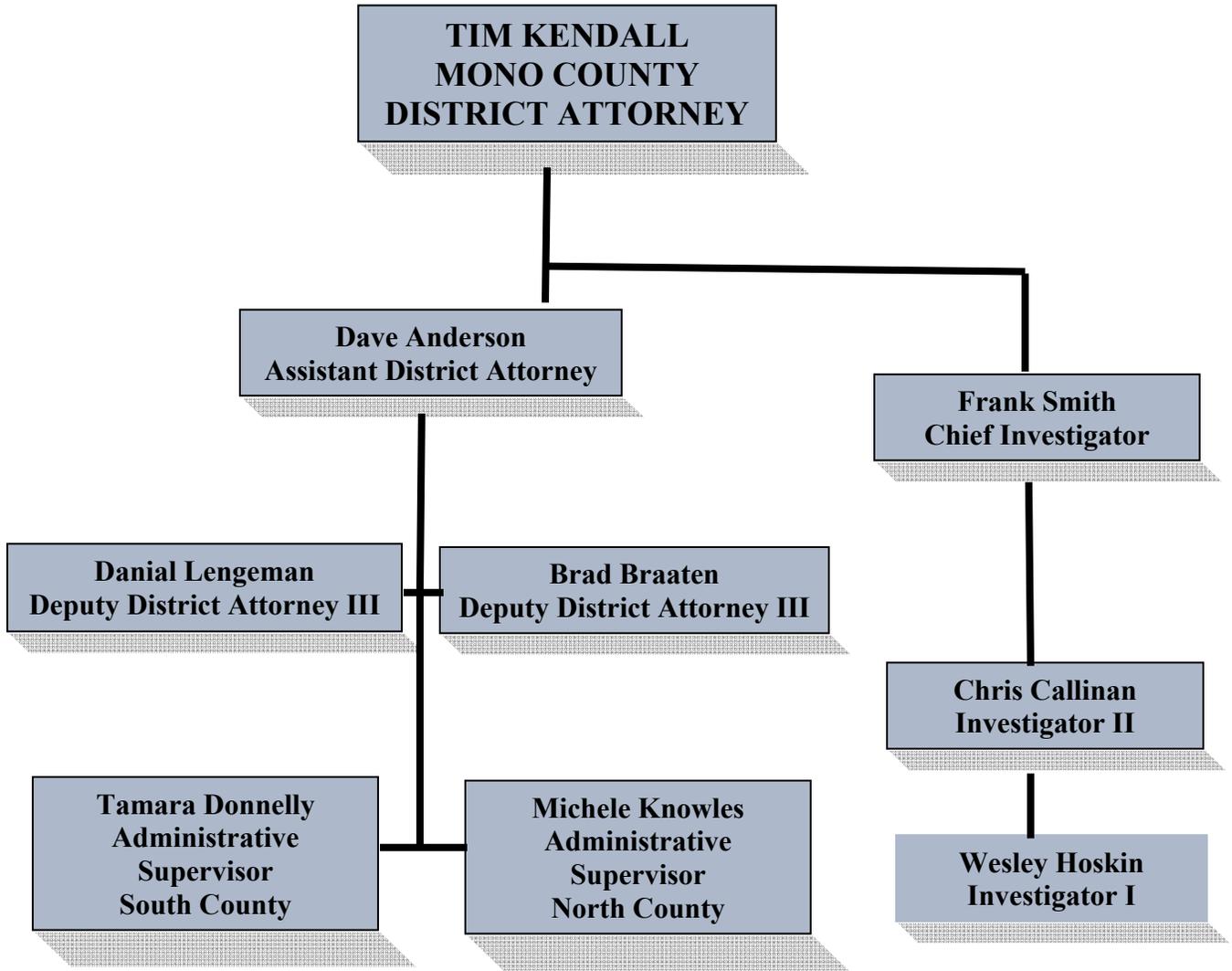
No expected changes in Federal revenue, however, cuts to District Attorney Budget from previous years has been made up through the solicitation of CCP funds. There could be slight changes to those revenues from both the state level and possibly the CCP executive committee. The District Attorney is hopeful that any changes will not affect the overall budget request.

### **No Policy Considerations being requested**

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>District Attorney-Prosecution</b>						
100-21-430-15091	ST: MOTOR VEH-THEFT PREVENTION	10,796.76	14,432.93	18,534.00	18,535.00	
100-21-430-15300	ST: COPS-DA	4,347.13	4,267.65	4,708.00	4,708.00	
100-21-430-15310	ST: PUB SAFETY-PROP 172 SALES	133,668.41	113,962.70	135,574.00	122,017.00	
100-21-430-16251	DISTRICT ATTORNEY - NSF FEES	0.00	10.00	0.00	100.00	
100-21-430-16270	WELFARE FRAUD INVESTIGATION RE	25,000.00	25,000.00	25,000.00	50,000.00	
100-21-430-16280	DISCOVERY FEES	307.62	270.00	250.00	250.00	
100-21-430-17200	DA ASSET FORFEITURE FUNDS	0.00	258.94	20,000.00	1,000.00	
100-21-430-17250	Judgments, Damages & Settlements	875.00	0.00	0.00	0.00	
100-21-430-18100	OPERATING TRANSFERS IN	156,725.00	306,348.95	406,923.00	387,000.00	
	Total Revenues	<u>331,719.92</u>	<u>464,551.17</u>	<u>610,989.00</u>	<u>583,610.00</u>	
100-21-430-21100	SALARY AND WAGES	760,110.83	753,486.12	797,160.00	861,774.00	
100-21-430-21120	OVERTIME	5,792.64	-5,746.72	12,500.00	11,500.00	
100-21-430-22100	EMPLOYEE BENEFITS	491,677.17	632,847.56	727,424.00	779,363.00	
100-21-430-30280	TELEPHONE/COMMUNICATIONS	14,340.09	15,053.92	13,440.00	13,440.00	
100-21-430-30500	WORKERS' COMP INS EXPENSE	5,943.00	5,814.00	5,814.00	6,853.00	
100-21-430-30510	LIABILITY INSURANCE EXP	6,128.00	5,768.00	5,768.00	6,257.00	
100-21-430-31010	JURY AND WITNESS EXPENSE	7,606.67	5,452.77	20,000.00	40,000.00	
100-21-430-31700	MEMBERSHIP FEES	4,083.00	4,259.00	4,600.00	4,600.00	
100-21-430-32000	OFFICE EXPENSE	21,853.28	38,000.26	21,750.00	30,910.00	
100-21-430-32450	CONTRACT SERVICES	6,258.95	7,000.07	6,500.00	6,500.00	
100-21-430-32500	PROFESSIONAL & SPECIALIZED SER	7,225.00	7,950.00	1,000.00	27,000.00	
100-21-430-32800	PUBLICATIONS & LEGAL NOTICES	24,480.48	30,944.76	25,000.00	24,000.00	
100-21-430-32950	RENTS & LEASES - REAL PROPERTY	107,169.46	102,947.92	126,280.00	110,203.00	
100-21-430-33120	SPECIAL DEPARTMENT EXPENSE	10,519.45	11,899.63	8,000.00	9,000.00	
100-21-430-33350	TRAVEL & TRAINING EXPENSE	11,586.70	7,345.07	30,000.00	30,000.00	
100-21-430-33351	VEHICLE FUEL COSTS	4,369.12	2,932.08	5,000.00	5,000.00	
100-21-430-33360	MOTOR POOL EXPENSE	7,584.83	4,361.00	9,700.00	8,700.00	
100-21-430-53030	CAPITAL EQUIPMENT, \$5,000+	13,195.90	3,504.03	0.00	0.00	
	Total Expenditures	<u>1,509,924.57</u>	<u>1,633,819.47</u>	<u>1,819,936.00</u>	<u>1,975,100.00</u>	
	Net County Cost	<u>-1,178,204.65</u>	<u>-1,169,268.30</u>	<u>-1,208,947.00</u>	<u>-1,391,490.00</u>	

# Office of the District Attorney



**Mono County Cal Met Program  
Budget Narrative for 2016-2017**

**Unit Functions**

District Attorney also receives funds from the State's Vehicle Licensing Fees to address Methamphetamine related crimes. This program was taken over by District Attorney during budget year 2014-2015. Up until March of 2015 all narcotics and methamphetamine activities were suspended by the District Attorney in order to restructure and redefine the Narcotic's program. In late 2015, with all outside law enforcement agencies reducing support to the program the responsibility of all narcotic related investigations are now handled by the Mono County District Attorney's Office. All funds expended from this program must go toward addressing Methamphetamine within the County. The non-expended funds roll-over ever year to supplement the program on an ongoing basis. Currently, \$50,000 goes to supplement an Investigator's salary assigned to duties within this program.

**Major Accomplishments in FY 2015-2016**

With limited personnel, the District Attorney has reengaged the program and has had limited but significant success given that only one Investigator is assigned to the program. This program has always historically had 2-3 Investigators assigned to the program. As economic opportunities present themselves, it is the hope that other agencies can re-assign personnel so that that full engagement of the program can further its success.

**Departmental Goals for FY 2016-2017**

\*To run the program a full capacity in order to address the methamphetamine issues within the county.

**Strategic Focus Area for 2016-2017**

The Goals of this program go toward providing a safe community for our residents, youth and visitors.

**Budget Request**

Funds set by VLF fees.

**State Funding**

Maybe small adjustments to the funding.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>GF Grant Programs</b>						
106-21-430-15530	FED: OES MARIJUANA GRANT (DEA-	10,000.00	10,000.00	10,000.00	10,000.00	
106-21-430-15802	FED: OES CAL-MMET GRANT	131,103.67	124,555.46	122,000.00	122,000.00	
	Total Revenues	<u>141,103.67</u>	<u>134,555.46</u>	<u>132,000.00</u>	<u>132,000.00</u>	
SALARY AND WAGES-FOR TRANSFER TO GRNT						
106-21-430-21100	GRNT	24,171.65	60,675.20	36,046.00	25,000.00	
106-21-430-21120	OVERTIME -FOR TRANSFER TO GRNT	8,414.62	8,617.75	20,000.00	27,000.00	
106-21-430-22100	BENEFITS-FOR TRANSFER TO GRANT	20,364.04	82,077.36	13,106.00	25,000.00	
106-21-430-30280	TELEPHONE-FOR TRANSFER TO GRNT	954.63	811.44	0.00	3,000.00	
106-21-430-32000	Office Expense	0.00	1,406.19	27,848.00	42,000.00	
106-21-430-32950	Rents & Leases - Real Property	0.00	3,490.68	20,000.00	0.00	
106-21-430-33120	SPECIAL DEPT EXPENSE	103.68	13,693.90	0.00	10,000.00	
106-21-430-33141	Confidential Funds	0.00	0.00	15,000.00	0.00	
106-21-430-53030	Capital Equipment, \$5,000+	6,185.00	0.00	0.00	0.00	
	Total Expenditures	<u>60,193.62</u>	<u>170,772.52</u>	<u>132,000.00</u>	<u>132,000.00</u>	
	Net Fund Cost	<u>80,910.05</u>	<u>-36,217.06</u>	<u>0.00</u>	<u>0.00</u>	

**Mono County Comprehensive Substance Abuse Program (JAG)  
Budget Narrative for 2016-2017**

**Unit Functions**

The District Attorney also runs the Mono County Comprehensive Substance Abuse Program funded through the Edward/Burn Justice Assistance Grant, (JAG).

This program addresses the lack of a focused narcotics law enforcement strategy. The program consist of a task force which comprises of law enforcement members throughout the county and state. However, currently the Sheriff's office does not participate. JAG funding helps assist in strengthening the task forces' abilities with the goal of reducing the influx and limiting access to illegal narcotics in our communities.

The next component of this three step approach is to include a problem solving Drug Court to provide accountability and intensive supervision. The Drug Court program is broken into three phases, the Drug Court will take a minimum of 18 months to three years to complete.

The third component of the Drug Court program is the transitional phase. During transition, stakeholders will meet the needs of participants transitioning to the community from Drug Court. Housing, employment assistance, education, training, health, medical insurance and a host of other services will be provided. JAG funds assist in providing significant transition and re-entry services to reduce recidivism and encourage success.

This approach addresses both the adult offender as well as the juvenile offender and will be assisted with a strategic collaboration from experts in law enforcement, judges, public defender, prosecution, probation, social services, behavioral health, education/schools/college, and community groups of both alcohol and narcotics anonymous as well as our private counselor providers.

**Major Accomplishments for FY 2015-2016**

\*This program began in March of 2015 and is in its development stage. A limited task force has been formed within the District Attorney's Office with limited support from the Mammoth Lakes Police Department.

\*A Drug Court has been formed and is operating.

\*Plans for the transitional housing component of the program have begun.

**Departmental Goals for FY 2016-2017**

\*To engage more participation from allied law enforcement in order to have the program fully running and successful

\*To begin construction of the transitional house in order to move forward in providing services to individuals that come into the program

\*To create a mental health court to address individuals who are not suitable for custody in our county jail system.

**Strategic Focus Area for 2016-2017**

The Goals of this program go toward providing a safe community for our residents, youth and visitors.

**Budget Request**

N/A – Grant funds support program

**State Funding**

We are going into the final year of the three year grant cycle.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>DA - Justice Admin Grant</b>					
100-21-431-15810	FED: JUSTICE ASSISTANCE GRANT	0.00	70,746.00	299,820.00	236,000.00	
	Total Revenues	0.00	70,746.00	299,820.00	236,000.00	
100-21-431-21120	OVERTIME - JAG	1,690.57	12,745.54	13,664.00	30,000.00	
100-21-431-30280	TELEPHONE/COMMUNICATIONS	0.00	1,119.26	4,500.00	4,000.00	
100-21-431-32000	OFFICE EXPENSE	0.00	8,105.99	30,000.00	8,000.00	
100-21-431-32500	PROFESSIONAL & SPECIALIZED SER	0.00	0.00	61,092.00	0.00	
100-21-431-32950	RENTS & LEASES - REAL PROPERTY	0.00	31,416.12	30,600.00	54,980.00	
100-21-431-33120	SPECIAL DEPARTMENT EXPENSE	0.00	0.00	37,200.00	0.00	
100-21-431-33137	Spec Dept - Testing	1,566.02	1,222.56	0.00	30,000.00	
100-21-431-33141	CONFIDENTIAL FUNDS	10,000.00	25,000.00	22,413.00	30,806.00	
100-21-431-33350	TRAVEL & TRAINING EXPENSE	0.00	7,608.16	26,262.00	20,000.00	
100-21-431-33351	VEHICLE FUEL COSTS	3,740.25	7,807.15	5,877.00	20,000.00	
100-21-431-33360	MOTOR POOL EXPENSE	896.84	16,623.70	11,000.00	30,000.00	
100-21-431-47010	CONTRIBUTIONS TO OTHER GOVERNM	0.00	0.00	34,486.00	0.00	
100-21-431-53030	Capital Equipment, \$5,000+	0.00	5,000.00	0.00	8,214.00	
100-21-431-60100	OPERATING TRANSFERS OUT	0.00	0.00	22,726.00	0.00	
	Total Expenditures	17,893.68	116,648.48	299,820.00	236,000.00	
	Net County Cost	-17,893.68	-45,902.48	0.00	0.00	



**Victim/Witness Unit  
Budget Narrative for 2016-2017**

**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.

An Investigator is also assigned to support the program and helps with transporting victims and witnesses to locations needed for the prosecution of a crime. The Investigator helps facilitate Victim's restitution and helps and in the collection of restitution. This position also has the responsibility of complying with Marcy's law and maintains contact with each victim pursuant to the law throughout the entire criminal process. This program has been in existence for over 20 years.

**Budget Request**

Increase to budget which allowed us to free up approximately \$7,000 to go back into the general fund.

**State Funding**

State funding increased slightly.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Victim/Witness</b>					
100-56-433-15803	FED: VICTIM/WITNESS GRANT	73,679.00	113,385.00	88,878.00	117,162.00	
	Total Revenues	<u>73,679.00</u>	<u>113,385.00</u>	<u>88,878.00</u>	<u>117,162.00</u>	
100-56-433-21100	SALARY AND WAGES	48,290.59	68,428.03	51,313.00	71,248.00	
100-56-433-22100	EMPLOYEE BENEFITS	32,659.58	42,258.05	31,956.00	45,769.00	
100-56-433-30280	TELEPHONE/COMMUNICATIONS	398.75	660.00	330.00	660.00	
100-56-433-30500	WORKERS' COMP INS EXPENSE	743.00	701.00	701.00	998.00	
100-56-433-30510	LIABILITY INSURANCE EXP	494.00	431.00	431.00	560.00	
100-56-433-31700	MEMBERSHIP FEES	0.00	80.00	80.00	80.00	
100-56-433-32000	OFFICE EXPENSE	2,029.74	285.60	1,285.00	1,374.00	
100-56-433-33350	TRAVEL & TRAINING EXPENSE	419.50	541.32	982.00	1,653.00	
100-56-433-33351	VEHICLE FUEL COSTS	2,394.56	0.00	1,800.00	0.00	
	Total Expenditures	<u>87,429.72</u>	<u>113,385.00</u>	<u>88,878.00</u>	<u>122,342.00</u>	
	Net County Cost	<u><u>-13,750.72</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>-5,180.00</u></u>	

## **ECONOMIC DEVELOPMENT DEPARTMENT 100-190**

### **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 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. The focus is on tourism, the county's primary economic driver, as well as the implementation of key Economic Development initiatives regarding job creation, business retention and attraction, and programs to support local small business.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- **State of the County** – Organized and implemented the 2<sup>nd</sup> annual State of the County event for the business community in early June. Keynote speakers included Leona Reed, Vice-president, International Marketing for Visit California; Gurbax Sahota, Executive Director for California Association for Local Economic Development; and Charlie Gu, Director for China Luxury Advisors. In addition, break-out sessions were offered on Social Media (Jeff Simpson, Mono County Economic Development Manager), Digital Marketing (Nate Greenberg, Mono County IT Director), and Assistance for Small Business (Jesse Torres, Governor's Office of Business and Economic Development, and Kelly Bearden, Bakersfield SBDC). Over 80 people attended from small business, agencies, organizations, local governments, non-profits and chambers of commerce.
- **North County Office** – Our economic development office will now be open for 3-4 days per week in Walker (Antelope Valley Senior Center) and/or Bridgeport (Annex 1).
- **CALED Ambassador Program** – Jeff Simpson/Mono County was selected as one of three regional economic development ambassadors in the state by CALED.
- **Video Testimonials** – Three testimonial videos were professionally produced featuring successful and relatively new local entrepreneurs: [June Lake Brewing](#), [Twin Lakes Resort in Bridgeport](#), and the Mono Inn. Two more are in development.
- **Outreach to Visitors** – A pocket guide lure piece “Wish you had the \_\_\_\_ to never leave?” was designed, produced and distributed throughout the county in early summer. The piece targets visitors who may wish to move or work remotely here, relocate or start a small business in the region.
- **Training and Technical Assistance Programs** – Working closely with Mammoth Lakes Chamber of Commerce, we applied for and secured a \$50,000 USDA grant to hire consultants to provide training on all business-related topics free of charge to local small

business. We also collaborated on the Peak Performance customer service program, free to all local residents, employees and employers in Mono County.

- **Staff Education and Training** – Staff attended a number of Economic Development-specific training programs/seminars/conferences – Liz Grans received certification from the *Introduction to Economic Development Certificate Program: Learning the Keys to Economic Development*, offered by the California Association for Local Economic Development (CALED), the California Academy for Economic Development, and Fresno State University. Staff also attended the annual CALED conference in San Francisco.
- **Workforce Investment Act (WIA)** – Provided 71.5 hours (approximately \$5,000, funded by WIA) of consulting, marketing, and support for workforce hiring/training and job-seeker programs through Social Services
- **Lead Generation** – Established relationships with the Governor’s Office of Business and Economic Development (Go-BIZ) and pursued leads generated through Go-BIZ channels for businesses seeking to relocate to California.

#### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department’s FY 2016-2017 Requested Budget represents an overall increase of \$33,075 in the Requested Net County Cost, as compared to FY 2015-16 Board-approved Budget.

Personnel Costs in FY 2016-2017 Requested Budget increased by \$33,488 compared to the FY 2015-2016 Board Approved Budget, due to increases in Benefits, Step, and/or COLA.

A department restructure is not being requested for this departmental unit.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Economic Development</b>						
FED: CDBG HOUSING & COMM DEVEL -						
100-19-190-15504	ECOND	52,500.00	0.00	0.00	0.00	
100-19-190-16240	LABOR REIMBURSEMENT	6,546.47	5,040.00	7,000.00	7,000.00	
	Total Revenues	59,046.47	5,040.00	7,000.00	7,000.00	
100-19-190-21100	SALARY AND WAGES	194,948.71	212,466.12	212,466.00	217,257.00	
100-19-190-21120	OVERTIME	4,220.76	0.00	2,500.00	2,500.00	
100-19-190-22100	EMPLOYEE BENEFITS	117,267.75	138,860.10	134,636.00	163,333.00	
100-19-190-30280	TELEPHONE/COMMUNICATIONS	1,730.75	2,100.00	2,100.00	2,700.00	
100-19-190-30500	WORKERS' COMP INS EXPENSE	5,731.00	5,160.00	5,160.00	2,614.00	
100-19-190-30510	LIABILITY INSURANCE EXPENSE	5,700.00	2,118.00	2,118.00	3,139.00	
100-19-190-32000	OFFICE EXPENSE	798.23	1,959.09	3,240.00	1,800.00	
100-19-190-32450	CONTRACT SERVICES-ECOND	3,291.80	1,769.28	25,000.00	25,000.00	
100-19-190-32500	PROFESSIONAL & SPECIALIZED SVCS	58,752.01	14,600.63	17,000.00	20,000.00	
100-19-190-32950	RENTS & LEASES - REAL PROPERTY	15,651.09	14,992.02	18,442.00	16,094.00	
100-19-190-33350	TRAVEL & TRAINING EXPENSE	7,926.58	5,381.61	10,000.00	10,000.00	
100-19-190-33351	VEHICLE FUEL COSTS	1,707.80	1,364.45	2,000.00	2,000.00	
100-19-190-33360	MOTOR POOL EXPENSE	2,597.13	4,289.15	4,500.00	5,800.00	
	Total Expenditures	420,323.61	405,060.45	439,162.00	472,237.00	
	Net County Cost	-361,277.14	-400,020.45	-432,162.00	-465,237.00	

# Economic Development Organizational Chart



## **ECONOMIC DEVELOPMENT**

### **Fish Enhancement - 102**

#### **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 primary support staff to the Mono County Fisheries Commission, the Mono County Economic Development, Tourism and Film Commission, and oversees and administers the Fish Enhancement and Fish & Game Fine Fund programs. The focus is on tourism, the county's primary economic driver, and the prioritization and implementation of key Economic Development initiatives regarding job creation, business retention and attraction, and programs to support local small business.

#### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Continued successful implementation of the Trophy Trout stocking program with Desert Springs Trout Farm to 21 bodies of water in Mono County.
- Provided \$25,000 to the Mono County Fisheries Commission for discretionary spending that included:
  1. \$750 for an Eastern Sierra Fishing Guide map/brochure
  2. \$2,000 for the annual Kids Fishing Festival
  3. \$21,700 for additional fish stocking through Desert Springs Trout Farm

#### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall \$0 increase/decrease in the Requested Net County Cost.

Personnel Costs/Department Restructure: N/A

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Fish Enhancement</b>					
102-19-192-14010	INTEREST INCOME	-120.47	-123.88	0.00	0.00	
102-19-192-18100	OPERATING TRANSFERS IN	138,561.00	107,333.25	125,950.00	125,950.00	
	Total Revenues	<u>138,440.53</u>	<u>107,209.37</u>	<u>125,950.00</u>	<u>125,950.00</u>	
102-19-192-32000	OFFICE EXPENSE	60.77	60.77	100.00	100.00	
102-19-192-32450	CONTRACT SERVICES	131,300.00	100,700.00	100,850.00	100,850.00	
102-19-192-33120	SPECIAL DEPARTMENT EXPENSE	5,500.00	28,148.60	25,000.00	25,000.00	
	Total Expenditures	<u>136,860.77</u>	<u>128,909.37</u>	<u>125,950.00</u>	<u>125,950.00</u>	
	Net Fund Cost	<u><u>1,579.76</u></u>	<u><u>-21,700.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	

## **ECONOMIC DEVELOPMENT**

### **Fish & Game Fine Fund - 104**

#### **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 primary support staff to the Mono County Fisheries Commission, the Mono County Economic Development, Tourism and Film Commission, and oversees and administers the Fish Enhancement and Fish & Game Fine Fund programs. The focus is on tourism, the county's primary economic driver, and the prioritization and implementation of key Economic Development initiatives regarding job creation, business retention and attraction, and programs to support local small business.

#### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

The Board of Supervisors approved expenditures from the Fish and Game Fine Fund during the FY2015-16 to the following organizations:

- \$3,500 -- Eastern Sierra Wildlife Care (pursuant to a 5-year agreement which expired in March, 2016)
- \$700 – Friends of the Inyo for the Mammoth Creek Clean-up Project
- \$4000 – California Department of Fish and Wildlife for the Trout in the Classroom program
- \$5,000 – Trout Unlimited for the June Lake Trout Study

#### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall \$9,300 decrease in the Requested Net County Cost as compared to 2015-16.

Personnel Costs/Department Restructure: N/A

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Fish &amp; Game Propagation</b>					
104-27-193-13030	FISH & GAME FINES	10,026.35	4,598.63	7,500.00	7,500.00	
104-27-193-14010	INTEREST INCOME	136.23	81.37	100.00	100.00	
104-27-193-17010	MISCELLANEOUS REVENUE	0.00	-230.23	0.00	0.00	
	Total Revenues	<u>10,162.58</u>	<u>4,449.77</u>	<u>7,600.00</u>	<u>7,600.00</u>	
104-27-193-33120	SPECIAL DEPARTMENT EXPENSE	14,075.60	10,744.78	16,900.00	7,600.00	
	Total Expenditures	<u>14,075.60</u>	<u>10,744.78</u>	<u>16,900.00</u>	<u>7,600.00</u>	
	Net Fund Cost	<u>-3,913.02</u>	<u>-6,295.01</u>	<u>-9,300.00</u>	<u>0.00</u>	

# ECONOMIC DEVELOPMENT

## Tourism 105

### 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 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. The focus is on tourism, the county's primary economic driver, as well as the implementation of key Economic Development initiatives regarding job creation, business retention and attraction, and programs to support local small business.

**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 Dean Runyan Associates, tourism generates \$581.6 million in travel spending throughout the county, 38% of all employment, and \$28.2M in local tax receipts.

Under advisement by the **Mono County Economic Development, 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, state and nation. 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 2015-2016**

- **Website Development** – Traffic to MonoCounty.org has increased 16.5% year-over-year. Booking.com widget for online reservations with lodging partners generated approximately \$1600 in commissions. Brand-new website is in final development stages and will launch in the fall of 2016.
- **Mono County Visitor Guide** – Expanded Visitor Guide from 48 to 64 pages of content. Exceeded advertising revenue projections by 10% -- once again, the guide is 100% advertising supported.
- **Social Media** – Increased Facebook fans, year-over-year, by 122% (from 45,000 to 100,000) with a high level of engagement among influencers and their contacts, and a reach well over one million people per month. In May, our posts reached 1,975,800 people with 192,213 likes, comments and shares. Jeff Simpson created and posted 8 VLOGS which generated over 517,000 views. Instagram followers, a younger demographic than Facebook, are at 6,700 and growing. Monthly E-Newsletters continue to have above average open rates, with click-thru's up significantly around 15%.
- **Tourism Workshops/Outreach** – Provided several social media and digital marketing workshops/presentations to chambers and RPAC groups which were very well received.
- **Print/Television Advertising** – Targeted, professionally-designed print ads were placed in key fishing publications (addressing the drought - *Come on Up...the Water's Fine*), in Visit California's Official Visitor Guide, Sunset Magazine's Road Trips. On Reno Fox 11 News, we aired our "75 Seconds of Mono County" promotional video, as well as Fall Color and Fishing ads, and a co-op winter ad buy with June Mountain.
- **International/National Outreach** – Alicia Vennos was elected to the Board of CalTravel. Translated promotional video "75 Seconds of Mono County" into Mandarin and distributed through Chinese social media platform.
- **Community Event Marketing Fund** – Implemented a \$20,000 grant program to assist 12 local non-profits county-wide to market their tourism-related events and drive overnight visitation.
- **Trade Shows** – Attended 8 consumer travel trade/fishing shows. Approximately 3500 qualified leads were generated through tradeshow, contributing to a very responsive, qualified data base.
- **Yosemite Gateway Partners (YGP)** – Liz Grans was elected to the YGP Board.
- **Film Commission** – Alicia Vennos was elected to the Board of the Film Liaisons In California Statewide (FLICS). Secured cover image for the California section of Locations International magazine, distributed at major world film festivals. Sponsored the Mammoth Lakes Film Festival which brought many film makers and production teams to the area. Worked with numerous commercials, including Honda, BMW, Toyota, etc. and secured two episodes of Bear Grylls television series. Approximately 70 (pending confirmation of USFS data) film permits were issued in 2015 by Inyo National Forest, LADWP, Caltrans, State Parks and Mono County.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$2,427 in the Requested Net County Cost. This amount represents payments owing on contracts for FY 2015-16 but where work that will be completed in FY 2016-17, and is covered by the current fund balance.

Personnel Costs: N/A. A department restructure is not being requested.

### **Revenues**

**Transient Occupancy Tax (TOT):** The \$24,000 increase in Transient Occupancy Tax projections is due to a consistent upward trend in TOT over the last three years. Projected TOT for FY 15-16, (even if Q4 remains flat with Q4 in FY 14-15) will generate annual revenues of \$2,955,274.00. Calculating 1/12<sup>th</sup> of the TOT, \$246,000 is the amount allocated for Tourism marketing. Conservatively, the amount requested is \$240,000.

**Operating Transfers In:** The increase of \$67,160 is due to a variance in policy item requests for FY 2016-17 and the Operating Transfer In amounts that were Board-approved last year, eg. Air Service request this year is \$100,000 (received \$50,000 in 15-16), Community Event Marketing Fund request was \$40,000 (received \$20,000).

### **Expenditures**

**Contract Services (3245):** Increase of \$52,000 represents the difference of the Air Service Policy Item request of \$100,000 and last year's approved amount of \$50,000.

**Professional and Specialized Services (3250):** Increase of \$27,827 is due to:

- An allocation of funds towards a new strategic focus on international cooperative marketing opportunities through Brand USA and Visit California.
- Final payment for new tourism website, contracted in FY 2015-16, which will not be completed until late summer, early fall of 2016-17.

**Contributions to Non-Profits (4702):** Increase of \$17,160 is primarily due to this year's Policy item request for Community Event Marketing Fund of \$40,000 while last year's amount was only \$20,000.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Tourism</b>						
105-19-191-10100	TRANSIENT OCCUPANCY TAX - TOURISM	229,158.99	188,444.24	216,000.00	240,000.00	
105-19-191-14010	INTEREST INCOME	181.12	583.59	250.00	500.00	
105-19-191-15476	ST: DEPT OF PARKS & REC- TRAILS GRANT	0.00	18,275.00	36,550.00	36,550.00	
105-19-191-15900	OTH: OTHER GOVT AGENCIES	8,172.35	0.00	0.00	0.00	
105-19-191-16016	GENERAL SALE OF GOODS-CALENDARS	795.00	0.00	250.00	0.00	
105-19-191-16499	BOOKING FEE REVENUE	1,491.27	1,069.96	1,600.00	2,000.00	
105-19-191-16500	FEES FOR ADVERTISING SPACE	28,715.00	33,610.00	29,000.00	30,000.00	
105-19-191-18100	OPERATING TRANSFERS IN	85,284.63	127,900.00	127,900.00	195,060.00	
	Total Revenues	353,798.36	369,882.79	411,550.00	504,110.00	
105-19-191-30280	TELEPHONE/COMMUNICATIONS	255.87	208.67	1,500.00	1,000.00	
105-19-191-31700	MEMBERSHIP FEES	1,672.00	1,700.00	1,674.00	3,174.00	
105-19-191-32000	OFFICE EXPENSE	12,131.48	13,849.52	15,150.00	15,150.00	
105-19-191-32450	CONTRACT SERVICES	74,178.03	80,020.11	80,700.00	132,700.00	
105-19-191-32500	PROFESSIONAL & SPECIALIZED SER	154,770.31	171,654.75	215,168.00	246,995.00	
105-19-191-33120	SPECIAL DEPARTMENT EXPENSE	29,102.66	33,084.03	35,000.00	32,000.00	
105-19-191-33350	TRAVEL & TRAINING EXPENSE	17,400.91	14,216.53	16,500.00	17,500.00	
105-19-191-33351	VEHICLE FUEL COSTS	343.96	0.00	0.00	0.00	
105-19-191-33360	MOTOR POOL EXPENSE	19.40	0.00	0.00	0.00	
105-19-191-47010	CONTRIBUTIONS TO OTHER GOVERNMENT	10,000.00	0.00	10,000.00	10,000.00	
105-19-191-47020	CONTRIBUTIONS TO NON-PROFIT OR	37,773.71	21,923.04	67,900.00	80,060.00	
105-19-191-70500	CREDIT CARD CLEARING ACCOUNT	0.00	83.60	0.00	0.00	
	Total Expenditures	337,648.33	336,740.25	443,592.00	538,579.00	
	Net Fund Cost	16,150.03	33,142.54	-32,042.00	-34,469.00	



# DEPARTMENT OF FINANCE AUDITOR-CONTROLLER COUNTY OF MONO

---

*Stephanie M. Butters*  
Assistant Finance Director  
Auditor-Controller

*Janet Dutcher, CPA, CGFM*  
Director of Finance

*P.O. Box 556*  
*Bridgeport, California 93517*  
*(760) 932-5490*  
*Fax (760) 932-5491*

## DEPARTMENT OF FINANCE 100-12-070

### DEPARTMENTAL FUNCTIONS

The Finance Department is comprised of two divisions: Auditor-Controller and Treasurer-Tax Collector.

The Auditor-Controller division provides accounting and property tax administration services to County departments, the Town of Mammoth, schools, courts and special districts. The division is responsible for monitoring budgets, issuing warrants, recording revenues, processing payroll, and accounting for assets, liabilities, accounts receivable/payable, and long-term debt. The division also prepares the County's Comprehensive Annual Financial Report (CAFR) and also oversees the completion of separate audits, as required by Government Code, of all the County's independent special districts. Property tax administration duties include controlling the tax rolls, calculating the tax and general obligation bond rates, accounting for property tax receipts, allocation (apportioning) property tax collections to all taxing agencies and reconciling tax accounts with the tax collector. Other activities include complying with state mandated reporting, and preparation and administration of the cost allocation plan and state-mandated cost claims.

The Treasurer-Tax Collector division is a combined office that includes the Treasurer and the Tax Collector. The Treasurer serves as the depository for all funds belonging to the county, schools and other special districts. All banking and investment functions are handled by the Treasurer. Investment services are designed to ensure maximum safety of funds on deposit while achieving the highest possible rate of return on public funds and allowing for liquidity when needed. At June 30, 2016, the investment pool had a market value of \$79.7 million with a weighted average maturity of 1.5 years. The Tax Collector office is responsible for the billing, collection and reporting of property tax revenues levied in the County. Property tax payments are due twice annually, and if not paid, accrue penalties, interest and collection costs. After five years of delinquency, the Tax Collector has the authority to collect past due taxes through a tax defaulted property sale. The Tax Collector is also responsible for collecting and managing the business license applications and renewals in the unincorporated area of Mono County and collecting and auditing all transient occupancy tax. This division serves as the County's revenue collection also by performing all revenue billing and collections on Emergency Medical Services, Public Defender fees, Probation restitution, Mental Health and District Attorney restitution.

### MAJOR ACCOMPLISHMENTS IN FY 2015-2016

- County's FY 2014-15 audit reports were issued with clean auditor opinions and with no findings.
- Federal Single Audit for FY 2014-15 completed with no compliance findings.
- Total property tax collections were 94% of total billed in FY 2015-16. Of the 6% of uncollected taxes remaining, only 72% was delinquent as of June 30, 2016.
- Maintained a Treasury pool investment yield above 1% which exceeded LAIF and 2-year Treasury benchmarks. Compliance with the County's investment policy was maintained throughout the year.
- The office is fully staffed and cross-training is under way.

## DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$104,540 in the Requested Net County Cost.

Personnel Costs decrease by \$78,039 compared to the FY 2015-2016 Board Approved Budget, due to attrition, retirements and payouts that occurred in the prior year and are not expected to reoccur in this next fiscal year.

The Finance Department is not requesting a personnel restructure at this time. The Department is staffed with 14 full time equivalents which is the same as last year. One Accountant position is providing full time service to other departments and agencies; therefore, costs associated with this position are budgeted elsewhere. The Accountant I position is budgeted to provide 312 hours of assistance to the Assessor's office. This is because of vacancies in the Assessor's office and is expected to be temporary until the position is filled and/or other Assessor staff are trained.

### Revenues

The Department's revenues dropped \$237,000, or 32%, which is the result of changes non-recurring revenues that include loan repayments and proceeds. Ongoing revenues increased slightly by \$5,200.

### Expenditures

Non-personnel related expenditures are projected to decrease by \$57,625 which is comprised of a decrease of \$167,216 in capital related spending offset by the following increases in operating expenditures:

- Equipment Maintenance and Repair: the increase of \$35,000 is primarily the result of a five percent increase in Megabyte (property tax system) annual maintenance costs and the start of annual maintenance costs for the County's accounting system (Innoprise). This object also increased to include the purchase of EMS billing software which is expected to streamline integration with other County systems and minimize duplicative input.
- Professional Services: the increase of \$10,500 is because of title search services necessitated by the pending sale of tax-defaulted properties.
- Travel and Training: the increase of \$9,000 is to invest in outside training courses for finance staff and is aligned with the Board of Supervisor's strategic focus area of making Mono County the best place to work. Training dollars will be further leveraged by sharing this technical information with other County fiscal staff.
- Loan Repayment: the increase of \$51,146 is a full year of scheduled repayments compared to last year's partial year payments to the County's investment pool. The loan was obtained to finance the purchase of accounting software and contracted to be paid back over three years.

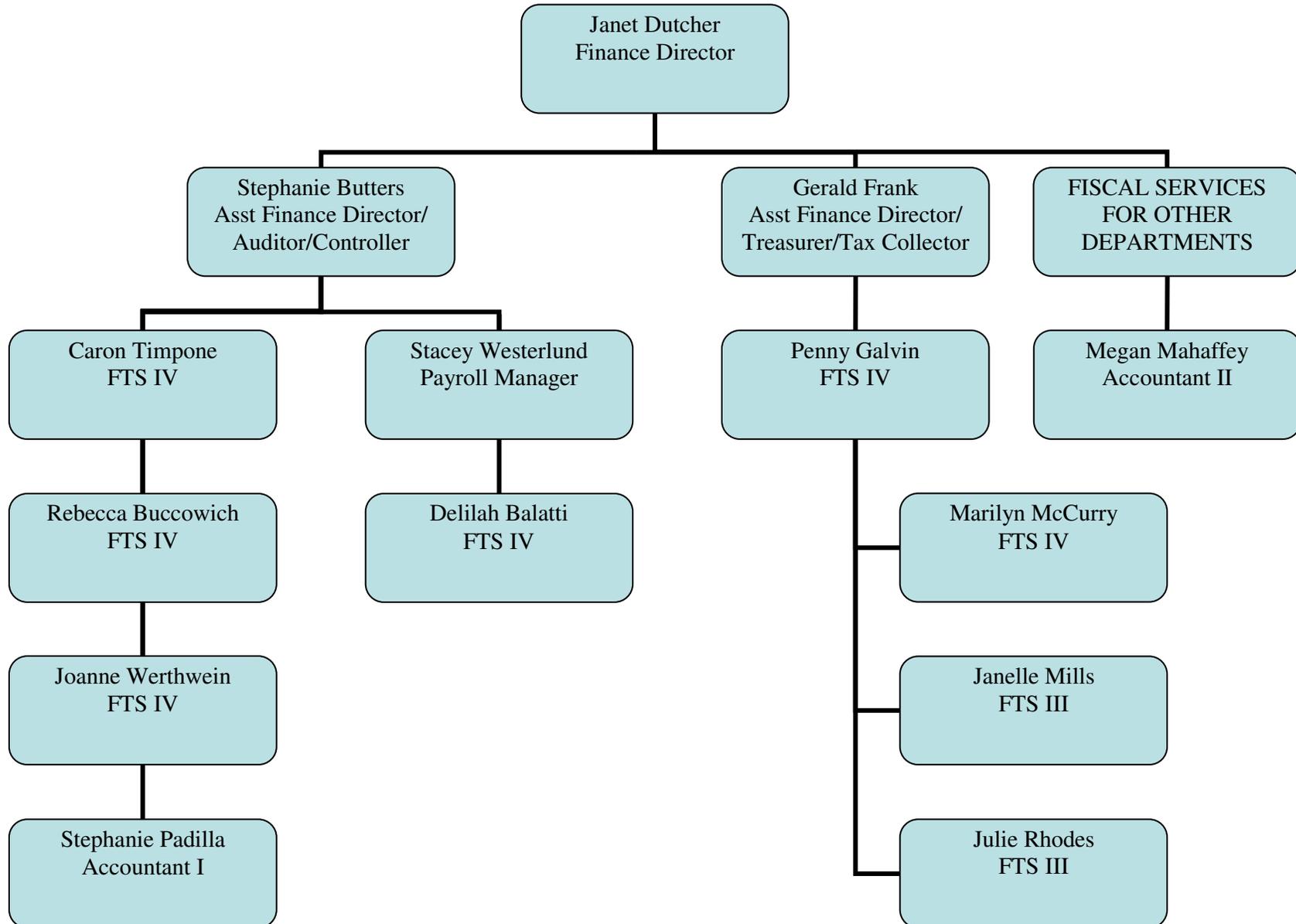
**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Department of Finance</b>						
100-12-070-12020	BUSINESS LICENSE FEES	15,770.47	18,532.78	17,000.00	18,000.00	
100-12-070-16010	PROP TAX ADMIN FEE- FINANCE	117,054.00	0.00	117,000.00	117,000.00	
100-12-070-16040	RESEARCH & COST RECOVERY FEES	11,730.00	8,100.00	6,000.00	6,000.00	
100-12-070-16460	FINANCE ADMINISTRATION FEES	0.00	0.00	1,000.00	0.00	
100-12-070-16470	ACCOUNTING SERVICE FEES	51,360.67	38,411.47	38,000.00	40,000.00	
100-12-070-16503	COLLECTION REVENUE	75,432.51	56,263.82	60,000.00	60,000.00	
100-12-070-16550	PARCEL SPLIT/CHG OF OWNERSHIP&	0.00	1,859.80	0.00	0.00	
100-12-070-16560	REDEMPTION FEES	2,790.00	4,590.00	2,800.00	4,000.00	
100-12-070-16570	5% SUPPLEMENTAL COLLECTION FEE	36,402.75	32,907.88	30,000.00	30,000.00	
100-12-070-17010	MISCELLANEOUS REVENUE	980.00	1,960.00	0.00	0.00	
100-12-070-17030	CAL-CARD REBATE	6,893.68	8,812.50	6,500.00	8,500.00	
100-12-070-17500	LOAN REPAYMENTS	0.00	0.00	195,000.00	120,000.00	
100-12-070-18100	OPERATING TRANSFERS IN	118,574.05	167,290.33	259,514.00	92,298.00	
	Total Revenues	436,988.13	338,728.58	732,814.00	495,798.00	
100-12-070-21100	SALARY AND WAGES	761,620.00	808,769.93	1,002,660.00	916,147.00	
100-12-070-21120	OVERTIME	899.20	8,947.58	10,312.00	13,500.00	
100-12-070-22100	EMPLOYEE BENEFITS	400,786.44	454,607.38	575,236.00	583,710.00	
100-12-070-30280	TELEPHONE/COMMUNICATIONS	600.00	1,587.00	1,550.00	3,600.00	
100-12-070-30500	WORKERS' COMP INS EXPENSE	9,925.00	9,349.00	9,349.00	10,135.00	
100-12-070-30510	LIABILITY INSURANCE EXPENSE	8,544.00	7,919.00	7,919.00	8,226.00	
100-12-070-31200	EQUIP MAINTENANCE & REPAIR	108,043.96	108,374.23	111,000.00	146,072.00	
100-12-070-31700	MEMBERSHIP FEES	1,914.00	1,668.00	2,500.00	2,500.00	
100-12-070-32000	OFFICE EXPENSE	47,138.63	40,072.77	50,000.00	50,000.00	
100-12-070-32350	ANNUAL AUDIT	75,000.00	77,000.00	77,000.00	72,000.00	
100-12-070-32360	CONSULTING SERVICES	16,300.00	15,200.00	17,500.00	18,375.00	
100-12-070-32500	PROFESSIONAL & SPECIALIZED SER	23,935.95	100,405.29	127,500.00	138,000.00	
100-12-070-32800	PUBLICATIONS & LEGAL NOTICES	883.77	4,822.97	3,200.00	6,500.00	
100-12-070-33120	SPECIAL DEPARTMENT EXPENSE	215.50	2,194.77	300.00	300.00	
100-12-070-33350	TRAVEL & TRAINING EXPENSE	19,238.36	19,789.94	23,945.00	33,000.00	
100-12-070-33351	VEHICLE FUEL COSTS	236.27	130.91	1,000.00	1,000.00	
100-12-070-33360	MOTOR POOL EXPENSE	361.32	216.03	500.00	2,000.00	
100-12-070-35210	BOND/LOAN INTEREST-FINANCE	121.68	1,741.64	1,500.00	2,026.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
100-12-070-53030	CAPITAL EQUIPMENT, \$5,000+	120,466.35	168,259.08	259,514.00	92,298.00	
	BOND/LOAN PRINCIPLE REPAYMENT-					
100-12-070-60045	FINANCE	43,536.32	44,314.36	46,056.00	96,676.00	
100-12-070-70500	CREDIT CARD CLEARING ACCOUNT	0.00	1,244.63	0.00	0.00	
	Total Expenditures	1,639,766.75	1,876,614.51	2,328,541.00	2,196,065.00	
	Net County Cost	-1,202,778.62	-1,537,885.93	-1,595,727.00	-1,700,267.00	

# Finance Department





## **INTERNAL SERVICE FUND (COPIERS) 655-10335**

### **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 15/16 were charged at \$0.06 for black and white copies and \$0.12 for color copies. There are no changes in rates for fiscal year 16/17. 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 2015-2016**

- Added 1 and replaced 4 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 2016-2017**

- Renegotiate new service contracts on all machines; in order to optimize contracts and lower expenditures.
- Replace 4 older copy machines with new more reliable and energy efficient 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 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$14,366 in expenditures, and a decrease of \$9,900 in revenues, when compared to the FY 2015-2016 revised Board Approved Budget. As a result, the net cost to the fund is \$1,128 which will be covered by fund balance.

Revenues – The decrease in Inter-Fund Revenue is a result of decreased use of copiers by the departments. Going paperless with the new Financial System has reduced the amount of printed pages considerably.

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 decrease of \$4,000 in services and supplies. The decrease is a result of decreased usage of copiers by all departments.

Fixed Assets – Four new copiers will be purchased to replace older unreliable machines. The FY 16/17 Requested Budget Reflects a decrease of \$6,000 in Capital Equipment expenditures.

### **FY 2016-2017 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  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Copier Pool</b>					
655-10-305-14010	INTEREST INCOME	97.90	87.66	50.00	150.00	
655-10-305-16950	INTER-FUND REVENUE	70,107.30	69,411.70	71,000.00	65,000.00	
655-10-305-16959	INTER-FUND REPLACEMENT REVENUE	28,366.51	22,164.26	25,000.00	21,000.00	
	Total Revenues	<u>98,571.71</u>	<u>91,663.62</u>	<u>96,050.00</u>	<u>86,150.00</u>	
655-10-305-30270	ADMINISTRATION EXPENSE	0.00	0.00	1,000.00	1,000.00	
655-10-305-31200	EQUIP MAINTENANCE & REPAIR	50,100.11	40,041.29	49,000.00	47,000.00	
655-10-305-32000	OFFICE EXPENSE	12,204.33	7,420.32	11,000.00	9,000.00	
655-10-305-39000	DEPRECIATION EXPENSE	27,387.99	0.00	0.00	0.00	
655-10-305-39005	CAPITAL ASSET OFFSET	-22,373.41	0.00	0.00	0.00	
655-10-305-53030	CAPITAL EQUIPMENT, \$5,000+	24,564.26	33,324.41	34,250.00	28,250.00	
655-10-305-72960	A-87 INDIRECT COSTS	8,189.00	6,394.00	6,394.00	2,028.00	
	Total Expenditures	<u>100,072.28</u>	<u>87,180.02</u>	<u>101,644.00</u>	<u>87,278.00</u>	
	Net Fund Cost	<u>-1,500.57</u>	<u>4,483.60</u>	<u>-5,594.00</u>	<u>-1,128.00</u>	



**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>General Reserves</b>					
101-10-001-14010	INTEREST INCOME	18,162.68	9,658.84	0.00	0.00	
101-10-001-18100	OPERATING TRANSFERS IN	0.00	38,934.00	38,934.00	200,000.00	
	Total Revenues	<u>18,162.68</u>	<u>48,592.84</u>	<u>38,934.00</u>	<u>200,000.00</u>	
101-10-001-60100	OPERATING TRANSFERS OUT	955,720.00	0.00	0.00	0.00	
	Total Expenditures	<u>955,720.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Net Fund Cost	<u><u>-937,557.32</u></u>	<u><u>48,592.84</u></u>	<u><u>38,934.00</u></u>	<u><u>200,000.00</u></u>	



**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>General Revenues</b>						
100-10-001-10020	PROP TAX -CURRENT SECURED	14,567,560.97	14,904,049.61	14,078,657.00	14,445,000.00	
100-10-001-10030	PROP TAX -CURRENT UNSECURED	1,146,281.43	1,157,018.38	1,160,000.00	1,190,000.00	
100-10-001-10040	PROP TAX -DELINQ SECURED REDEM	206,408.18	129,392.30	150,000.00	130,000.00	
100-10-001-10050	PROP TAX -DELINQ UNSECURED RED	9,541.24	2,204.02	9,000.00	2,000.00	
100-10-001-10060	PROP TAX - SUPPLEMENTAL	130,496.21	122,886.96	20,000.00	20,000.00	
100-10-001-10061	PROP TAX -UNITARY	368,326.18	210,070.24	300,000.00	320,000.00	
100-10-001-10062	PROP TAX -EXCESS ERAF	163,877.87	0.00	100,000.00	150,000.00	
100-10-001-10080	PROP TAX -PENALTIES/INTEREST	205,656.34	189,900.39	50,000.00	100,000.00	
100-10-001-10090	SALES & USE TAX	318,388.33	469,943.96	320,000.00	448,000.00	
	TRANSIENT OCCUPANCY TAX-GENERAL					
100-10-001-10100	FUND	2,063,444.84	1,696,694.88	1,950,000.00	2,200,000.00	
100-10-001-10110	PROPERTY TRANSFER TAX	146,149.36	167,113.21	130,000.00	140,000.00	
100-10-001-10150	SALES & USE TAX IN LIEU	192,622.95	-35,469.66	0.00	0.00	
100-10-001-10160	VLF IN LIEU	1,517,599.00	1,549,479.00	1,518,000.00	1,540,000.00	
100-10-001-12030	OFF-HWY VEHICLE LICENSE FEES	17,811.63	7,193.04	10,194.00	12,000.00	
100-10-001-12200	FRANCHISE PERMITS	216,267.59	213,079.73	175,000.00	210,000.00	
100-10-001-13010	VEHICLE CODE FINES	131,320.61	121,384.60	112,000.00	130,000.00	
100-10-001-13040	COURT FINES & PENALTIES	549,063.22	426,411.61	410,000.00	430,000.00	
100-10-001-13050	B/A 1463.14 PC FINES	3,240.11	2,749.09	3,100.00	3,100.00	
100-10-001-13120	GF-FINES, FORFEITS & PENALTIES	500.00	1,000.00	875.00	875.00	
100-10-001-14010	INTEREST INCOME	4,361.21	19,122.43	2,000.00	12,000.00	
100-10-001-14050	RENTAL INCOME	6,000.00	6,000.00	6,000.00	6,000.00	
100-10-001-15089	ST: MOTOR VEHICLE EXCESS FEES	5,016.52	4,940.52	4,940.00	4,940.00	
100-10-001-15400	ST: HOMEOWNERS PROP TX RELIF	42,600.76	0.00	38,500.00	38,500.00	
100-10-001-15405	St: Dept of Fish & Game PILT	0.00	15,756.00	15,756.00	15,756.00	
100-10-001-15446	ST: REVENUE STABILIZATION	21,000.00	21,000.00	21,000.00	21,000.00	
100-10-001-15460	ST: SB-90 STATE-MANDATED COST	258,317.00	45,814.00	7,221.00	5,500.00	
100-10-001-15630	FED: TOBACCO SETTLEMENT	123,801.49	122,409.58	100,000.00	100,000.00	
100-10-001-15690	FED: IN LIEU TAXES (PILT)	1,198,870.00	2,405,360.00	1,189,850.00	1,189,850.00	
100-10-001-15750	FED: GEOTHERMAL ROYALTIES	14,563.26	0.00	0.00	0.00	
100-10-001-16371	PROF SERVICE FEES- A87	1,396,537.00	1,980,797.00	1,980,797.00	1,462,844.00	
100-10-001-17010	MISCELLANEOUS REVENUE	-18,818.27	1.00	0.00	0.00	
100-10-001-17020	PRIOR YEAR REVENUE	-407.98	60,142.00	60,142.00	0.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
100-10-001-17250	Judgments, Damages & Settlements	0.00	667.20	667.00	0.00	0.00
100-10-001-17255	JUDGMENTS, DAMAGES & SETTLEMENTS	3,038.45	0.00	0.00	0.00	0.00
100-10-001-18010	SALE OF SURPLUS ASSETS	6,650.00	0.00	1,500.00	0.00	0.00
100-17-001-14050	RENTAL INCOME	850.00	0.00	0.00	0.00	0.00
	Total Revenues	<u>25,016,935.50</u>	<u>26,017,111.09</u>	<u>23,925,199.00</u>	<u>24,327,365.00</u>	
	Total Expenditures	0.00	0.00	0.00	0.00	0.00
	Net County Cost	<u>25,016,935.50</u>	<u>26,017,111.09</u>	<u>23,925,199.00</u>	<u>24,327,365.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>GF Operating Transfers</b>					
	ST: PUB SAFETY-PROP 172 SALES/1ST					
100-10-071-15310	RESPON	150,000.00	150,000.00	150,000.00	150,000.00	
100-10-071-18100	OPERATING TRANSFERS IN	1,399,189.27	0.00	0.00	0.00	
	Total Revenues	<u>1,549,189.27</u>	<u>150,000.00</u>	<u>150,000.00</u>	<u>150,000.00</u>	
100-10-071-47010	CONTRIBUTIONS TO OTHER GOVERNMENT	110,940.23	20,564.75	39,130.00	20,000.00	
100-10-071-47020	CONTRIBUTIONS TO NON-PROFIT OR	150,000.00	156,000.00	163,000.00	212,000.00	
100-10-071-60100	OPERATING TRANSFERS OUT	1,480,988.81	1,434,192.24	1,549,317.00	2,041,695.00	
	Total Expenditures	<u>1,741,929.04</u>	<u>1,610,756.99</u>	<u>1,751,447.00</u>	<u>2,273,695.00</u>	
	Net County Cost	<u>-192,739.77</u>	<u>-1,460,756.99</u>	<u>-1,601,447.00</u>	<u>-2,123,695.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Farm Advisor</b>					
100-63-072-15029	FED: AG GRAZING PERMITS	975.78	906.70	1,000.00	1,000.00	
	Total Revenues	<u>975.78</u>	<u>906.70</u>	<u>1,000.00</u>	<u>1,000.00</u>	
100-63-072-32450	CONTRACT SERVICES	39,164.00	39,784.00	40,000.00	43,000.00	
	Total Expenditures	<u>39,164.00</u>	<u>39,784.00</u>	<u>40,000.00</u>	<u>43,000.00</u>	
	Net County Cost	<u><u>-38,188.22</u></u>	<u><u>-38,877.30</u></u>	<u><u>-39,000.00</u></u>	<u><u>-42,000.00</u></u>	

## **VETERAN SERVICES DEPARTMENT 073**

### **DEPARTMENTAL FUNCTIONS**

This office advocates for the men and women who served in the Armed Forces of America, their dependents and their survivors relative to federal, state and local benefits entitled to them by law. This office provides the following services: Comprehensive Benefit Counseling, Claim Development, Preparation/submission, Case Management, Networking with federal, state/local agencies, Information/Referral, Coordinates Transportation and Community Outreach throughout both Inyo and Mono Counties.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Community Outreach Coordination and Collaboration- Sierra NV VA Medical Center at Bishop City Hall; Driver's License and ID verifications stationed at Bishop VFW (88) applications and Lone Pine VFW (15) applications; Antelope Valley Vet Center Mobile Unit provided readjustment counseling services at Bishop and Lone Pine VFW; booths during Bishop Paiute CDD Housing Fair; Mono County CSS Health Fair; Vets helping Vets Christmas Trees, decorations and presents to those in need and Calvet Network Coordinator conducted 2 on site visits collaborating on homeless/transit issues with VSO, VFW, Vets helping Vets and IMACA
- Monthly: VA Mental Health/Suicide Prevention Trainings; Veteran Service Organization Leadership Meetings with Sierra NV VA Medical Center; VSO-Veteran Benefit Administration/VA access updates; and quarterly: IMACA Board of Directors
- Scheduled outreaches to date: Mono County scheduled twice a month (Walker Senior Center-6); (Mammoth Lakes HHS-11); (Lee Vining Community Center-2); (Benton Community Center-2); S. Inyo-scheduled once a month (Lone Pine HHS-10), (Independence HHS-3) Effective April, Bishop Paiute Tribe-once a month; and provided as needed: Sterling Heights (7); Bishop Care Center (2); Northern Inyo Hospital (3) Home Visits (3)
- Transportation provided: Vouchers through Esta (19) to date; VFW Van transport (23) to date
- All veteran files have been scanned/uploaded into state wide VETPRO system and electronic signing of forms has been implemented

### **DEPARTMENTAL GOALS FOR FY 2016-2017**

- Continue Coordination for transportation to and from VA medical appointments, outreach efforts; Collaborating with other county/government agencies; Continuing Education and meeting VA Requirements for continued VA access

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of **\$1,383** in the Requested Net County Cost.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Veterans Services</b>					
100-55-073-15475	ST: OFFICE OF VETERAN AFFAIRS	7,604.00	0.00	0.00	0.00	0.00
	Total Revenues	<u>7,604.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
100-55-073-47010	CONTRIBUTIONS TO OTHER GOVERNMENT	42,404.00	46,849.00	47,000.00	45,617.00	45,617.00
	Total Expenditures	<u>42,404.00</u>	<u>46,849.00</u>	<u>47,000.00</u>	<u>45,617.00</u>	<u>45,617.00</u>
	Net County Cost	<u><u>-34,800.00</u></u>	<u><u>-46,849.00</u></u>	<u><u>-47,000.00</u></u>	<u><u>-45,617.00</u></u>	<u><u>-45,617.00</u></u>

**AGRICULTURAL COMM / SEALER**

**023300**

**DEPARTMENTAL FUNCTIONS**

The Inyo and Mono Counties Agricultural Commissioner's Office promotes and protects the local agriculture industry, protects the environment, protects human health, and promotes equity and confidence in the marketplace. Core programs include Pest Exclusion, Pest Detection, Pest Management and Eradication, Pesticide Use Enforcement, Fruit and Vegetable Quality Control, Organic Food Certification and Enforcement, Egg Quality Control, Direct Marketing (Farmer's Market) Enforcement, Nursery Inspection, Seed Inspection, Apiary Inspection, Crop Statistics, Sustainable Agriculture, and all Weights & Measures Enforcement and Inspections. Additionally, this department administers the Eastern Sierra Weed Management Area and Owens Valley Mosquito Abatement Program.

**MAJOR ACCOMPLISHMENTS IN FISCAL YEAR 2015-2016**

- Important equipment for testing propane meters was purchased, bringing our testing into compliance with the State and saving the department about \$10,000 annually.
- An RFP study on the contributions of agriculture on our local economy has been released.
- Device registration fees were adjusted to reduce general fund impacts.
- Two training programs reaching over 150 growers and other industries were conducted, one in Inyo County and one in Mono County.
- Entered into a new three year work plan with California Department of Pesticide Regulation for pesticide enforcement and compliance program.

**GOALS FOR FISCAL YEAR 2016-2017**

- Get the Ag Economic Study completed and out to the public. Begin applying this data to local issues to find solutions.
- Provide excellent customer service to the citizens of Inyo/Mono Counties.
- Respond quickly and effectively to issues and/or complaints.
- Maintain our 100% rate of inspection for all weighing and measuring devices within Inyo and Mono.
- Begin testing of retail LPG meters in-house.

**DEPARTMENTAL BUDGET REQUEST FOR FISCAL YEAR 2016-2017**

The Department's Fiscal Year 2016-2017 Requested Budget represents an overall increase of \$769 in expenditures, and a decrease of \$1,609 in revenues, when compared to the Fiscal Year 2015-2016 Board Approved Budget. As a result, the Requested Net County Cost is increased by \$2,378.

The Department's Fiscal Year 2015-2016 Requested Budget represents an overall increase of \$10,441 in expenditures, and an increase of \$20,775 in revenues, when compared to the Fiscal Year 2014-2015 Board Approved Budget. As a result, the Requested Net County Cost is decreased by \$10,334. Gas Tax reimbursements will begin to increase this year as they are based on costs to the county in arrears. These reimbursements will include increased personnel costs associated with filling our Agricultural Biologist

## DRAFT

position last year. We will also realize higher revenues due to increases in device registration fees which are billed for a calendar year in January.

Personnel Costs decreased by \$18,591 compared to the Fiscal Year 2015-2016 Board Approved Budget, due to altering salary percentages to more accurately reflect costs. Portions of the Agricultural Commissioner and the Office Technician's salaries were transferred to OVMAP.

### Revenues

4135 (FEES FOR CONTINUING EDUCATION) increased by \$200: Attendance increased in fiscal year 15/16, and this budget anticipates this increase to continue in FY 16/17; 4175 (PERMITS TO OPERATE) decreased by \$100: The number of Structural Pest Control companies operating within Inyo & Mono Counties has decreased, and thus the amount that can be collected for this type of registration has been revised lower; 4180 (DEVICE REGISTRATION FEE) increased by \$8,500: This revenue was adjusted upward in FY 16/17 due to estimates based on FY 15/16 actuals; 4463 (UNREFUNDED GAS TAX) decreased by \$5,000: This revenue was incorrectly estimated in FY 15/16; 4499 (STATE OTHER) increased by \$516: Contracted amounts have increased this fiscal year; 4561 (AID FROM MONO COUNTY) decreased by \$9,931: Other revenues are anticipated to increase overall, which coupled with an anticipated decrease in net county cost due to an ongoing vacancy, will decrease Mono County's half of expenses; 4663 (PEST MILL REFUND) increased by \$2,000: Inyo/Mono receives a minimum amount for this type of work due to our inability to conduct significant work under this program. The minimum amount was increased in FY 15/16, and is expected to remain the same in FY 16/17; 4664 (NURSERY) increased by \$1,324: This contract was increased for FY 16/17; 4665 (PETROLEUM PRODUCT INSPECTION) increased by \$240: This contract was increased for FY 16/17; 4821 (INTRA COUNTY CHARGES) increased by \$642: Based on actuals from FY 15/16.

### Personnel

The Department's Requested Budget represents a decrease in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Portions of the Office Technician and Agricultural Commissioner's salaries were shifted to the OVMAP budget to more accurately reflect workload.

### Services & Supplies

5211 (MEMBERSHIPS) increased by \$2,525: The amount of memberships has actually decreased in FY 16/17, but this expense was misappropriated in the General Operating Cost object code in previous fiscal years; 5260 (HEALTH - EMPLOYEE PHYSICALS) increased by \$1,100: This amount reflects costs that could be incurred if a vacant position is filled during FY 16/17; 5263 (ADVERTISING) increased by \$340: This amount reflects costs that could be incurred if a vacant position is filled during FY 16/17; 5265 (PROFESSIONAL & SPECIAL SERVICE) decreased by \$2,150: A repair budgeted in FY 15/16 is not budgeted in FY 16/17; 5291 (OFFICE, SPACE & SITE RENTAL) increased by \$8: Fees associated with a public outreach booth at the Tri-County Fair increased; 5301 (SMALL TOOLS & INSTRUMENTS) decreased by \$300: Costs are anticipated to be lower in FY 16/17; 5311 (GENERAL OPERATING EXPENSE) decreased by \$1,054: Purchases made for the Agriculture Building and the weight truck were completed in FY 15/16; 5351 (UTILITIES) decreased by \$1,925: This amount is an estimate based on FY 15/16 actuals.

# DRAFT

## Support & Care of Persons

(There are no changes in this object category from the previous fiscal year.)

## Fixed Assets

(There are no changes in this object category from the previous fiscal year.)

## **FISCAL YEAR 2016-2017 REDUCTION IMPACTS TO BASE BUDGET**

County Cost Plan increases precluded this budget from staying at or below last year's net county cost. It is anticipated that actual cost will be less than last year due to a personnel vacancy.

## **FISCAL YEAR 2016-2017 STATE/FEDERAL FUNDING SUMMARY**

This department is funded with numerous state contracts and reimbursements. None of these funding sources are expected to be threatened during FY 16/17.

## **FISCAL YEAR 2016-2017 REGULATORY COMPLIANCE SUMMARY**

Pesticide enforcement and permit issuance costs are reimbursed through our workplan with California Department of Pesticide Regulation and mill tax revenues.

Various expenditures associated with other agricultural programs are partially reimbursed via several contracts with the California Department of Food and Agriculture, such as insect trapping, nursery inspection, and organic producer certification programs.

Weights and Measures enforcement and compliance costs are partially reimbursed through petroleum quality, standards, and device registration fees.

## **MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

N/A

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Sealer Weights &amp; Measures</b>					
100-26-074-15430	ST: AG COMM/WEIGHTS & MEASURES	73,154.00	72,464.00	70,000.00	70,000.00	
	Total Revenues	<u>73,154.00</u>	<u>72,464.00</u>	<u>70,000.00</u>	<u>70,000.00</u>	
100-26-074-32500	PROFESSIONAL & SPECIALIZED SER	116,530.00	217,480.50	217,481.00	220,000.00	
	Total Expenditures	<u>116,530.00</u>	<u>217,480.50</u>	<u>217,481.00</u>	<u>220,000.00</u>	
	Net County Cost	<u><u>-43,376.00</u></u>	<u><u>-145,016.50</u></u>	<u><u>-147,481.00</u></u>	<u><u>-150,000.00</u></u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Court</b>					
	Total Revenues	0.00	0.00	0.00	0.00	
100-21-075-38000	REVENUE MOE	434,525.80	482,203.57	500,000.00	500,000.00	
100-21-075-38001	COUNTY FACILITIES MOE	209,132.00	261,415.00	209,132.00	209,132.00	
	Total Expenditures	643,657.80	743,618.57	709,132.00	709,132.00	
	Net County Cost	-643,657.80	-743,618.57	-709,132.00	-709,132.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Public Defender</b>					
100-21-076-13070	SMALL CLAIMS ADVICE -COURT FIN	334.00	338.00	400.00	400.00	
100-21-076-16050	LEGAL SERVICES	8,784.43	14,300.60	10,000.00	12,000.00	
100-21-076-16980	PUBLIC DEFENDER CONTRACT FEES	16,017.00	26,697.00	15,000.00	20,000.00	
	Total Revenues	<u>25,135.43</u>	<u>41,335.60</u>	<u>25,400.00</u>	<u>32,400.00</u>	
100-21-076-32390	LEGAL SERVICES	49,401.86	50,868.41	55,000.00	35,000.00	
100-21-076-32450	CONTRACT SERVICES	537,196.32	551,311.28	558,000.00	558,000.00	
100-21-076-32500	PROFESSIONAL & SPECIALIZED SER	21,270.50	14,805.50	45,000.00	35,000.00	
	Total Expenditures	<u>607,868.68</u>	<u>616,985.19</u>	<u>658,000.00</u>	<u>628,000.00</u>	
	Net County Cost	<u><u>-582,733.25</u></u>	<u><u>-575,649.59</u></u>	<u><u>-632,600.00</u></u>	<u><u>-595,600.00</u></u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Grand Jury</b>					
	Total Revenues	0.00	0.00	0.00	0.00	
100-21-077-31010	JURY AND WITNESS EXPENSE	5,963.32	1,250.00	7,500.00	7,500.00	
100-21-077-32000	OFFICE EXPENSE	805.01	97.39	800.00	800.00	
	Total Expenditures	6,768.33	1,347.39	8,300.00	8,300.00	
	Net County Cost	-6,768.33	-1,347.39	-8,300.00	-8,300.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Bridgeport Clinic</b>					
	Total Revenues	0.00	0.00	0.00	0.00	
100-41-079-30280	TELEPHONE/COMMUNICATIONS	2,965.45	4,367.15	4,000.00	4,500.00	
100-41-079-32450	CONTRACT SERVICES	73,496.80	78,940.42	95,000.00	95,000.00	
100-41-079-33600	UTILITIES	21,228.95	10,456.74	25,000.00	25,000.00	
	Total Expenditures	97,691.20	93,764.31	124,000.00	124,500.00	
	Net County Cost	-97,691.20	-93,764.31	-124,000.00	-124,500.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Law Library</b>					
156-21-078-14010	INTEREST INCOME	55.79	8.50	0.00	0.00	
156-21-078-17010	MISCELLANEOUS REVENUE	4,300.71	4,077.51	0.00	4,000.00	
156-21-078-18100	OPERATING TRANSFERS IN	17,000.00	0.00	0.00	9,150.00	
	Total Revenues	<u>21,356.50</u>	<u>4,086.01</u>	<u>0.00</u>	<u>13,150.00</u>	
156-21-078-20010	EXPENDITURES	19,400.00	0.00	0.00	13,150.00	
	Total Expenditures	<u>19,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,150.00</u>	
	Net Fund Cost	<u>1,956.50</u>	<u>4,086.01</u>	<u>0.00</u>	<u>0.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>County Service Area #1 - Crowley</b>						
160-10-225-10020	PROP TAX -CURRENT SECURED	144,399.09	149,105.37	151,100.00	145,650.00	
160-10-225-14010	INTEREST INCOME	4,265.76	3,283.78	1,500.00	2,000.00	
160-10-225-14080	REPEATER TOWER RENT	804.40	1,902.40	1,400.00	1,400.00	
160-10-225-16215	COMMUNITY GARDEN FEES	290.00	120.00	350.00	350.00	
160-10-225-16216	COMMUNITY WELLNESS PROGRAM FEES	507.50	394.00	1,000.00	1,000.00	
160-10-225-17010	MISCELLANEOUS REVENUE	1,325.36	1,140.00	100.00	4,100.00	
	Total Revenues	<u>151,592.11</u>	<u>155,945.55</u>	<u>155,450.00</u>	<u>154,500.00</u>	
160-10-225-21100	SALARY AND WAGES	5,986.14	3,362.50	6,000.00	0.00	
160-10-225-22100	EMPLOYEE BENEFITS	742.77	388.41	1,000.00	0.00	
160-10-225-31200	EQUIP MAINTENANCE & REPAIR	475.61	312.50	0.00	0.00	
160-10-225-31400	BUILDING/LAND MAINT & REPAIR	1,037.87	7,698.12	55,000.00	27,000.00	
160-10-225-32000	OFFICE EXPENSE	144.44	687.58	500.00	500.00	
160-10-225-32450	CONTRACT SERVICES	22,173.91	8,834.80	17,000.00	15,000.00	
160-10-225-32500	PROFESSIONAL & SPECIALIZED SER	9,612.50	6,200.00	7,050.00	18,000.00	
160-10-225-32950	RENTS & LEASES - REAL PROPERTY	984.00	1,680.00	2,000.00	2,000.00	
160-10-225-33120	SPECIAL DEPARTMENT EXPENSE	8,908.63	11,013.77	8,800.00	3,800.00	
160-10-225-33600	UTILITIES	3,032.80	3,811.76	3,000.00	3,000.00	
160-10-225-53030	Capital Equipment >\$5000	5,841.00	405.00	155,000.00	325,000.00	
160-10-225-60100	Operating Transfers Out	115,000.00	0.00	0.00	0.00	
160-10-225-91010	CONTINGENCY	0.00	0.00	0.00	110,000.00	
	Total Expenditures	<u>173,939.67</u>	<u>44,394.44</u>	<u>255,350.00</u>	<u>504,300.00</u>	
	Net Fund Cost	<u>-22,347.56</u>	<u>111,551.11</u>	<u>-99,900.00</u>	<u>-349,800.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>County Service Area #2 - Benton</b>						
162-10-226-10020	PROP TAX -CURRENT SECURED	300.00	0.00	0.00	0.00	
162-10-226-14010	INTEREST INCOME	1,532.38	1,161.28	1,100.00	1,100.00	
162-10-226-16055	SPECIAL ASSESSMENTS	17,451.12	16,672.37	18,000.00	18,000.00	
162-10-226-17010	MISCELLANEOUS REVENUE	4,418.31	2,333.65	0.00	0.00	
	Total Revenues	<u>23,701.81</u>	<u>20,167.30</u>	<u>19,100.00</u>	<u>19,100.00</u>	
162-10-226-31200	EQUIP MAINTENANCE & REPAIR	0.00	100.00	2,400.00	2,400.00	
162-10-226-32000	OFFICE EXPENSE	877.10	176.58	150.00	200.00	
162-10-226-32450	CONTRACT SERVICES	3,493.96	2,895.00	5,000.00	5,000.00	
162-10-226-32500	PROFESSIONAL & SPECIALIZED SER	1,050.00	0.00	2,050.00	2,000.00	
162-10-226-33120	SPECIAL DEPARTMENT EXPENSE	2,778.89	3,300.32	7,500.00	7,500.00	
162-10-226-33600	UTILITIES	1,979.32	1,718.51	2,000.00	2,000.00	
	Total Expenditures	<u>10,179.27</u>	<u>8,190.41</u>	<u>19,100.00</u>	<u>19,100.00</u>	
	Net Fund Cost	<u>13,522.54</u>	<u>11,976.89</u>	<u>0.00</u>	<u>0.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>County Service Area #5 - Bridgeport</b>						
163-10-227-10020	PROP TAX -CURRENT SECURED	46,718.02	47,813.65	46,725.00	0.00	
163-10-227-14010	INTEREST INCOME	7,020.75	4,959.54	4,500.00	0.00	
163-10-227-17010	MISCELLANEOUS REVENUE	4,555.68	7,270.42	0.00	0.00	
	Total Revenues	<u>58,294.45</u>	<u>60,043.61</u>	<u>51,225.00</u>	<u>0.00</u>	
163-10-227-32000	OFFICE EXPENSE	0.00	0.00	100.00	500.00	
163-10-227-32450	CONTRACT SERVICES	7,476.42	21,802.41	44,000.00	30,500.00	
163-10-227-32500	PROFESSIONAL & SPECIALIZED SER	3,629.00	0.00	20,500.00	24,000.00	
163-10-227-33120	SPECIAL DEPARTMENT EXPENSE	4,640.39	12,174.46	37,000.00	39,500.00	
163-10-227-33600	UTILITIES	612.97	587.96	1,200.00	1,500.00	
163-10-227-47010	CONTRIBUTIONS TO OTHER GOVERNMENT	0.00	0.00	8,847.00	8,847.00	
163-10-227-53030	CAPITAL EQUIPMENT, \$5,000+	13,822.38	211,433.01	447,000.00	290,000.00	
	Total Expenditures	<u>30,181.16</u>	<u>245,997.84</u>	<u>558,647.00</u>	<u>394,847.00</u>	
	Net Fund Cost	<u>28,113.29</u>	<u>-185,954.23</u>	<u>-507,422.00</u>	<u>-394,847.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Debt Service Fund</b>					
198-10-001-17500	LOAN COLLECTION REPAYMENTS	825,161.47	876,860.36	807,772.00	887,362.00	
198-10-001-18100	OPERATING TRANSFERS IN	0.00	0.00	250,000.00	0.00	
198-10-001-18150	Long Term Debt Proceeds	0.00	0.00	0.00	92,298.00	
	Total Revenues	<u>825,161.47</u>	<u>876,860.36</u>	<u>1,057,772.00</u>	<u>979,660.00</u>	
198-10-001-35200	BOND EXPENSES	791.51	792.65	795.00	750.00	
198-10-001-35210	BOND/LOAN INTEREST	138,581.37	114,961.44	115,160.00	87,836.00	
198-10-001-35215	COMPENSATED ABSENCES	275,623.42	0.00	0.00	0.00	
198-10-001-60045	BOND/LOAN PRINCIPLE REPYMNT	0.00	692,014.36	691,817.00	798,776.00	
198-10-001-60100	OPERATING TRANSFERS OUT - INNOPRISE	118,574.05	167,290.33	250,000.00	92,298.00	
	Total Expenditures	<u>533,570.35</u>	<u>975,058.78</u>	<u>1,057,772.00</u>	<u>979,660.00</u>	
	Net Fund Cost	<u>291,591.12</u>	<u>-98,198.42</u>	<u>0.00</u>	<u>0.00</u>	



# **INFORMATION TECHNOLOGY DEPARTMENT 150**

## **DEPARTMENTAL FUNCTIONS**

The Mono County IT Department is a Tier 2 - Essential Services department which provides the core technology, data, and communications infrastructure for Mono County and the Town of Mammoth Lakes. Our staff manages and maintains over 80 servers, on four networks with all complementary technology (including routers, firewalls, switches, and data storage devices) across 25 different sites 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 FY 2015-2016**

### **Technology Division Goals:**

- Completed implementation of County Finance System
- Established new management plan for public safety radio network
- Implemented VoIP phone service for all County locations
- Connected Whitmore Animal Shelter and Chalfant Community Center to County network
- Replaced Video Conference equipment in Bridgeport Board Chambers & expand Granicus use/integration
- Adopted email retention policy
- Retained IT Security Officer and began improving the County's security posture
- Developed internally and externally facing IT security policies
- Expanded use of Office 365 to management team members
- Implemented initial Disaster Recovery plan for Mammoth and Bridgeport sites
- Installed generator at Mammoth Lakes data center establishing network resiliency
- Upgraded core network switches in Mammoth locations
- Supported Digital 395 Last Mile connections and worked with Race Communications to develop grant application for southern Mono County communities
- Worked to establish a regional plan & identity around Digital 395 to 'Support a Strong and Diverse Economy'

### **GIS Division Goals:**

- Rolled out v4.0 of our flagship ParcelViewer application
- Developed lodging 'pacing' application for Mammoth Lakes Tourism (revenue contract)
- Supported Mammoth Community Water District GIS in order to better coordinate data sharing
- Finalized Centerline data clean-up
- Increased data collection for Pavement and Asset Management System (PMS/AMS)
- Began work on Law/EMS interactive mapping tools for dispatch, law, and EMS personnel

## DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$201,179 in the Requested Net County Cost.

Personnel Costs increased by \$168,179 compared to the FY 2015-2016 Board Approved Budget, due to Step Increases (\$35,931), Cost of Living Allowances (\$7,700), retirement buy-out (\$52,915), and employee benefits (\$58,303).

Additionally, personnel costs include the cost of restructure in the amount of \$8,600 (salary) and \$4,988 (benefits).

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

Other *uncontrollable* cost increases total \$6,871 and include:

- \$5,544 increase in Worker's Compensation
- \$1,110 increase in Liability Insurance
- \$216 increase in Motor Pool

The remaining \$15,871 that comprise the overall increase is comprised of an estimated \$12,240 reduction in revenue and a simultaneous \$15,483 increase in expenditures, which is described more fully below.

### Revenues

FY 16-17 revenues are projected at \$323,580. This is \$12,420 lower than 15-16 as a result of two special projects which were completed last year. Additionally, adjustments were made in several other categories in order to be more realistic. The principal revenue components of our budget are as follows:

Town of Mammoth Lakes IT Services Agreement	\$228,000
Local Transportation Commission	\$25,500
Social Services IT Support Agreement	\$20,000
Cost Sharing Agreements (Town & Water District)	\$36,580
Mammoth Community Water District retainer	\$2,500
Mammoth Lakes Fire Department retainer	\$2,500
Mammoth Lakes Tourism retainer	\$500
Inyo County ParcelViewer hosting	\$2,000
California Broadband Cooperative Board member stipend	\$6,000

### Expenditures

Outside of personnel based expenses, the overall increase for the IT budget is \$15,483. This represents an approximate 5% increase in budget over last year's expenditures in the same categories which is well within the normal for year-over-year technology budgeting.

There are three primary areas where IT costs have gone up for FY 16-17, as follows:

<u>Telecommunications</u>	<u>\$19,192 increase over FY 15-16</u>
FY 16-17 will be the first full year that the County has transitioned over to 100% VoIP phone service, and away from traditional copper-based dial-tone service. While the service contract for IP services went up slightly, the overall savings (which should be realized in the Public Works budget) should be approximately \$25k going forward. Additional costs were incurred in the area of internet and network circuits to expand capacity and coverage of County, Town, Sheriff, and publicly facing networks.	

Consulting Services \$4,000 increase over FY 15-16

During FY 16-17, IT plans to work with our website vendor Aha! Consulting to redesign the County website. The existing website is six years old, is not mobile friendly, and needs to be reviewed and updated to comply with ADA accessibility standards. The new site design would modernize the look-and-feel of the site, with a 'mobile-first' design making it more user friendly and compliant with current access requirements.

Software Licenses & Maintenance Agreements \$12,000 decrease over FY 15-16

While this line item shows an overall decrease in cost for FY 15-16, the reduction was due to removing the annual expense for BasicGov from the IT Budget. Beyond the typically anticipated cost increases for software licensing each year, the largest contributing line item is a newly planned security monitoring service. IT is proposing this service (\$16k annually) in lieu of a full-time security specialist.

Phone System Replacement (Policy Item) \$25,000 proposed for FY 16-17

Last year Mono County IT was notified that our existing Adtran VoIP phone system would not be supported after 2018. While the overall cost to replace this system is going to be well beyond \$25,000, our intention is to make incremental investments toward replacement over the next several years.

It is also worth noting that beginning this fiscal year, IT will be incrementally enrolling all of our 'core' infrastructure (including servers, storage devices, and network equipment) into the Infrastructure Replacement Program (IRP) in order to stabilize the budget. Rather than approaching the Board to ask for large sums of money each year to replace equipment which has reached end of life, we will now be paying into the IRP for the cost of the equipment over its life-cycle.

This is a significant change, since during FY 16-17 we need to replace three servers (totaling approximately \$16,000) and one Storage Area Network (at approximately \$25,000). Rather than coming up with \$41,000 this year, we are able amortize the cost of this equipment over five years via the Tech Refresh Fund.

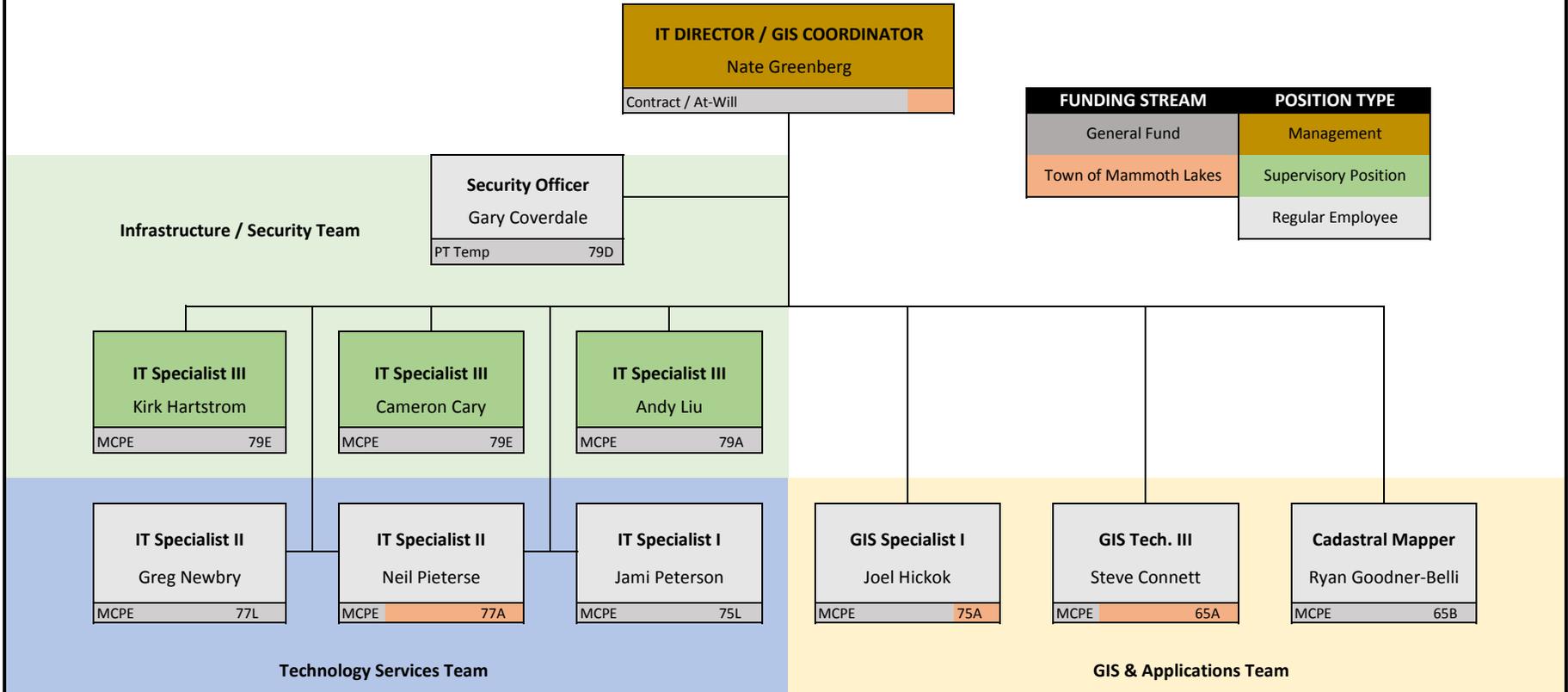
Going forward, it is our intention to enroll additional devices considered to be part of our 'core' into the IRP in order to flatten out some of the spikes which have appeared in the IT budget over years past.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Information Technology</b>					
100-17-150-16900	MISC CHARGES FOR SERVICES	0.00	3,000.00	6,000.00	6,000.00	
100-17-150-16951	IT SERVICE CONTRACTS	332,806.64	292,798.33	330,000.00	317,580.00	
100-17-150-16960	GIS FEES	294.00	774.27	0.00	0.00	
100-17-150-18100	Operating Transfers In	0.00	1,380.60	0.00	0.00	
	Total Revenues	<u>333,100.64</u>	<u>297,953.20</u>	<u>336,000.00</u>	<u>323,580.00</u>	
100-17-150-21100	SALARY AND WAGES	711,535.51	739,072.18	735,918.00	845,594.00	
100-17-150-21120	OVERTIME	0.00	224.26	0.00	10,000.00	
100-17-150-22100	EMPLOYEE BENEFITS	390,833.84	437,077.61	433,938.00	492,441.00	
100-17-150-30280	TELEPHONE/COMMUNICATIONS	73,440.97	84,232.30	83,108.00	102,300.00	
100-17-150-30500	WORKERS' COMP INS EXPENSE	12,476.00	29,428.00	29,428.00	34,972.00	
100-17-150-30510	LIABILITY INSURANCE EXPENSE	6,476.00	6,146.00	6,146.00	7,256.00	
100-17-150-31200	EQUIP MAINTENANCE & REPAIR	37,535.50	31,100.45	34,000.00	52,025.00	
100-17-150-31400	BUILDING/LAND MAINT & REPAIR	14,438.83	0.00	0.00	0.00	
100-17-150-32000	OFFICE EXPENSE	11,809.14	7,749.47	9,960.00	6,600.00	
100-17-150-32001	INFO TECH BASIC STOCK SUPPLIES	-21.71	6.44	0.00	0.00	
100-17-150-32360	CONSULTING SERVICES	2,400.00	2,100.00	2,500.00	6,500.00	
100-17-150-32860	RENTS & LEASES - OTHER	121,795.57	134,071.23	152,589.00	140,589.00	
100-17-150-32950	RENTS & LEASES - REAL PROPERTY	15,871.94	15,749.77	17,686.00	16,538.00	
100-17-150-33350	TRAVEL & TRAINING EXPENSE	15,272.44	15,855.70	16,000.00	15,000.00	
100-17-150-33351	VEHICLE FUEL COSTS	1,712.13	1,290.24	3,000.00	2,000.00	
100-17-150-33360	MOTOR POOL EXPENSE	3,277.39	3,509.35	4,700.00	4,917.00	
100-17-150-53030	CAPITAL EQUIPMENT, \$5,000+	0.00	30,155.38	44,000.00	25,000.00	
100-17-150-70500	CREDIT CARD CLEARING ACCOUNT	0.00	335.91	0.00	0.00	
	Total Expenditures	<u>1,418,853.55</u>	<u>1,538,104.29</u>	<u>1,572,973.00</u>	<u>1,761,732.00</u>	
	Net County Cost	<u>-1,085,752.91</u>	<u>-1,240,151.09</u>	<u>-1,236,973.00</u>	<u>-1,438,152.00</u>	

# MONO COUNTY INFORMATION TECHNOLOGY

## Existing Departmental Organization



FUNDING STREAM	POSITION TYPE
General Fund	Management
Town of Mammoth Lakes	Supervisory Position
	Regular Employee



# **RADIO DEPARTMENT DEPARTMENT 151**

## **DEPARTMENTAL FUNCTIONS**

The Radio Department is a new budget unit for the 2016-2017 Fiscal Year. It was established as a means to more effectively track, manage, and utilize dedicated funding to support, maintain, and improve the interagency emergency services & administrative radio system. The Radio Department is managed by the Director of Information Technology and has no immediate staff at this time.

Funding for the department comes primarily from Office of Emergency Services grant monies, and expenses are primarily targeted at system-wide maintenance items and needs which benefit all users and stakeholders. Given that this is a new department and way of managing the radio program, a significant amount of work will take place during the fiscal year to establish effective management and strategic decision making for 16-17 and years to come.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Completed a Request for Proposal and retained a new radio system vendor (Delta Wireless)
- Performed the first ever 'Pier to Pier' assessment of the County's entire radio system (all mountaintop and base stations) to determine baseline condition, configuration, and immediate maintenance needs
- Repaired or replaced equipment at various mountaintop repeater sites
- Held two stakeholder meetings

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget consists of \$307,692 in expenditures and \$162,692 in revenues.

### **Revenues**

\$162,692 from the Emergency Management Performance Grant (EMPG) allocated from the Office of Emergency Services.

### **Expenditures**

Expenditures during the 16-17 Fiscal Year are estimated at \$307,692. This includes monies required for equipment replacement (hardware) and labor (from contractors) to perform the work.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Information Tech - Radio</b>					
100-17-151-18100	Operating Transfers In	0.00	0.00	0.00	162,692.00	
	Total Revenues	0.00	0.00	0.00	162,692.00	
100-17-151-31200	Equip Maintenance & Repair	0.00	0.00	0.00	145,000.00	
100-17-151-53030	Capital Equipment, \$5,000+	0.00	0.00	0.00	162,692.00	
	Total Expenditures	0.00	0.00	0.00	307,692.00	
	Net County Cost	0.00	0.00	0.00	-145,000.00	

**INFRASTRUCTURE REPLACEMENT PROGRAM  
(aka TECHNOLOGY REFRESH FUND)  
FUND 653**

**FUND FUNCTIONS**

The Technology Refresh/Infrastructure Replacement Program (IRP) is a dedicated technology fund which was established in 2014 to ensure that equipment (namely desktop PCs) could be replaced efficiently as it reached end of life. The Mono County Information Technology Department is responsible for the oversight and management of this fund, which is contributed to annually by each department based on the number of PCs they have in service.

For 2016-2017, departments are asked to budget \$225 for each PC in service in their department. This number is down from \$280 in the prior year due to changes in the state contract purchase price and a surplus in the fund.

Departments (or divisions) which purchase PCs using grant funds and need to be charged the actual cost of the PC will be billed based on the invoiced amount from the vendor.

The fund balance coming into the '15-'16 FY is approximately \$48,500 which will help carry the fund through years where more PCs need to be purchased.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Manage 253 PCs – approximately 235 of which are enrolled PCs in the program
- Replaced approximately 35 desktop and 12 laptop computers

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$31,468 in Net Fund Cost.

**Revenues**

A total of \$72,700 is expected in revenue into the IRP during the 16-17 Fiscal Year.

Approximately 236 PCs will be enrolled in the IRP during the 16-17 Fiscal Year bringing in roughly \$53,000.

Additionally, for the first time, some of the 'core' infrastructure will be enrolled (four servers and one Storage Area Network), bringing in \$8,600 via County funds coming from the IT Department, and an additional \$11,000 coming from a cost-share with the Town of Mammoth Lakes.

**Expenditures**

Expenditures during the 16-17 Fiscal Year are estimated at \$109,168. This includes the replacement of approximately 30 desktop and 30 laptop computers.

Additionally, three core servers (totaling approximately \$16,000) and one Storage Area Network (totaling approximately \$25,000) will be replaced during this Fiscal Year. This will save a General Fund ask of \$41,000.

Going forward, it is our intention to enroll additional devices considered to be part of our 'core' into the IRP in order to flatten out some of the spikes which have appeared in the IT budget over years past.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Tech Refresh Internal Service Fund</b>					
653-17-150-14010	Interest Income	83.40	257.37	0.00	0.00	
653-17-150-16950	INTER-FUND REVENUE	62,550.00	74,050.00	75,000.00	72,700.00	
653-17-150-18020	Sale Of Surplus Supplies/Equip	0.00	88.00	0.00	0.00	
	Total Revenues	<u>62,633.40</u>	<u>74,395.37</u>	<u>75,000.00</u>	<u>72,700.00</u>	
653-00-000-32000	OFFICE EXPENSE	0.00	104.11	0.00	0.00	
653-17-150-32000	OFFICE EXPENSE	34,824.30	53,293.01	80,000.00	107,750.00	
653-17-150-72960	A-87 Indirect Costs	0.00	0.00	0.00	1,418.00	
	Total Expenditures	<u>34,824.30</u>	<u>53,397.12</u>	<u>80,000.00</u>	<u>109,168.00</u>	
	Net Fund Cost	<u><u>27,809.10</u></u>	<u><u>20,998.25</u></u>	<u><u>-5,000.00</u></u>	<u><u>-36,468.00</u></u>	

# ADULT PROBATION

## Department 520

### **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 with and 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 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, bail review reports, conditional supervision if ordered by the court, prepares Bail Review reports, 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<sup>1</sup>, 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.

---

<sup>1</sup> Probation Services cannot meet this goal as currently staffed and even though funded by Realignment. It is hoped that the reclassification currently before the Board of Supervisors is approved where Probation can provide EBP services to probationers.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Conducted Motivational Interviewing training for multiple departments
- Increased collections on outstanding fees exceeding the budgeted amount by 60% (GPS fees), 25% (Probation Fees), 50% (Deferred Entry), 90% (Restitution Percentage) and 60% (Traffic)
- Trained two officers in the State Authorized Risk Assessment Tool for Sex Offenders
- The EBT-Technical Assistance grant is complete allowing now for: access to court's calendars; purchased of iPads; use of swipe payment system; installed upgraded server; upgraded CLETs automated testing system with all staff completing the training and audit.
- 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 and firearm ranges locally thereby reducing training costs significantly
- Risk/needs assessments for adults (STRONG – Static Risk and Offender Needs Guide) implemented last year indicating risk of reoffending dropped significantly with only 9% of those under supervision demonstrating a high risk to reoffend in theft, violence and drugs
- Completed 9 month leadership training for all probation staff as part of the Three Year Strategic Planning and Integrative Management
- Two officers attend the Hispanic Advisory Panel through MLPD
- Completed contracts for new vendors for electronic monitoring
- Plan and execute the continuation of staff development in Integrative Management and Leadership
- Designed a user friendly website to obtain services, make payments 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 is a model for the state)
- Acquired new Laboratory contract currently funded under offender self-pay and SB678
- Implemented and administer Drug Court, was awarded a federal grant for Drug Court and funded the training of four drug court team members to attend the national conference in Anaheim.
- Promoted a deputy probation officer to Deputy Probation Officer IV/V, Supervisor
- Participated in multi-county events such as the County Fair supervision and surveillance and Continuum of Care

## **DEPARTMENTAL GOALS FOR FY 2016-2017**

- To finalize and implement Graduated Sanctions and Incentives procedures for adult offenders pursuant to evidence based practices
- Plan and execute Common Ground Strategic Planning (Weisbord, C.) for all probation employees for a final product of mission, vision and 5, 10 and 20 year plan and web-based dashboard
- Prepare a comprehensive multiagency report and budget for realignment through the Community Corrections Partnership (CCP) to be approved by the Board of Supervisors

- Continuation of the Community Corrections Partnership plan to initiate a transition educational, programmatic and treatment program under AB109 in the community and jail
- Post strategic planning, begin re-write of department policies and complete by 16/17
- Complete the reorganization in alliance with the strategic plan to reclassify the DPO I/II to a DPO I/II/III, reclassify a DPO I/II/III to a DPO IV for juvenile services and to reclassify the FTS IV to an Administrative Services Officer.
- Complete Reorganization to meet succession and strategic plan

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$95,499.00 in the Requested Net County Cost.

Personnel Costs have an overall decrease of \$230,139 compared to the FY 2015-2016 Board Approved Budget, due to PERS rate and PERS lump sum payment changes, also a portion of salary and benefits is being covered by grants. Personnel costs include the cost of restructure in the total salary and benefit amount of \$70,984

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

In 2012, the Probation Department had one Chief, one Deputy Director/Chief, four POII's, one finance manager (FTS IV) and one probation technician. This organizational scheme was adjusted to allow for training, management and leadership experience, increase in alternative funding and accommodating the increasing offender population through realignment. The Deputy Director/Chief was eliminated and a PO III position was created. Another PO III was created under AB109. On June 16, 2015, an Assistant Probation Officer position was created and partially funded from the RED grant for four years. In light of the needs of the county, probation services wishes to make the following changes:

Reclassify four deputy probation officer I/II to four deputy probation officer I/II/III

Reclassify one deputy probation officer I/II/III to deputy probation officer IV, Supervisor

Reclassify one FTS IV to Administrative Services Officer

The **Supervisor** position is needed to meet the needs of the State's change in placement under Continuum of Care. A supervisor needs to be directly assigned with juvenile in order to address the ever increasing need created by the increase in law changes. The Chief may retire within two years thereby dedicating that same amount of time to training several individuals to ensure smooth succession.

The Deputy Probation Officer series of DPO I/II would be reclassified to a Deputy Probation Officer I/II/III thereby joining other progressive counties in the development of the DPO series and logical use of staff and funding. This change would impact four DPO positions whereupon if approved to the next step, will be funded outside of the General Fund and through the Realignment fund.

The Fiscal and Technical Specialist IV would be reclassified to a Fiscal and Administrative Officer so as to ensure the duties are commiserate with the position description and title.

### **FY 2016-2017 STATE FUNDING SUMMARY**

Adult funding remains stable even with the SB678 funding being cut by \$22,000 by the formula contrived by CSAC. Funding for Realignment may or may not change depending on audit results of the Board of Equalization's current misallocation issues.

#### **Revenues**

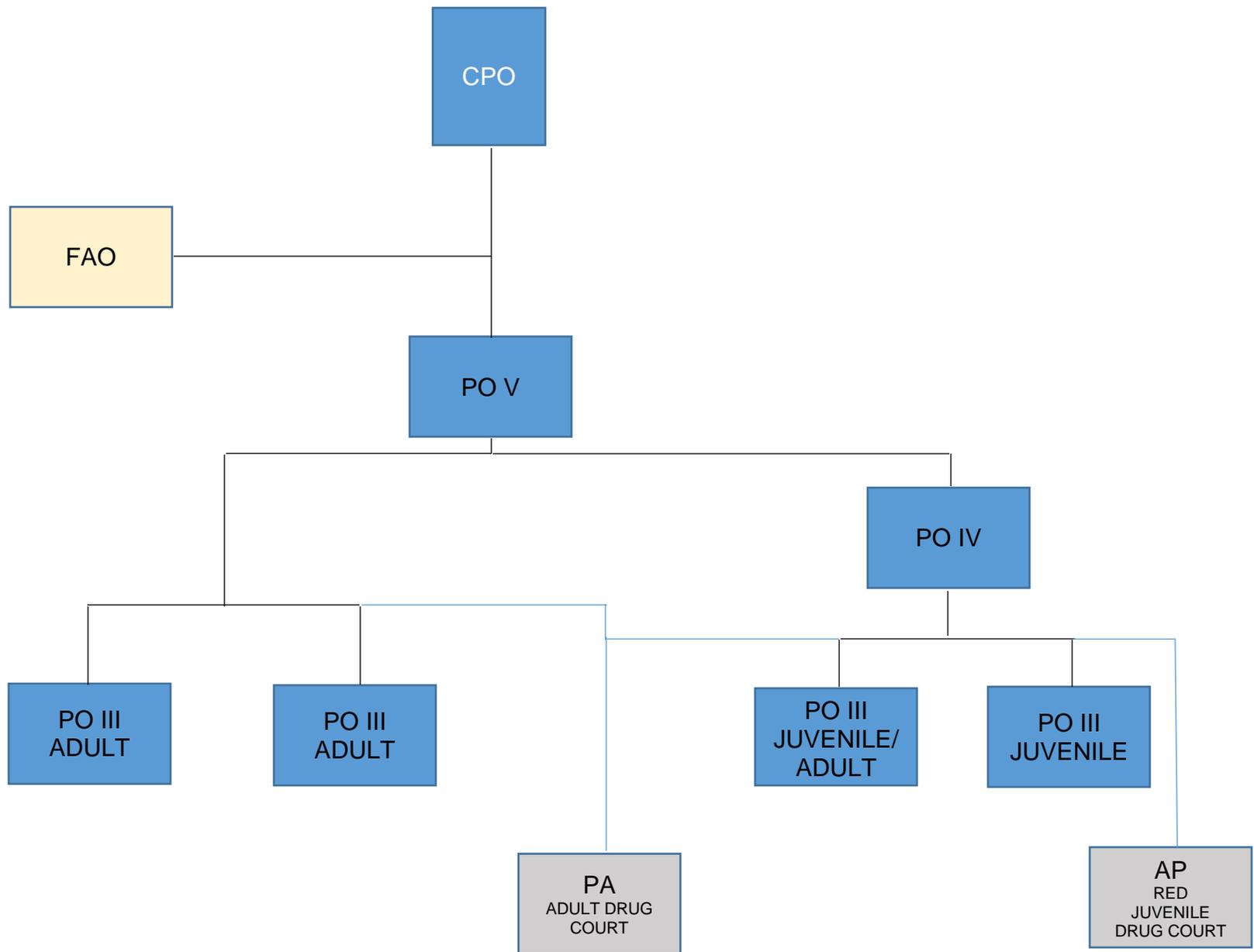
Grant revenue increase by \$116,666 due to a new Federal Drug Court Grant. Overall revenues decreased due to the Operating Transfers In amount being reduced to meet the decrease in expenditures which are supported by funds held in the 157 account, such as SB678.

#### **Expenditures**

Expenditures decreased proportionately to the Revenue decrease as we anticipate lower travel and training costs this year. Also Workers' Comp Insurance and Rent decreased.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Adult Probation Services</b>						
100-23-520-13090	LAB -H & S 11372.5	1,146.29	643.83	600.00	600.00	
100-23-520-13100	DRUG PROG -H&S 11372.7	1,587.87	890.85	650.00	800.00	
100-23-520-13120	FINES, FORFEITS & PENALTIES	2,579.09	1,634.64	1,000.00	1,600.00	
100-23-520-15310	ST: PUB SAFETY-PROP 172 SALES	89,112.27	75,975.24	85,000.00	76,800.00	
100-23-520-15330	ST: RESTITUTION 10% REBATE	4,739.24	2,878.30	1,500.00	2,900.00	
100-23-520-15471	ST:STC TRAINING REIMBURSEMENT	6,539.00	2,860.00	5,720.00	5,720.00	
100-23-520-15625	Fed: Drug Court Grant	0.00	44,241.39	0.00	116,666.00	
100-23-520-16385	PROBATION GPS MONITORING FEE	3,077.00	1,923.75	1,000.00	1,600.00	
100-23-520-16402	PROBATION FEES	17,499.50	15,381.25	12,000.00	15,000.00	
100-23-520-16421	INTERSTATE FEES (PC 1203.9)	225.00	750.00	150.00	150.00	
100-23-520-16422	SUPERVISORY FEES (PC 1000)	11,475.00	4,600.00	3,000.00	3,000.00	
100-23-520-16430	DISMISSAL FEES (PC 1203.4)	250.00	50.00	100.00	50.00	
100-23-520-18100	OPERATING TRANSFERS IN	228,254.41	263,880.25	623,474.00	331,444.00	
	Total Revenues	366,484.67	415,709.50	734,194.00	556,330.00	
100-23-520-21100	SALARY & WAGES	481,004.46	455,799.08	569,196.00	587,797.00	
100-23-520-21120	OVERTIME	0.00	0.00	0.00	11,988.00	
100-23-520-22100	EMPLOYEE BENEFITS	593,874.35	754,731.28	970,566.00	721,826.00	
100-23-520-30120	UNIFORM/SAFETY GEAR	0.00	0.00	0.00	10,000.00	
100-23-520-30280	TELEPHONE/COMMUNICATIONS	12,987.86	14,858.38	14,400.00	14,400.00	
100-23-520-30500	WORKERS' COMP INS EXPENSE	34,504.00	29,521.00	29,521.00	9,082.00	
100-23-520-30510	LIABILITY INSURANCE EXPENSE	5,663.00	5,165.00	5,165.00	6,107.00	
100-23-520-31200	EQUIP MAINTENANCE & REPAIR	0.00	0.00	425.00	425.00	
100-23-520-31700	MEMBERSHIP FEES	625.13	340.03	855.00	855.00	
100-23-520-32000	OFFICE SUPPLIES	8,896.05	14,113.60	18,593.00	29,594.00	
100-23-520-32500	PROFESSIONAL & SPECIALIZED SERVICES	22,349.79	34,602.28	37,430.00	22,380.00	
100-23-520-32950	RENTS & LEASES - REAL PROPERTY	73,351.14	70,262.35	86,431.00	75,427.00	
100-23-520-33010	SMALL TOOLS & INSTRUMENTS	0.00	0.00	375.00	375.00	
100-23-520-33120	SPECIAL DEPT EXP	53,053.20	60,143.23	59,740.00	17,689.00	
100-23-520-33350	TRAVEL & TRAINING	7,631.17	36,833.72	30,720.00	19,278.00	
100-23-520-33351	Vehicle Fuel Costs	3,928.41	3,092.64	2,900.00	2,900.00	
100-23-520-33360	MOTOR POOL EXPENSE	11,124.29	15,664.55	14,200.00	25,159.00	
100-23-520-60100	OPERATING TRANSFERS OUT	0.00	211.46	0.00	11,872.00	
	Total Expenditures	1,308,992.85	1,495,338.60	1,840,517.00	1,567,154.00	
	Net County Cost	-942,508.18	-1,079,629.10	-1,106,323.00	-1,010,824.00	



# JUVENILE PROBATION

## Department 500

### **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 with and 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 and when required, implement as well as oversees juvenile traffic court.

The CPO maintains relationships with justice partners, provides leadership as well as interacts and collaborates with multi-disciplinary groups, Administrative Office of the Courts, state agencies, organizations/entities, including community and special interest groups, justice system departments, commissions, the Mono Grand Jury, 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 primarily 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<sup>1</sup> (i.e., 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 (PACT), 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 programs, 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

<sup>1</sup> Probation Services cannot meet this goal as currently staffed and even though funded by Youth Accountability Block Grant. It is hoped that the reclassification currently before the Board of Supervisors is approved where Probation can provide EBP services to probationers.

supervising placed youth. In light of California's change in juvenile placement, Continuum of Care has been initiated in collaboration with Department of Social Services. The plan has been completed and initial funding received. DSS and Probation are currently working on the Resource Family Approval Comprehensive Implementation Plan.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Approximately 115 field contacts were conducted in the community with youth and over 350 office or court contacts conducted.
- Dr. Rita Cameron-Wedding provided multiple presentations on implicit bias as funded through the Racial and Ethnic Disparity (R.E.D.) grant.
- Entered into new agreement with County of El Dorado for detention services
- Constructed secondary barrier for entry beyond lobby but not access to detention cell area in preparation for Special Purpose Units
- Supervised and assisted AB12 youth (i.e. foster youth who reach 18 years of age and continue assistance to age 21) to enter college
- Participated in Health and Safety Fair and assisted communication of fair by providing \$1200 for media announcement
- Supported after school program through Mammoth Lake Library and Education providing \$10,000
- The number of youth in detention continue to decline along with saving funding ordinarily budgeted for detainment (\$90,000)
- Training was provided to all probation staff on evidence based practices, leadership, integrated management, and sustaining change
- Implemented the Detention Risk Assessment Instrument to ensure consistency of detainment and reduce ethnic disparity using a valid and reliable assessment. The number of youth detained dropped substantially **saving \$90,000**
- Ensured Title IV-E and grant compliance (YOBG - Youthful Offenders Block Grant and Juvenile Justice)
- Continue to collaborate with the U.S. Forest Service to provide trail management crew for youth owing community service hours
- Continuing work on Technical Assistance Reducing Ethnic Minorities Disproportionality grant (RED) **(\$350,000)**
- Planned for additional time by juvenile probation officer at Mammoth Lake High School for SY 2016-2017
- An Aggression Replacement Therapy (ART) for youth will be facilitated upon reorganization
- Moral Reconciliation Therapy (MRT) for youth (i.e., Moral Reconciliation Therapy – cognitive behavioral therapy to increase moral reasoning) will be facilitated upon reorganization
- Implemented the Youth Drug and Alcohol and pro-social skills cognitive behavioral program through interactive journaling funded through 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
- A probation officer was present at 75% of north county high school events
- Two CLETS operators recently re-certified

- Partnered with neighboring counties to bring STC Training and Staff Development courses to minimize travel and reduce costs
- Fully implemented Case Management System, connecting to RIMS (local area law enforcement site), the Superior Court and District Attorney
- Probation continues to increase presence at school events with a notable attendance at the Mammoth Lakes Health and Safety Fair, Inyo-Mono Fair and Shop with a Cop
- Juvenile website is approximately **90% completed**
- Funded First 5 project through the RED grant (First 5 reading program - \$5000 and Hispanic Advisory Council \$1500)
- Trained a second juvenile officer on the JSORRAT-II (Juvenile Sexual Offender Recidivism Risk Assessment Tool-II) and Containment Model as required by statute

### **DEPARTMENTAL GOALS FOR FY 2016-2017**

- 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
- Research, design, collaborate j-STREAKS, a unique Mono designed motivational youth program using cognitive based therapy techniques and iOS platform
- Research, design and provide continued SME support for Stanislaus Juvenile Competency and Restoration program
- Prepare a comprehensive multiagency plan through the Juvenile Justice Coordinating Council specifically focusing on prevention of delinquency
- Plan and execute the continuation of staff development in Integrated Management and Leadership
- Design a Juvenile Services website to obtain provide services and gain information (90% complete)
- Improve and comply with Title IVE and participate in state and federal audits
- Implement the Racial and Ethnic Disparity (RED) grant from 2016 – 2017, Phase 2 and 3
- Continue Implementation Plan for Continuum of Care with Department of Social Services
- Design and implement Anti-Bullying Program
- Collaborate with Bridgeport Indian Colony for Recreation Center for Community

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$25,350 in the Requested Net County Cost.

Salary and Benefits increased compared to the FY 2015-2016 Board Approved Budget as a result of using a greater proportion of staff to perform grant activities.

A department restructure is not being requested for this departmental unit.

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

## Revenues

Juvenile Probation Activities fund did increase from \$11,100 to \$13,255.

The Youth Accountability Block Grant remains the same at \$117,000

The Juvenile Justice Crime Prevention Grant increased from \$37,885 to \$40,652.

Overall revenues decreased as a result of the EBP-TIPS Grant ending in the last fiscal year.

## Expenditures

The amount represented in Salary & Wages and Benefits represents funding received from JJCPA, YOBG, RED Grant, Title IVE and Juvenile Traffic which is intended for Salary and Benefits which will be moved into the Adult budget thereby reducing the total Salary and Benefits expenditures in the Adult Probation budget by the same amount.

Vehicle Fuel Costs increased for fiscal year 2016/17.

All other expenditure line item increases are a result of budgeting the entire amount of State and Grant funding this year where in the prior year only part of the funding was budgeted.

## **FY 2014-2015 STATE FUNDING SUMMARY**

Juvenile funding for programming and realignment is *de Minimis*. One area which requires attention is the proportioning of COPS funding. Pursuant to GC 30016, 50% of funds should be allocated to juvenile justice. While aspects of GC 30016 speak apportioning \$100,000 for jail operations, said funds apply only to Type 1 jails (GC 29552), Mono County's jail is Type 2 thereby handling longer commitments. Most counties do apportion 50% to juvenile justice as those involved in prevention and intervention impact the number of adults entering the system. No such headway will occur here given the minimal amount of funding received for youngsters even our county abides by the statute's Juvenile Justice Coordinating Council and BSCC.

## **MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

NONE

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Juvenile Probation Services</b>						
100-23-500-15299	ST: Juvenile Probation Activities	12,156.71	12,487.88	11,100.00	13,255.00	
	FED: PROBATION IV-E & IV-EA JUV					
100-23-500-15620	PLACEMNT	15,477.00	5,703.00	6,000.00	5,800.00	
100-23-500-15819	FED: MISC FED GRANTS	78,502.00	298,763.00	285,330.00	150,000.00	
	PROBATION JUVENILE GPS MONITORING					
100-23-500-16385	FEE	89.00	0.00	50.00	0.00	
100-23-500-16390	JUVENILE TRAFFIC HEARINGS	3,089.92	3,803.90	2,500.00	3,800.00	
100-23-500-16402	PROBATION FEES - JUVENILE	1,922.50	560.50	1,200.00	500.00	
100-23-500-18100	OPERATING TRANSFERS IN	59,951.38	25,606.78	105,885.00	157,652.00	
	Total Revenues	<u>171,188.51</u>	<u>346,925.06</u>	<u>412,065.00</u>	<u>331,007.00</u>	
100-23-500-21100	SALARY AND WAGES	8,922.00	107,921.63	10,000.00	58,716.00	
100-23-500-21120	OVERTIME	1,848.55	5,162.74	7,500.00	0.00	
100-23-500-22100	EMPLOYEE BENEFITS	13,097.22	19,236.95	14,350.00	58,716.00	
100-23-500-30110	CLOTHING/PERSONAL SUPPLIES	201.74	172.83	500.00	4,500.00	
100-23-500-30280	TELEPHONE/COMMUNICATIONS	150.00	0.00	0.00	0.00	
100-23-500-30300	FOOD EXPENSES	741.75	892.25	750.00	1,000.00	
100-23-500-32000	OFFICE EXPENSE	6,220.79	3,264.71	5,638.00	10,356.00	
100-23-500-32260	MEDICAL/DENTAL SERVICES	0.00	0.00	0.00	19,000.00	
100-23-500-32500	PROFESSIONAL & SPECIALIZED SER	110,010.75	171,207.25	191,167.00	77,000.00	
100-23-500-33120	SPEC DEPT EXP	10,892.77	11,745.25	13,100.00	47,255.00	
100-23-500-33350	TRAVEL & TRAINING EXP	3,307.26	4,768.55	6,811.00	2,500.00	
100-23-500-33351	VEHICLE FUEL COSTS	3,772.00	4,551.62	5,000.00	8,464.00	
100-23-500-41100	SUPPORT & CARE OF PERSONS	10,953.87	30,867.95	41,000.00	52,000.00	
100-23-500-60100	OPERATING TRANSFERS OUT	42,160.00	1,380.60	150,099.00	0.00	
	Total Expenditures	<u>212,278.70</u>	<u>361,172.33</u>	<u>445,915.00</u>	<u>339,507.00</u>	
	Net County Cost	<u>-41,090.19</u>	<u>-14,247.27</u>	<u>-33,850.00</u>	<u>-8,500.00</u>	



# **PUBLIC HEALTH DEPARTMENT 860**

## **DEPARTMENTAL FUNCTIONS**

Implement all Public Health activities to uphold the ten essential public health functions as well as all State and Federal mandates. Promote health and prevent disease for residents and visitors of Mono County.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

### **PUBLIC HEALTH**

- Continued leadership of the Mono County Health Taskforce, expanding projects and outreach through all sub-committees:
  - Oral Health Taskforce campaigns continued, including Miles of Smiles school based program and National Children's Dental Health Month, continued as well as providing support to individual agencies to promote oral health.
  - Nutrition and Physical Activity Taskforce collaborated with local schools in all three school districts as well as restaurants in Mammoth Lakes to provide nutrition education and healthy meals for Food Day 2015.
  - Breastfeeding taskforce worked on improving breastfeeding rates community wide through the WIC Program and First 5 programming.
  - Youth Advisory Council was developed in conjunction with Town of Mammoth Lakes Parks & Recreation Department. Students worked on individual projects including a \$5.00 student bike pass at Mammoth Mountain and planned a safe space in the Mammoth Creek Park Recreation Facility for teen use in a drug and alcohol free environment.
  - SDRR (Sex, Drugs, and Rock & Roll) completed a high-risk adolescent survey for youth throughout Mono County highlighting areas for further education and resource development.
- Participation in the Walker Health Fair and Mammoth Health & Safety Fair providing education and outreach related to a variety of Public Health Programs.
- Continued Mono-Gram outreach to community and health care providers to update and educate on Public Health matters of concern.
- 2103 vaccinations administered countywide, including flu clinics held in every community and school, and other vaccines administered to children and adults, including highly utilized travel clinic for residents.
- Data entry of approximately 2000 records into the California Immunization Registry (CAIR) was completed, eliminating paper based immunization records.
- Assisted day care centers, family day care providers and schools in implementing SB 277, the new law that eliminates personal belief exemptions for immunizations.
- Continued to provide expertise to Mammoth Hospital for electronic reporting of communicable diseases to CalREDIE, the State of California Communicable Reporting System. Electronic lab reporting process has been initiated, and they remain in the testing phase.
- Newsletters continued to providers for CHDP updates in spring and fall.
- The CCS Program increased coordination with community providers, specialists, and Medi-Cal Managed Care to improve services for local children, including vision and dental care.
- Participation in Interagency Coordinating Council quarterly meetings at Mono County Office of Education to educate other entities and promote community support for the CCS program.
- Participate in CCS special needs family conferences: Individual Education Plan (IEP) with Mono County Office of Education and Individualized Family Service Plan (IFSP) with Kern Regional Center.
- Multi Therapy Clinic (MTC) held twice in this period to ensure children receive specialty care and equipment as needed without having to travel long distances.
- Provided HIV/STD education, counseling and testing services, and outreach to identify individuals who are positive and create linkages to care and treatment.

- Collaboration with Mono County Community Development to amend the General Plan and other grant proposals to include language that promotes the health and well-being of residents.
- Coordinated with MCSO to host a local training on SIDS, infant death investigation, and coroner laws for local law enforcement and first responders.
- Developed and implemented a comprehensive evidence-based sex education program for students in Eastern Sierra Unified School District, as well as an outreach program for pregnant women to promote oral health care for mom and baby.
- Established a joint contract with Inyo County to supply Mono County with a CUPA specialist to oversee program.
- Recruited for and hired three new position: Administrative Services Specialist, FTSIV and Public Health Nurse, Health Program Manager.

#### **ENVIRONMENTAL HEALTH**

- Worked with MCDPW and LADWP to successfully complete the purchase of the Pumice Valley Landfill by Mono County.
- Hired temporary help in our Recreational Health Program and conducted inspections of nearly our entire inventory of public pools and spas.
- Successfully met program objectives, inspections, and CalRecycle directives in our LEA program.
- Worked with CalRecycle and DTSC to achieve cleanup goals on affected properties following the Round Fire.
- Achieved compliance with food facilities for inspections conducted; met program objectives for new food facility construction and temporary food facilities.

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$54,237 in the Requested Net Cost to Fund.

Personnel Costs increased by \$23,239 compared to the FY 2015-2016 Board Approved Budget, due to benefits increases, personnel actions, retirement compensation and reallocations. In an endeavor to keep personnel costs down, the Public Health Department has elected to only fill one vacancy for a part time Environmental Health Tech.

A department restructure is not being requested for this departmental unit.

The Department's Requested Budget represents a decrease in the number of fulltime equivalent (FTE) positions that are supported by this budget.

#### **Revenues**

The projected FY 2016-17 revenue reflects a \$413,855 decrease from FY 2015-16. Roughly half of the revenue used to fund Public Health comes from the State in the form of Realignment funding, which consists of sales tax and vehicle license fees. With the implementation of the Affordable Care Act and the passing of AB 85, local realignment revenue distributions have been redirected to the State instead of local agencies, mainly due to the State's assumption that County costs are decreasing and the State's cost are rising with state-based Medi-Cal expansion. Also, during a State audit of the Board of Equalization (BOE) it was found that counties had been overpaid for sales tax. A correction of the misallocations has created the potential for a rerouting of funds to the State instead of local agencies as well as creating a likely impact to our FY 2015-16 growth funding.

Other sources of revenue include funding received from the California Department of Public Health (CDPH) and the California Department of Health Care Services (DHCS). The CDPH

supports several programs administered by the Public Health Department, including the Maternal, Child and Adolescent Health (MCAH) Program, Sudden Infant Death Syndrome (SIDS) Program, Immunization Assistance Program (IAP), Women, Infants and Children (WIC) Program and several HIV support and prevention programs. The DHCS provides funding for Children's Medical Services (CMS), which includes California Children's Services (CCS), Child Health and Disability Prevention (CHDP), Health Care Program for Children in Foster Care (HCPCFC), and the Medical Therapy Program (MTP).

An estimated 15% of revenue comes from Environmental Health fees. The fees collected do not support the Environmental Health program in its entirety and the program requires the use of Realignment funding to make up the difference.

### Expenditures

The FY 2016-17 overall expenditures have been reduced by \$359,618. This reduction was primarily caused by an accounting adjustment for the AB 85 realignment transfers.

This year's budget reflects a deficiency of expenditures over revenues in the amount of \$54,237. The deficiency will be funded using prior year fund balance.

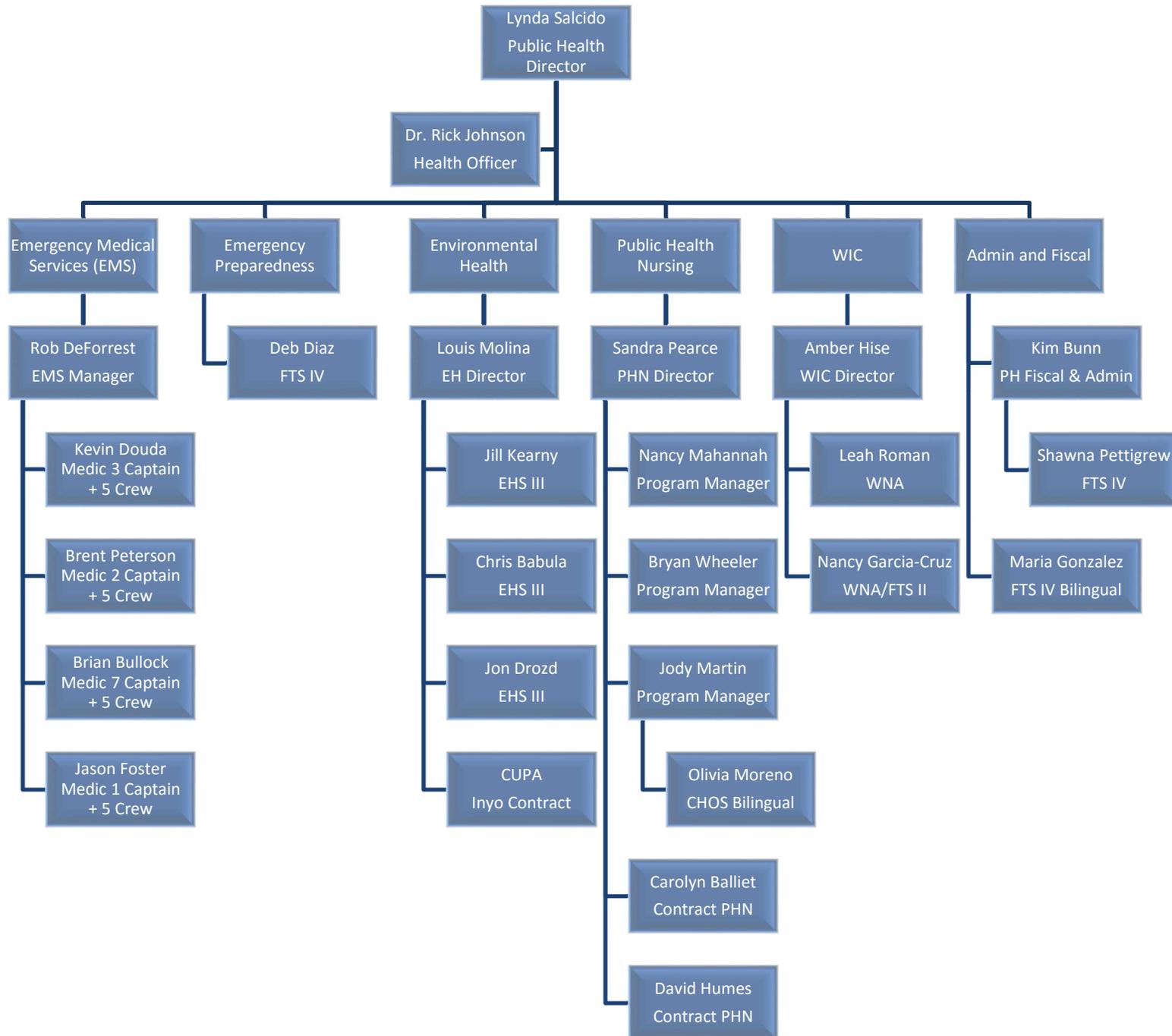
**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Public Health</b>						
130-41-860-12020	BUSINESS LICENSE FEES	1,591.92	1,238.16	1,500.00	1,500.00	
130-41-860-12070	CAMP PERMITS	2,430.00	2,916.00	2,908.00	2,900.00	
130-41-860-12100	SEPTIC PERMITS	9,326.00	14,637.80	10,000.00	12,200.00	
130-41-860-12112	WELL PERMITS	11,948.00	12,735.00	12,000.00	12,700.00	
130-41-860-12115	Misc Permits	41.00	162.00	250.00	100.00	
130-41-860-12120	FOOD PERMITS	80,374.70	112,763.85	95,000.00	102,300.00	
130-41-860-12130	POOL PERMITS	55,001.90	101,576.60	55,000.00	58,400.00	
130-41-860-12140	CUPA PERMITS	58,941.80	79,437.80	63,920.00	66,800.00	
130-41-860-12150	SMALL WATER SYSTEM PERMITS	51,664.50	71,933.80	47,654.00	50,700.00	
130-41-860-12180	LANDFILL PERMITS	14,102.00	12,396.00	13,980.00	12,400.00	
130-41-860-13020	CAR SEAT SAFETY -VC27360	404.40	226.47	300.00	250.00	
130-41-860-13080	Aids Edu -H&S 11377C	0.00	802.78	0.00	1,000.00	
130-41-860-14010	INTEREST INCOME	753.24	1,711.08	1,000.00	2,000.00	
130-41-860-15121	ST: LEA GRANT	16,775.00	16,749.00	16,625.00	16,700.00	
130-41-860-15151	ST: MATERNAL CHILD HEALTH	89,923.00	71,123.00	103,635.00	133,771.00	
130-41-860-15171	ST: CHDP GRAN	74,293.00	40,015.00	85,085.00	64,000.00	
130-41-860-15190	ST: HIV SURVEILLANCE	2,757.06	2,141.09	2,000.00	2,140.00	
130-41-860-15201	ST: RYAN WHITE HIV GRANT	15,900.45	14,973.84	22,250.00	25,272.00	
130-41-860-15202	ST: MISC STATE GRANTS	58,521.64	44,604.91	50,000.00	1,000.00	
130-41-860-15260	ST: FOSTER CARE	3,294.00	4,446.00	5,593.00	4,400.00	
130-41-860-15270	ST: MTP	-3,033.00	0.00	17,000.00	17,000.00	
130-41-860-15352	ST: IMMUNIZATION GRANT	26,556.34	4,959.66	36,250.00	26,500.00	
130-41-860-15441	ST: REALIGNMENT-PUBHEALTH	1,754,867.26	1,721,488.14	1,759,403.00	1,432,143.00	
130-41-860-15571	FED: WIC-WOMEN INFANT & CHILD	206,286.61	136,030.10	262,070.00	276,091.00	
130-41-860-16240	LABOR REIMBURSEMENT	2,320.25	305.51	306.00	400.00	
130-41-860-16300	SOCIAL SERVICES CSS FEES	0.00	0.00	0.00	13,550.00	
130-41-860-16380	ADMINISTRATIVE-CCS	200,962.00	145,211.00	198,640.00	200,000.00	
130-41-860-16501	ADULT IMMUNIZATIONS	25,246.80	42,035.02	28,000.00	41,000.00	
130-41-860-16601	MISC CLINICAL SERVICES	7,819.25	5,446.50	8,000.00	5,400.00	
130-41-860-16605	SOLID WASTE SERVICE FEES	55,798.95	49,804.65	85,000.00	52,000.00	
130-41-860-16650	MEDICAL MJ ID CARD APPLICATION	861.00	325.50	700.00	450.00	
130-41-860-16901	CCS CLIENT FEES	20.00	40.00	80.00	40.00	
130-41-860-17010	MISCELLANEOUS REVENUE	6,250.00	4,500.00	1,500.00	0.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
130-41-860-18100	OPERATING TRANSFERS IN	182,103.00	12,975.08	63,313.00	0.00	
	Total Revenues	3,014,102.07	2,729,711.34	3,048,962.00	2,635,107.00	
130-41-860-21100	SALARY AND WAGES	986,432.86	1,062,438.80	1,156,989.00	1,172,380.00	
130-41-860-21120	OVERTIME	616.34	929.25	570.00	0.00	
130-41-860-22100	EMPLOYEE BENEFITS	559,143.06	633,820.63	723,551.00	731,396.00	
130-41-860-30280	TELEPHONE/COMMUNICATIONS	8,285.14	14,035.56	12,800.00	18,446.00	
130-41-860-30500	WORKERS' COMP INS EXPENSE	19,812.00	18,631.00	18,631.00	23,800.00	
130-41-860-30510	LIABILITY INSURANCE EXPENSE	11,668.33	10,601.33	10,601.00	12,065.00	
130-41-860-31200	EQUIP MAINTENANCE & REPAIR	7,317.16	5,502.59	12,800.00	3,000.00	
130-41-860-31530	MEDICAL/DENTAL & LAB SUPPLIES	27,864.36	40,603.08	43,000.00	42,000.00	
130-41-860-31700	MEMBERSHIP FEES	9,230.81	9,930.37	10,700.00	9,100.00	
130-41-860-32000	OFFICE EXPENSE	27,301.49	27,159.87	24,600.00	23,000.00	
130-41-860-32450	CONTRACT SERVICES	415,227.19	377,680.31	403,921.00	112,600.00	
130-41-860-32500	PROFESSIONAL & SPECIALIZED SER	565.85	569.73	500.00	2,950.00	
130-41-860-32510	CSS TREATMENT SER	8,130.21	10,851.24	12,500.00	10,800.00	
130-41-860-32950	RENTS & LEASES - REAL PROPERTY	84,211.43	97,451.30	105,103.00	104,576.00	
130-41-860-33010	SMALL TOOLS & INSTRUMENTS	895.00	0.00	500.00	0.00	
130-41-860-33120	SPECIAL DEPARTMENT EXPENSE	28,855.40	15,620.36	8,000.00	0.00	
130-41-860-33350	TRAVEL & TRAINING EXPENSE	23,312.26	24,891.68	19,000.00	30,350.00	
130-41-860-33351	VEHICLE FUEL COSTS	8,343.81	7,096.20	7,200.00	8,000.00	
130-41-860-60100	OPERATING TRANSFERS OUT	105,193.00	58,426.00	58,426.00	11,442.00	
130-41-860-70500	CREDIT CARD CLEARING ACCOUNT	0.00	571.60	0.00	0.00	
130-41-860-72960	A-87 INDIRECT COSTS	263,915.00	419,570.00	419,570.00	373,439.00	
	Total Expenditures	2,596,320.70	2,836,380.90	3,048,962.00	2,689,344.00	
	Net Fund Cost	417,781.37	-106,669.56	0.00	-54,237.00	

# Mono County Health Department – 2016/17



# **PUBLIC HEALTH EMERGENCY PREPAREDNESS DEPARTMENT 860**

## **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 Mono County residents and visitors.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Developed and conducted the 2015 Statewide Medical and Health Exercise (SWMHE) based on a Pandemic Influenza scenario for seventeen (17) participating organizations. Completed an after action report and improvement plan (AAR/IP).
- Developed and conducted the 2016 Government Authorized Alternate Care Site (GAACS) Exercise for 19 participating agencies.
- Collaborated with the Mono County IT Department, the Mono County Sheriff's Office and the Office of Emergency Services to launch the Access and Functional Needs Database (AFN) on the Mono County website.
- Hosted a Pediatric Disaster Response and Emergency Preparedness Training. The two day, sixteen hour FEMA course addressed pediatric disaster planning and medical response considerations.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$9,065 in the requested Net Cost to Fund.

Personnel Costs increased by \$5,835 compared to the FY 2015-2016 Board Approved Budget, due to staffing allocation changes.

The Department's Requested Budget represents a decrease in the number of fulltime equivalent (FTE) positions that are supported by this budget.

### **Revenues**

The total California Department of Public Health (CDPH) emergency preparedness grant revenue allocations decreased by \$1,486 in FY 2016-17. Financial support for Public Health and medical preparedness comes from the Public Health Emergency Preparedness (PHEP) grant, Hospital Preparedness Program (HPP), and the Pandemic Influenza grant. These grant awards provide funding for public health preparedness, preparedness and response for hospitals, health facilities, and emergency medical services.

### **Expenditures**

The Department's FY 2016-17 total expenditures, not including personnel costs, represent an overall decrease of \$54,087 in the requested Net Cost to Fund.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Bio-Terrorism</b>						
133-41-860-14010	INTEREST INCOME	-634.77	-282.62	0.00	0.00	
133-41-860-15502	FED: HRSA REVENUE	53,653.56	107,629.96	120,349.00	0.00	
133-41-860-15550	FED: ARRA REVENUE-AMERICAN REC	33,196.02	27,814.91	60,486.00	0.00	
133-41-860-15551	FED: PANDEMIC FLU	10,688.11	0.00	0.00	60,447.00	
133-41-860-15552	Fed: Ebola Grant	0.00	0.00	65,296.00	22,796.00	
133-41-860-15600	FED: BIO TERRORISM	123,270.45	104,629.21	108,027.00	219,841.00	
133-41-860-17010	MISCELLANEOUS REVENUE	4.00	0.00	0.00	0.00	
133-41-860-18100	OPERATING TRANSFERS IN	75,870.00	0.00	0.00	0.00	
	Total Revenues	<u>296,047.37</u>	<u>239,791.46</u>	<u>354,158.00</u>	<u>303,084.00</u>	
133-41-860-21100	SALARY AND WAGES	160,961.79	143,493.29	148,008.00	138,823.00	
133-41-860-21120	OVERTIME	0.00	453.71	0.00	0.00	
133-41-860-22100	EMPLOYEE BENEFITS	81,500.59	80,546.40	76,490.00	91,510.00	
133-41-860-30280	TELEPHONE/COMMUNICATIONS	8,221.07	13,187.94	7,800.00	13,881.00	
133-41-860-30500	WORKERS' COMP INS EXPENSE	3,582.00	3,421.00	3,421.00	4,042.00	
133-41-860-30510	LIABILITY INSURANCE EXPENSE	494.00	431.00	431.00	518.00	
133-41-860-31200	EQUIP MAINTENANCE & REPAIR	392.87	2,360.73	300.00	1,572.00	
133-41-860-31530	MEDICAL/DENTAL & LAB SUPPLIES	0.00	381.55	0.00	0.00	
133-41-860-32000	OFFICE EXPENSE	496.52	518.87	10,437.00	560.00	
133-41-860-32450	CONTRACT SERVICES	0.00	14,950.00	37,796.00	23,096.00	
133-41-860-32950	RENTS & LEASES - REAL PROPERTY	18,327.70	18,759.02	19,380.00	20,547.00	
133-41-860-33120	SPECIAL DEPARTMENT EXPENSE	15,030.13	9,388.03	28,542.00	0.00	
133-41-860-33350	TRAVEL & TRAINING EXPENSE	7,470.56	9,311.06	11,169.00	10,038.00	
133-41-860-72960	A-87 INDIRECT COSTS	1,081.00	10,384.00	10,384.00	7,562.00	
	Total Expenditures	<u>297,558.23</u>	<u>307,586.60</u>	<u>354,158.00</u>	<u>312,149.00</u>	
	Net Fund Cost	<u>-1,510.86</u>	<u>-67,795.14</u>	<u>0.00</u>	<u>-9,065.00</u>	

# **PUBLIC HEALTH EDUCATION DEPARTMENT 847**

## **DEPARTMENTAL FUNCTIONS**

Provide health promotion activities, media, and policies related to chronic disease, youth risk behavior, and community wellness.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Coordinated and collaborated with community agencies and coalitions to promote health in our schools and community by creating and implementing the following:
  - Mammoth High School Youth Symposium – classroom tobacco education
  - Multi Agency Commission to address youth risk behavior with community solutions
  - Mono County Child Care Council to advocate for increased access to childcare
- Provided technical assistance and media for a smoke free policy at events, businesses, multiunit housing, and lodging.
- Advocated for advancement of a smoke free policy to keep with current scientific public health research and the social will of those affected in Mono County.
- Conducted educational presentations for service clubs to address smoke free multiunit housing.
- Coordinated with Stanford and the California Public Health Department to conduct thirty (30) Healthy Store assessments.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$11,935 in the Requested Net Cost to Fund.

Personnel Costs increased by \$5,835 compared to the FY 2015-2016 Board Approved Budget, due to benefits increases and personnel actions.

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

### **Revenues**

The FY 2016-17 requested revenue represents an overall decrease of \$46,984. The main source of revenue, in the amount of \$150,000, comes from the California Tobacco Control Program (CTCP). The funding can be used to conduct health education interventions and behavior change programs in the community, mainly programs to reduce smoking, to provide health care service to indigents, and to support tobacco related research. The decrease in this year's revenue is attributed to a reduced Public Health Realignment contribution.

### **Expenditures**

The FY 2016-17 requested service expenditures represent an overall increase of \$49. Office expenses increased significantly due to Tech Refresh expenses.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Public Health Education</b>						
131-41-847-13080	AIDS EDU -H&S 11377C	970.80	0.00	1,000.00	0.00	
131-41-847-14010	INTEREST INCOME	-135.42	-73.82	0.00	0.00	
131-41-847-15250	ST: HEALTH ED-TOBACCO	150,000.00	150,000.00	150,000.00	150,000.00	
131-41-847-18100	OPERATING TRANSFERS IN	32,333.46	58,426.00	58,426.00	11,442.00	
	Total Revenues	<u>183,168.84</u>	<u>208,352.18</u>	<u>209,426.00</u>	<u>161,442.00</u>	
131-41-847-21100	SALARY AND WAGES	77,098.08	72,272.28	76,851.00	83,001.00	
131-41-847-22100	EMPLOYEE BENEFITS	33,435.10	32,319.75	34,080.00	39,464.00	
131-41-847-30280	TELEPHONE/COMMUNICATIONS	300.00	945.00	940.00	1,071.00	
131-41-847-30500	WORKERS' COMP INS EXPENSE	743.00	701.00	701.00	924.00	
131-41-847-30510	LIABILITY INSURANCE EXPENSE	531.00	470.00	470.00	563.00	
131-41-847-31200	EQUIP MAINTENANCE & REPAIR	271.95	201.47	300.00	0.00	
131-41-847-31700	Membership Fees	0.00	0.00	0.00	500.00	
131-41-847-32000	OFFICE EXPENSE	8.56	2.59	200.00	1,630.00	
131-41-847-32450	CONTRACT SERVICES	6,000.00	0.00	0.00	6,150.00	
131-41-847-32950	RENTS & LEASES - REAL PROPERTY	10,241.99	10,483.03	10,750.00	11,482.00	
131-41-847-33120	SPECIAL DEPARTMENT EXPENSE	16,403.77	15,641.13	23,367.00	12,180.00	
131-41-847-33350	TRAVEL & TRAINING EXPENSE	485.91	688.89	2,100.00	2,100.00	
131-41-847-33351	VEHICLE FUEL COSTS	0.00	32.50	100.00	150.00	
131-41-847-72960	A-87 INDIRECT COSTS	30,821.00	38,567.00	38,567.00	-6,838.00	
	Total Expenditures	<u>176,340.36</u>	<u>172,324.64</u>	<u>188,426.00</u>	<u>152,377.00</u>	
	Net Fund Cost	<u>6,828.48</u>	<u>36,027.54</u>	<u>21,000.00</u>	<u>9,065.00</u>	

**EMERGENCY MEDICAL SERVICES  
DEPARTMENT 855  
FISCAL YEAR 2016/17 BUDGET NARRATIVE**

**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. Our agency also provides transfers for Mammoth Hospital for patients that do not meet air transfer criteria. We have also provided stand-by services for special events in the county including movie shoots, commercial filming, and the Walker Fire.

We are currently anticipating responding to over 2,000 calls for service this year, and continue to provide high quality emergency medical services to residents and visitors alike.

**MAJOR ACCOMPLISHMENTS IN FY 2015/16**

- We began providing EMT class instruction after obtaining program approval from ICEMA in January. The first class, being held in the Tri-Valley, has been completely funded by the Mono County Fire Chief's Association. These classes offer over 175 hours of instruction to perspective EMT's in outlying fire districts.
- The Mono County EMS Ad-Hoc committee held several meeting throughout the year to consolidate ideas in an effort to bring fiscal sustainability and county wide coverage forward with several recommendations.

**DEPARTMENTAL GOALS FOR FY 2016/17**

- Act upon Board recommendations for fiscal sustainability and county wide coverage, which will be determined at a future workshop
- Establish an county wide AED program that encompasses all County personnel and members of the public .
- Continue CPR, AED and First responder training as the budget allows.
- Recruit and hire a capable Chief.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2014/15**

### **Revenues**

EMS is expecting stronger revenues in the Transient occupancy tax and ambulance billing areas. Modest increases of \$125,000 in TOT and \$100,000 in billing have been reflected in this year's budget.

All other line items are consistent with the previous fiscal year.

### **Personnel/Salaries**

Salaries will be increased by \$32,943 overall due to several factors. A "Chief" position and salary has been added, which increases the amount by \$108,000 in salary. To offset this cost, The EMS Director and Public Health Officer have curtailed their hours in the program, and the current Manager will assume a financial role, eliminating a Finance Department part time position as well.

### **Special Department Expense**

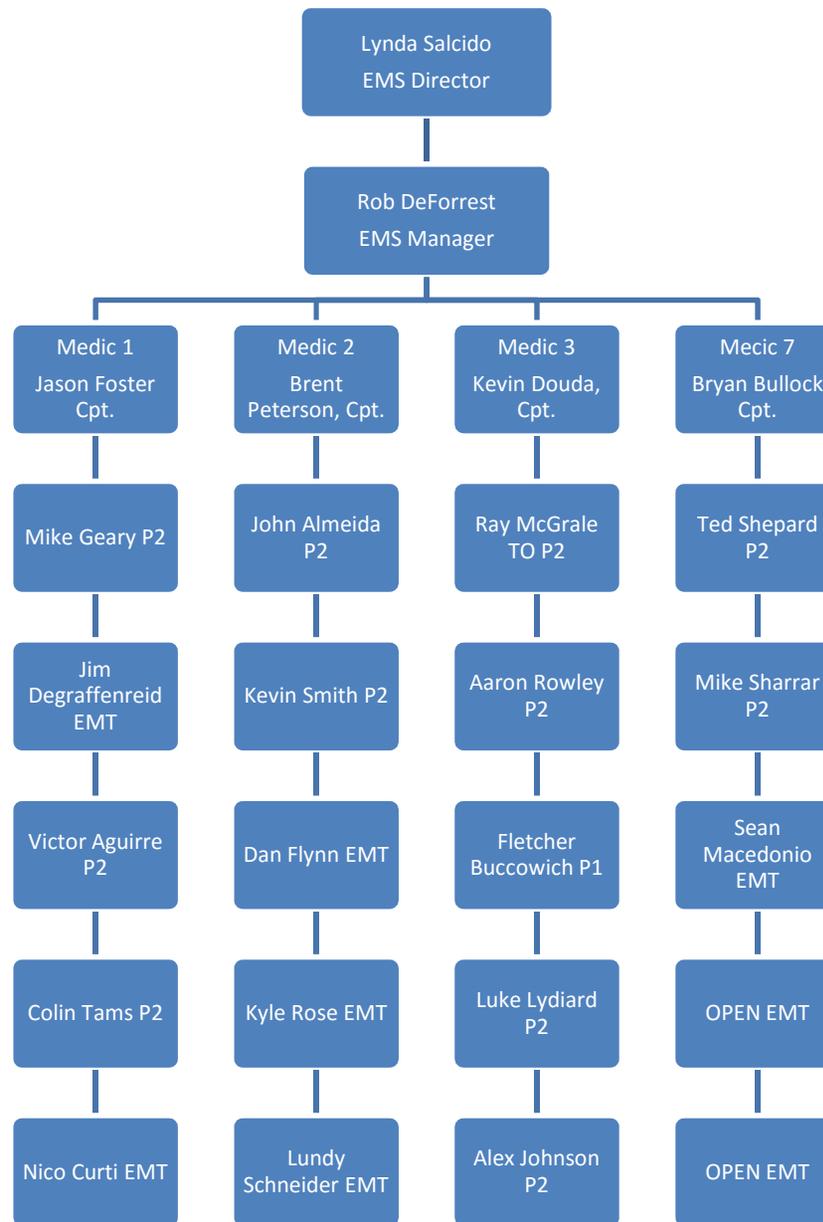
The agency began long distance transfer and stand by services in earnest last year. With these services, sometimes crew expenses occur due to length of assignment. This line item will help to have a proper category to place these expenses. These expenses include meals required by State law, motel rooms when needed, and any other small expense that may arise from these assignments that create more than robust revenue.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Paramedic Program</b>						
100-42-855-10100	TRANSIENT OCCUPANCY TAX-PARAMEDICS	458,655.71	377,120.72	400,000.00	489,000.00	
100-42-855-15310	ST: PUB SAFETY-PROP 172 SALES	297,040.93	253,250.56	325,000.00	292,500.00	
100-42-855-15340	ST: MADDY FUND REVENUE - PARAMEDICS	0.00	0.00	15,000.00	15,000.00	
100-42-855-16350	AMBULANCE FEES	1,180,390.55	888,400.14	1,000,000.00	1,158,000.00	
100-42-855-16351	STAND-BY FEES - PARAMEDICS	0.00	32,247.50	23,310.00	0.00	
100-42-855-17010	MISCELLANEOUS REVENUE	24,268.11	8,540.00	0.00	0.00	
100-42-855-17250		1,152.69	0.00	0.00	0.00	
	<b>Total Revenues</b>	<b>1,961,507.99</b>	<b>1,559,558.92</b>	<b>1,763,310.00</b>	<b>1,954,500.00</b>	
100-42-855-21100	SALARY AND WAGES	1,751,997.37	1,601,364.77	1,675,785.00	1,666,277.00	
100-42-855-21120	OVERTIME	217,759.87	318,336.71	306,080.00	350,000.00	
100-42-855-21410	HOLIDAY PAY	122,602.86	118,052.93	122,664.00	114,201.00	
100-42-855-22100	EMPLOYEE BENEFITS	1,221,210.11	1,179,318.28	1,204,863.00	1,253,352.00	
100-42-855-30120	UNIFORM ALLOWANCE	18,019.39	17,265.00	18,000.00	16,500.00	
100-42-855-30122	UNIFORM/SAFETY GEAR	0.00	740.67	18,900.00	20,000.00	
100-42-855-30280	TELEPHONE/COMMUNICATIONS	24,567.23	20,490.41	24,400.00	24,000.00	
100-42-855-30350	HOUSEHOLD EXPENSES	3,990.23	2,551.33	5,000.00	5,000.00	
100-42-855-30500	WORKERS' COMP INS EXPENSE	26,439.00	23,700.00	23,700.00	31,713.00	
100-42-855-30510	LIABILITY INSURANCE EXPENSE	17,703.34	15,585.33	15,586.00	20,886.00	
100-42-855-31200	EQUIP MAINTENANCE & REPAIR	9,944.30	16,450.48	16,500.00	22,000.00	
100-42-855-31400	BUILDING/LAND MAINT & REPAIR	93.26	0.00	500.00	1,500.00	
100-42-855-31530	MEDICAL/DENTAL & LAB SUPPLIES	41,480.23	40,271.65	40,000.00	42,000.00	
100-42-855-31700	MEMBERSHIP FEES	0.00	2,010.35	1,900.00	2,000.00	
100-42-855-32000	OFFICE EXPENSE	8,581.63	7,524.87	8,500.00	15,000.00	
100-42-855-32005	BANKING EXPENSES	1,909.46	2,346.96	3,000.00	3,000.00	
100-42-855-32450	CONTRACT SERVICES	5,100.00	5,400.00	10,000.00	72,000.00	
100-42-855-32500	PROFESSIONAL & SPECIALIZED SER	760.00	1,640.00	1,500.00	1,500.00	
100-42-855-32860	RENTS & LEASES - OTHER	0.00	3,993.00	4,000.00	4,313.00	
100-42-855-32950	RENTS & LEASES - REAL PROPERTY	3,993.00	0.00	0.00	0.00	
100-42-855-33100	EDUCATION & TRAINING	11,176.98	15,228.72	22,000.00	29,400.00	
100-42-855-33120	SPECIAL DEPARTMENT EXPENSE	81.40	1,417.57	0.00	0.00	
100-42-855-33350	TRAVEL & TRAINING EXPENSE	3,764.45	397.60	0.00	0.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
100-42-855-33351	VEHICLE FUEL COSTS	34,760.04	24,837.29	40,000.00	45,000.00	
100-42-855-33360	MOTOR POOL EXPENSE	174,469.36	144,532.10	226,900.00	200,000.00	
100-42-855-33600	UTILITIES	22,023.79	25,545.94	25,000.00	28,000.00	
100-42-855-53030	CAPITAL EQUIPMENT, \$5,000+	75,450.05	0.00	0.00	75,000.00	
	Total Expenditures	3,797,877.35	3,589,001.96	3,814,778.00	4,042,642.00	
	Net County Cost	-1,836,369.36	-2,029,443.04	-2,051,468.00	-2,088,142.00	



**EMT Reserves:**

- P. Levy
- H. Hensler
- T. Tunget
- S. McCabe
- B. Reed
- Alex Wilson
- Riley Jondle
- Connor Polcyn



# **PUBLIC WORKS**

## **DEPARTMENT 100-17700**

### **DEPARTMENTAL FUNCTIONS**

Provide engineering and project management expertise necessary to manage, plan, design, construct, and maintain roads, bridges, drainage structures, airports, public works, landfills, and transportation facilities owned and operated by Mono County. Provide land development services including subdivision map processing, improvement permit administration, and floodplain management.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

Construction engineering, contract administration, and inspection of the following projects:

- June Lake Streets – Project Complete
- Rock Creek Road Rehabilitation – Project Complete
- Convict Lake Road Rehabilitation – Project Complete

Planning, project management, and engineering design of the following projects:

- Stock Drive Realignment – Updated CEQA/NEPA documents, secured grant funding, negotiated right-of-way acquisitions, obtained permits, obtained bids
- Industrial Stormwater Quality – Prepared plans for road shops and solid waste facilities.

Land Development:

- Processed White Mountain Estates Phase 2 Tract Map.

### **DEPARTMENTAL GOALS FOR FY 2016-2017**

Construction engineering, contract administration, and inspection of the following projects:

- North Shore Drive – Fog seal and stripe project from Pine Cliff Road to June Mountain Ski Area.
- Stock Drive Realignment – Construction through close-out.
- Crowley Lake Skate Park – Construct restroom and parking improvements.

Planning, project management, and engineering design of the following projects:

- Systemic Safety Analysis Report – Prepare for the County road system with \$45,000 grant.
- Pavement Management System – Continue updates and analysis.
- Highway Bridge Program – Update and pursue creative funding opportunities.
- Bridgeport Jail Remodel – Coordinate with the Sheriff's Dept. and County Counsel. Oversee preparation of grant applications, plans, and specifications prepared by an architect.
- Crowley Lake Skate Park – Plan and prepare for completion in 2017.
- Reds Meadow Road – Work collaboratively with the Town of Mammoth Lakes, Inyo National Forest, Madera County, and the National Parks Service to prepare a Federal Lands Access Program (FLAP) grant.
- See Airports Goals

Personnel:

- Reorganization – If approved, hire the most qualified team members to create a positive working environment that encourages good customer service, excellence, and innovation.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$43,743 in expenditures, and an overall decrease of \$49,800 in revenues, when compared to the FY 2015-2016 Board Approved Budget. As a result, the Requested Net County Cost increased by \$93,543.

*Revenues* – Staff did a significant amount of reimbursable work on grant funded projects in FY 2015-2016. The outlook is reduced for 2016-2017. There is a potential for additional revenues from Mono LTC (OWP) projects and new grant funded projects if staff has capacity to work on them and they are the highest priority.

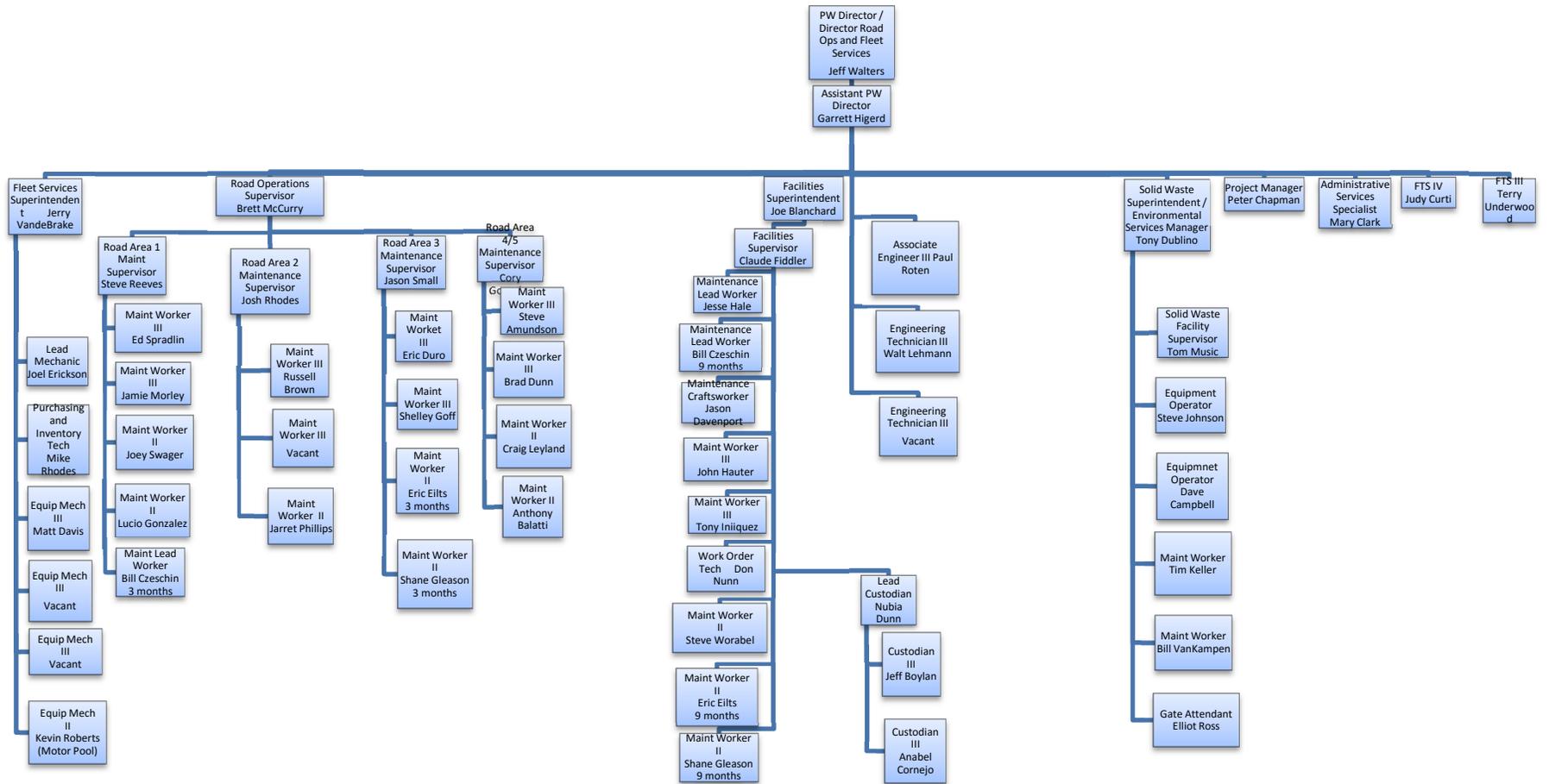
*Personnel* – Personnel costs increased by \$46,140 compared to the FY 2015-2016 Board Approved Budget due to a proposed reorganization and benefits increases. Personnel costs include the cost of restructure in the amount of \$47,228. The Department's Requested Budget represents an increase of one part-time employee that, if approved, would be supported by this budget.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Public Works</b>					
100-17-720-16100	ENGINEERING SERVICES-PW	3,875.13	0.00	5,000.00	5,000.00	
100-17-720-16240	LABOR REIMBURSEMENT	112,033.94	72,100.56	71,000.00	20,000.00	
100-17-720-17150	MODERNIZATION/MICRO-GRAPHIC	9,700.00	9,700.00	9,700.00	10,900.00	
	Total Revenues	<u>125,609.07</u>	<u>81,800.56</u>	<u>85,700.00</u>	<u>35,900.00</u>	
100-17-720-21100	SALARY AND WAGES	459,009.30	420,109.48	499,923.00	506,531.00	
100-17-720-21120	OVERTIME	0.00	3,980.53	1,000.00	0.00	
100-17-720-22100	EMPLOYEE BENEFITS	244,359.87	239,069.68	262,273.00	301,805.00	
100-17-720-30280	TELEPHONE/COMMUNICATIONS	3,100.00	2,835.90	3,300.00	2,880.00	
100-17-720-30500	WORKERS' COMP INS EXPENSE	3,028.00	4,523.00	4,523.00	13,322.00	
100-17-720-30510	LIABILITY INSURANCE EXPENSE	5,264.00	2,158.00	2,158.00	3,461.00	
100-17-720-31200	EQUIP MAINTENANCE & REPAIR	503.41	216.00	600.00	0.00	
100-17-720-31700	MEMBERSHIP FEES	2,625.75	2,560.00	2,500.00	2,500.00	
100-17-720-32000	OFFICE EXPENSE	10,058.05	8,776.50	11,100.00	8,600.00	
100-17-720-32360	CONSULTING SERVICES	0.00	0.00	1,000.00	1,000.00	
100-17-720-32450	CONTRACT SERVICES	3,285.09	3,500.00	3,500.00	3,500.00	
100-17-720-32500	PROFESSIONAL & SPECIALIZED SER	7,169.30	5,207.01	20,000.00	8,000.00	
100-17-720-32800	PUBLICATIONS & LEGAL NOTICES	0.00	93.00	250.00	250.00	
100-17-720-32950	RENTS & LEASES - REAL PROPERTY	2,457.47	2,540.73	2,733.00	5,454.00	
100-17-720-33120	SPECIAL DEPARTMENT EXPENSE	0.00	1,050.00	1,500.00	1,500.00	
100-17-720-33350	TRAVEL & TRAINING EXPENSE	1,714.07	1,837.75	4,000.00	4,000.00	
100-17-720-33351	VEHICLE FUEL COSTS	5,343.24	2,671.74	6,000.00	5,000.00	
100-17-720-33360	MOTOR POOL EXPENSE	5,187.50	4,774.81	6,500.00	6,500.00	
100-17-720-33601	UTILITIES-STREET LIGHTING	36,330.90	35,768.54	35,200.00	37,500.00	
	Total Expenditures	<u>789,435.95</u>	<u>741,672.67</u>	<u>868,060.00</u>	<u>911,803.00</u>	
	Net County Cost	<u>-663,826.88</u>	<u>-659,872.11</u>	<u>-782,360.00</u>	<u>-875,903.00</u>	

# Public Works Organizational Chart

## June 27, 2016



# AIRPORTS DEPARTMENT 600

## 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 2015-2016

- Updated CEQA/NEPA documents, secured grant funding, negotiated right-of-way acquisitions, obtained permits, obtained bids for the Stock Drive Realignment project at Bryant Field
- Submitted draft Airport Layout Plan (ALP) updates for both airports to the FAA, received comments and made revisions.
- Continued lease renewal negotiations for Lee Vining Airport with Los Angeles Department of Water and Power (LADWP).

## DEPARTMENTAL GOALS FOR FY 2016-2017

- Complete construction and close-out of the Stock Drive Realignment project.
- Continue working with LADWP on long term lease for Lee Vining Airport (current lease expired 08/31/15).
- Get FAA final approval and adopt new ALPs for both Bryant Field and Lee Vining Airport.
- Continue sub-lease negotiations for Lee Vining Airport hangars.
- 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 2016-2017

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 2016-2017 Requested Budget includes \$566,805 in revenues and \$665,102 in expenditures. This deficit of \$98,297 is due to the fact that FAA grant for the Stock Drive Realignment project does not cover right-of-way acquisition and only covers engineering and construction 90%. There are ample reserves (approximately \$213,022) to cover this deficit, but it needs to be watched over the long term.

There are no personnel costs in this budget.

Revenues – 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.

FAA grants for ALP updates are partially complete and the remainder will be received in 2016-2017.

Personnel – N/A

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Airport Enterprise Fund</b>						
600-32-760-14010	INTEREST INCOME	1,962.92	1,310.83	1,250.00	1,300.00	
600-32-760-14050	RENTAL INCOME	1,200.00	1,300.00	1,200.00	1,200.00	
600-32-760-15010	ST: STATE AID-AIRPORTS	20,000.00	20,000.00	20,000.00	20,000.00	
600-32-760-15650	FED: FEDERAL AID-AIRPORTS	30,011.00	22,883.75	497,380.00	534,305.00	
600-32-760-16415	AIRPORT FEES	11,487.82	7,721.17	15,000.00	10,000.00	
600-32-760-17020	Prior Year Revenue	2,291.00	0.00	0.00	0.00	
	Total Revenues	<u>66,952.74</u>	<u>53,215.75</u>	<u>534,830.00</u>	<u>566,805.00</u>	
600-00-000-39000	DEPRECIATION EXPENSE	242,725.20	55,221.52	0.00	0.00	
600-00-000-39005	CAPITAL ASSET OFFSET	55,221.52	-55,221.52	0.00	0.00	
600-32-760-30280	TELEPHONE/COMMUNICATIONS	1,991.20	1,416.57	2,100.00	1,400.00	
600-32-760-30510	LIABILITY INSURANCE EXPENSE	2,987.00	2,987.00	2,987.00	2,987.00	
600-32-760-31400	BUILDING/LAND MAINT & REPAIR	10,577.38	16,231.82	28,460.00	28,300.00	
600-32-760-32002	AVIATION FUEL	10,575.22	7,397.43	14,000.00	10,000.00	
600-32-760-32950	RENTS & LEASES - REAL PROPERTY	2,309.60	2,393.21	2,500.00	2,500.00	
600-32-760-33120	SPECIAL DEPARTMENT EXPENSE	992.89	1,057.75	1,300.00	1,300.00	
600-32-760-33600	UTILITIES	4,431.66	3,945.16	4,600.00	4,200.00	
600-32-760-52011	BUILDINGS & IMPROVEMENTS	37,953.26	31,001.38	565,137.00	609,340.00	
600-32-760-72960	A-87 INDIRECT COSTS	12,349.00	12,604.00	12,604.00	5,075.00	
	Total Expenditures	<u>382,113.93</u>	<u>79,034.32</u>	<u>633,688.00</u>	<u>665,102.00</u>	
	Net Fund Cost	<u>-315,161.19</u>	<u>-25,818.57</u>	<u>-98,858.00</u>	<u>-98,297.00</u>	

**DEPARTMENT: CAMPGROUND FUND  
DEPARTMENT 605**

**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 2015-2016**

- Maintained existing campground infrastructure.
- Continued to add bear boxes to individual sites

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$15,348 in the Net Cost to the Fund.

The Campground fund has no Personnel Costs.

A department restructure is not being requested for this departmental unit.

As mentioned previously the Campground fund has no employees.

**Revenues**

The revenues in the campground fund are projected to not change.

**Expenditures**

The maintenance line item increased by \$2,500 based on \$18,000 savings in liability insurance and no expenses in this line item in the 2015-2016 budget year.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Campground Enterprise Fund</b>					
605-71-740-14010	INTEREST INCOME	440.74	332.82	400.00	400.00	
605-71-740-16401	CAMPGROUND FEES	33,118.40	38,920.91	30,000.00	30,000.00	
	Total Revenues	33,559.14	39,253.73	30,400.00	30,400.00	
605-71-740-30510	LIABILITY INSURANCE EXPENSE	18,084.00	0.00	0.00	0.00	
605-71-740-31400	BUILDING/LAND MAINT & REPAIR	2,654.98	215.72	4,000.00	16,500.00	
605-71-740-32000	OFFICE EXPENSE	485.62	0.00	500.00	500.00	
605-71-740-32450	CONTRACT SERVICES	16,349.90	16,203.52	19,000.00	19,000.00	
605-71-740-32950	RENTS & LEASES - REAL PROPERTY	700.00	700.00	700.00	700.00	
605-71-740-33119	TOT EXPENSES	4,149.29	4,670.87	3,600.00	5,000.00	
605-71-740-72960	A-87 INDIRECT COSTS	3,470.00	799.00	799.00	2,247.00	
	Total Expenditures	45,893.79	22,589.11	28,599.00	43,947.00	
	Net Fund Cost	-12,334.65	16,664.62	1,801.00	-13,547.00	

# **CAPITAL IMPROVEMENT PROGRAM DEPARTMENT 195**

## **DEPARTMENTAL FUNCTIONS**

The Capital Improvement Program (CIP) represents Board-approved projects, or funds set aside for future projects, that each exceeds \$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 2015-2016**

### Completed Projects

- Minaret Mall emergency generator for servers and phone system.
- Bridgeport Road Shop emergency generator for fuel system and lighting.
- Bridgeport Campus relocation, out of the old hospital!
- Memorial Hall 1<sup>st</sup> floor ADA restrooms.
- Annex II ADA ramp, and entrance.
- Mountain Gate Phase II Fishing Access.
- Phase II of Bridgeport Memorial Hall Renovation (In Progress)
- Gull Lake Park ADA restrooms CDBG grant. (In Progress)
- Bridgeport Shop Biomass Project. (In Progress)

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$68,255 in the Net Cost to the Fund.

The Capital Improvement Program budget has no Personnel Costs.

A department restructure is not being requested for this departmental unit.

### Revenues

There is a revenue decrease of \$422,942 in the CIP fund.

### Expenditures

There is an expenditure decrease of \$167,060 in the CIP fund.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Capital Improvement Projects</b>					
190-18-725-15900	OTH: OTHER GOVT AGENCIES	157,241.00	502,003.79	945,046.00	453,828.00	
190-18-725-17050	DONATIONS & CONTRIBUTIONS	1,300.00	300.00	0.00	5,000.00	
190-18-725-18100	OPERATING TRANSFERS IN	446,012.89	14,000.00	7,000.00	498,478.00	
	Total Revenues	<u>604,553.89</u>	<u>516,303.79</u>	<u>952,046.00</u>	<u>957,306.00</u>	
190-18-725-31400	BUILDING/LAND MAINT & REPAIR	9,579.00	0.00	0.00	25,600.00	
190-18-725-32500	PROFESSIONAL & SPECIALIZED SER	0.00	0.00	0.00	203,000.00	
190-18-725-47010	CONTRIBUTIONS TO OTHER GOVERNM	275,700.02	0.00	0.00	0.00	
190-18-725-52011	BUILDINGS & IMPROVEMENTS	520,642.68	389,760.63	899,601.00	832,553.00	
190-18-725-60100	OPERATING TRANSFERS OUT	0.00	224,547.00	224,547.00	0.00	
	Total Expenditures	<u>805,921.70</u>	<u>614,307.63</u>	<u>1,124,148.00</u>	<u>1,061,153.00</u>	
	Net Fund Cost	<u>-201,367.81</u>	<u>-98,003.84</u>	<u>-172,102.00</u>	<u>-103,847.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Accumulated Capital Outlay</b>					
191-18-001-60100	Operating Transfers Out	0.00	0.00	0.00	162,692.00	
	Total Expenditures	0.00	0.00	0.00	162,692.00	
	Net Fund Cost	0.00	0.00	0.00	-162,692.00	



**PUBLIC WORKS – CEMETERIES  
DEPARTMENT 610**

**County Cemeteries**

**DEPARTMENTAL FUNCTIONS**

The Public Works Department oversees the maintenance and operations of three public cemeteries within Mono County. Those cemeteries are Bridgeport Cemetery, Mt. Morrison Cemetery, and the Mono Lake Cemetery.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Ongoing historical investigation of existing maps, internment records and communication with the public to document what is known about the cemeteries.
- New Project Manager hired and cemetery responsibilities transferred.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall *decrease* of \$17,092 in the Requested Net County Cost.

Personnel Costs *do not change* compared to the FY 2015-2016 Board Approved Budget due to no personnel costs ever being included in this budget.

A department restructure is not being requested for this departmental unit.

**Revenues**

By ordinance, the Mono County cemeteries are not taking new plot reservations (conveyances). Currently, the Cemetery Budget has been funded exclusively by Mount Morrison plot fees upon reservation of a plot. By resolution these fees can only be used for the Mount Morrison cemetery.

In order to create working cemeteries a cohesive management system needs to be implemented. In order to effectively manage the cemeteries, a logical layout, accurate mapping with ownership data, and individual *plot markers permanently installed onsite* is required. Once the County knows what it has, and what is available, new reservations can be accepted. This would allow a new Ordinance with associated plot fees to be adopted. The Cemetery fund would then have the opportunity for new revenue via new plot reservations in future fiscal years.

No new revenue is anticipated for FY 2016-2017.

### Expenditures

The Cemetery is carrying an insurance liability which is adjust annually dependent on formula. The insurance liability is decreased for FY 2016-2017, and no cost applied maintenance is included in the budget, these are the primary reasons for a *decrease* in the Net County Cost.

Decades of work has already gone into documentation of the cemeteries. The next steps in creating functional cemeteries is developing a cohesive management system. At the very least, this will require:

1. Creating a layout for each cemetery
2. Installing physical plot markers
3. Building an online GIS database
4. Developing a reservation process using the database
5. Passing an Ordinance(s)

The majority of the cost is associated with staff time to layout and build a GIS database for each of the three cemeteries. With a working layout and internment record, onsite marking of the plots will provide the link between what is physically available and where it is located. Materials for plot markers are a required expense for bringing the cemeteries into a functional condition. Labor for numbering and installing the plot markers can possibly be provided through the Sheriff's inmate work program. Contracting the marker installations would be too large of a burden for the fund to bear.

The Mount Morrison Cemetery is the only cemetery with available funds. For FY 2016-2017 \$3,000 was included for installing plot markers at the Mount Morrison Cemetery only. This cost will cover the materials. The Mount Morrison cemetery will be used to proof the concept for creating a functional management system. Once proofed this system can be extrapolated to the other cemeteries in the following year(s). If desired and once functional, reservations could be allowed for the Mount Morrison Cemetery, at least allowing residents a single County provided option for burying their loved ones.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Cemetery Enterprise Fund</b>					
610-27-700-14010	INTEREST INCOME	294.42	183.36	200.00	200.00	
610-27-700-16400	CEMETERY PLOT FEES	0.00	35.00	0.00	0.00	
610-27-700-17010	MISCELLANEOUS REVENUE	0.00	35.00	0.00	0.00	
610-27-700-18100	OPERATING TRANSFERS IN	2,000.00	0.00	0.00	13,980.00	
	Total Revenues	<u>2,294.42</u>	<u>253.36</u>	<u>200.00</u>	<u>14,180.00</u>	
610-27-700-30510	Liability Insurance Expense	0.00	15,340.00	15,340.00	13,980.00	
610-27-700-31400	BUILDING/LAND MAINTENANCE & REPAIR	2,942.59	285.73	9,300.00	3,000.00	
610-27-700-33600	UTILITIES: MONO LAKE	74.18	77.40	200.00	100.00	
610-27-700-60100	OPERATING TRANSFERS OUT	0.00	0.00	0.00	4,648.00	
	Total Expenditures	<u>3,016.77</u>	<u>15,703.13</u>	<u>24,840.00</u>	<u>21,728.00</u>	
	Net Fund Cost	<u>-722.35</u>	<u>-15,449.77</u>	<u>-24,640.00</u>	<u>-7,548.00</u>	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>CEMETARY ENDOWMENT FUND</b>					
611-27-700-18100	Operating Transfers In	0.00	0.00	0.00	4,648.00	
	Total Revenues	0.00	0.00	0.00	4,648.00	
	Net Fund Cost	0.00	0.00	0.00	4,648.00	

# **Mono County Department of Public Works Conway Ranch**

## **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 provide for active sheep grazing as well as the potential for future aquaculture activities.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Implemented/facilitated volunteer conservation projects at Conway Ranch
- Implemented 2015 Operations Plan
- Developed 2015 Annual Report and 2016 Operations Plan
- Compiled historic data relating to water quality and water quantity
- Initiated Strategic Facility Planning for the future of Conway Ranch

## **DEPARTMENTAL GOALS FOR FY 2016-2017**

- Complete and obtain Board approval of Strategic Facility Plan
- Implement 2016 Operations Plan
- Develop 2016 Annual Report and 2017 Operations Plan
- Initiate Bidding and Proposal Process for Aquaculture and Grazing, as directed by Strategic Facility Plan
- Continue logging and reporting of irrigation and water rights

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Conway Ranch budget once again includes salary and benefits relating to the management of the project.

*Revenues* – Revenue from the sheep grazing lease has increased slightly, as per escalators in existing grazing contract.

*Personnel* – No changes.

*Services & Supplies* – Nothing to report.

*Fixed Assets* – Nothing to report.

## **FY 2016-2017 STATE FUNDING SUMMARY**

Nothing to report.

## **MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

None at this time. As the Board considers the Strategic Facility Plan, policy requests may emerge but at this time there are no such requests.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Conway Ranch</b>						
103-17-735-14010	INTEREST INCOME	512.84	88.15	0.00	0.00	
103-17-735-14050	RENTAL INCOME	26,790.30	9,288.18	18,576.00	18,576.00	
103-17-735-18100	OPERATING TRANSFERS IN	16,355.00	48,361.00	77,200.00	73,427.00	
	Total Revenues	<u>43,658.14</u>	<u>57,737.33</u>	<u>95,776.00</u>	<u>92,003.00</u>	
103-17-735-21100	SALARY AND WAGES	11,169.80	13,742.39	13,742.00	13,878.00	
103-17-735-22100	EMPLOYEE BENEFITS	8,781.64	10,231.36	10,153.00	11,115.00	
103-17-735-30280	TELEPHONE/COMMUNICATIONS	172.50	180.00	180.00	180.00	
103-17-735-30500	Workers' Comp Ins Expense	0.00	0.00	0.00	462.00	
103-17-735-30510	Liability Insurance Expense	0.00	58,566.00	58,566.00	53,833.00	
103-17-735-31400	BUILDING/LAND MAINT & REPAIR	939.39	2,035.66	3,900.00	3,900.00	
103-17-735-32450	CONTRACT SERVICES	8,207.50	6,600.00	6,600.00	6,000.00	
103-17-735-32500	PROFESSIONAL & SPECIALIZED SER	0.00	0.00	2,000.00	2,000.00	
103-17-735-33120	SPECIAL DEPARTMENT EXPENSE	634.66	581.25	635.00	635.00	
103-17-735-52010	LAND & IMPROVEMENTS	114,786.50	0.00	0.00	0.00	
	Total Expenditures	<u>144,691.99</u>	<u>91,936.66</u>	<u>95,776.00</u>	<u>92,003.00</u>	
	Net Fund Cost	<u><u>-101,033.85</u></u>	<u><u>-34,199.33</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	

## **ZONES OF BENEFIT DEPARTMENT 739**

### **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 2015-2016**

Completed crack sealing and slurry seal in the June Lake Highlands as part of the June Lake Streets Project.

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  
White Mountain Estates Phase II

Staff continues to assess roads for maintenance needs and balances this with available funding.

### **DEPARTMENTAL GOALS FOR FY 2016-2017**

Initiate a preventative maintenance project with information from the updated Pavement Management System and engineering studies.

Utilize Road Department Staff to perform maintenance and support Road fund.

Rimrock Ranch–Zone C – Work with tract map developer to expand ZOB to include properties adjacent to Cougar Run.

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget includes \$70,650 in expenditures which represents an overall decrease of \$46,350 in expenditures when compared to the FY 2015-2016 Board Approved Budget.

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. This budget has no general fund impact.

*Revenues* – Revenues are based on approved special assessments for each zone of benefit.

*Personnel* – N/A

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>County-Wide Service Area</b>					
164-10-228-14010	INTEREST INCOME	5,608.31	4,069.31	3,405.00	3,525.00	
164-10-228-16055	SPECIAL ASSESSMENTS	110,903.75	112,319.97	110,904.00	126,985.00	
164-10-228-17010	MISCELLANEOUS REVENUE	16,880.35	0.00	0.00	0.00	
	Total Revenues	<u>133,392.41</u>	<u>116,389.28</u>	<u>114,309.00</u>	<u>130,510.00</u>	
164-10-228-31400	Building/Land Maint & Repair	52,730.26	18,355.75	87,000.00	40,650.00	
164-10-228-32450	Contract Services	1,575.00	25,200.00	30,000.00	30,000.00	
164-10-228-33351	VEHICLE FUEL COSTS	112.15	0.00	0.00	0.00	
164-10-228-60100	Operating Transfers Out	84,034.86	0.00	0.00	0.00	
	Total Expenditures	<u>138,452.27</u>	<u>43,555.75</u>	<u>117,000.00</u>	<u>70,650.00</u>	
	Net Fund Cost	<u>-5,059.86</u>	<u>72,833.53</u>	<u>-2,691.00</u>	<u>59,860.00</u>	

## **PUBLIC WORKS: FACILITIES DIVISION DEPARTMENT 240**

### **DEPARTMENTAL FUNCTIONS**

The facilities division is responsible for maintenance on all County Facilities including parks, buildings, cemeteries, campgrounds and airports. The facilities division is also responsible for numerous Capital projects, Energy Efficiency projects, as well as ADA accessibility Projects.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

In keeping with the spirit of the Strategic Plan the facilities division has been focusing on customer service, collaboration, and innovation both for our constituents and employees by completing multiple projects and over 700 work orders. The Facilities division has been extremely busy this past year with numerous projects including;

- Minaret Mall emergency generator for servers and phone system.
- Bridgeport Road Shop emergency generator for fuel system and lighting.
- Bridgeport Campus relocation, out of the old hospital!
- Memorial Hall 1<sup>st</sup> floor ADA restrooms.
- Annex II ADA ramp, and entrance.
- Secure entry for Bridgeport Probation.
- Walker Park ADA restrooms.
- Medic 7 Arsenic filtration system.
- Phase II of Bridgeport Memorial Hall Renovation (In Progress)
- Gull Lake Park ADA restrooms CDBG grant. (In Progress)
- Bridgeport Shop Biomass Project. (In Progress)

The facilities staff has continued to develop into a highly skilled team that is a tremendous asset to the county. The ability to accomplish tasks of increasing technical difficulty such as facility remodels, energy efficiency projects, and exploring new technologies has saved the county significant resources in energy reduction, installation costs, and reduced maintenance expenses. The facilities division looks forward to continuing the transition to a strategic long term plan for all of the county's parks and facilities.

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$126,129 in the Requested Net County Cost.

Personnel Costs increased by \$90,726 compared to the FY 2015-2016 Board Approved Budget, due to benefits increases, and personnel actions. A department restructure is not being requested for this departmental unit.

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

### Revenues

The Facilities budget receives no revenues.

### Expenditures

The increase to the maintenance of equipment line item of \$1,150 is due to the age of the equipment and increased fragility of said equipment.

The \$19,000 increase to the general materials budget is due to a requested restroom upgrade at Mono Lake Park.

The \$1,200 increase to the Professional services line item was due to the volatility of the Fire extinguisher service as forced replacements of units cause budget overages.

The \$350 increase to the small tools and safety item budget was due to potential changes to the work boot policy.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>County Buildings</b>						
100-17-729-16090	LABOR REIMBURSEMENT/FACILITIES	0.00	4,631.17	0.00	10,465.00	
100-17-729-17050	DONATIONS & CONTRIBUTIONS-FACILITIES	100.00	0.00	0.00	0.00	
100-17-729-17250	JUDGMENTS, DAMAGES & SETTLEMEN	40.00	2,000.00	0.00	0.00	
	Total Revenues	140.00	6,631.17	0.00	10,465.00	
100-17-729-21100	SALARY AND WAGES	761,686.16	739,730.29	748,477.00	784,521.00	
100-17-729-21120	OVERTIME	315.53	357.44	500.00	500.00	
100-17-729-22100	EMPLOYEE BENEFITS	490,316.48	508,746.99	533,087.00	587,769.00	
100-17-729-30120	UNIFORM ALLOWANCE	3,509.87	3,921.07	5,500.00	5,500.00	
100-17-729-30280	TELEPHONE/COMMUNICATIONS	78,685.13	70,790.08	66,250.00	75,000.00	
100-17-729-30350	HOUSEHOLD EXPENSES	19,376.52	18,844.08	22,550.00	22,550.00	
100-17-729-30500	WORKERS' COMP INS EXPENSE	89,121.00	80,919.00	80,919.00	102,940.00	
100-17-729-30510	LIABILITY INSURANCE EXPENSE	51,635.00	49,729.00	49,729.00	54,306.00	
100-17-729-31200	EQUIP MAINTENANCE & REPAIR	3,374.91	2,983.85	3,850.00	5,000.00	
100-17-729-31400	BUILDING/LAND MAINT & REPAIR	144,224.46	136,923.19	168,750.00	187,500.00	
100-17-729-31700	MEMBERSHIP FEES	695.00	1,415.00	1,700.00	1,700.00	
100-17-729-32000	OFFICE EXPENSE	3,530.47	4,293.88	5,310.00	5,310.00	
100-17-729-32450	CONTRACT SERVICES	277,713.60	286,255.68	313,750.00	313,750.00	
100-17-729-32500	PROFESSIONAL & SPECIALIZED SER	3,394.70	4,524.43	4,850.00	6,050.00	
100-17-729-32860	RENTS & LEASES-OTHER	3,019.75	1,008.40	4,500.00	4,500.00	
100-17-729-32950	RENTS & LEASES - REAL PROPERTY	6,499.53	6,305.43	7,000.00	7,000.00	
100-17-729-33010	SMALL TOOLS & INSTRUMENTS	8,366.57	8,403.22	8,750.00	9,100.00	
100-17-729-33120	SPECIAL DEPARTMENT EXPENSE	3,450.00	3,450.00	3,700.00	3,700.00	
100-17-729-33350	TRAVEL & TRAINING EXPENSE	25.19	238.00	3,450.00	3,450.00	
100-17-729-33351	VEHICLE FUEL COSTS	40,034.29	26,263.60	45,000.00	45,000.00	
100-17-729-33360	MOTOR POOL EXPENSE	45,268.23	42,466.13	60,500.00	61,570.00	
100-17-729-33600	UTILITIES	295,638.02	280,799.59	330,000.00	318,000.00	
	Total Expenditures	2,329,880.41	2,278,368.35	2,468,122.00	2,604,716.00	
	Net County Cost	-2,329,740.41	-2,271,737.18	-2,468,122.00	-2,594,251.00	



## **DEPARTMENT MOTOR POOL DEPARTMENT 650**

### **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 2015-2016**

- Purchased vehicles as approved by the Board of Supervisors.
- The sale of old vehicles resulted in revenue of \$31,550.
- Installed oil/water separator at Bridgeport Road shop

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$192,870 in expenditures, and an increase of \$178,341 in revenues when compared to the FY 15/16 Board Approved Budget. As a result, the Requested Net Cost to Fund is decreased by \$371,211 when compared to the 2015-16 budget.

Personnel Costs increased by \$21,529 compared to the FY 2015-2016 Board Approved Budget, due to benefit increases, COLA increases, and personnel action (promotion).

A department restructure is not being requested for this departmental unit.

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

#### **Revenues**

Revenue increases include the following:

1. Interfund revenue from increase in per mile rate of vehicles
2. Restitution and Damages from insurance payouts for damaged vehicles
3. Sale of Fixed Assets due to increase in vehicles to be sent to auction

Revenue decreases include the following:

1. Miscellaneous Revenue due to moving allocation to Restitution and Damages

#### **Expenditures**

Provide justification for all increases that are \$5,000 or 5% over last year's budget on any expenditure object account.

Increases in expenditures include the following:

1. Salaries and Wages
  - a. Due to COLA and promotion from Mechanic II to Mechanic III
2. Benefits
  - a. Due to increase in benefits costs
3. Telephone and Cell Phones
  - a. Due to increase in allowance to cover email and text coverage
4. Trindel Insurance – Liability
  - a. Due to increased costs
5. Travel Expense
  - a. Due to increase in cost applied fuel charges (travel to Crowley shop in county car)
6. Utilities
  - a. Due to increase in utility costs
7. A87 Cost Allocation Plan
  - a. Due to increase in A87 costs

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Motor Pool</b>						
650-10-723-14010	INTEREST INCOME	7,819.39	4,095.92	6,000.00	6,000.00	
650-10-723-16950	INTER-FUND REVENUE	291,359.27	301,929.24	262,500.00	455,194.00	
650-10-723-16959	INTER-FUND REPLACEMENT REVENUE	303,090.76	301,928.27	262,500.00	455,194.00	
650-10-723-17010	MISCELLANEOUS REVENUE	12,543.31	25.00	7,500.00	0.00	
650-10-723-17250	Judgments, Damages & Settlements	0.00	4,272.26	0.00	5,000.00	
650-10-723-18010	SALE OF SURPLUS ASSETS	21,995.50	31,551.50	5,000.00	25,000.00	
650-10-723-18100	OPERATING TRANSFERS IN	0.00	224,547.00	224,547.00	0.00	
	Total Revenues	<u>636,808.23</u>	<u>868,349.19</u>	<u>768,047.00</u>	<u>946,388.00</u>	
650-10-723-21100	SALARY AND WAGES	117,370.93	122,195.54	128,681.00	131,505.00	
650-10-723-21120	OVERTIME	33.84	329.70	100.00	250.00	
650-10-723-22100	EMPLOYEE BENEFITS	76,587.96	90,191.86	87,715.00	106,420.00	
650-10-723-30120	Uniform Allowance	0.00	221.18	700.00	475.00	
650-10-723-30280	TELEPHONE/COMMUNICATIONS	580.00	615.00	615.00	975.00	
650-10-723-30500	Workers' Comp Ins Expense	0.00	0.00	0.00	924.00	
650-10-723-30510	LIABILITY INSURANCE EXPENSE	10,481.00	11,199.00	11,199.00	13,396.00	
650-10-723-31200	EQUIP MAINTENANCE & REPAIR	196,603.37	151,980.29	261,250.00	181,500.00	
650-10-723-32000	OFFICE EXPENSE	78.12	67.56	1,000.00	600.00	
650-10-723-33010	SMALL TOOLS & INSTRUMENTS	9,408.99	31.14	0.00	200.00	
650-10-723-33120	SPECIAL DEPARTMENT EXPENSE	328.47	493.31	500.00	500.00	
650-10-723-33351	VEHICLE FUEL COSTS	1,055.90	2,172.57	3,000.00	2,100.00	
650-10-723-33600	UTILITIES	8,720.40	10,474.63	9,250.00	11,300.00	
650-10-723-39000	DEPRECIATION EXPENSE	423,430.41	0.00	0.00	0.00	
650-10-723-39005	CAPITAL ASSET OFFSET	-229,515.56	0.00	0.00	0.00	
650-10-723-39010	NET BOOK RETIRED ASSETS	9,140.44	0.00	0.00	0.00	
650-10-723-53010	CAPITAL EQUIPMENT: VEHICLES	14,500.00	514,014.54	449,000.00	290,000.00	
650-10-723-53020	CAPITAL EQUIPMENT: CONSTRUCTION	229,515.56	0.00	224,547.00	239,071.00	
650-10-723-53030	CAPITAL EQUIPMENT, \$5,000+	0.00	14,453.46	31,000.00	20,000.00	
650-10-723-72960	A-87 INDIRECT COSTS	24,147.00	20,425.00	20,425.00	36,896.00	
	Total Expenditures	<u>892,466.83</u>	<u>938,864.78</u>	<u>1,228,982.00</u>	<u>1,036,112.00</u>	
	Net Fund Cost	<u>-255,658.60</u>	<u>-70,515.59</u>	<u>-460,935.00</u>	<u>-89,724.00</u>	



## **PUBLIC WORKS - ROAD FUND 180**

### **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 other Public Works projects.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Continued work on Bodie Road improvements. This work was done in collaboration with California State Parks and the BLM. Ongoing road improvements will continue this fall as more road material has been delivered by the State Parks.
- Purchased road striping equipment. Operational training for staff is next step and then actual road striping begins this summer starting in Bridgeport and then moving to Antelope Valley.
- Worked in collaboration with BLM to complete first phase of Sage Grouse habitat improvements. Second phase begins this summer.
- Assisted Yosemite National Park with snow removal efforts on Highway 120 over Tioga Pass.
- Utilized avalanche forecaster and weather station data to assist staff with avalanche condition assessment.

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$44,912 in revenues, and a decrease of \$6,552 in expenditures when compared to the FY 2015-2016 Board Approved Budget. If the Board approves the \$850,000 General Fund contribution, the Requested Net Cost to fund is (\$440,436) which is covered by the carryover fund balance.

Personnel Costs increased by \$165,247 compared to the FY 2015-2016 Board Approved Budget, due to benefit increases, new position requests, personnel actions (promotions).

Personnel costs include the cost of restructure in the amount of \$11,748.

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

Supply specific information concerning your Department's budget request. Information supplied in this section should justify the expenditures for line items and should address any significant changes in funding levels, changes in revenues or changes in Net County Cost, and the reasons for these changes, including but not limited to legislation or policy, state or federal government program/revenue relationships with counties, and provision of service and caseload issues. Please organize your information in subheadings, as follows:

#### **Revenues**

Increases or decreases in existing revenue sources. Provide detailed justification for any revenue increases as well as supportive backup.

The following revenues have increased:

1. Encroachment Permits
  - a. Based on recent encroachment applications we have increased the revenue for this account
2. Vehicle code fines
  - a. Based on recent revenue from this account we have increased the revenue for this account

The following revenues have decreased:

1. Highway Users Tax
  - a. Ongoing reductions in the HUTA revenues continue with an estimated \$205,809 difference from last year.
2. Federal Forest Reserve
  - a. As stipulated in Section 524 of P.L. 114-10 the funding amount will be 95% of the preceding year

### Expenditures

Provide justification for all increases that are \$5,000 or 5% over last year's budget on any expenditure object account.

The following expenditures are either \$5,000 or 5% over last year's budget:

1. Salaries and wages
  - a. This is due to the COLA increase starting in January as well as the proposed restructure promotion for the Road Operations Superintendent
2. Overtime
  - a. This is necessary to cover expected road related issues
3. Benefits
  - a. This is due to new calculations for benefits
4. Uniforms
  - a. Due to several staff retiring it will be necessary to outfit new employees as well as cover the replacement of existing uniforms
5. Communications
  - a. In order to have proper communication with road foremen and lead mechanics it is necessary to increase their cell phone allowance for email and text capabilities
6. Household supplies
  - a. The price of bottled water is going up
7. Memberships and Dues
  - a. Registration costs for pesticide applicator license are going up
8. Contract Services
  - a. Several of the county bridges need maintenance work consisting of application of an epoxy over the surface of the asphalt/concrete. This is required by Caltrans.
  - b. The Avalanche Forecaster contract price will go up.
9. Rents and Leases
  - a. In order to properly paint several of our bridges a man-lift capable of reaching under the bridge from the road must be rented.
10. Small tools and Safety items
  - a. Several years of minimal purchases have created a need for additional tools and safety items
11. Motor Pool mile charges
  - a. Due to a new cost per mile charge the impact to ROAD is significant
12. Utilities
  - a. Utility costs are increasing

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Road Fund</b>						
180-31-725-12090	ROAD PRIVILEGES & PERMITS	10,560.00	13,200.00	6,000.00	10,000.00	
180-31-725-13010	VEHICLE CODE FINES	47,318.84	43,543.98	40,000.00	45,000.00	
180-31-725-14010	INTEREST INCOME	-1,630.99	-3,401.23	1,000.00	0.00	
180-31-725-15020	ST: HWY USERS TAX 2104	2,417,867.45	1,787,341.57	1,867,407.00	1,571,904.00	
180-31-725-15100	ST: RSTP - MATCHING FUNDS	329,725.00	329,725.00	329,725.00	0.00	
180-31-725-15650	FED: FEDERAL AID PROJECTS	26,419.81	0.00	0.00	0.00	
180-31-725-15680	FED: FOREST RESERVE	257,297.56	260,622.96	238,000.00	247,591.00	
180-31-725-15900	OTH: OTHER GOVT AGENCIES	39,278.42	8,060.26	7,000.00	7,000.00	
180-31-725-16250	ROAD AND STREET SERVICES	105,455.75	75,459.29	100,000.00	100,000.00	
180-31-725-16950	INTER-FUND REVENUE	484,163.73	327,393.42	400,000.00	400,000.00	
180-31-725-17010	MISCELLANEOUS REVENUE	0.00	1,203.73	0.00	0.00	
180-31-725-17020	PRIOR YEAR REVENUE	0.00	0.00	0.00	329,725.00	
180-31-725-17050	DONATIONS & CONTRIBUTIONS	1,500.00	0.00	0.00	0.00	
180-31-725-17250	JUDGMENTS, DAMAGES & SETTLEMEN	673.77	6,542.13	0.00	0.00	
180-31-725-18010	SALE OF SURPLUS ASSETS	23,750.00	0.00	5,000.00	3,000.00	
180-31-725-18100	OPERATING TR IN	457,152.00	615,000.00	615,000.00	850,000.00	
	Total Revenues	4,199,531.34	3,464,691.11	3,609,132.00	3,564,220.00	
180-31-725-21100	SALARY AND WAGES	1,238,476.51	1,203,142.92	1,302,079.00	1,383,788.00	
180-31-725-21120	OVERTIME	20,405.90	31,966.80	36,750.00	39,750.00	
180-31-725-22100	EMPLOYEE BENEFITS	803,364.41	853,766.60	935,727.00	1,019,265.00	
180-31-725-30120	UNIFORM ALLOWANCE	11,499.48	14,613.96	15,250.00	19,200.00	
180-31-725-30280	TELEPHONE/COMMUNICATIONS	9,945.27	10,484.16	15,125.00	15,775.00	
180-31-725-30350	HOUSEHOLD EXPENSES	6,141.29	5,321.26	7,000.00	7,500.00	
180-31-725-30500	WORKERS' COMP INS EXPENSE	105,864.00	47,775.00	47,775.00	45,837.00	
180-31-725-30510	LIABILITY INSURANCE EXPENSE	95,306.72	134,340.40	134,340.00	134,778.00	
180-31-725-31200	EQUIP MAINTENANCE & REPAIR	163,660.77	149,652.44	186,750.00	190,000.00	
180-31-725-31400	BUILDING/LAND MAINT & REPAIR	185.47	117.09	500.00	500.00	
180-31-725-31700	MEMBERSHIP FEES	45.00	105.00	75.00	135.00	
180-31-725-32000	OFFICE EXPENSE	7,643.29	5,708.29	8,300.00	6,575.00	
180-31-725-32450	CONTRACT SERVICES	26,000.49	11,266.61	12,600.00	44,000.00	
180-31-725-32500	PROFESSIONAL & SPECIALIZED SER	1,259.29	622.00	2,600.00	2,000.00	
180-31-725-32800	PUBLICATIONS & LEGAL NOTICES	0.00	0.00	75.00	75.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
180-31-725-32860	RENTS & LEASES - OTHER	1,991.41	1,927.08	2,050.00	5,150.00	
180-31-725-33010	SMALL TOOLS & INSTRUMENTS	1,317.15	1,229.82	1,500.00	3,000.00	
180-31-725-33120	SPECIAL DEPARTMENT EXPENSE	77,350.84	74,389.78	104,600.00	104,350.00	
180-31-725-33350	TRAVEL & TRAINING EXPENSE	592.04	1,869.04	7,950.00	850.00	
180-31-725-33351	VEHICLE FUEL COSTS	594,732.66	475,623.65	629,000.00	582,000.00	
180-31-725-33360	MOTOR POOL EXPENSE	69,801.36	84,925.33	89,700.00	122,079.00	
180-31-725-33600	UTILITIES	106,110.93	94,168.05	109,625.00	98,625.00	
180-31-725-33699	INVENTORY DEPLETED/ADDED	16,032.00	0.00	0.00	0.00	
180-31-725-53030	CAPITAL EQUIPMENT, \$5,000+	0.00	5,035.39	0.00	0.00	
180-31-725-72960	A-87 INDIRECT COSTS	239,722.00	361,837.00	361,837.00	179,424.00	
	Total Expenditures	3,597,448.28	3,569,887.67	4,011,208.00	4,004,656.00	
	Net Fund Cost	602,083.06	-105,196.56	-402,076.00	-440,436.00	

# **Mono County Department of Public Works Solid Waste Division**

## **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 2015-2016**

### *Permitting*

- Completed acquisition of Pumice Valley Landfill site from LADWP.
- Submitted Solid Waste Facility Permit Application for Pumice Valley Landfill.
- Obtained Solid Waste Facility Permit for Walker Landfill.

### *Long Term Solid Waste Planning*

- Executed 5-year Parcel Fee Agreement with the Town of Mammoth Lakes.
- Reached agreement on Final Draft of Flow Agreement with the Town of Mammoth Lakes.
- Engaged Solid Waste Task Force in long-term planning of regional solid waste system.

### *Diversion and Recycling*

- Implemented largest diversion effort in Mono County history (10,000 tons of aggregate).
- Initiated Carpet Recycling at Benton Crossing Landfill.
- Developed 'event recycling' infrastructure and utilized on Bridgeport 4<sup>th</sup> of July.
- Initiated biomass woodchip production for Bridgeport biomass boiler.
- Facilitated delivery of Transfer Station recyclables to the Walker Redemption Center.

### *Regulatory Compliance*

- Addressed and resolved Bridgeport Landfill Gas monitoring issue.
- Addressed and resolved Benton final cover maintenance issue.
- Resolved lingering issues with financial assurance for corrective action at Landfills

### *Maintaining Service*

- Distributed RFB for Transfer Station Ops, extended Transfer Station Ops Contract for 2 years.
- Negotiated Franchise Renewals and extended Franchise contracts for 2 years.
- Continued sustainable management of the Solid Waste Enterprise Fund.

## **DEPARTMENTAL GOALS FOR FY 2016-2017**

- Execute Flow Agreement with the Town of Mammoth Lakes.
- Initiate Final Closure Planning for Benton Crossing Landfill.
- Obtain Revised Solid Waste Facility Permit for Pumice Valley Landfill.
- Analyze Potential for County-operated Transfer Stations and Recycling programs.
- Begin providing wood chips for Bridgeport Biomass Boiler.
- Continue prudent management of Solid Waste Enterprise Fund.
- Expand recycling efforts by subsidizing cost-effective receptacles in high-volume locations.
- Increase recycling and diversion outreach and education efforts.
- Initiate Countywide Parcel Fee Audit

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$133,613 in expenditures from the FY 2015-2016 Board Approved Budget. Revenues decreased by \$47,000. The overall fiscal impact of the 16/17 Requested Budget is an increase in the structural deficit of the Solid Waste Enterprise Fund.

Personnel Costs decreased by \$9,835 compared to the FY 2015-2016 Board Approved Budget.

*Revenues* – Revenue projections for 16-17 have remained almost identical to projections from last year, as those projections have proved accurate over time. The projections are conservative, with one primary assumption that the waste stream will remain steady. Revenues from 15-16 came in slightly higher than projected due to a reasonably strong winter (following several poor winters) but the same projections appear in 16-17, with minor modifications, with confidence they will come in higher than expected.

*Personnel* – There are no added/deleted positions anticipated for 16-17 budget. The Gate Attendant position has been filled. The requested 16-17 budget does not include any potential reclassifications.

The Department's Requested Budget continues a reduction of the Superintendent position from full time to part time, and the re-allocation of 20% of Mr. Dublino's salary to Conway Ranch.

*Services & Supplies* – The 16-17 Budget contemplates a continued 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 16-17 Budget contemplates the purchase of numerous recycling receptacles to enhance the County's recycling efforts.

*Fixed Assets* – None anticipated.

## **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 \$270,000 (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 a payment of \$120,000 per year ending in 2020, and another payment of \$75,000 per year ending in 2021.

## **FY 2016-2017 STATE FUNDING SUMMARY**

No impacts from State funding sources are anticipated during FY 16/17.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Solid Waste Enterprise Fund</b>						
615-44-755-12110	NON-RESIDENT LANDFILL PERMITS	1,240.00	1,020.00	1,200.00	1,200.00	
615-44-755-12200	FRANCHISE PERMITS	110,583.10	97,064.53	145,000.00	120,000.00	
615-44-755-14010	INTEREST INCOME	6,790.09	9,912.94	2,000.00	5,000.00	
615-44-755-14020	UNREALIZED GAIN/LOSS	67.00	0.00	0.00	0.00	
615-44-755-15092	ST: USED OIL BLOCK GRANT	0.00	10,000.00	0.00	0.00	
615-44-755-15094	ST: BOTTLE BILL GRANT	0.00	10,000.00	10,000.00	10,000.00	
615-44-755-15380	ST: OIL OPPORTUNITY GRANT	10,000.00	0.00	10,000.00	10,000.00	
615-44-755-16020	SOLID WASTE PARCEL FEES	35,371.52	48,828.00	36,000.00	36,000.00	
615-44-755-16023	SOLID WASTE TIPPING FEES	1,823,562.42	1,393,161.06	1,400,000.00	1,400,000.00	
615-44-755-16025	SLUDGE MAINTENANCE FEE	139,947.57	159,914.80	135,000.00	135,000.00	
615-44-755-17010	MISCELLANEOUS REVENUE	49,142.46	15,768.30	40,000.00	15,000.00	
615-44-755-17250	JUDGMENTS, DAMAGES & SETTLEMEN	587.25	0.00	0.00	0.00	
615-44-755-18010	SALE OF SURPLUS ASSETS	11,000.00	0.00	0.00	0.00	
615-44-755-18100	OPERATING TRANSFERS IN	770,666.19	0.00	680,000.00	680,000.00	
	Total Revenues	2,958,957.60	1,745,669.63	2,459,200.00	2,412,200.00	
615-44-755-21100	SALARY AND WAGES	371,170.97	373,917.01	446,359.00	423,412.00	
615-44-755-21120	OVERTIME	3,929.31	5,656.86	9,000.00	6,000.00	
615-44-755-21410	HOLIDAY PAY	8,418.27	8,037.84	10,000.00	10,000.00	
615-44-755-22100	EMPLOYEE BENEFITS	221,274.20	256,171.01	275,257.00	288,369.00	
615-44-755-30122	UNIFORM/SAFETY GEAR	6,739.48	8,967.54	8,500.00	7,500.00	
615-44-755-30280	TELEPHONE/COMMUNICATIONS	2,676.20	2,328.33	3,000.00	3,000.00	
615-44-755-30350	HOUSEHOLD EXPENSES	1,555.93	1,629.86	1,300.00	1,300.00	
615-44-755-30500	WORKERS' COMP INS EXPENSE	17,409.00	15,831.00	15,831.00	22,340.00	
615-44-755-30510	LIABILITY INSURANCE EXPENSE	26,664.28	26,794.60	26,795.00	37,011.00	
615-44-755-31200	EQUIP MAINTENANCE & REPAIR	54,414.40	26,445.16	85,250.00	62,250.00	
615-44-755-31400	BUILDING/LAND MAINT & REPAIR	10,585.80	10,502.57	15,600.00	12,000.00	
615-44-755-31700	MEMBERSHIP FEES	6,000.00	6,000.00	6,000.00	6,000.00	
615-44-755-32000	OFFICE EXPENSE	6,573.22	4,530.95	7,260.00	6,350.00	
615-44-755-32450	CONTRACT SERVICES	296,837.13	406,685.49	407,300.00	307,300.00	
615-44-755-32500	PROFESSIONAL & SPECIALIZED SER	135,750.57	133,159.33	182,250.00	146,150.00	
615-44-755-32800	PUBLICATIONS & LEGAL NOTICES	79.68	178.61	500.00	500.00	
615-44-755-32860	RENTS & LEASES - OTHER	74.18	0.00	100.00	100.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
615-44-755-32950	RENTS & LEASES - REAL PROPERTY	8,229.62	7,223.33	8,000.00	7,000.00	
615-44-755-33010	SMALL TOOLS & INSTRUMENTS	51.95	813.95	1,000.00	1,000.00	
615-44-755-33120	SPEC DEPT EXP	310,752.89	246,694.73	343,574.00	300,000.00	
615-44-755-33350	TRAVEL & TRAINING EXPENSE	21.75	223.71	4,700.00	4,700.00	
615-44-755-33351	VEHICLE FUEL COSTS	49,948.68	37,134.83	63,150.00	59,993.00	
615-44-755-33360	MOTOR POOL EXPENSE	10,984.62	10,656.18	13,300.00	12,635.00	
615-44-755-33600	UTILITIES	1,398.72	1,931.55	2,185.00	2,185.00	
615-44-755-35210	BOND/LOAN INTEREST-SOLID WASTE	121,201.08	112,423.74	121,201.00	121,200.00	
615-44-755-35215	COMPENSATED ABSENCES	11,642.50	0.00	0.00	0.00	
615-44-755-39000	DEPRECIATION EXPENSE	33,347.41	0.00	0.00	0.00	
615-44-755-52010	LAND & IMPROVEMENTS	27,587.64	64,724.58	96,500.00	35,000.00	
615-44-755-60045	BOND/LOAN PRINCIPAL REPAYMENT	0.00	214,600.00	413,334.00	420,000.00	
615-44-755-60100	OPERATING TRANSFERS OUT	0.00	100,000.00	100,000.00	0.00	
615-44-755-60109	Accelerated Landfill Closure Tr	0.00	0.00	0.00	500,000.00	
615-44-755-72960	A-87 INDIRECT COSTS	68,404.00	78,532.00	78,532.00	76,096.00	
	Total Expenditures	1,813,723.48	2,161,794.76	2,745,778.00	2,879,391.00	
	Net Fund Cost	1,145,234.12	-416,125.13	-286,578.00	-467,191.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>SOLID WASTE SPECIAL REVENUE</b>					
616-44-755-14010	INTEREST INCOME	26,237.57	18,591.98	0.00	18,000.00	
616-44-755-16020	SOLID WASTE PARCEL FEES	807,117.04	809,870.24	0.00	796,000.00	
	Total Revenues	<u>833,354.61</u>	<u>828,462.22</u>	0.00	814,000.00	
616-44-755-60051	LANDFILL CLOSURE COSTS	187,358.00	0.00	0.00	0.00	
616-44-755-60100	OPERATING TRANSFERS OUT	770,666.19	0.00	0.00	680,000.00	
616-44-755-70250	PRIOR PERIOD ADJUSTMENTS	-212,677.00	0.00	0.00	0.00	
	Total Expenditures	<u>745,347.19</u>	<u>0.00</u>	0.00	680,000.00	
	Net Fund Cost	<u>88,007.42</u>	<u>828,462.22</u>	0.00	134,000.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Solid Waste Accelerated Landfill Closure Fund</b>					
617-44-755-18100	Operating Transfers In	0.00	100,000.00	0.00	0.00	
617-44-755-18109	Accelerated Landfill Closure Tr	0.00	0.00	0.00	500,000.00	
	Total Revenues	0.00	100,000.00	0.00	500,000.00	
	Net Fund Cost	0.00	100,000.00	0.00	500,000.00	

# STATE AND FEDERAL CONSTRUCTION FUND 181

## DEPARTMENTAL FUNCTIONS

Apply for and administer grants to maintain and improve public works. See Public Works.

## MAJOR ACCOMPLISHMENTS IN FY 2015-2016

Construction engineering, contract administration, and inspection of the following projects:

- June Lake Streets – Project Complete
- Convict Lake Road Rehabilitation – Project Complete
- Highway Safety Improvement Project – Road Department purchased road striping equipment, paint, and retroreflective sign materials utilizing Regional Surface Transportation Program (RSTP) funds.

## DEPARTMENTAL GOALS FOR FY 2016-2017

Construction engineering, contract administration, and inspection of the following projects:

- Convict Lake Road Rehabilitation – Prepare Final Invoice and close out grant.
- North Shore Drive – Fog seal and stripe project from Pine Cliff Road to June Mountain Ski Area using fund balance remaining after June Lake Streets project.
- Highway Safety Improvement Project – Road Department plans to purchase additional road striping materials (paint and glass beads) and retroreflective signs utilizing Regional Surface Transportation Program (RSTP) funds.

Planning, project management, and engineering design of the following projects:

- Systemic Safety Analysis Report – Prepare for the County road system with \$45,000 grant.

## DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$3,413,951 in expenditures, and an overall decrease of \$3,413,951 in revenues, when compared to the FY 2015-2016 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 2016-2017 Requested Budget includes \$126,091 in grant revenues and \$201,106 in expenditures. There are reserves to cover the \$75,015 deficit because a portion of County labor revenue from June Lake Streets was not transferred to the Public Works budget.

There are no personnel costs in this budget.

Revenues – This fund receives all revenue from state and federal sources.

Personnel – N/A

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>State &amp; Federal Construction Funds</b>						
181-31-725-15101	RSTP - Highway Safety Revenue	0.00	54,418.49	77,509.00	23,091.00	
181-31-725-15170	ST: STIP-AID FOR CONSTRUCTION	2,273,210.15	3,551,166.38	3,462,533.00	0.00	
181-31-725-15648	FED: MATCHING FUNDS	0.00	0.00	0.00	58,000.00	
	FED: TRANSPRT ENHNCMNT-SCHOOL ST					
181-31-725-15649	PLAZA	84,277.67	0.00	0.00	0.00	
181-31-725-15900	Oth: Other Govt Agencies	0.00	0.00	0.00	45,000.00	
181-31-725-18100	OPERATING TRANSFERS IN	148,441.77	0.00	0.00	0.00	
	Total Revenues	<u>2,505,929.59</u>	<u>3,605,584.87</u>	<u>3,540,042.00</u>	<u>126,091.00</u>	
181-31-725-52010	LAND & IMPROVEMENTS	4,217,926.91	1,737,551.00	3,540,042.00	201,106.00	
	Total Expenditures	<u>4,217,926.91</u>	<u>1,737,551.00</u>	<u>3,540,042.00</u>	<u>201,106.00</u>	
	Net Fund Cost	<u>-1,711,997.32</u>	<u>1,868,033.87</u>	<u>0.00</u>	<u>-75,015.00</u>	

## **SHERIFF'S OFFICE DEPARTMENT 440**

### **DEPARTMENTAL FUNCTIONS**

The Sheriff's Office provides law enforcement services for the County, including patrol (cars, boats and OHV), civil services, coroner, investigative and administrative.

### **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Partnered with Information Technology Department to address Radio issues. Contracted with Delta Wireless to conduct full assessment of our infrastructure, which is in need of substantial repair.
- Continued collaboration with Mammoth Lakes Fire Department and Mammoth Lakes Police Department to develop a county-wide All Hazards Incident Management Team.
- Supported ongoing partnership with the District Attorney's Office to maintain the Mono County Investigative Unit.
- Maintained participation of two sworn employees in the Interagency Tactical Team.
- Enabled Citizen Rims, a publically accessible real-time database of crime and arrest information.
- Initiated security improvements at Sheriff's Office facilities.

### **DEPARTMENTAL GOALS FOR FY 2016-2017**

- Hire qualified law enforcement professionals to fill vacant Deputy Sheriff positions.
- Relocate the Emergency Operations Center to an accessible and practical location, considering the possibility of a virtual EOC.
- Replace outdated tasers and body-worn cameras with equipment that integrates into current systems.
- Continue partnerships with community and other first responders to maintain quality law enforcement service.
- Create Incident Management Team (IMT) to handle any Public Safety related incidents.

### **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$142,411 in the Requested Net County Cost.

Personnel Costs decreased by \$143,036 compared to the FY 2015-2016 Board Approved Budget, due to a position reallocation to the Jail and two (2) position reclassifications from Investigator to Deputy Sheriff.

The Department's Requested Budget represents a decrease of one (1) fulltime equivalent (FTE) positions that are supported by this budget.

Revenues – Revenue figures for the Sheriff's Office are not yet known.

Expenditures

- Equipment Maintenance and Repair increased \$65,025 due to the need to replace Body-Worn Cameras.
- Office Expense increased \$27,300 due to increased IT costs.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

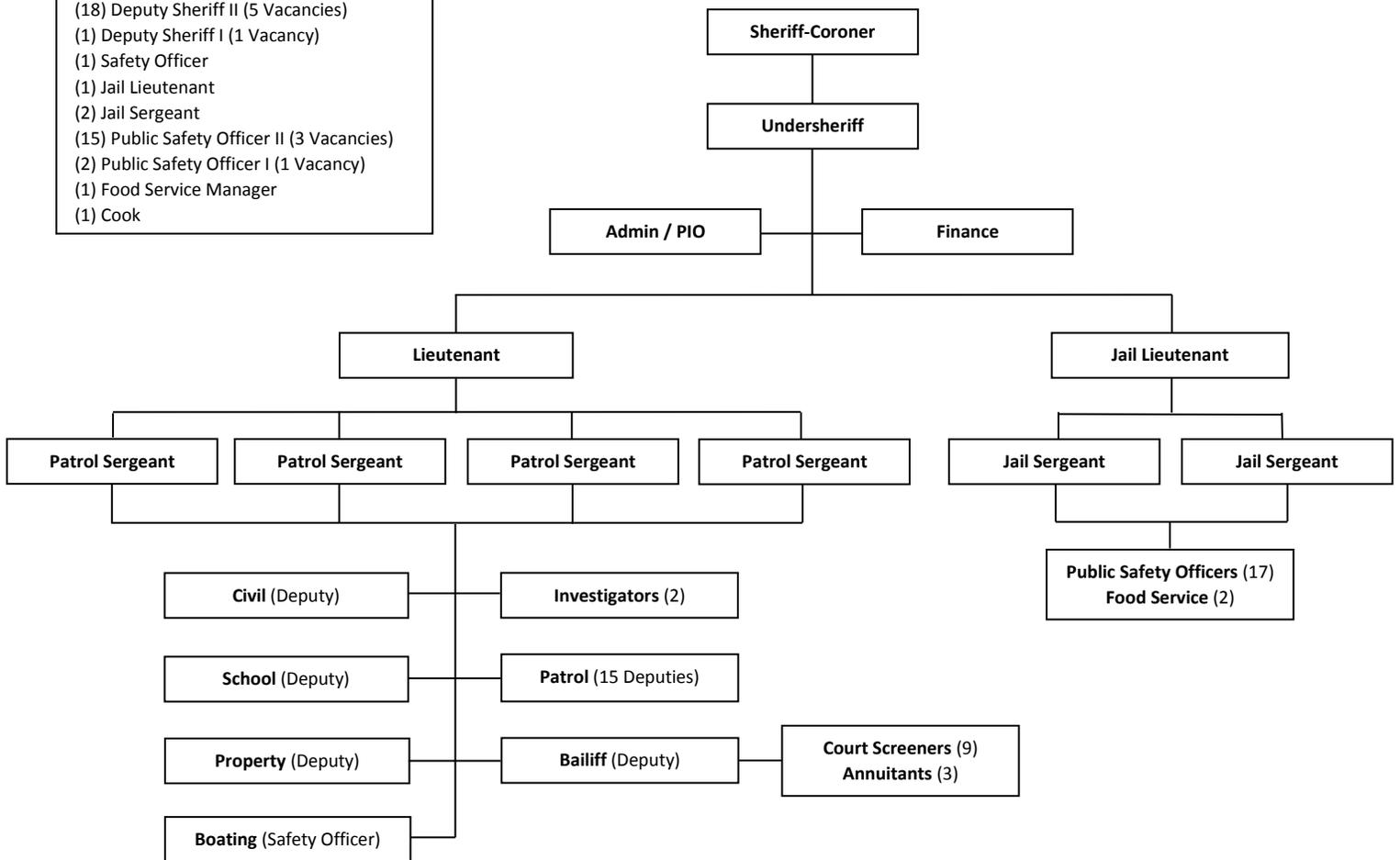
Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Sheriff</b>						
100-22-440-14010	INTEREST INCOME	0.42	0.37	0.00	0.00	
100-22-440-14050	RENTAL INCOME	16,800.00	16,800.00	16,800.00	16,800.00	
100-22-440-15300	ST: COPS-SHERIFF	106,532.47	101,977.64	100,000.00	100,000.00	
100-22-440-15310	ST: PUB SAFETY-PROP 172 SALES	668,342.06	569,813.71	581,316.00	575,900.00	
100-22-440-15350	ST: RURAL LAW ENFORCE ASST (AB	532,622.19	509,888.32	500,000.00	500,000.00	
100-22-440-15410	ST: OFF-HWY VEHICLE GRANT	75,521.74	36,522.20	46,022.00	47,030.00	
100-22-440-15470	ST: SHERIFF POST REIMBURSEMENT	15,571.80	13,463.82	25,000.00	25,000.00	
100-22-440-15530	FED: OES MARIJUANA GRANT (DEA-	-10,058.09	0.00	0.00	0.00	
100-22-440-15819	FED: MISC FED GRANTS	0.00	1,769.52	8,000.00	8,000.00	
100-22-440-16120	CIVIL PROCESS SERVICE	3,751.00	2,819.00	4,150.00	4,150.00	
100-22-440-16140	CONCEALED WEAPONS PERMIT FEES	3,593.00	4,061.00	2,900.00	4,000.00	
100-22-440-16230	LAW ENFORCEMENT SERVICES	256,675.66	301,252.74	311,141.00	311,141.00	
100-22-440-16231	LAW ENFORCE FED LAND SERVICES	24,052.18	16,300.00	20,500.00	20,500.00	
100-22-440-17010	MISCELLANEOUS REVENUE	2,870.65	1,469.00	1,800.00	1,800.00	
100-22-440-17120	MISCELLANEOUS REIMBURSEMENTS	2,516.49	521.31	325.00	325.00	
100-22-440-18010	SALE OF SURPLUS ASSETS	0.00	22,800.00	22,800.00	22,800.00	
100-22-440-18100	OPERATING TRANSFERS IN	85,000.00	1,085.36	256.00	0.00	
	Total Revenues	1,783,791.57	1,600,543.99	1,641,010.00	1,637,446.00	
100-22-440-21100	SALARY AND WAGES	2,077,991.71	2,098,405.44	2,184,132.00	2,087,870.00	
100-22-440-21120	OVERTIME	250,478.03	375,058.30	268,713.00	259,000.00	
100-22-440-21410	HOLIDAY PAY	154,434.86	148,484.85	167,346.00	145,130.00	
100-22-440-22100	EMPLOYEE BENEFITS	1,420,945.23	1,361,144.79	1,654,355.00	1,607,581.00	
100-22-440-30120	UNIFORM ALLOWANCE	21,071.78	19,460.98	21,900.00	17,900.00	
100-22-440-30121	SPECIAL UNIFORM SUPPLIES	7,405.84	33,577.77	45,038.00	23,000.00	
100-22-440-30280	TELEPHONE/COMMUNICATIONS	84,641.18	81,363.87	94,995.00	94,995.00	
100-22-440-30500	WORKERS' COMP INS EXPENSE	143,769.00	138,742.00	138,742.00	190,155.00	
100-22-440-30510	LIABILITY INSURANCE EXPENSE	105,888.00	114,463.00	114,463.00	160,753.00	
100-22-440-31200	EQUIP MAINTENANCE & REPAIR	5,710.75	8,825.63	4,975.00	70,000.00	
100-22-440-31400	BUILDING/LAND MAINT & REPAIR	1,700.00	2,999.05	2,200.00	2,200.00	
100-22-440-31700	MEMBERSHIP FEES	4,810.00	5,752.00	5,800.00	5,800.00	
100-22-440-32000	OFFICE EXPENSE	47,916.15	42,950.12	51,900.00	82,000.00	
100-22-440-32450	CONTRACT SERVICES	33,267.20	23,827.80	23,989.00	23,989.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
100-22-440-32500	PROFESSIONAL & SPECIALIZED SER	89,898.65	66,248.51	166,985.00	105,000.00	
100-22-440-32800	PUBLICATIONS & LEGAL NOTICES	4,415.35	4,703.61	4,425.00	4,425.00	
100-22-440-32950	RENTS & LEASES-REAL PROP	2,220.00	2,220.00	2,220.00	2,220.00	
100-22-440-33010	SMALL TOOLS & INSTRUMENTS	0.00	0.00	130.00	130.00	
100-22-440-33120	SPECIAL DEPARTMENT EXPENSE	15,895.27	536.44	565.00	7,265.00	
100-22-440-33130	SPEC DEPT EXPENSE-AMMUNITION	4,579.57	34,056.38	32,000.00	30,000.00	
100-22-440-33132	SPEC DEPT- DARE PROGRAM	404.32	692.28	696.00	496.00	
100-22-440-33133	SPEC DEPT EXP-IDENTITY UNIT	250.76	365.75	2,250.00	1,650.00	
100-22-440-33350	TRAVEL & TRAINING EXPENSE	22,027.91	37,759.06	54,958.00	65,000.00	
100-22-440-33351	VEHICLE FUEL COSTS	162,318.04	108,991.51	169,774.00	130,000.00	
100-22-440-33360	MOTOR POOL EXPENSE	154,912.64	179,496.39	247,400.00	376,155.00	
100-22-440-33600	UTILITIES	79,671.38	82,801.20	80,200.00	80,200.00	
100-22-440-53030	CAPITAL EQUIPMENT, \$5,000+	0.00	7,458.13	7,459.00	152,000.00	
	Total Expenditures	4,896,623.62	4,980,384.86	5,547,610.00	5,724,914.00	
	Net County Cost	-3,112,832.05	-3,379,840.87	-3,906,600.00	-4,087,468.00	

# ORGANIZATION CHART – Existing

- Allocations** (Vacancies as of May 23, 2016)
- (1) Sheriff-Coroner
  - (1) Undersheriff
  - (1) Lieutenant I/II
  - (4) Sergeant
  - (1) Investigator II
  - (1) Investigator I
  - (18) Deputy Sheriff II (5 Vacancies)
  - (1) Deputy Sheriff I (1 Vacancy)
  - (1) Safety Officer
  - (1) Jail Lieutenant
  - (2) Jail Sergeant
  - (15) Public Safety Officer II (3 Vacancies)
  - (2) Public Safety Officer I (1 Vacancy)
  - (1) Food Service Manager
  - (1) Cook





**SHERIFF'S OFFICE  
BOATING ENFORCEMENT UNIT  
DEPARTMENT 445**

**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 2015-2016**

- Provided regular boating patrol on 23 lakes.
- Enforced California boating laws applicable to our area.
- Performed boating safety activities and duties.

**DEPARTMENTAL GOALS FOR FY 2016-2017**

- Continue to provide regular boating patrol on all accessible lakes.
- Continue to enforce California Boating laws which include:
  - Boating under the influence
  - Vessel registration
  - Life jacket requirements
  - Wake speeds
  - California Fish and Game regulations
  - Investigations of boating related collisions
- Continue to perform safety activities which include:
  - Assisting stranded vessels
  - Providing education on boating safety to the public
  - Assist Search and Rescue operations
  - Provide immediate assistance to capsized vessels and any occupants
  - Assist the Mono County Coroner with body recoveries.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$1,228 in the Requested Net County Cost.

Personnel Costs decreased by \$5,035 compared to the FY 2015-2016 Board Approved Budget, due to salary and benefits increases.

A department restructure is not being requested for this departmental unit.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Boating Law Enforcement</b>					
100-22-445-15420	ST: BOAT SAFETY	130,426.87	104,737.46	131,065.00	131,065.00	
	CA DEPT OF BOATING & WATERWAYS-					
100-22-445-15801	FEDERAL	0.00	0.00	15,050.00	15,050.00	
	Total Revenues	<u>130,426.87</u>	<u>104,737.46</u>	<u>146,115.00</u>	<u>146,115.00</u>	
100-22-445-21100	SALARY AND WAGES	34,553.59	32,956.99	33,918.00	35,206.00	
100-22-445-21120	OVERTIME	26,216.53	19,627.84	28,600.00	28,600.00	
100-22-445-21410	HOLIDAY PAY	3,455.37	3,295.70	3,392.00	5,630.00	
100-22-445-22100	EMPLOYEE BENEFITS	39,394.87	25,070.05	42,225.00	35,902.00	
100-22-445-30120	UNIFORM ALLOWANCE	532.20	485.81	500.00	830.00	
100-22-445-30500	WORKERS' COMP INS EXPENSE	3,795.00	3,131.00	3,131.00	3,520.00	
100-22-445-30510	LIABILITY INSURANCE EXPENSE	1,218.00	1,133.00	1,133.00	1,150.00	
100-22-445-31200	EQUIP MAINTENANCE & REPAIR	1,786.77	15,151.52	12,200.00	15,050.00	
100-22-445-32000	OFFICE EXPENSE	45.15	77.46	161.00	100.00	
100-22-445-32860	RENTS & LEASES - OTHER	7,200.00	7,200.00	7,200.00	7,200.00	
100-22-445-33120	SPECIAL DEPARTMENT EXPENSE	0.00	0.00	5,420.00	5,420.00	
100-22-445-33350	TRAVEL & TRAINING EXPENSE	0.00	100.21	5,013.00	5,113.00	
100-22-445-33351	VEHICLE FUEL COSTS	2,246.57	1,444.78	2,300.00	2,300.00	
100-22-445-33352	BOAT FUEL COSTS	3,365.30	4,150.94	2,800.00	2,800.00	
100-22-445-33360	MOTOR POOL EXPENSE	1,641.92	1,514.88	2,800.00	3,200.00	
100-22-445-33600	UTILITIES	611.94	618.24	800.00	800.00	
	Total Expenditures	<u>126,063.21</u>	<u>115,958.42</u>	<u>151,593.00</u>	<u>152,821.00</u>	
	Net County Cost	<u>4,363.66</u>	<u>-11,220.96</u>	<u>-5,478.00</u>	<u>-6,706.00</u>	

**SHERIFF'S OFFICE  
COURT SECURITY  
DEPARTMENT 455**

**DEPARTMENTAL FUNCTIONS**

Provide bailiff and courthouse security at the Mammoth Lakes and Bridgeport courthouses.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Maintained proper court security protocols
- Maintained a cohesive working relationship with the Mono County Superior Court

**DEPARTMENTAL GOALS FOR FY 2016-2017**

- Work with the Superior Court to keep court security costs within awarded state revenue.
- Ensure all court security personnel have appropriate training.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents no increase/decrease in the Requested Net County Cost.

Personnel Costs increased by \$38,616 compared to the FY 2015-2016 Board Approved Budget.

A department restructure is not being requested for this departmental unit.

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

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Court Security</b>					
	OPERATING TRANSFERS IN- COURT					
100-22-455-18100	SCREENERS	378,887.30	375,637.31	441,349.00	553,268.00	
	Total Revenues	378,887.30	375,637.31	441,349.00	553,268.00	
100-22-455-21100	SALARY AND WAGES	234,443.16	233,497.45	289,046.00	318,851.00	
100-22-455-21120	OVERTIME	5,660.45	9,615.04	10,000.00	10,000.00	
100-22-455-21410	HOLIDAY PAY	12,052.10	11,934.74	11,595.00	9,444.00	
100-22-455-22100	EMPLOYEE BENEFITS	101,320.24	95,030.84	100,457.00	109,268.00	
100-22-455-30120	UNIFORM ALLOWANCE	2,507.40	2,628.21	4,140.00	1,270.00	
100-22-455-30280	TELEPHONE/COMMUNICATIONS	63.41	6.20	15.00	0.00	
100-22-455-30500	WORKERS' COMP INS EXPENSE	6,311.00	5,939.00	5,939.00	6,426.00	
100-22-455-30510	LIABILITY INSURANCE EXPENSE	4,117.00	3,587.00	3,587.00	3,539.00	
100-22-455-31200	EQUIP MAINTENANCE & REPAIR	0.00	0.00	1,070.00	1,070.00	
100-22-455-32000	OFFICE EXPENSE	0.00	8.06	100.00	100.00	
100-22-455-32500	PROFESSIONAL & SPECIALIZED SER	4,427.40	4,994.80	4,800.00	4,800.00	
100-22-455-33350	TRAVEL & TRAINING EXPENSE	2,772.64	1,860.76	2,800.00	5,000.00	
100-22-455-33351	VEHICLE FUEL COSTS	3,676.86	2,387.05	3,200.00	3,200.00	
100-22-455-33360	MOTOR POOL EXPENSE	3,952.48	4,148.16	4,600.00	4,300.00	
100-22-455-53030	CAPITAL EQUIPMENT, \$5,000+	0.00	0.00	0.00	76,000.00	
	Total Expenditures	381,304.14	375,637.31	441,349.00	553,268.00	
	Net County Cost	-2,416.84	0.00	0.00	0.00	

**SHERIFF'S OFFICE  
OFFICE OF EMERGENCY SERVICES  
DEPARTMENT 465**

**DEPARTMENTAL FUNCTIONS**

Coordinate all activities of all county departments relating to the 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 2015-2016**

The department hosted a joint communications exercise this year. This exercise tested our interoperable mobile communications equipment between 22 agencies and approximately 50 personnel. We identified and corrected several small issues.

Several employees from the Sheriff's Office attended disaster related classes at the California State training institute.

In cooperation with IT and Public Health, the department has deployed the Access and Functional Needs (AFN) software to one of the patrol vehicles. This will allow the OES coordinator to see who has special needs in a community when responding to a disaster.

**DEPARTMENTAL GOALS FOR FY 2016-2017**

The county radio system is failing and has been designated a top priority by the department. A comprehensive inspection report of the system was completed, and it identified numerous critical failure points that affect public safety. In order to bring the radio system up to an acceptable performance level in today's standards, it will need a multi-year funding commitment.

Staff will attend "Train-the-Trainer" classes pertaining to the Emergency Operations Center (EOC). We will be eventually training county personnel in-house. The goal is to have all of the departments trained in EOC operations in the next two-three years.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall decrease of \$192,377 in the Requested Net County Cost.

Personnel Costs decreased by \$3,525 compared to the FY 2015-2016 Board Approved Budget.

A department restructure is not being requested for this departmental unit.

*Revenues* – The department's sole source of revenue for the OES budget comes from the federal Emergency Management Performance Grant (EMPG). The EMPG grant allows us to train and prepare for all hazards.

*Personnel* – The requested budget represents no change in the number of the fulltime equivalent positions that are supported by this budget.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Emergency Services</b>					
100-27-465-15499	ST: OFFICE OF EMERGENCY SERVIC	121,981.00	47,077.00	127,962.00	161,048.00	
100-27-465-17020	PRIOR YEAR REVENUE	3,000.00	2,598.83	2,599.00	0.00	
	Total Revenues	<u>124,981.00</u>	<u>49,675.83</u>	<u>130,561.00</u>	<u>161,048.00</u>	
100-27-465-21100	SALARY AND WAGES	106,599.78	100,126.00	100,200.00	98,723.00	
100-27-465-21120	OVERTIME	23,404.52	25,959.89	40,000.00	40,000.00	
100-27-465-21410	HOLIDAY PAY	10,660.01	10,012.60	10,013.00	9,394.00	
100-27-465-22100	EMPLOYEE BENEFITS	75,700.71	68,484.69	73,339.00	71,291.00	
100-27-465-30120	UNIFORM ALLOWANCE	999.96	999.96	1,000.00	1,000.00	
100-27-465-30280	TELEPHONE/COMMUNICATIONS	8,587.88	7,482.03	10,295.00	10,295.00	
100-27-465-30500	WORKERS' COMP INS EXPENSE	743.00	701.00	701.00	924.00	
100-27-465-30510	LIABILITY INSURANCE EXPENSE	494.00	431.00	431.00	518.00	
100-27-465-31200	EQUIP MAINTENANCE & REPAIR	113,310.38	79,602.50	225,500.00	70,944.00	
100-27-465-32000	OFFICE EXPENSE	38.84	222.26	300.00	300.00	
100-27-465-32450	CONTRACT SERVICES	8,700.00	7,500.00	7,500.00	7,500.00	
100-27-465-32860	RENTS & LEASES - OTHER	7,335.60	5,178.46	5,207.00	4,707.00	
100-27-465-33350	TRAVEL & TRAINING EXPENSE	0.00	8,575.84	9,500.00	6,500.00	
	Total Expenditures	<u>356,574.68</u>	<u>315,276.23</u>	<u>483,986.00</u>	<u>322,096.00</u>	
	Net County Cost	<u><u>-231,593.68</u></u>	<u><u>-265,600.40</u></u>	<u><u>-353,425.00</u></u>	<u><u>-161,048.00</u></u>	

# **SHERIFF'S OFFICE JAIL OPERATIONS DEPARTMENT 460**

## **DEPARTMENTAL FUNCTIONS**

Jail Operations; 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 fire departments within Mono County.

## **MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Provided numerous public work projects including the upkeep and maintenance of all four cemeteries located throughout the county.
- Met all Standards and Corrections training and facilities mandates.
- Met all fire and life safety mandates.

## **DEPARTMENTAL GOALS FOR FY 2016-2017**

- Continue to maintain the orderly operation of the jail.
- Continue to work with cooperators to improve services.
- Continue to support our allied government agencies and non-profits within our county with our inmate work program.
- Meet or exceed all STC training requirements with emphasis placed on employee safety, facility security, and legal updates and mandates.
- Implement a "daily training bulletin" program that weekly tests our employee's knowledge of our policies, thus reducing the County's liability exposure.
- Work to obtain grant to re-purpose old jail into new medical and programming space.
- Work with new HR director to find new ways to advertise and attract potential new employees to fill our critical employee shortage.
- Facilitate inmate health care according to Title 15 and 24 during our replacement of in house providers

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$309,240 in the Requested Net County Cost.

Personnel Costs increased by \$166,066 compared to the FY 2015-2016 Board Approved Budget, due to Salary and Benefits increases and a position reallocation from the Sheriff's Office.

The Department's Requested Budget represents an increase of one (1) fulltime equivalent (FTE) positions that are supported by this budget.

Supply specific information concerning your Department's budget request. Information supplied in this section should justify the expenditures for line items and should address any significant changes in funding levels, changes in revenues or changes in Net County Cost, and the reasons for these changes, including but not limited to legislation or policy, state or federal government program/revenue relationships with counties, and provision of service and caseload issues. Please organize your information in subheadings, as follows:

Revenues – Revenue figures for the Jail are not yet known.

Expenditures

- Food Expenses increased \$4809 due to an anticipated 2.5% - 3.5% increase in the CPI food stuffs index.
- Equipment Maintenance and Repair increased \$13,500 due to replacement costs for four (4) tasers, two (2) alcohol screening devices and one (1) industrial toaster.
- Medical/Dental and Lab Supplies increased \$26,500 due to required care for long-term inmates.
- Office Expense increased \$11,120 due to the need to replace four (4) dispatch chairs, dispatch radio headsets and adapters and miscellaneous electronic items.
- Travel and Training increased \$22,820 due to the anticipated need to send newly hired employees to training.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
<b>Jail</b>						
100-23-460-15300	ST: COPS-JAIL	4,347.13	4,267.65	4,105.00	4,105.00	
100-23-460-15471	ST:STC TRAINING REIMBURSEMENT-JAIL	10,361.00	5,590.00	11,180.00	11,180.00	
100-23-460-15804	FED: SCAAP GRANT - STATE CRIMI	14,577.00	10,288.00	10,288.00	10,288.00	
100-23-460-16760	Inmate-Initiated Medical Visit Fee (\$3 PC 4011.1)	0.00	3.00	0.00	0.00	
100-23-460-18100	OPERATING TRANSFERS IN	130,735.34	137,266.50	187,248.00	187,248.00	
	Total Revenues	160,020.47	157,415.15	212,821.00	212,821.00	
100-23-460-21100	SALARY AND WAGES	1,111,657.40	1,068,412.83	1,118,298.00	1,215,035.00	
100-23-460-21120	OVERTIME	63,895.62	70,212.07	69,700.00	77,700.00	
100-23-460-21410	HOLIDAY PAY	106,826.83	99,661.23	111,470.00	124,574.00	
100-23-460-22100	EMPLOYEE BENEFITS	851,405.25	825,572.83	972,346.00	1,041,675.00	
100-23-460-30110	CLOTHING/PERSONAL SUPPLIES	3,724.03	8,776.64	8,800.00	7,800.00	
100-23-460-30120	UNIFORM ALLOWANCE	19,625.00	16,047.50	20,000.00	23,000.00	
100-23-460-30122	UNIFORM/SAFETY GEAR	499.67	0.00	1,300.00	1,300.00	
100-23-460-30280	TELEPHONE/COMMUNICATIONS	4,637.01	1,116.30	2,890.00	2,890.00	
100-23-460-30286	Telephone/Communications-Inmate Welfare	0.00	2,054.22	0.00	0.00	
100-23-460-30300	FOOD EXPENSES	128,944.24	140,533.81	137,405.00	142,214.00	
100-23-460-30350	HOUSEHOLD EXPENSES	3,466.30	3,780.62	4,125.00	4,125.00	
100-23-460-30500	WORKERS' COMP INS EXPENSE	68,651.00	98,159.00	98,159.00	133,703.00	
100-23-460-30510	LIABILITY INSURANCE EXPENSE	23,824.00	23,021.00	23,021.00	26,789.00	
100-23-460-31200	EQUIP MAINTENANCE & REPAIR	4,347.95	3,236.60	3,150.00	17,900.00	
100-23-460-31206	Equip Maintenance & Repair-Inmate Welfare	0.00	1,208.71	0.00	0.00	
100-23-460-31400	BUILDING/LAND MAINT & REPAIR	2,770.27	1,667.67	4,000.00	4,000.00	
100-23-460-31406	Building/Land Maint & Repair-Inmate Welfare	0.00	6.41	0.00	0.00	
100-23-460-31530	MEDICAL/DENTAL & LAB SUPPLIES	52,045.02	119,366.16	133,500.00	160,000.00	
100-23-460-32000	OFFICE EXPENSE	9,445.03	12,627.35	11,750.00	21,620.00	
100-23-460-32500	PROFESSIONAL & SPECIALIZED SERVICES	5,627.41	11,642.55	14,275.00	9,275.00	
100-23-460-32501	INMATE TRANSPORTATION SERVICES	0.00	3,506.47	3,507.00	5,500.00	
100-23-460-32506	Professional & Specialized Ser-Inmate Welfare	0.00	267.00	0.00	0.00	
100-23-460-33010	SMALL TOOLS & INSTRUMENTS	782.90	606.47	1,600.00	3,000.00	
100-23-460-33016	Small Tools & Instruments-Inmate Welfare	0.00	367.52	0.00	0.00	
100-23-460-33120	SPECIAL DEPT EXPENSE	2,322.92	978.18	2,384.00	6,000.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>Account Number</b>	<b>Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
100-23-460-33126	Spec Dept Expense-Inmate Welfare	0.00	6,375.91	0.00	0.00	
100-23-460-33350	TRAVEL & TRAINING EXPENSE	29,426.21	23,376.24	63,430.00	86,250.00	
100-23-460-70500	CREDIT CARD CLEARING ACCOUNT	0.00	478.40	0.00	0.00	
	Total Expenditures	2,493,924.06	2,543,059.69	2,805,110.00	3,114,350.00	
	Net County Cost	-2,333,903.59	-2,385,644.54	-2,592,289.00	-2,901,529.00	

**SHERIFF'S OFFICE  
SEARCH AND RESCUE  
DEPARTMENT 450**

**DEPARTMENTAL FUNCTIONS**

Volunteers work under the Mono County Sheriff's Office and the Search and Rescue Coordinator to respond to a wide variety of missions in all types of terrain and weather. They perform rescues and evacuations, as well as assist in searches for missing persons.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Search and Rescue volunteers worked in a professional manner during their various missions throughout the year.
- Annual recruitment of new Search and Rescue volunteers.
- Conducted thorough background checks on new recruits.
- Completed requisite training for new recruits.

**DEPARTMENTAL GOALS FOR FY 2016-2017**

- Continue to respond to a wide variety of missions in a professional manner.
- Continue to recruit volunteers that are dedicated to public service.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an increase of \$1,100 in the Requested Net County Cost.

There are no Personnel Costs associated with this budget. There are no fulltime equivalent (FTE) positions that are supported by this budget.

A department restructure is not being requested for this departmental unit.

Revenues – Not Applicable

Expenditures – Not Applicable

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

Account Number	Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Search and Rescue</b>					
	Total Revenues	0.00	0.00	0.00	0.00	
100-27-450-30280	TELEPHONE/COMMUNICATIONS - SAR	2,857.24	3,800.12	2,600.00	2,600.00	
100-27-450-30300	FOOD EXPENSES	2,437.97	2,358.87	2,475.00	2,475.00	
100-27-450-31200	EQUIP MAINTENANCE & REPAIR	55.56	1,010.86	2,150.00	2,550.00	
100-27-450-33120	SPECIAL DEPARTMENT EXPENSE	1,836.01	3,801.51	3,900.00	3,500.00	
100-27-450-33350	TRAVEL & TRAINING EXPENSE	5,511.62	4,425.73	5,100.00	5,100.00	
100-27-450-33351	VEHICLE FUEL COSTS	3,527.05	2,633.56	3,600.00	3,600.00	
100-27-450-33360	MOTOR POOL EXPENSE	2,667.21	2,795.01	3,300.00	4,400.00	
	Total Expenditures	18,892.66	20,825.66	23,125.00	24,225.00	
	Net County Cost	-18,892.66	-20,825.66	-23,125.00	-24,225.00	

**SOCIAL SERVICES**  
**DEPARTMENTS 868 and 870 FUND 110**  
**DSS and DSS AID**

**DEPARTMENTAL FUNCTIONS**

The Social Services Department administers programs that have a positive impact on key community issues including food insecurity, limited access to health care and insurance, child and elder abuse, and unemployment. The Department serves as a foundation for improved career paths and family lives, and as a safety net for individuals facing temporary setbacks due to loss of a job, illness, or other challenges. 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, Economic Assistance (Eligibility), and Workforce Services. In addition, the department manages the Mono County Senior Services Program, serves as the Probate Conservator, and operates county-wide emergency shelters.

Services available to the community include:

- Low-cost health insurance and financial, housing, and food assistance for families and individuals
- Workforce services, including job preparation, training, and placement assistance
- Emergency response to allegations of child and elder abuse and neglect
- Supportive services for seniors, adults, and children with disabilities
- Child care assistance for working parents
- Congregate and home-delivered meals, assisted transportation, and activities for seniors
- Probate conservatorships for those unable to care for themselves
- Referrals to other county agencies and partner organizations
- Foster care placement, and reunification of children with their parents

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

Approximately **1 out of every 4** Mono County residents received aid from one or more of DSS's public assistance programs at some point during the year. (Note: numbers shown below are for the period June 2015 through May 2016.)

Eligibility

- Helped 3,990 individuals receive healthcare through Medi-Cal benefits, of which 1,670 are children.
- Assisted 119 individuals with temporary assistance for basic needs through the CalWORKs Program, an approximately 45% increase over the previous fiscal year. 71% of the persons assisted through the CalWORKs program were children under 18.
- Helped 1,424 individuals supplement their diets with CalFresh benefits.
- Provided intensive services and supports through the Family Stabilization Program to families that were at risk of being evicted, including housing and utility assistance.
- Transitioned two Eligibility Worker staff into Integrated Caseworker positions, allowing them to implement a "no-wrong-door" policy by assisting clients with both eligibility programs and workforce services simultaneously.
- Ensured children eligible for healthcare coverage under SB 75 received full-scope Medi-Cal benefits.

## Child Welfare

- Investigated 120 reports of suspected child abuse or neglect (based on a total of 165 reports to Child Protective Services).
- Implemented RED Team process: “Read, Evaluate, and Direct,” a nationally-recognized practice used to screen new reports of suspected child abuse. The goal is to maximize safety for children in the community.
- Recruited two new prospective foster homes which are pending home inspections from the state licensing division. When these two are approved, Mono County will have four licensed foster homes.
- Provided supports and services to foster families and prospective foster families through the Foster Parent Recruitment and Retention program in order enhance their ability to provide stable, supportive homes for foster children.
- Initiated a multi-phase planning process for implementation of the state-mandated Resource Family Approval program, designed to replace and improve the former foster home licensing process.
- Fully and successfully implemented the new Child and Family Services Reviews (CFSRs). These federally mandated, intensive case reviews, coupled with the quantitative data already available, are part of a larger continuous quality improvement (CQI) effort in the county and in the state.
- Implemented year 3 of the five-year System Improvement Plan (SIP) in child welfare services.
  - Team decision making (TDM) practices expanded as a strategy to engage family and community at the center of decision-making regarding the safety and welfare of children.
  - WRAP services expanded in order to prevent high-risk children from being removed from their homes and community. WRAP is an alternative to placing high-risk children in congregate care (i.e. group homes) or in foster care out-of-county.
  - Structured-Decision Making (SDM) was used by social workers at all decision-making points in CPS investigations and cases to enhance social worker assessment of safety.
  - Mental Health- Each child in a new CPS case received a mental health screening through collaboration with Mono County Behavioral Health and under the guidelines of Katie A settlement.

## Adult Protective Services

- Fielded 82 allegations of adult abuse or neglect, of which 60 were investigated.
- Increased the number of residents receiving In-Home Supportive Services, allowing them to remain safely in their own home. (24% increase over last fiscal year). The number of authorized service hours provided to recipients increased from 35,530 to 51,053 hours.
- Achieved over 95% compliance on timely In-Home Supportive Services needs re-assessments.
- Provided probate conservatorship services for four Mono County residents.

## Staff Development

- Staff development is critical to building and maintaining employee skill level and job satisfaction. Department staff attended 113 trainings totaling 2,364 person-hours of job-related training in FY 2015-16. Mono, Inyo, and Alpine Counties collaborate on purchasing professional on-site trainings from UC Davis on a variety of topics related to human services. In FY 2015-16, staff from Inyo and Alpine Counties attended 48 hours of training at Mono County-sponsored trainings, and Mono County staff attended 75 hours of training at Inyo and Alpine-sponsored trainings.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an increase in expenditures of \$247,168 and an increase in revenues of \$247,168, when compared to the FY 2015-2016 Board Approved Budget. As a result, there is neither an increase or decrease in Net Cost to Fund. The requested General Fund match remains at \$350,000, the same as the previous fiscal year.

Personnel Costs increased by \$293,069 compared to the FY 2015-2016 Board Approved Budget. Salaries increased by \$124,804 due to cost-of-living adjustments, lifting of the personnel furlough, and resumption of salary step increases. Personnel benefits increased by \$168,265 due primarily to higher health insurance costs.

A-87 indirect costs decreased by \$122,776 (21%) over the previous fiscal year.

Revenues – The Department anticipates receiving approximately \$484,236 more in Federal Public Assistance – Administration funds, due to the following:

- Anticipated increase in Medi-Cal administrative allocation for the continued implementation of health care reform.
- New state funding to implement several components of the Continuum of Care Reform (CCR) initiative and AB 403 (Statutes of 2015) adopted by the state to improve California's child welfare system. The new allocation types are for the Foster Parent Recruitment Retention and Support Program (FPRRS), implementation of Child and Family Teams, and funds for new activities associated with implementation of Resource Family Approval (RFA).
- Increased utilization of our existing CalWORKs allocation to assist families in our county.

We have lowered 1991 State Realignment revenue projections by \$111,662, consistent with actuals-to-date in FY 2015-16.

Personnel – The Department's Requested Budget represents a change in the number of fulltime equivalent (FTE) positions that are supported by this budget.

Personnel costs include the cost of restructure in the amount of \$101,009 (estimate).

Restructuring requests are as follows:

### **1. Promote one SW III position to a SW IV**

Currently, the DSS Child and Adult Services Division is staffed with two Social Worker (SW) IIIs, one SW II, and one SW I. A typical Social Worker staff configuration includes a SW IV position, however because this position requires a master's degree, counties frequently struggle to recruit and retain such staff. One of our SW IIIs is now eligible under Merit System Services rules to promote to a SW IV position.

The SW IV performs casework of an advanced nature dealing with complex individual and family problems, and is the highest non-supervisory level in the series. The laws governing child welfare staffing within counties requires that a certain number of staff possess master's degrees. California DSS, Child Welfare Manual of Policies and Procedures, Division 31 Staffing Requirements specifies that 50% of the professional staff providing emergency response and family maintenance services shall possess a master's degree in social work, or its equivalent in education and/or experience. Recruiting and retaining professional staff at this level helps us to better meet the needs of the community, as well as fulfill our legal mandates.

The difference in the cost between the current position and the proposed promotion is an annual increase of \$4,890 in salary and \$1,723 in benefits. Under this scenario there would be a restructuring of workload with no net increase to the existing staff allocation. Upon Board approval, Merit System Services will conduct an internal promotional recruitment. This increase will be paid for with state funds.

### **2. Hire one new RFA Social Worker (IV/III/II/I)**

Implementation of the Resource Family Approval (RFA) Program is a key component to the success of the Continuum of Care Reform effort which draws together a series of existing and new reforms to our child welfare services system. RFA directly impacts county welfare departments by creating a new foster caregiver approval process that replaces multiple existing processes of licensing or certifying foster homes, approving relatives, nonrelative extended family members (NREFMs), prospective adoptive parents, and legal guardians. Mandated by California state statute, statewide implementation is set to occur on January 1, 2017.

In order to meet this mandate, DSS requests approval for an additional Social Worker to assist with implementation, on-going services and administration required by this new mandate. The full year cost of salary is \$36,672 - \$50,313 and benefits is \$25,018 - \$42,812 (dependent upon funding and recruiting success). This request is contingent upon state funding; DSS will adjust the scope of recruitment (full-time/part-time) accordingly.

### **3. Promote one Vocational Trainee/Assistant to a Social Services Aide**

The DSS Child and Adult Services Division is staffed with one full-time support staff position, a Vocational Assistant (VA). While the VA is instrumental in performing a variety of tasks in support of the division, the scope is limited regarding performance of client-related tasks. DSS has a need for additional assistance related to routine client services, and desires to promote the existing VA position to a Social Services Aide (SSA) position.

SSAs function as junior Social Workers by relieving the professional staff of routine tasks such as performing assessments of clients in the In-Home Supportive Services program and various other tasks for the child and adult service programs. This allows the Social Workers to concentrate their time on the more complex casework.

The difference in the cost between the current position and the proposed promotion is an annual increase of \$2,994 in salary and \$955 in benefits. Under this scenario there would be a restructuring of workload with no net increase to the existing staff allocation. Upon Board approval, Merit System Services will conduct an internal promotional recruitment. This increase will be paid for with state and federal funds.

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 2016-2017 REDUCTION IMPACTS TO BASE BUDGET**

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2016-2017 budget parameter guidelines. This section should correspond to your Statement of Underfunding.

N/A

## **FY 2016-2017 STATE FUNDING SUMMARY**

State Realignment funding for County Social Services functions is projected to remain relatively flat. 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. 35% of the department's budget is from State Realignment funding, with the remainder coming from County match, and 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 new federal and state legislation and associated changes in statute, such as the Continuum of Care Reform.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

There are no major policy changes and/or considerations presented in this budget.



**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Social Services Department</b>						
110-51-868-14010	INTEREST INCOME	2,274.65	3,524.25	0.00	1,550.00	
110-51-868-14050	RENTAL INCOME	1,557.00	1,560.00	1,550.00	1,550.00	
110-51-868-15110	ST: PUBLIC ASSIST-ADMIN	641,663.29	829,554.92	910,782.00	810,000.00	
110-51-868-15120	ST: PUBLIC ASSIST-PROGRAMS	15,902.33	97,835.90	20,225.00	90,000.00	
110-51-868-15440	ST: REALIGNMENT-WELFARE TRUST	706,160.29	688,973.13	774,003.00	662,341.00	
110-51-868-15602	FED: PUBLIC ASSIST-ADMIN	1,195,868.08	1,904,595.91	1,405,534.00	1,884,770.00	
110-51-868-15610	FED: PUBLIC ASSIST-PROGRAMS	33,907.16	120,601.09	197,998.00	118,000.00	
110-51-868-15611	FED: AID RECOUPMENT	18,948.71	13,267.48	18,000.00	11,000.00	
110-51-868-16240	LABOR REIMBURSEMENT	870.73	0.00	0.00	0.00	
110-51-868-17010	MISCELLANEOUS REVENUE	376.53	3,274.02	0.00	0.00	
110-51-868-18100	OPERATING TRANSFERS IN: DSS	1,219,445.16	1,136,969.19	1,473,727.00	1,469,776.00	
	Total Revenues	3,836,973.93	4,800,155.89	4,801,819.00	5,048,987.00	
110-51-868-21100	SALARY AND WAGES	1,195,607.73	1,321,392.79	1,365,848.00	1,490,652.00	
110-51-868-21120	OVERTIME	93,418.08	31,806.23	60,000.00	60,000.00	
110-51-868-22100	EMPLOYEE BENEFITS	670,478.71	750,925.91	805,000.00	973,265.00	
110-51-868-30280	TELEPHONE/COMMUNICATIONS	15,844.27	17,884.99	19,000.00	19,000.00	
110-51-868-30281	TELEPHONE/COMMUNICATIONS-ADV BRD	853.18	779.88	1,500.00	1,500.00	
110-51-868-30500	WORKERS' COMP INS EXPENSE	26,187.00	23,274.00	23,274.00	26,409.00	
110-51-868-30510	LIABILITY INSURANCE EXPENSE	18,858.00	17,266.00	17,266.00	20,160.00	
110-51-868-31200	EQUIP MAINTENANCE & REPAIR	1.93	0.00	500.00	500.00	
110-51-868-31700	MEMBERSHIP FEES	16,097.00	35,197.00	18,297.00	20,000.00	
110-51-868-32000	OFFICE EXPENSE	61,025.84	55,440.43	65,000.00	70,000.00	
110-51-868-32450	CONTRACT SERVICES	71,046.12	45,013.81	78,046.00	187,139.00	
110-51-868-32460	CONTRACT SERVICES - PSSF-LIFE SKILLS	10,000.00	4,993.00	10,000.00	10,000.00	
110-51-868-32461	CONTRACT SERVICES - IHSS-CSS	116,724.00	116,724.00	120,201.00	120,201.00	
110-51-868-32462	CONTRACT SERVICES - IHSS ADVISORY BOARD	5,916.00	5,916.00	5,916.00	5,916.00	
110-51-868-32500	PROFESSIONAL & SPECIALIZED SER	108,391.67	111,559.41	163,533.00	118,000.00	
110-51-868-32600	INFORMATION TECHNOLOGY SERVICE	7,130.00	15,887.56	19,000.00	20,000.00	
110-51-868-32950	RENTS & LEASES - REAL PROPERTY	269,064.45	266,221.72	329,028.00	285,000.00	
110-51-868-33100	EDUCATION & TRAINING	5,751.75	4,115.00	7,500.00	7,500.00	
110-51-868-33120	SPECIAL DEPARTMENT EXPENSE	626.75	1,975.21	3,000.00	3,000.00	

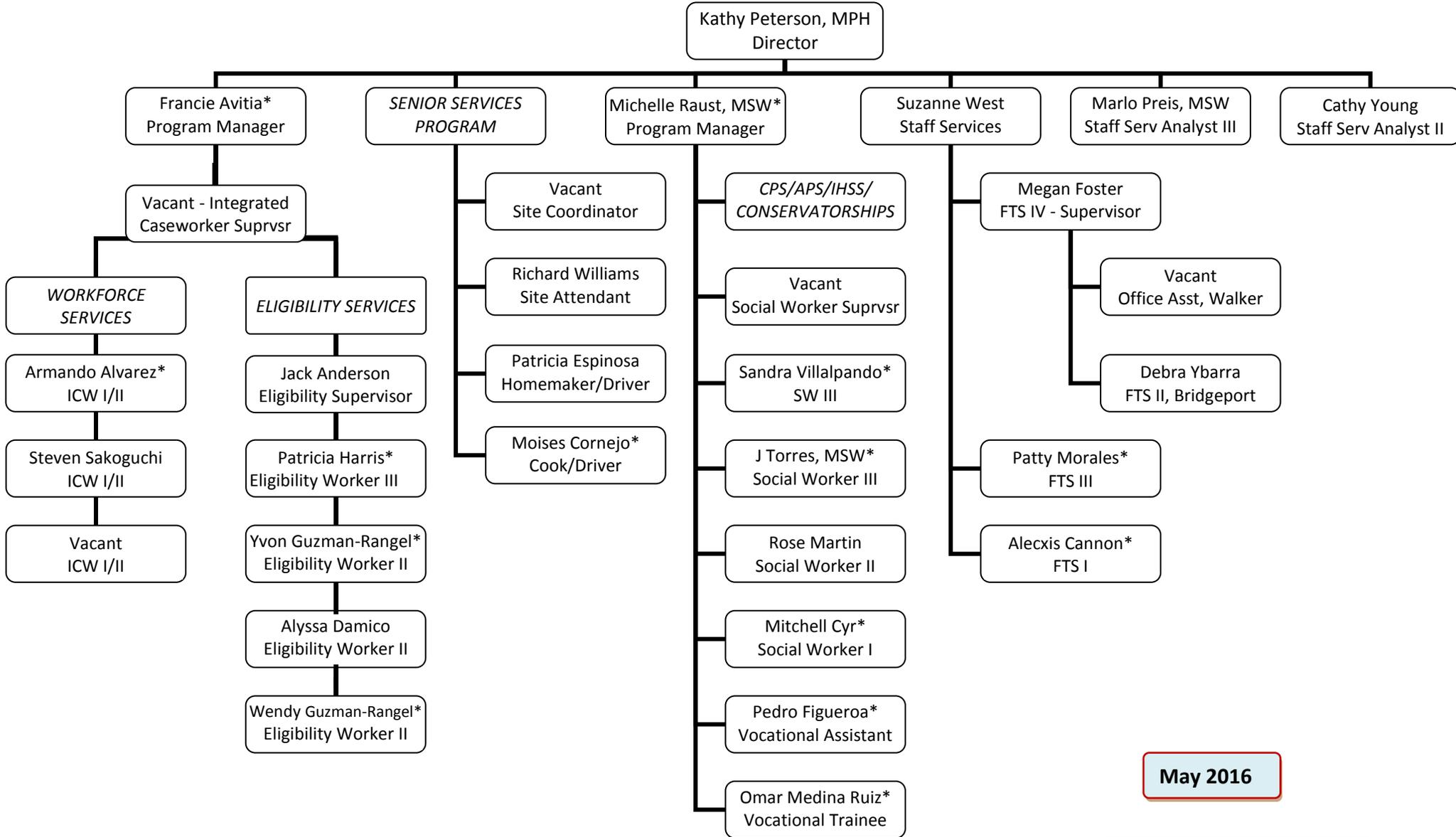
**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	EDUCATION & TRAINING - UC DAVIS					
110-51-868-33349	TRAINING	20,026.50	50,955.00	54,510.00	56,000.00	
110-51-868-33350	TRAVEL & TRAINING EXPENSE	31,541.73	29,702.28	31,000.00	35,000.00	
110-51-868-33351	VEHICLE FUEL COSTS	12,856.12	8,619.80	18,000.00	18,000.00	
110-51-868-33360	MOTOR POOL EXPENSE	23,308.78	18,305.28	31,200.00	31,200.00	
110-51-868-33600	UTILITIES	1,147.56	1,084.74	1,500.00	1,500.00	
110-51-868-41103	CWS PROGRAM - TRAVEL	3,654.12	2,178.71	7,000.00	7,000.00	
110-51-868-41104	CWS PROGRAM - ILP INCENTIVE	3,462.88	1,715.70	5,100.00	5,100.00	
110-51-868-41105	CWS PROGRAM - ILP-TLP	1,007.18	71.07	1,900.00	1,900.00	
110-51-868-41106	CWS PROGRAM - ILP WORK PROGRAM	455.46	149.66	1,300.00	1,300.00	
	CWS PROGRAM - DIRECT MEDICAL					
110-51-868-41107	PAYMENTS	21,592.59	14,315.75	22,000.00	20,000.00	
110-51-868-41108	SPECIAL DEPT EXP - WTW CHILD CARE	11,200.61	7,052.50	15,000.00	15,000.00	
110-51-868-41109	SPECIAL DEPT EXP -WTW CLIENT MILEAGE	0.00	0.00	14,000.00	15,000.00	
	FPPRS (Foster Parent Recruit, Reten & Supp					
	Prgm	0.00	0.00	0.00	37,000.00	
110-51-868-41110	ADULT PROTECTIVE SERVICES	3,287.74	4,318.90	5,000.00	5,000.00	
110-51-868-60100	OPERATING TRANSFERS OUT	56,527.87	26,627.35	219,496.00	226,096.00	
110-51-868-72960	A-87 INDIRECT COSTS	498,252.00	585,242.00	585,242.00	462,466.00	
	Total Expenditures	3,381,343.62	3,576,711.68	4,124,157.00	4,375,804.00	
	Net Fund Cost	455,630.31	1,223,444.21	677,662.00	673,183.00	

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>Aid Program</b>					
110-52-870-16014	AID REPAYMENTS	372.00	1,034.00	0.00	0.00	
	Total Revenues	<u>372.00</u>	<u>1,034.00</u>	<u>0.00</u>	<u>0.00</u>	
110-52-870-41100	SUPPORT & CARE OF PERSONS	441,779.49	474,636.61	592,461.00	585,000.00	
110-52-870-41102	IN HOME SUPPORT SERVS-IHSS	82,465.00	85,047.00	85,201.00	88,183.00	
	Total Expenditures	<u>524,244.49</u>	<u>559,683.61</u>	<u>677,662.00</u>	<u>673,183.00</u>	
	Net Fund Cost	<u><u>-523,872.49</u></u>	<u><u>-558,649.61</u></u>	<u><u>-677,662.00</u></u>	<u><u>-673,183.00</u></u>	

# Mono County Social Services



**May 2016**

\*Denotes Bilingual Staff

**SOCIAL SERVICES  
DEPARTMENT 868 FUND 114  
COUNTY CHILDREN'S TRUST FUND**

**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 2015-2016**

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).

Goal 1: Accomplishments - Increase Mandated Reporter Trainings in the County

CAPC Coordinator:

- Presented to Mammoth High School's Early Child Development Class on Kaiser Permanente's Adverse Childhood Experiences Study (ACES), the lifetime adverse health effects and the impact of trauma on the developing brain. Shared links to the online Mandated Reporter training and local phone numbers to call if child abuse is suspected, and shared the Center of the Study of Social Policy's research-based Strengthening Families Protective Factors Framework.
- Offered to provide Mandated Reporter trainings to six local agencies.
  - Provided a Mandated Reporter training that included an overview of the ACE Study and the Strengthening Families Protective Factors Framework to local childcare providers through IMACA's stipend CCIP program. In addition, she shared at three cross-collaborative meetings that she is a Mandated Reporter Trainer and available to provide trainings. Many agencies require their staff to take an online Mandated Reporter training and are not seeking additional Mandated Reporter trainings.
  - Provided an abridged Mandated Reporter Training for Mammoth High School's Early Child Development Class. Many of the students were interning at local childcare centers and are interested in becoming teachers.
- Along with the CAPC, identified the need to address the evident discomfort community members have with making child abuse reports. This was identified through providing the Mandated Reporter training to childcare providers. The CAPC discussed possible ways to address this issue and will revisit this at the next CAPC meeting.

Goal 2: Continue Expansion & Promotion of the Protective Factors Framework in the County

CAPC Coordinator:

- Coordinates the Strengthening Families Team meetings. The Strengthening Families Team consists of individuals from the following agencies: Mono County Office of Education, First 5 Mono County, Department of Social Services, Mono County Public Health Department and Mono County Library.
  - Applied for and received, on behalf of the Strengthening Families Team, a Technical Assistance Grant from Strategies. Strategies coaches provided information on community outreach, parent education and family engagement activities; social media assistance regarding the Mono Strengthening Families Facebook page and other media outreach;

reviewed and gave feedback re: the Strengthening Families “What I Love Most About My Family” bookmark contest and the Mono County Protective Factors Asset Map document.

- Provided two Strengthening Families through the Protective Factors story times to families that attended the Crowley Lake Pea Pod group and a Mammoth Lakes Library Story time. Read books, shared a book list that is linked to Protective Factors, and provided family strengthening resources.
- Incorporated the Strengthening Families Protective Factors Framework into two presentations this year to local childcare providers and the Mammoth High School Early Child Development Class. Adapted the Protective Factors Framework with the local childcare providers to point out how they help support and strengthen the families they work with.
- Mapped out the Protective Factors “at work” in Mono County through a Mono County Protective Factors Asset Map. Once complete, this information will be shared with Mono County agencies that work with families as well as the county leadership.
- Along with CAPC members, created a library bookmark contest to highlight family strengths and to share the protective factors framework. Forty-seven local children and youth participated in the contest. Participants represented all areas of the county and ages from 3 years old to 13. All library branches received copies of the winner’s bookmark during April – Child Abuse Prevention Month. In addition, all libraries displayed books focusing on the protective factors such as, developing resilience, stress reduction, child development, parenting strategies, along with Protective Factors Framework information and resources.

Note: CBCAP funds deposited into the County Children’s Trust Fund are also used to fund Wild Iris, a community-based organization, to conduct a variety of community-based child abuse prevention activities.

## **DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department’s FY 2016-2017 Requested Budget represents an overall decrease of \$2,375 in expenditures, and a decrease of \$141 in revenues, when compared to the FY 2015-2016 Board Approved Budget. As a result, there is a \$2,234 decrease in Net Cost to Fund. There is no increased cost to the General Fund.

There are no Personnel Costs associated with this fund.

Revenues – Revenues are expected to decrease slightly due to decreases in fees and grant revenues.

Personnel – There are no Personnel Costs associated with this fund. A department restructure is not being requested for this departmental unit.

Services & Supplies – Major changes – N/A

Support & Care of Persons – Major changes – N/A

Fixed Assets – N/A

## **FY 2016-2017 REDUCTION IMPACTS TO BASE BUDGET**

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2016-2017 budget parameter guidelines. This section should correspond to your Statement of Underfunding.

N/A

## **FY 2016-2017 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  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>CCTF - County Children's Trust Fund</b>					
114-56-868-14010	INTEREST INCOME	60.25	0.84	0.00	0.00	
114-56-868-15462	ST: CBCAP COMM BASED CHILD ABU	29,855.00	29,650.00	29,855.00	29,650.00	
114-56-868-16160	BIRTH CERTIFICATE FEES (CCTF)	748.80	702.00	600.00	675.00	
114-56-868-16162	CA KID'S PLATE FEES	307.00	300.00	311.00	300.00	
	Total Revenues	<u>30,971.05</u>	<u>30,652.84</u>	<u>30,766.00</u>	<u>30,625.00</u>	
114-56-868-32450	CONTRACT SERVICES	29,992.20	27,919.00	30,000.00	30,625.00	
114-56-868-32500	PROFESSIONAL & SPECIALIZED SER	6,774.00	0.00	3,000.00	0.00	
	Total Expenditures	<u>36,766.20</u>	<u>27,919.00</u>	<u>33,000.00</u>	<u>30,625.00</u>	
	Net Fund Cost	<u>-5,795.15</u>	<u>2,733.84</u>	<u>-2,234.00</u>	<u>0.00</u>	

**SOCIAL SERVICES  
DEPARTMENT 874 FUND 110  
GENERAL RELIEF**

**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 2015-2016**

County-wide Emergency Shelter operations:

- Increased the efficiency and effectiveness of emergency communications across partner organizations through the purchase and installation of emergency radios and ventilated cabinets at five of the eight community centers/shelter sites across the county. Radios are also kept at the Mammoth, Bridgeport and Walker offices. This provides a back-up method of communication between shelter managers and coordinators in the event of an emergency. Purchased a pay as you go phone from AT&T to use in the event of emergencies or loss of cell service through Verizon.
- Partnered with the Los Angeles Region American Red Cross to provide emergency preparedness training for residents in the Walker/Coleville, Bridgeport and Mammoth Lakes areas, including three shelter management trainings; CPR trainings open to all residents; and Disaster Action Team Training for DSS staff and shelter managers to learn how to assist in the event of a single family fire or other smaller disasters.
- The Disaster Action Team through DSS was able to assist two families in two separate events this year; a single-family fire incident in Mammoth Lakes and a home that was flooded in Chalfant. These families each received a debit card in excess of \$500 to assist with immediate needs such as lodging, food and other necessities needed to begin their recovery.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents a decrease to revenues of \$3,025 and a corresponding decrease to expenditures of \$3,025 when compared to the FY 2015-2016 Board Approved Budget. There is no change 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. A department restructure is not being requested for this departmental unit.

Revenues – Revenue decrease of \$3,025 is in line with anticipated decrease in expenditures due to a decrease in A-87 costs.

Personnel – There are no personnel costs charged to this fund.

Services & Supplies – Major changes – n/a

Support & Care of Persons – No change.

*Fixed Assets* – n/a

**FY 2016-2017 REDUCTION IMPACTS TO BASE BUDGET**

There are no anticipated impacts to this budget, which result from meeting the FY 2016-2017 budget parameter guidelines.

**FY 2016-2017 STATE FUNDING SUMMARY**

Funding is 100% County General Fund.

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

There are no major policy considerations.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>General Relief</b>					
110-53-874-16015	GENERAL ASSISTANCE REPAYMENTS	65.00	2,158.00	0.00	0.00	
110-53-874-18100	OPERATING TRANSFERS IN: AID TO INDIGENTS	11,281.00	12,764.14	20,025.00	17,000.00	
	Total Revenues	<u>11,346.00</u>	<u>14,922.14</u>	<u>20,025.00</u>	<u>17,000.00</u>	
110-53-874-41100	SUPPORT & CARE OF PERSONS	7,704.15	8,947.13	12,000.00	12,000.00	
110-53-874-41120	SHELTER SUPPLIES	1,385.47	4,062.83	5,000.00	5,000.00	
110-53-874-72960	A-87 INDIRECT COSTS	2,256.00	3,025.00	3,025.00	0.00	
	Total Expenditures	<u>11,345.62</u>	<u>16,034.96</u>	<u>20,025.00</u>	<u>17,000.00</u>	
	Net Fund Cost	<u>0.38</u>	<u>-1,112.82</u>	<u>0.00</u>	<u>0.00</u>	



**SOCIAL SERVICES  
DEPARTMENT 875 FUND 110  
SENIOR SERVICES**

**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 2015-2016**

1. Continued 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. Mono County's Senior Services Program staff collected approximately 150 senior needs assessments to help inform the ESAAA 4-year planning process.
2. Maintained or increased service delivery levels even while experiencing temporary reduction in staff (projected numbers based on actuals through May 2016):
  - a. 6% increase (9,794 meals served) in Meals-on-Wheels (home delivered meals participation)
  - b. 2% increase (3,517 meals served) in congregate meals
  - c. 76% increase (1,500 bus passes sold) in transportation assistance.
3. Continued hot meal availability to Tri-Valley seniors through a collaborative partnership with Inyo County Senior Program. Number of meals delivered to Tri-Valley residents increased by 5% over last fiscal year.
4. Collaborated with Inyo County WIC staff for the delivery of nutrition counseling and support to seniors in the county.
5. Assessed 42 seniors through the *Healthy Ideas* Program, a depression identification and self-management program for seniors, in partnership with the Mono County Behavioral Health.
6. Initiated inquiries into potential partnerships with area healthcare providers to bring Hospice services to northern Mono County.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents an overall increase of \$59,226 in expenditures, and an increase of \$59,226 in revenues, when compared to the FY 2015-2016 Board Approved Budget. As a result, there is no increase in Net Cost to Fund.

Personnel Costs increased by approximately \$55,225 compared to the FY 2015-2016 Board Approved Budget, primarily due to cost-of-living adjustments, lifting of the personnel furlough, resumption of salary step increases, and increased health insurance costs.

Revenues – Requested General Fund contribution to the Senior Budget has increased from FY 15-16 by 40,016. Revenue received through the ESAAA program will increase by \$21,710. Revenue from the local Mental Health Service Act Fund (Prop 63) for the Healthy Ideas program is reduced from \$25,000 to \$20,000.

Personnel – The Department’s Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget. The Department wishes to fill a vacancy with a Cook/Driver position versus a Homemaker/Driver position to better meet the needs of the program. These two positions are at the same salary range; thus no change is needed in terms of budgeting.

Services & Supplies – Major changes – n/a

Support & Care of Persons – Major changes – n/a

Fixed Assets – n/a

### **FY 2016-2017 REDUCTION IMPACTS TO BASE BUDGET**

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2016-2017 budget parameter guidelines. This section should correspond to your Statement of Underfunding.

N/A

### **FY 2016-2017 STATE FUNDING SUMMARY**

State funding through the ESAAA Regional Agreement will increase over last fiscal year by \$21,710.

### **MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

The following is a summary of the major items influencing the Senior Program budget in FY 2016-17:

1. A-87 indirect costs increase; \$11,015 in FY 2015-16 to \$24,163 in FY 2016-2017
2. Personnel salary and benefits cost increase; \$173,421 in FY 2015-16 to \$213,646 in FY 2016-2017
3. ESAAA funding revenue increase; \$75,763 in FY 2015-16 to \$97,473 in FY 2016-2017
4. Requested General Fund support of the Program increase from \$146,579 in FY 2015-16 to \$186,595 in FY 2016-2017.

Other factors include:

- Continued collaboration between Social Services and Behavioral Health Departments to implement the *Healthy Ideas* Program for seniors in Mono County. \$20,000 in local Mental Health Service Act Funds (Prop 63) will be used to augment the Senior Program budget in FY 2016-17 for continued implementation of this program
- Continuing DSS in-kind staff time contribution to provide program oversight and administration, personnel supervision, and fiscal management.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
<b>Senior Program</b>						
ST: MEDICAL TRANSPORTS (LTC)-SENIOR						
110-56-875-15261	PRG	20,000.00	30,000.00	30,000.00	30,000.00	
110-56-875-16301	SENIOR SERVICE FEES	25,000.00	25,000.00	25,000.00	20,000.00	
110-56-875-16502	ESAAA CONTRACT REVENUE	84,535.00	73,586.00	75,763.00	97,473.00	
110-56-875-16600	CUSTOMER SERVICE FEES	10,544.05	13,311.55	9,500.00	12,000.00	
OPERATING TRANSFERS IN: SENIOR						
110-56-875-18100	SERVICES	134,866.00	119,750.85	146,579.00	186,595.00	
	Total Revenues	<u>274,945.05</u>	<u>261,648.40</u>	<u>286,842.00</u>	<u>346,068.00</u>	
110-56-875-21100	SALARY AND WAGES	91,706.38	82,427.46	89,438.00	105,891.00	
110-56-875-21120	OVERTIME	307.10	21.68	1,000.00	500.00	
110-56-875-22100	EMPLOYEE BENEFITS	59,007.91	59,293.04	68,983.00	107,755.00	
110-56-875-30280	TELEPHONE/COMMUNICATIONS	2,031.42	2,295.38	2,200.00	2,200.00	
110-56-875-30300	FOOD EXPENSES	67,473.21	74,589.70	68,566.00	72,000.00	
110-56-875-30350	HOUSEHOLD EXPENSES	237.79	441.86	1,000.00	1,000.00	
110-56-875-30500	WORKERS' COMP INS EXPENSE	2,971.00	2,803.00	2,803.00	3,695.00	
110-56-875-30510	LIABILITY INSURANCE EXPENSE	1,977.00	1,722.00	1,722.00	2,073.00	
110-56-875-32000	OFFICE EXPENSE	1,571.80	2,186.23	2,000.00	2,000.00	
110-56-875-32450	CONTRACT SERVICES	0.00	0.00	0.00	4,000.00	
110-56-875-32500	PROFESSIONAL & SPECIALIZED SER	2,521.90	2,556.81	3,000.00	0.00	
110-56-875-33120	SPECIAL DEPARTMENT EXPENSE	4,682.63	21,491.88	20,000.00	5,000.00	
110-56-875-33350	TRAVEL & TRAINING EXPENSE	274.00	142.00	615.00	500.00	
110-56-875-33351	VEHICLE FUEL COSTS	5,086.47	3,859.85	5,000.00	5,000.00	
110-56-875-33360	MOTOR POOL EXPENSE	7,012.00	6,551.25	9,500.00	10,291.00	
110-56-875-72960	A-87 INDIRECT COSTS	18,214.00	11,015.00	11,015.00	24,163.00	
	Total Expenditures	<u>265,074.61</u>	<u>271,397.14</u>	<u>286,842.00</u>	<u>346,068.00</u>	
	Net Fund Cost	<u>9,870.44</u>	<u>-9,748.74</u>	<u>0.00</u>	<u>0.00</u>	



**SOCIAL SERVICES - ETR**  
**DEPARTMENT 869**  
**Fund 111**

**DEPARTMENTAL FUNCTIONS**

The Social Services Employment and Training Programs (aka Workforce Program) include: Welfare to Work, Workforce Innovation and Opportunity Act, and Employment Centers in Mammoth and Walker. The department helps individuals achieve self-sufficiency through workforce related efforts including career counseling, setting educational goals, interviewing techniques, resume and master application development, job retention advice, and job search and job placement assistance.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Three On-the-Job contracts with local businesses were successfully implemented this fiscal year. Staff contacted over 80 businesses to educate and recruit for the program.
- Developed a Workforce Resource Room in the Sierra Center Mall by reconfiguring existing department office space, allowing implementation of a seamless service model in that residents will be able to look for work, develop their resume, received individualized workforce assistance from county staff, and apply for jobs all in the same location.
- Improved job search assistance by maintaining accurate and complete job postings while matching listed jobs with individual client goals. A digital html version of the job board was scripted to make searching for jobs online easy and thorough.
- Increased resident's access to job openings and program information by implementing a job search e-mail newsletter.
- Partnered with the Mono County Office of Education and the Mono County Economic Development Department to implement a Workforce Education and Certificate Program as part of the Welfare-to-Work (WTW) and WIA Program services. This four-module program was conducted in Mammoth Lakes and Walker, and provided a resource for low income parents to enhance their capacity to obtain and maintain gainful employment.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget represents a decrease to revenues of \$9,838 and a corresponding decrease to expenditures of \$9,838 when compared to the FY 2015-2016 Board Approved Budget. There is no change in Net Cost to Fund.

Personnel Costs increased by \$6,000 as compared to the FY 2015-2016 Board Approved Budget.

*Revenues* – Revenues decreased by \$9,838 due to a decrease in federal funds.

*Personnel* – The Department's Requested Budget represents no change in the number of fulltime equivalent (FTE) positions that are supported by this budget. A department restructure is not being requested for this departmental unit.

*Services & Supplies* – N/A

*Support & Care of Persons* – N/A

*Fixed Assets* – N/A

**FY 2016-2017 REDUCTION IMPACTS TO BASE BUDGET**

There are no anticipated impacts to this budget, which result from meeting the FY 2016-2017 budget parameter guidelines.

**FY 2016-2017 STATE FUNDING SUMMARY**

N/A

**MAJOR POLICY CONSIDERATIONS BEING REQUESTED**

There are no major policy changes and/or considerations being requested.

**County of Mono  
Department Requested Budget  
for the 2016-17 Fiscal Year**

GL Account Number	GL Account Description	2014/15 Actuals	2015/16 Actuals	2015/16 Revised Budget	2016/17 Dept Requested Budget	2016/17 CAO Recommended
	<b>Workforce Investment Act - ETR</b>					
111-56-869-15900	OTH: OTHER GOVT AGENCIES	51,828.69	59,309.24	148,590.00	138,752.00	
	Total Revenues	51,828.69	59,309.24	148,590.00	138,752.00	
111-56-869-21100	SALARY AND WAGES	9,953.25	9,002.94	9,000.00	12,000.00	
111-56-869-22100	EMPLOYEE BENEFITS	5,855.56	5,239.32	6,000.00	9,000.00	
111-56-869-30280	TELEPHONE/COMMUNICATIONS	2,176.86	2,465.48	2,500.00	2,500.00	
111-56-869-31200	EQUIP MAINTENANCE & REPAIR	0.00	0.00	500.00	500.00	
111-56-869-32000	OFFICE EXPENSE	5,287.24	2,871.38	6,300.00	3,000.00	
111-56-869-32450	CONTRACT SERVICES	0.00	8,040.00	7,000.00	0.00	
111-56-869-32500	Professional & Specialized Ser	0.00	0.00	0.00	7,000.00	
111-56-869-32950	RENTS & LEASES - REAL PROPERTY	4,440.00	4,690.00	11,000.00	7,000.00	
111-56-869-33100	EDUCATION & TRAINING	475.00	0.00	2,000.00	2,000.00	
111-56-869-33120	SPECIAL DEPARTMENT EXPENSE	15,968.44	39,016.25	97,869.00	85,754.00	
111-56-869-33350	TRAVEL & TRAINING EXPENSE	1,970.70	0.00	2,000.00	2,000.00	
111-56-869-33351	VEHICLE FUEL COSTS	987.94	587.81	2,000.00	2,000.00	
111-56-869-33360	MOTOR POOL EXPENSE	2,050.40	1,284.00	1,300.00	2,020.00	
111-56-869-33600	UTILITIES	1,147.48	1,084.64	1,300.00	1,300.00	
111-56-869-72960	A-87 INDIRECT COSTS	7,186.00	-179.00	-179.00	2,678.00	
	Total Expenditures	57,498.87	74,102.82	148,590.00	138,752.00	
	Net Fund Cost	-5,670.18	-14,793.58	0.00	0.00	



**SOCIAL SERVICES  
DEPARTMENT 112  
WRAP Program**

**DEPARTMENTAL FUNCTIONS**

Wraparound, or WRAP for short, was established in 1997 with Senate Bill 163. 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 and will continue to be an important strategy under Continuum of Care Reform.

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.

**MAJOR ACCOMPLISHMENTS IN FY 2015-2016**

- Implemented the Mono County WRAP Program in partnership with the Departments of Behavioral Health, Probation, Public Health, and community-based partners with the goal of reducing the risk of out-of-home placement and recidivism of children and youth. Of the children served by the WRAP Program in FY 2015-16, none were placed in out-of-county group homes.

**DEPARTMENTAL BUDGET REQUEST FOR FY 2016-2017**

The Department's FY 2016-2017 Requested Budget is the same as FY 2015-2016, as a result, there is neither an increase nor decrease in Net Cost to Fund.

Revenues – 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).

Personnel – There are no Personnel Costs in this budget. A department restructure is not being requested for this departmental unit.

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 2016-2017 REDUCTION IMPACTS TO BASE BUDGET**

Provide a narrative summary of the impact(s) to your budget, which result from meeting the FY 2016-2017 budget parameter guidelines. This section should correspond to your Statement of Underfunding.

N/A

## **FY 2016-2017 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  
Department Requested Budget  
for the 2016-17 Fiscal Year**

<b>GL Account Number</b>	<b>GL Account Description</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Dept Requested Budget</b>	<b>2016/17 CAO Recommended</b>
	<b>WRAP - Foster Care</b>					
112-54-868-18100	OPERATING TRANSFERS IN	70,708.12	13,283.92	184,248.00	184,248.00	
	Total Revenues	<u>70,708.12</u>	<u>13,283.92</u>	<u>184,248.00</u>	<u>184,248.00</u>	
112-54-868-60100	OPERATING TRANSFERS OUT	70,708.12	13,283.92	146,719.00	146,719.00	
112-54-868-91010	CONTINGENCY	0.00	0.00	37,529.00	37,529.00	
	Total Expenditures	<u>70,708.12</u>	<u>13,283.92</u>	<u>184,248.00</u>	<u>184,248.00</u>	
	Net Fund Cost	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	



**GENERAL FUND POLICY ITEMS  
FOR THE 2016-17 BUDGET YEAR**

	<u>Amt Requested</u>	<u>Comments</u>	<u>Approved</u>
<b>Board of Supervisors</b>			
General Fund Reserve (Bring to 5% of Current Expenditures)	\$ 200,000	Brings balance up to policy min (\$1,859,088)	-
CIP Fund - Park Improvement Set-aside: Benton	2,500	Same as last year	
CIP Fund - Park Improvement Set-aside: Chalfant	2,500	Same as last year	
CIP Fund - Com Center Improvement Set-aside: June Lake	5,000	Requested by Supervisor Alpers	
Property Tax Admin Fee Refund (6 smallest fire districts)	20,000	Based on prior year refunds	-
Arts & Culture	40,000	Same as last year	-
Contribution to Youth Sports Program	12,000	Requested by Supervisor Corless	-
Public Lands, Trails, & Recreation Planning	10,000	Requested by Supervisor Corless	-
<b>Clerk-Recorder / Elections</b>			
Software for Form 700 Statements for filing/processing	30,119	New software requested	-
Replace Elections processing hardware/software	66,393	\$41,198 partial grant funding may be available later this year	-
<b>Economic Development</b>			
Economic Development - Tourism:			
Film Commission Marketing Support	5,000	Same as last year	-
California State Fair Exhibit and Interagency Visitors' Center	10,000	Same as last year	-
Community Event Marketing Fund	40,000	Same as last year	-
Contribuiton to Mono Historical Societies	6,000	Same as last year	-
Trail Maintenance Program	8,500	Same as last year	-
Air Service Subsidy	100,000	Same as last year	-
<b>Public Health - EMS Division</b>			
Replacing of (2) Cardiac Monitors	75,000	Current equipment has hit end of life	-
<b>Information Technology</b>			
Replacement of Adtran VoIP/Avaya phone systems	25,000	Current equipment has hit end of life	-
<b>Public Works</b>			
Facilities: Mono Lake Improvements	20,000		-
<b>Sheriff</b>			
Replace 2 patrol vehicles	152,000	use of salary savings from vacant positions	
<b>TOTAL GENERAL FUND POLICY ITEMS \$</b>	<b>830,012</b>	<b>TOTAL</b>	<b>-</b>



**GENERAL FUND RESTRUCTURE COSTS  
FOR THE 2016-17 BUDGET YEAR**

<b>General Fund Reductions:</b>	
Assessor	\$ (25,861)
Sheriff	\$ (84,524)

<b>General Fund Increases:</b>	
Information Technology (does not include benefits)	\$ 8,600
District Attorney (does not include benefits)	\$ 25,524
Community Development	\$ 7,075
Public Works, Engineering	\$ 55,829

<b>General Fund Increase with Non-General Fund Funding Source:</b>	
Probation (funded by realignment)	\$ 70,984

**TOTAL GENERAL FUND RESTRUCTURE COSTS \$ 57,627**



## POLICY ITEM REQUEST FORM

Department: Public Works/Facilities

Budget Unit: 190-18-725-31400

Description of Program/Equipment:

Create fund for the June Lake Community Center to offset improvement costs.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>          5,000</u>	(Construction materials)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	
Total On-Going Cost:	<u>                    </u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    -</u>	
Total Cost:	<u>          5,000</u>	

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

## POLICY ITEM REQUEST FORM

Department: Clerk-Recorder

Budget Unit: 180

### Description of Program/Equipment:

Software for electronic filing and automated processing of Form 700 Statements. This software will also assist the County Counsel's Office in maintaining and updating Conflict of Interest Codes for the county and special districts.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	
Total On-Going Cost:	<u>                    </u>	-
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	30,119
Total One-Time Cost:	<u>                    </u>	30,119
Total Cost:	<u>                    </u>	30,119

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

## POLICY ITEM REQUEST FORM

Department: Elections

Budget Unit: 181

### Description of Program/Equipment:

Replacement of Elections Processing hardware and software. The current system was acquired prior to the 2004 elections, and was scheduled to be replaced in 2014. Total cost to purchase outright a new system would be \$321,748. This proposal is for an eight year lease at \$66,393 per year, for a total cost over eight years of \$531,144. Included in the lease agreement are costs that would not have been captured in an outright purchase, including: Annual license fees; Annual hardware warranty fees; Election setup and support for one election per year for eight years.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>66,393</u>	Inclusive lease fee for all hardware, software
Total On-Going Cost:	<u><u>66,393</u></u>	and related services
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u><u>                    </u></u>	-
Total Cost:	<u><u>66,393</u></u>	

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

We have \$41,198 remaining from the original 2004 grant which was used to purchase the existing equipment, and it is anticipated that these funds will be released for use later this year. There are also proposals for at least partial funding by the State of California, but nothing concrete at this point.

## POLICY ITEM REQUEST FORM

Department: Economic Development

Budget Unit: 105

### Description of Program/Equipment:

Film Commission Marketing/Support, \$5,000 -- With the newly expanded California Film & Television Tax credit in effect, and filming interest in the Mono County on the rise, the effort to continue marketing our region as a highly accessible, film-friendly destination is more important than ever. Funding will allow advertising in the international location industry publications which are distributed at high-profile film festivals, such as Cannes, 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

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>    \$5,000.00    </u>	
Total On-Going Cost:	<u>    \$5,000.00    </u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    </u>	
Total Cost:	<u>    \$5,000.00    </u>	

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

Based on estimated revenues from Mammoth Location Services, the average commercial production generates approximately \$25,000 in local spending. If an investment of \$5,000 results in even two additional commercials for the county, the return on investment would be 10:1.

Approximately 80 film permits are issued annually by the Inyo National Forest, BLM, LADWP, Caltrans, State Parks and Mono County primarily for commercial productions. With an increasingly competitive arena -- not only other film commissions in California, but locations like Louisiana, Michigan, the UK, Canada, and New York -- it is imperative to continue marketing efforts and outreach to secure an increasing share of the film business in California.

# POLICY ITEM REQUEST FORM

Department: Economic Development

Budget Unit: 105

## Description of Program/Equipment:

1. \$5000 - Eastern Sierra Inter-agency Visitor Center (ESVC). Formerly called the InterAgency Visitor Center, Mono County historically provides an annual contribution of \$10,000 to support the operation of the ESVC, a 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 EAVC 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

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>    \$5,000.00    </u>	
Total On-Going Cost:	<u>    \$5,000.00    </u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>    \$5,000.00    </u>	
Total One-Time Cost:	<u>    \$5,000.00    </u>	
Total Cost:	<u>    \$10,000.00    </u>	

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

Benefits that offset the cost:

1. EAVC Contribution: The EAVC receives 300,000 visitors annually and is a key hub for visitor traffic into the Eastern Sierra. 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 and exposure for Mono County to the Northern California family market, in particular, is excellent. The county exhibits (eg. featuring Bodie/Mono Lake/Devils Postpile) have won awards every year.



## POLICY ITEM REQUEST FORM

Department: Economic Development

Budget Unit: 105

### Description of Program/Equipment:

Mono County Historical Societies - \$6,000. Last year, the Board chose to allocate a small amount of financial support for our local non-profit historical societies in order to assist with the operation and promotion of museums and other historical/cultural programs. The Economic Development department developed the Historical Societies Grant Fund and issued a total of \$6,000 among five local historical societies. The program allowed new websites to be built, software to be purchased, and fundraising projects and events to take place. The assistance allows our county to share our roots and our culture with visitors from around the world. Museums are also the landmarks that visibly display the identity, pride, and narrative of each of our communities, honoring the lives of the original people who were part of their beginnings.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>    \$6,000.00    </u>	
Total On-Going Cost:	<u>    \$6,000.00    </u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    -                    </u>	
Total Cost:	<u>    \$6,000.00    </u>	

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

More than ever cultural tourism is an important piece of the industry, as the aging baby boomers increasingly head into retirement and more leisure travel. Assisting our local non-profits to operate and promote the region's museums and historical programs enriches Mono County as a destination with multi-faceted offerings which include the celebration of local history and culture. In the Economic Impact & Visitor Profile Study (2008), 21.5% of guests surveyed said that they would visit a museum while visiting Mono County. This translates to approximately 225,000 people annually. Ensuring that the museum experience in Mono County continues to be a positive, memorable one for guests is important to the well-being and growth of tourism in our region.

## POLICY ITEM REQUEST FORM

Department: Economic Development

Budget Unit: 105

### Description of Program/Equipment:

Friends of the Inyo Trails Maintenance - \$8,500. Over the past two years, the collaborative arrangement between Mono County and Friends of the Inyo has allowed the provision of significant improvements to many key hiking trails in the region. Please see the proposed trail improvement and maintenance plan for 2016-17, attached.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>    \$8,500.00    </u>	
Total On-Going Cost:	<u>    \$8,500.00    </u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    -                    </u>	
Total Cost:	<u>    \$8,500.00    </u>	

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

Hiking and fishing are the top two outdoor recreational activities in Mono County in the spring/summer/fall season. According to the Mono County Economic Impact & Visitor Profile Study (2008), 70% of all visitors surveyed indicated that their main reason to visit Mono County was outdoor recreation. Of that group, almost 50% said that they went hiking -- which extrapolates to approximately 428,000 visitors annually who come to Mono County to hike. To support this usage and to grow visitation to the region, the maintenance of our trail system is of paramount importance. Working closely with Community Development, Economic Development, the US Forest Service, volunteers, and their own staff, Friends of the Inyo proposes a trail maintenance program for 2016-17 that focuses on several trail projects throughout the county. Please see proposal attached.

# Mono County Trails 2016-2017

*Connecting Local Communities, Economies, and Public Lands through Stewardship*  
July 2016

## **Concept Background**

People live in and visit Mono County because it is truly wild by nature, boasting an abundance of public lands that provide clean air, water, abundant wildlife, and an unparalleled depth and diversity of recreational opportunities.

Each year, millions of people visit Mono County's public lands to hike, camp, fish, hunt, climb, bike, ski and snowboard, explore by 4wd and snowmobile, birdwatch, and photograph the natural wonder of the Eastern Sierra. In turn, these visitors support our local businesses from stores and lodgings to professional guides and restaurants. The resilience and growth of our local economies relies on our ability to ensure safe, enjoyable, and memorable experiences on our public lands.

As federal budgets continue to shrink, the Inyo National Forest, Humboldt-Toiyabe National Forest, and the Bishop Field Office of the Bureau of Land Management, struggle to complete routine maintenance and provide certain visitor services. As a result, the trails and facilities that connect our public lands to our communities and provide the safe, exceptional recreation experiences that draw visitors and residents need additional stewardship and support

Mono County communities have come together to form trail committees and draft trail plans in an effort to support and develop well-maintained and defined recreational access. In partnership with County, local non-profits, and agency staff, community members are forming working groups and committees to ensure that community identified trail alignments and ongoing maintenance are a reality. In June Lake for example, the Gull Lake Trail, built and maintained through a series of volunteer days, exemplifies these efforts as the only new trail in the community in decades. As more communities including Lee Vining and Walker emphasize the importance of local trails and restoration, there is an opportunity to maintain and improve recreation opportunities throughout the County.

With more than 50% of visitors to Mono County in the spring, summer, and fall visiting the area to recreate on our trails, safe, well-maintained, inspiring trails are essential to their enjoyment. Given the richness and beauty of our local landscapes, our trails draw visitors to the area. Great trails encourage them to explore and stay longer when they are here.

Throughout the County, local communities can actively improve and sustain recreational access to their neighboring public lands for all types of users – hikers, equestrians, anglers, cyclists, and off-highway vehicle enthusiasts, among others. To do this requires an investment to provide ongoing maintenance as well as future planning, permitting, design, and construction. Supported community stewardship can achieve much of the necessary work for our trails including maintenance, planning, design, and even

construction while building tangible connections between local communities and the public lands in their backyard.

### **Community Stewardship – Connecting people to achieve results**

Community Stewardship leverages the love people share with their local public lands through hands-on activities including volunteer Trail Days, trail planning efforts, and adopt-a-trail programs with trained individuals. For the past seven years, Friends of the Inyo, with funding from Mono County and others, has successfully supported effective community stewardship through our work with the June Lake Trails Committee and our recent work on trails throughout the County from Walker to Convict Lake. In June Lake, we have facilitated seven successful June Lake Trails Days, coordinated trail design and permitting with the Forest Service and County staff, been an active member of the June Lake Trails Committee, and helped raise money for trails projects in the June Lake Loop.

In fiscal year 2017, Friends of the Inyo would like to build on this success with renewed funding from Mono County to increase capacity for community-driven projects to maintain and improve our public lands. With the County's support, Friends of the Inyo will provide maintenance of existing trails and support planning efforts to improve public lands experiences for visitors and residents. This work will be completed through a combination of professional trail maintenance, planning and coordination, and hands-on volunteer stewardship projects.

### **Anticipated Role and Associated Costs**

With more than a decade of experience, Friends of the Inyo can help fill the gaps created by funding shortages within federal agencies with professional trail crews, planning support, and community engagement. In 2016 and 2017, Friends of the Inyo proposes the following work on trails in Mono County:

#### *Trail Design, Construction & Maintenance*

Friends of the Inyo will provide one week of a professional trail crew to repair, maintain, and improve established trails and make assessments of potential projects in locations recommended in coordination with local communities and County staff. Work in the coming year will likely focus on trails near Walker, Bridgeport, June Lake, and Tom's Place. Specific projects could include maintenance and wayfinding improvements on popular trails like Fern/ Yost, Robinson Creek, Lower Rock Creek or routes in the Sweetwaters as well as work with community-driven trail projects in Lee Vining. All work will be completed in coordination with US National Forest or BLM staff as required.

At the same time, working in cooperation with Mono County, Inyo National Forest, the Bishop BLM, and local advisory groups, Friends of the Inyo will help identify additional project opportunities and support corresponding planning and research efforts. In 2016-2017, other potential projects could include input and review of the development of community specific trail maps in Walker, Bridgeport, Lee Vining, and June Lake. The maps will help visitors discover the breadth of opportunity in these areas while dispersing use to benefit trail conditions and the visitor experience.

### *Trail Days*

Volunteer trails days are powerful, community-building events. By creating active connections between communities and their public lands, they build a lasting ethic of stewardship for local trails. At the same time, they capitalize on the work of many to complete meaningful projects, such as maintaining and improving existing trails, restoring damaging use trails, and improving recreational infrastructure like wayfinding signs and interpretive kiosks. Friends of the Inyo provides all tools, professional volunteer supervision and leadership, liability insurance, and coordination with the appropriate land management agencies for all Trail Days. Most Trail Days cost between \$3,000 and \$4,000, depending on the extent of work completed. These costs include project planning and coordination, professional staff, tools, supplies, and travel. In 2016-2017, we expect to continue popular Trail Days in June Lake and the Mono Basin and will be considering expanding these opportunities in other communities with demonstrated interest.

### **Local Trails Committee Support & Community Engagement**

Enhancing recreational infrastructure on public lands can be a daunting process involving multiple layers of management, maintenance, and often confusing extended federal processes. Given strong community support, time, patience, and dedicated partnerships, these projects can be a successful way to improve local trail opportunities as well as the experience of residents and visitors.

Trails committees and informed volunteers are an essential part of this formula as are coordinated efforts to educate communities about the short and long term costs and benefits of improving and maintaining facilities on public lands. Understanding this, Friends of the Inyo works to identify and leverage opportunities for fundraising from a mix of private individuals, grants, and local businesses. Over the past three years, we have helped the June Lake Trails Committee establish a dedicated fund to support current and future trail projects in the community including interpretive maps of local trails. In the coming fiscal year, we plan to continue to work with this committee and the County to prepare for future development of a Down Canyon Trail.

### **Conclusion**

Friends of the Inyo is extremely grateful for Mono County's ongoing support of our programs and of projects to enhance both trails and access to public lands surrounding our local communities. In the coming year, renewed support from Mono County can expand efforts to maintain and enhance trails throughout the County while ensuring lasting benefits from recent work. At the same time, we will continue to cultivate locally driven stewardship programs to ensure community connections and tangible support for positive opportunities on public lands. With more than a decade of experience caring for public lands in Mono County, we look forward to continuing to sustain and enhance safe, memorable recreation experiences for residents and visitors on our local public lands.

**Proposed Budget to Mono County for 2016-17 funding**

<b>Item</b>	<b>Rate</b>	<b>Quantity</b>	<b>Total</b>
Project Manager - planning, outreach, events, publications, reporting	50	50	\$2,500
Stewardship Crew - (3 members for five project days throughout Mono County including two community Trail Days)	33	150	\$4,950
Travel	.54/ mile	649	\$350
Tools & Supplies			\$700
		<i>Total</i>	<i>\$8,500</i>





June 29, 2016

Leslie Chapman  
County Administrative Officer  
Mono County  
PO Box 696  
Bridgeport, CA 93517

Dear Leslie,

As you know, air service continues to be a major economic driver for Mono County providing access not only for our visitors to come enjoy all that the Eastern Sierra has to offer, but also for our residents of Mono County to access the world.

For the past seven years, Alaska Airlines has provided summer air service to Mammoth Yosemite Airport from Los Angeles between April and November as part of a guaranteed subsidy program. The Subsidy, or Minimum Revenue Guarantee (MRG), is the only way we can provide this air service to both visitors and residents alike. This program continues to be a major reason we have real estate developers interested in future projects here in Mammoth Lakes. These developments will be key to growth in property tax in Mono County.

Mono County has been a partner in summer air subsidy for the past six years starting in 2010 by providing \$40,000 to ensure uninterrupted service through the fall season for our visitors. In 2011 and again in 2012, Mono County increased the support to \$85,000 and just last three years, it has been \$50,000. This past summer's (2015) subsidy came in at \$641,192 and while the County contributed \$50,000, the TBID contributed \$376,192 (September-November) and the remainder came from Mammoth Lakes Tourism budget in the amount of \$215,000.

Based on our economic impact research conducted in fall 2014 – the total direct spending by air travelers in Mono County during that April – November time frame is \$16,081,832 calculated below:

- 6,214 total inbound visitors @ average of \$2588 per visit (7,768 total inbound passengers; and we removed roughly 20% of passengers that were local Mono County residents)
- Annual summer subsidy commitment is approximately \$650k
- Return on investment = \$24.74 for every dollar spent on subsidy

Some other interesting statistics about air service's impact on the Mono County economy:

- 11% of air travelers said they would NOT visit without air service, and 16% said without air service they would visit less – this equate to an \$11.18M potential loss in revenue
- Air Travelers spend on average 63% more than drive visitors (\$2,588 per trip vs. \$1,575)
  - 43% more in lodging
  - 42% more on shopping

- 58% more on attractions and activities
- 91% more on dining and nightlife
- Length of stay by air visitors is more much longer than drive (3.0 to 9.3 vs. 2.5 to 5.5)
- 93% indicated having a very good, to excellent experience
- Among the top 5 attractions noted:
  - Mammoth Mountain, Mammoth Lakes Basin, June Lake, Convict Lake and Bishop
- Roughly 20% of total flying traffic are local Mono County residents (9,800+ annually)  
Locals use service for work trips, doctors' visits, family trips and vacations
- 27% of air visitors to Mono County are here visiting friends and family

For the 2016-17 budget cycle, Mammoth Lakes Tourism is looking for a continued partnership with Mono County and would once again request the County participates in this program at a level of \$100,000 for summer 2016 air service.

I welcome the opportunity to discuss this further with the Board of Supervisors and can be reached at any time at [jurdi@visitmammoth.com](mailto:jurdi@visitmammoth.com) or 760-934-2712 ext. 1259. As always, thank you for your consideration for this very successful air service program.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Urdi', with a long, thin horizontal stroke extending to the right.

John Urdi  
Executive Director  
Mammoth Lakes Tourism

Mammoth Lakes Air Service  
Quantitative Research  
Summary of Findings  
*September 10, 2014*

We  People

MeringCarson

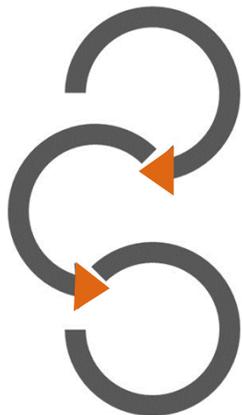
1

**OBJECTIVE:**

- Determine the value of air service to Mammoth Lakes
- Determine the potential and opportunity for increasing air travel to Mammoth Lakes

2

## METHODOLOGY:



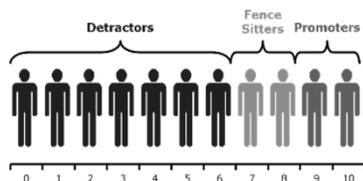
- Questionnaire deployed on June 25, 2014 to the Mammoth Lakes Tourism marketing database and on July 15, 2014 to the Mammoth Mountain database
- All surveys completed June 26 - August 13, 2014
- Sample size: 955
- Respondents were terminated if
  - Their primary residence is in Mammoth Lakes
  - They were not responsible for making travel decisions
  - They did not travel between April 2013 and April 2014
- Key geography: Western US, primarily CA

3

## METHODOLOGY:

Net promoter questions were used to provide an indicator of loyalty.

Respondents were asked to indicate on a 0-10 point scale how likely they are to recommend a brand.



Net promoter score = % promoters - % detractors\*

- Detractors answer with a 0-6 rating
  - Detractors are unhappy customers who could potentially damage your brand through negative word-of-mouth
- Passives answer with a 7 or 8 rating
  - Passives are individuals who are satisfied but are vulnerable to competitor offerings
- Promoters answer at the top of the scale with a 9 or 10 rating
  - These people are loyal customers and brand enthusiasts
  - Promoters will continue to buy your products and refer others, ultimately fueling an organization's growth

4

## Key findings: Air Service

- Air travel to Mammoth Lakes is considered to be more convenient than driving and a time saver, by those who flew
- Those who flew spent 63% more money at the destination
- The length of stay reported is longer for many of the lodging types (hotel/motel, cabin/chalet/house rental and condo rental) among those who used air service
- Most importantly, approximately 1 in 4 would visit less or not at all if there was less air service - Conversely, 3 out 5 would visit more if there was a greater availability of air service

5

## Key findings: Did not fly

- The barriers to flying are convenience of driving (57%), expense of flying (34%), and hassle with gear (22.93%)
- Likelihood to recommend Mammoth Lakes as a leisure destination was largely consistent, but drive visitors garnered a 5% higher net promoter score

6

## Key findings: Overall

- Overall, there was very little difference between respondents who used air service and those who did not

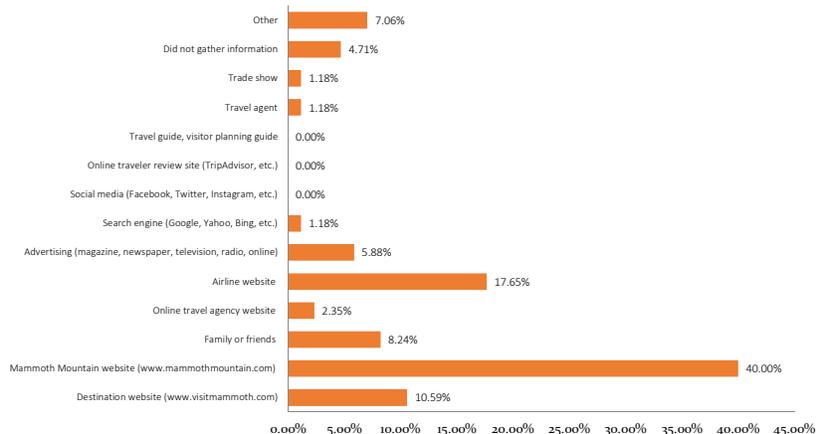
The report indicates if and where any significant differences were found

7

Mammoth  
Lakes Air  
Travelers

8

58% found out about flights through the Mammoth Mountain site (40%) and the airline websites (18%).

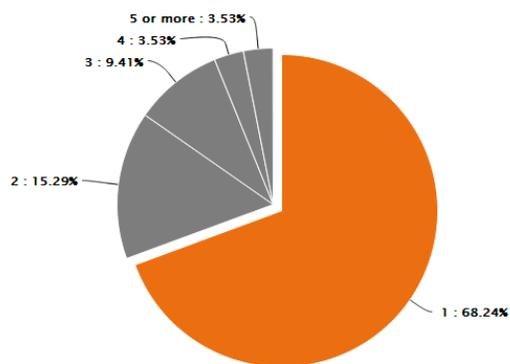


In the course of researching or planning your trip to Mammoth Lakes, where did you learn about flight service?

9

9% of visitors flew to Mammoth Lakes between April 2013 and April 2014.

Majority flew only a single time during the designated period of April 2013-April 2014.

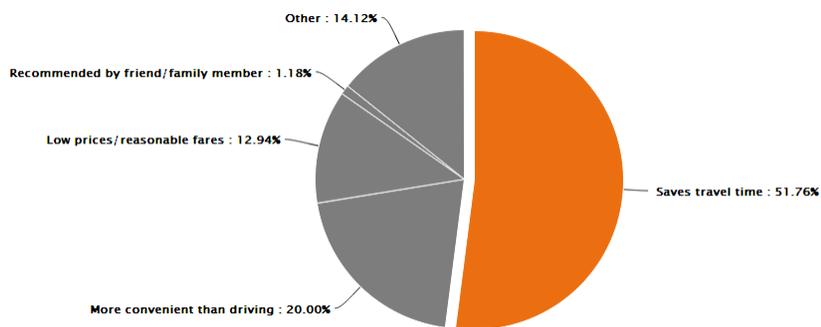


Did you fly to Mammoth Lakes between April 2013 and April 2014?

How many times did you fly to Mammoth Lakes?

10

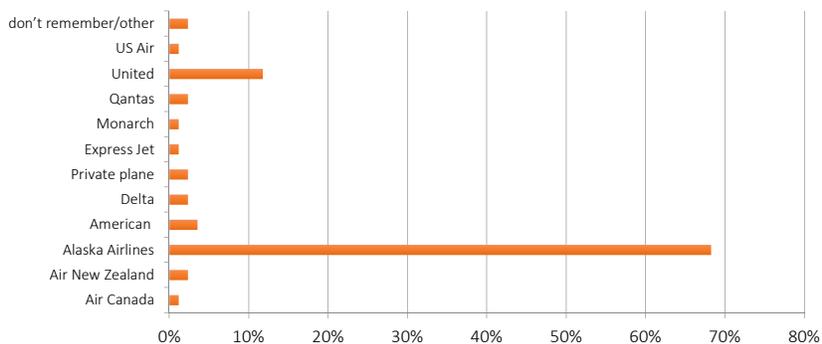
52% considered flying to be a time saver and 20% considered it more convenient than driving.



Which best describes your primary reason for choosing to fly to Mammoth Lakes?

11

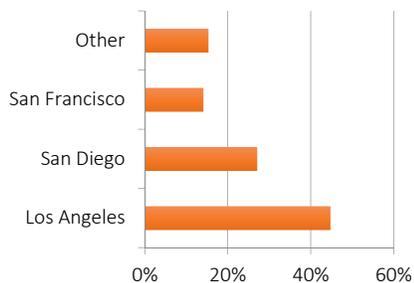
Majority flew Alaska Airlines for origination flight.



What airline did you fly for your origination flight?

12

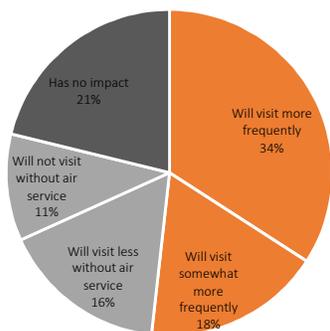
72% of flights originated from Southern California.



- 64% of those who flew, flew direct
- For connecting flights:
  - The majority (72%) connected in Los Angeles
  - 91% of connections were flown on Alaska Airlines with 9% on United

13

60% were extremely or very likely to fly to Mammoth Lakes next visit.

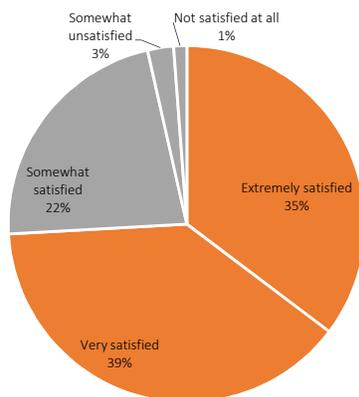


- If there was less air service availability, 26% would visit less or not at all
- With better flight availability, 52% would visit somewhat more to more frequently

How likely are you to fly to Mammoth Lakes on your next visit?  
 How does flight availability impact your future visitation to Mammoth Lakes?

14

74% were extremely or very satisfied with flight experience to Mammoth Lakes.



How satisfied were you with your flight experience to Mammoth Lakes?

15

Flight service to Mammoth Lakes garnered a neutral net promoter score of 37.65%.

Net promoter score: 37.65%

Net Promoter	
Promoter	56.47%
Passive	24.71%
Detractor	18.82%

**Promoters** (score 9-10) are loyal enthusiasts who will keep buying and refer others, fueling growth.

**Passives** (score 7-8) are satisfied but unenthusiastic customers who are vulnerable to competitive offerings.

**Detractors** (score 0-6) are unhappy customers who can damage your brand and impede growth through negative word-of-mouth.

How likely are you to recommend flying to/from Mammoth Lakes to your friends or family?

16



The barriers to flying are convenience of driving (57%), expense of flying (34%), and hassle with gear (22.93%).

Driving Convenience	Flight Expense	Gear Hassle
<p>"We actually like driving to Mammoth Lakes because it involves scenic highway 395."</p>	<p>"Flying is Costly with Gear and Baggage Fees. I would go 2-3 more times a year if this was more reasonable."</p>	<p>"Lots of fishing equipment that cannot easily be packed on a plane flight."</p>
<p>"I prefer to have my car when I am at Mammoth. I can go and come as I feel, including departure time for the return home."</p>	<p>"Not only is it a little pricey to book at the last minute but I have been told by others who have used it that they will cancel flights if it's not booked enough."</p>	<p>"Bringing the dog on two of the trips! Mainly gear-hauling, though, since we like to mountain bike as well as hike/backpack."</p>
<p>"Convenience of door to door availability of our vehicle and in having a vehicle available in Mammoth. Also, convenience of leaving with a time window vs. a specific time to catch a flight."</p>	<p>"For a group of people it is cheaper to split gas and drive than for everyone to buy plane tickets. If I was going by myself, I might consider it."</p>	<p>"Once you get there need ground transport and too cumbersome with skis, equipment and luggage"</p>

If you did not fly, please indicate why not?

Many experienced low reliability & high cancellation of airlines.

“The flights are unreliable. They are cancelled way too often. They can't be depended on.”

“Book a few trips on UAL, but the flights always got cancelled because of weather (even with Alaska Air landing there that day). Not worth the hassle & cost, easier to drive.”

“The expense and the flight schedules vary. On many occasions I would go to the airport and find out the flight was cancelled. Mechanical problems but in reality the flight was not booked enough, this has been confirmed.”

If you did not fly, please indicate why not?

19

Air Vs. Drive

20

Likelihood to recommend was largely consistent, but drive visitors garnered a 5% higher net promoter score.

Air		Drive	
Promoter	72.94%	Promoter	77.97%
Passive	22.35%	Passive	18.69%
Detractor	4.71%	Detractor	3.34%
<b>Net promoter score: 68.24%</b>		<b>Net promoter score: 74.65%</b>	

While lower responses were few, isolating air service respondents raised the detractor score to 4.71%.

Likelihood to recommend Mammoth Lakes as a leisure trip destination

21

**ECONOMIC IMPACT:**

- Overall, air visitors spent 63% more than drive visitors
- They also spent 43% more in lodging, 58% more on activities/attractions, and 91% more on dining out/nightlife

	Air Service	No Air Service
	Avg. spending	Avg. spending
Lodging/Accommodations	\$914	\$636
Dining out/nightlife	\$419	\$219
Groceries	\$161	\$126
Outdoor activities/attractions	\$454	\$288
Shopping	\$220	\$94
Entertainment	\$10	\$11
Transportation to/from	\$362	\$161
Transportation within Mammoth Lakes	\$28	\$14
Other	\$20	\$26
<b>TOTAL:</b>	<b>\$2,588</b>	<b>\$1,575</b>

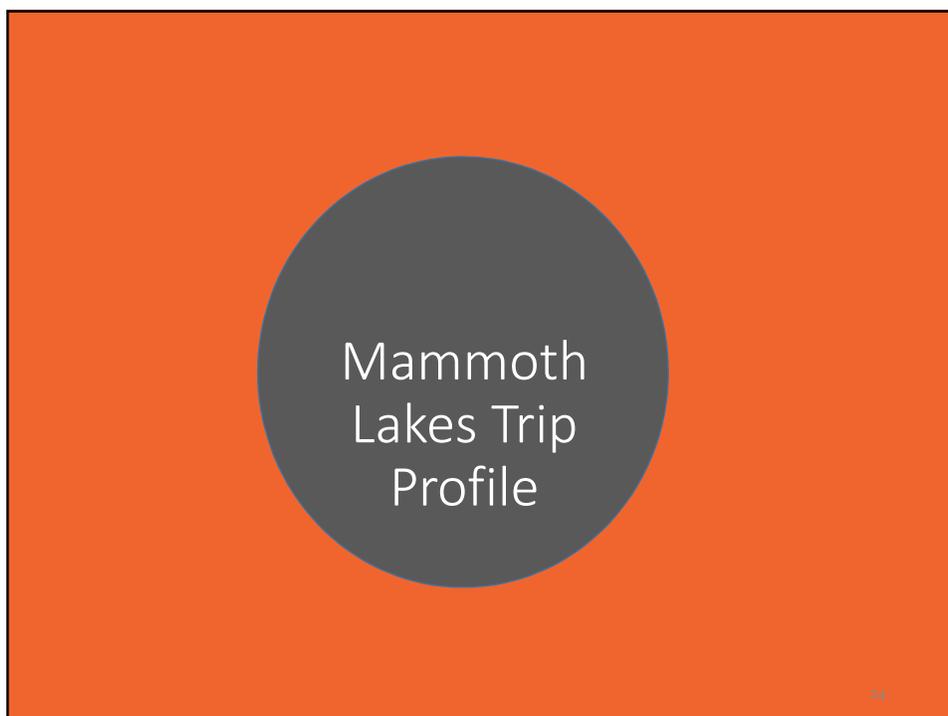
Air travelers averaged longer length of stay for hotel/motel, cabin/chalet/house rental, and condo rental.

Lodging Type	Air Service		No air service	
	Avg. # of nights	% of respondents who stayed*	Avg. # of nights	% of respondents who stayed*
Hotel/Motel	4.56	44%	3.0	37%
Cabin/ chalet/ house rental	9.33	14%	4.3	15%
Condo rental	5.61	25%	4.3	35%
Bed & Breakfast	3.0	.01%	2.5	.008%
RV Park/ Campground	3.0	.01%	5.45	.08%
Stayed with friends and family	4.65	27%	4.69	14%

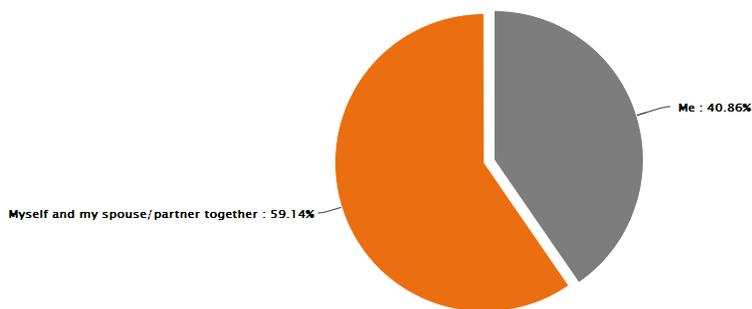
\*percentages add up to more than 100% since some respondents indicated that they utilized more than one lodging type.

On your last trip to Mammoth Lakes, please indicate the number of nights you stayed in each type of accommodation.

23

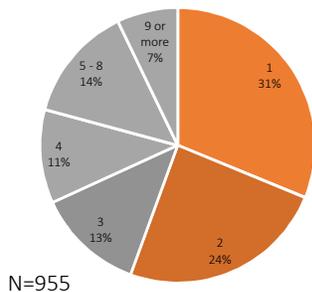


Who in your household is responsible for making decisions concerning travel destinations?

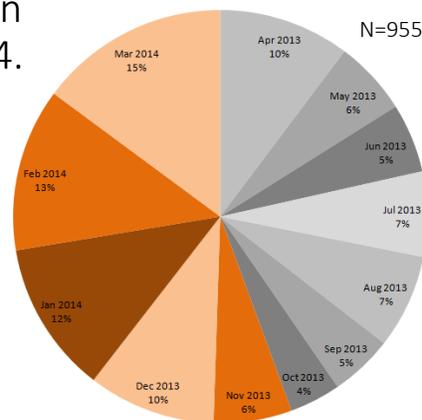


25

45% made 1 to 2 trips to Mammoth Lakes between April 2013 and April 2014.



N=955



N=955

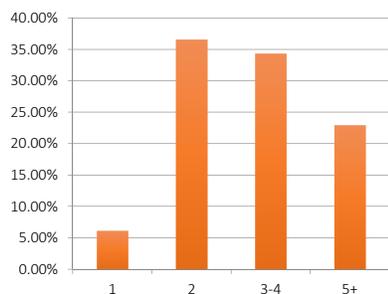
Months visited during April 2013 - April 2014.

How Many trips did you make to Mammoth Lakes between April 2013 and April 2014?

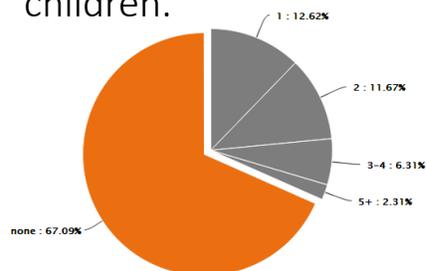
Please check all months you visited Mammoth Lakes during April 2013 - April 2014. Select all that apply.

26

77% traveled in a party size 4 and under.



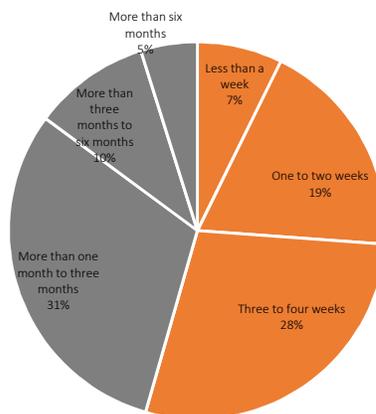
67% traveled with no children.



On your last trip to Mammoth Lakes, how many people were in your travel party including yourself?  
 On your last trip to Mammoth Lakes, how many people were children under the age of 18?

27

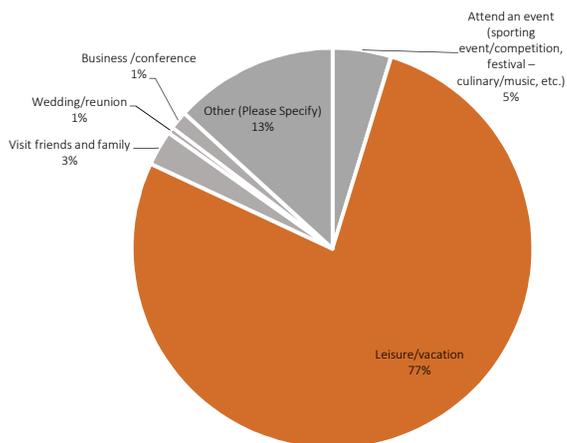
54% planned trip to Mammoth Lakes in under 4 weeks.



How far in advance did you begin to plan your trip?

28

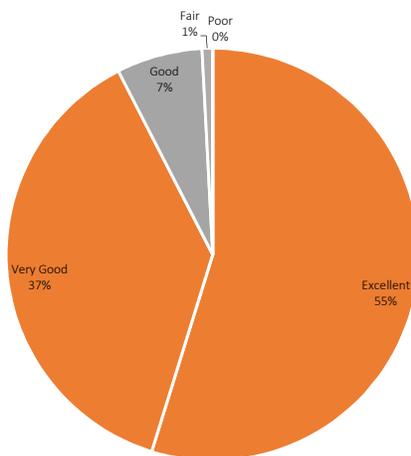
77% traveled for leisure. Additionally, the “other” fill-ins were predominantly leisure focused as well – fishing, skiing, etc.



What was the main motivator for your last trip to Mammoth Lakes?

29

93% indicated having a very good to excellent experience in Mammoth Lakes.



Thinking about your overall experience in Mammoth Lakes, would you say it was...?

30

## Areas/Attractions

Top 5 area attractions: Mammoth Mountain, Bishop, Mammoth Lakes Basin, June Lake, & Convict Lake

- Out of the motivators, Mammoth Mountain (63%) was the top response

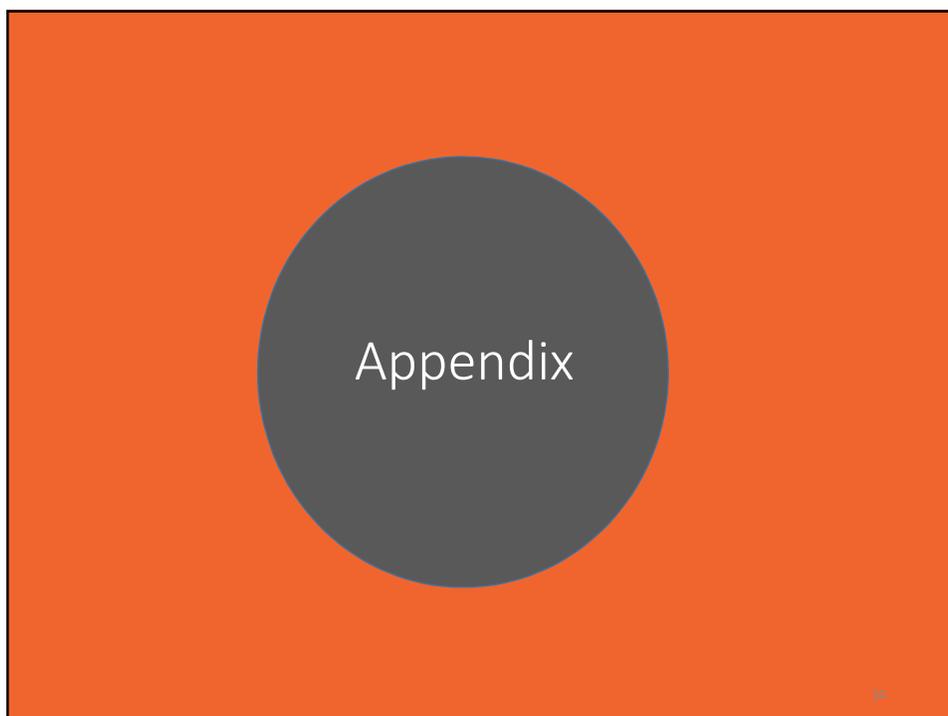
Skiing (36%) & snowboarding (24%) were considered top motivators in choosing Mammoth Lakes as their leisure trip destination.

Which of the following areas/attractions did you visit on your trip?

Which areas and attractions MOTIVATED you to choose Mammoth Lakes as your leisure trip destination? You may choose up to three.

Which activities MOTIVATED you to choose Mammoth Lakes as your leisure trip destination? You may choose up to three.

31



71.85% selected Mammoth Lakes as their main destination.

DRIVE		FLY	
<b>Mammoth Lakes</b>			
Main Destination	71.61%	Main Destination	75.00%
Took a side trip	6.50%	Took a side trip	2.88%
Drove through	2.58%	Drove through	0.00%
Stayed overnight	17.78%	Stayed overnight	21.15%
N/A	1.53%	N/A	0.96%
<b>Rock Creek</b>			
Main Destination	1.71%	Main Destination	0.00%
Took a side trip	10.27%	Took a side trip	3.53%
Drove through	5.71%	Drove through	4.71%
Stayed overnight	0.57%	Stayed overnight	0.00%
N/A	81.74%	N/A	91.76%
<b>Bridgeport</b>			
Main Destination	2.05%	Main Destination	0.00%
Took a side trip	5.47%	Took a side trip	2.33%
Drove through	9.34%	Drove through	5.81%
Stayed overnight	0.91%	Stayed overnight	0.00%
N/A	82.23%	N/A	91.86%
<b>Convict Lake</b>			
Main Destination	2.27%	Main Destination	0.00%
Took a side trip	18.14%	Took a side trip	13.95%
Drove through	6.69%	Drove through	5.81%
Stayed overnight	1.25%	Stayed overnight	1.16%
N/A	71.66%	N/A	79.07%

On your last trip to Mammoth Lakes, please indicate which specific areas of the region your trip included?

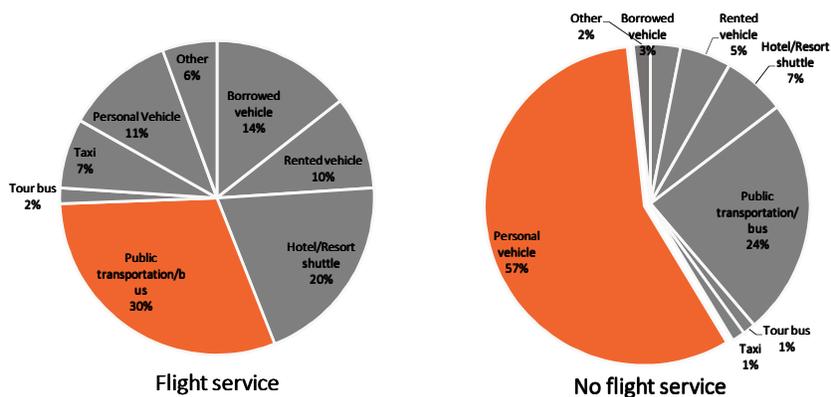
33

DRIVE		FLY	
<b>Crowley Lake</b>			
Main Destination	1.94%	Main Destination	1.15%
Took a side trip	9.46%	Took a side trip	3.45%
Drove through	15.39%	Drove through	6.90%
Stayed overnight	0.23%	Stayed overnight	1.15%
N/A	72.98%	N/A	87.36%
<b>June Lake</b>			
Main Destination	3.61%	Main Destination	3.49%
Took a side trip	18.74%	Took a side trip	13.95%
Drove through	8.01%	Drove through	4.65%
Stayed overnight	2.93%	Stayed overnight	0.00%
N/A	66.70%	N/A	77.91%
<b>Lee Vining</b>			
Main Destination	1.38%	Main Destination	0.00%
Took a side trip	7.34%	Took a side trip	4.65%
Drove through	14.33%	Drove through	5.81%
Stayed overnight	0.23%	Stayed overnight	1.16%
N/A	76.72%	N/A	88.37%
<b>Bishop</b>			
Main Destination	2.66%	Main Destination	2.35%
Took a side trip	12.43%	Took a side trip	8.24%
Drove through	54.27%	Drove through	22.35%
Stayed overnight	4.33%	Stayed overnight	2.35%
N/A	26.30%	N/A	64.71%
<b>Other</b>			
Main Destination	2.86%	Main Destination	3.41%
Took a side trip	6.87%	Took a side trip	6.82%
Drove through	3.78%	Drove through	2.27%
Stayed overnight	0.69%	Stayed overnight	2.27%
N/A	85.80%	N/A	85.23%

On your last trip to Mammoth Lakes, please indicate which specific areas of the region your trip included?

34

Those who use flight service took advantage of public transportation.



What type of transportation did you use while in Mammoth Lakes?

35

## Demographics

- Gender close to a 50/50 split
- 68% are over 35
  - 35-44: 19.31%, 45-54: 27.39%, 55-64: 21.30%
- More than ½ of respondents are married (61.03%) followed by singles (22.58%)
- 70% Caucasian (9% Asian, 1% African American, 5% Hispanic, 4% mixed ethnicity, 1% Native American, 10% decline to state)
- 70% have Associate degree or higher
  - Associate's: 7.83%, Bachelor's: 41.90%, Master's: 20.21%
- 61% have household incomes above \$75,000
 

• Under \$25,000: 2.20%	• \$75-\$99,999: 13.43%	• \$150,000+: 24.76%
• \$25-\$49,999 : 5.56%	• \$100-\$124,999: 14.48%	• Decline to state: 20.04%
• \$50-\$74,999: 10.91%	• \$125-\$149,999: 8.60%	

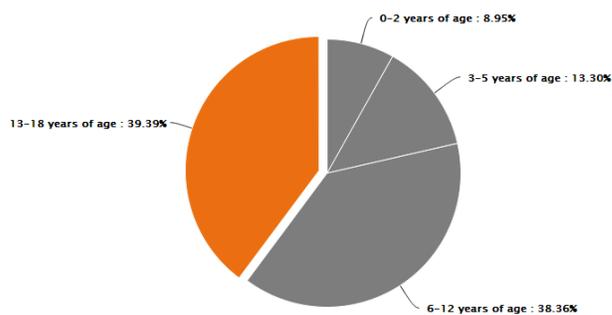
36

## Household breakdown

Household size predominately 2 residents (41.91%) & 3-4 residents (38.03%).

More than 3/5 of respondents (62.96%) do not have children living in the home.

Age groups of children under 18 living in respondents' homes:



## POLICY ITEM REQUEST FORM

Department: 855

Budget Unit: Paramedics

Description of Program/Equipment:

(2) Cardiac monitors to replace existing, aging equipment.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>  \$75,000.00</u>	(cardiac monitors)
Total On-Going Cost:	<u>          75,000</u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    -</u>	
Total Cost:	<u>          75,000</u>	

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

Cost of new units will be offset by any trade in value of existing monitors. (appx \$7,500.00)

## POLICY ITEM | Phone System

Department: Information Technology

Budget Unit: General Fund

### Description of Program/Equipment:

Last year Mono County IT was notified that our existing Adtran VoIP phone system would not be supported after 2018. Additionally, our existing Avaya phone system is 16 years old and is beginning to show signs of age and be difficult to support. The overall cost to replace both of these systems is going to be well beyond \$25,000, however our intention is to make incremental investments toward replacement over the next several years to ensure that we at least have a system that is under maintenance and within warranty.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	
Total On-Going Cost:	<u>                    </u>	-
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	25,000
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    </u>	25,000
Total Cost:	<u>                    </u>	25,000

Revenue: Describe any revenue to offset the cost of the policy item  
No revenue offset exists for this item.

## POLICY ITEM REQUEST FORM

Department: Public Works/Facilities

Budget Unit: 100-17-729-31400

### Description of Program/Equipment:

Make improvements at Mono Lake Park to parking, path of travel, and restroom interiors includes materials for the project.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>          20,000</u>	(Construction materials)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	
Total On-Going Cost:	<u>                    </u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    </u>	-
Total Cost:	<u>          20,000</u>	

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

**POLICY ITEM REQUEST FORM**

Department: Sheriff

Budget Unit: 440

Description of Program/Equipment:  
Two (2) Patrol Vehicles

Cost Components

Supplies: \_\_\_\_\_ (includes vehicle, fuel)  
Materials: \_\_\_\_\_ (cell phones, IT, phones)  
Communications: \_\_\_\_\_  
Computer: \_\_\_\_\_  
Other: \_\_\_\_\_  
Total On-Going Cost:                     -

Vehicle:     \$152,000  
Equipment: \_\_\_\_\_  
Work Space: \_\_\_\_\_  
Other: \_\_\_\_\_  
Total One-Time Cost:                     152,000

Total Cost:                     152,000

Revenue: Describe any revenue to offset the cost of the policy item  
Salary savings of two (2) Deputy Sheriff positions for six months

**NON-GENERAL FUND POLICY ITEMS  
FOR THE 2016-17 BUDGET YEAR**

	<u>Amt Requested</u>	<u>Comments</u>	<u>Approved</u>
<b>Clerk-Recorder</b>			
Digital imaging of historic recorded documents	14,000	<i>Funded by Micrographics Fund</i>	
Preservation of historic recorded documents	127,000	<i>Funded by Modernization Fund</i>	
Electronic recording of documents	22,638	<i>Initial costs funded by Modernization; proposed \$1 document recroding fee to cover on-going costs</i>	
<b>Public Works - CIP</b>			-
Jail Architectural Services	100,000	<i>Funded by Criminal Justice Facilities Fund</i>	
<b>Public Works - Motor Pool</b>			
Replace 5 Vehicles	256,000	<i>Road - 1-Ford pickup truck (\$35,000) Facilities - 1-Ford pickup truck (\$35,000) Sheriff - 2-Chevy Tahoe Police Pursuits (\$152,000) Probation - 1-Ford Explorer (34,000)</i>	-
Oil/Water separator system for Crowley Road Shop	20,000		-
<b>Public Works - Road</b>			
Additional crack sealer	100,000	<i>For deferred asphalt maintenance</i>	-
<b>Sheriff - Court Security</b>			
Rplace 1 patrol vehicle	76,000	<i>Funded by Court Security Realignment</i>	-
<b>TOTAL NON GENERAL FUND POLICY ITEMS</b>	<b>\$ 715,638</b>	<b>TOTAL</b>	-



**NON-GENERAL FUND RESTRUCTURE COSTS  
FOR THE 2016-17 BUDGET YEAR**

<b>Non-General Fund Increases:</b>		
Road	\$	13,261
Behavioral Health	\$	278,932
Social Services	\$	103,065

**TOTAL NON-GENERAL FUND RESTRUCTURE COSTS \$ 395,258**

*Documents from the Restructure Workshop on 07-05-2016 available upon request*



## POLICY ITEM REQUEST FORM

Department: Clerk-Recorder

Budget Unit: 180

### Description of Program/Equipment:

Digital imaging of historic recorded documents. This policy item goes hand in hand with the policy item dealing with records preservation, and covers digitally scanning the same 57 volumes as will be preserved under the other request.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	
Total On-Going Cost:	<u>                    </u>	-
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	14,000
Total One-Time Cost:	<u>                    </u>	14,000
Total Cost:	<u>                    </u>	14,000

Revenue: Describe any revenue to offset the cost of the policy item  
No impact to the General Fund. This project will be funded entirely out of the Recorder's Micrographics Fund. A portion of the fee for recording each document goes into this fund. An additional policy item request will cover preserving these documents.

## POLICY ITEM REQUEST FORM

Department: Clerk-Recorder

Budget Unit: 180

### Description of Program/Equipment:

Preservation of historic recorded documents. Includes removing records from bindings, de-acidifying records, and encapsulating in plastic sheets. This is a long term project which will involve almost 300 volumes, and cost in excess of \$567,000. The current proposal covers 57 volumes, at a cost of \$127,000.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	
Total On-Going Cost:	<u>                    </u>	-
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>          127,000</u>	
Total One-Time Cost:	<u>          127,000</u>	
Total Cost:	<u>          127,000</u>	

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

No impact to the General Fund. This project will be funded entirely out of the Recorder's Modernization Fund. A portion of the fee for recording each document goes into this fund, and it can only be used "to support, maintain, improve, and provide for the full operation for modernized creation, retention, and retrieval of information in each county's system of recorded documents". An additional policy item request will cover digitally scanning these documents.

## POLICY ITEM REQUEST FORM

Department: Clerk-Recorder

Budget Unit: 180

### Description of Program/Equipment:

Electronic Recording of Documents. Will provide an interface for title companies, law firms, government agencies and other interested parties to file documents electronically for recordation. This will reduce processing time for Recorder's staff, and also save time and document delivery costs for consumers.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>2,038</u>	
Other:	<u>2,500</u>	
Total On-Going Cost:	<u>4,538</u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>14,600</u>	
Work Space:	<u>1,000</u>	
Other:	<u>2,500</u>	
Total One-Time Cost:	<u>18,100</u>	
Total Cost:	<u>22,638</u>	

Revenue: Describe any revenue to offset the cost of the policy item  
Initial Costs will be funded using the Clerk-Recorder's Modernization Fund. On-going costs of \$4,538 will be offset by a proposed \$1.00 increase in the document recordation fee. Using calendar year 2015 recordings as a baseline, 5,868 recordings X \$1.00 = \$5,868 in revenue. Revenues in excess of expenses will be used for training.

## POLICY ITEM REQUEST FORM

Department: Public Works - CIP

Budget Unit: 190-18-725-52010

Description of Program/Equipment:

**Jail Architecture Services - Including a Needs Assessment Study or equivalent. If the preferred option is both technically and financially feasible and politically supported, could include assistance with grant applications and preparation of plans and specifications.**

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>    100,000    </u>	jail architecture services
Total On-Going Cost:	<u>    100,000    </u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    </u>	-
Total Cost:	<u>    100,000    </u>	

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

**Funding for this item has been identified in the Criminal Justice Facilities Fund. An updated Jail Needs Assessment is expected to cost approximately \$100,000. The full scope of jail architecture services will be further developed as a project is identified and takes shape, but may be substantial. Full project costs are unknown at this time. This expenditure may be considered a soft match toward a future grant.**

**POLICY ITEM REQUEST FORM**

Department: Public Works - Motor Pool

Budget Unit: \_\_\_\_\_

Description of Program/Equipment:

Several Motor Pool vehicles have reached or exceeded their useful mileage. As a result Motor Pool is requesting the following replacements:

**Specialty Vehicles**

1. Replace one ROAD 2009 Ford diesel F-250 4x4 pickup truck with over 166,000 miles with a new Ford gasoline powered F250 4x4 pick up truck for \$35,000;
2. Replace one FACILITIES 2009 Ford diesel F250 4x4 pickup truck with over 161,000 miles with a new Ford gasoline powered F250 4x4 pickup truck for \$35,000;
3. Replace two SHERIFF Ford Expeditions all with mileages that will exceed their useful mileage with five new Chevy Tahoe Police Pursuit Vehicles for approximately \$152,000;
4. Replace one PROBATION 2002 Dodge 4x4 Durango with over 132,000 miles with a new Ford 4x4 Explorer for \$34,000.

Cost Components

Supplies:	_____	(includes vehicle, fuel)
Materials:	_____	(cell phones, IT, phones)
Communications:	_____	
Computer:	_____	
Other:	_____	
Total On-Going Cost:	_____	-
Vehicles:	<u>256,000</u>	
Equipment:	_____	
Work Space:	_____	
Other:	_____	
Total One-Time Cost:	<u>256,000</u>	
Total Cost:	<u>256,000</u>	

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 available in Motor Pool to cover this expense.

## POLICY ITEM REQUEST FORM

Department: Public Works - Motor Pool

Budget Unit: \_\_\_\_\_

### Description of Program/Equipment:

Last year Public Works installed an oil/water separator at the Bridgeport shop to prevent oil from infiltrating groundwater when vehicles, equipment and parts are washed in preparation for maintenance work. This year Public Works is requesting a system be installed at the Crowley shop where south county Motor Pool vehicles are maintained. Engineering, materials and construction are required.

### Cost Components

Supplies:	_____	(includes vehicle, fuel)
Materials:	_____	(cell phones, IT, phones)
Communications:	_____	
Computer:	_____	
Other:	_____	
Total On-Going Cost:	_____	-
Vehicle:	_____	
Equipment:	_____	20,000
Work Space:	_____	
Other:	_____	
Total One-Time Cost:	_____	20,000
Total Cost:	_____	20,000

Revenue: Describe any 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.

## POLICY ITEM REQUEST FORM

Department: Public Works - ROAD

Budget Unit: 180-31-725-33120

### Description of Program/Equipment:

1. Purchase \$100,000 of additional crack sealer that would be applied to roads by existing Road staff in an effort to catch up on deferred asphalt maintenance.

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>100,000</u>	crack sealer
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	salary and benefits
Total On-Going Cost:	<u>100,000</u>	
Vehicle:	<u>                    </u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    </u>	-
Total Cost:	<u>100,000</u>	

Revenue: Describe any revenue to offset the cost of the policy item  
There is no additional revenue to offset the cost of the policy item. Would be a covered by the ROAD Fund. Doing this work now in accordance with our Pavement Management System will extend the useful life of pavements, delaying replacement costs.

## POLICY ITEM REQUEST FORM

Department: Sheriff Court

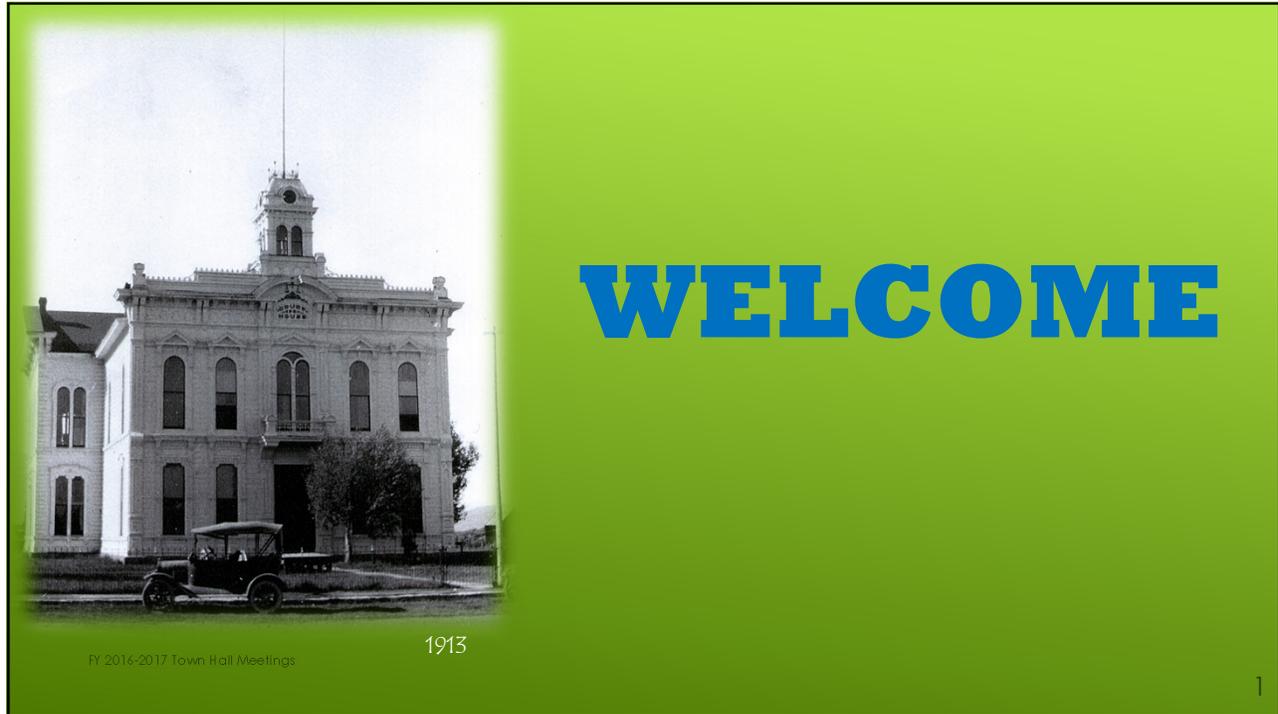
Budget Unit: 455

Description of Program/Equipment:  
One (1) Patrol Vehicle

### Cost Components

Supplies:	<u>                    </u>	(includes vehicle, fuel)
Materials:	<u>                    </u>	(cell phones, IT, phones)
Communications:	<u>                    </u>	
Computer:	<u>                    </u>	
Other:	<u>                    </u>	
Total On-Going Cost:	<u>                    </u>	-
Vehicle:	<u>      \$76,000</u>	
Equipment:	<u>                    </u>	
Work Space:	<u>                    </u>	
Other:	<u>                    </u>	
Total One-Time Cost:	<u>                    </u>	<u>      76,000</u>
Total Cost:	<u>                    </u>	<u>      76,000</u>

Revenue: Describe any revenue to offset the cost of the policy item  
Offset by existing monies in Court Security fund



## BUDGET CALENDAR

JULY 1	Temporary Budget
JULY 6 – JULY 21	Town Hall Community Meetings
AUG 11	Budget Workshop with the Board of Supervisors
AUG 26	Publish the Recommended Budget
SEPT 6 (and 7, if needed)	Budget Hearings and Adoption
OCT 2	Statutory last day to adopt Final Budget



## MONO COUNTY 2016-2017 BUDGET TOWN HALL MEETINGS

JULY 6	Bridgeport	Twin Lakes Annex 3
JULY 11	June Lake / Lee Vining	Lee Vining Community Center
JULY 12	Coleville / Walker	Walker Community Center
JULY 13	Tri-Valley Valley	Benton Community Center
JULY 19	Mammoth Lakes	Mammoth Board Chambers
JULY 21	Crowley Lake	Crowley Lake Community Center

FY 2016-2017 Town Hall Meetings

3

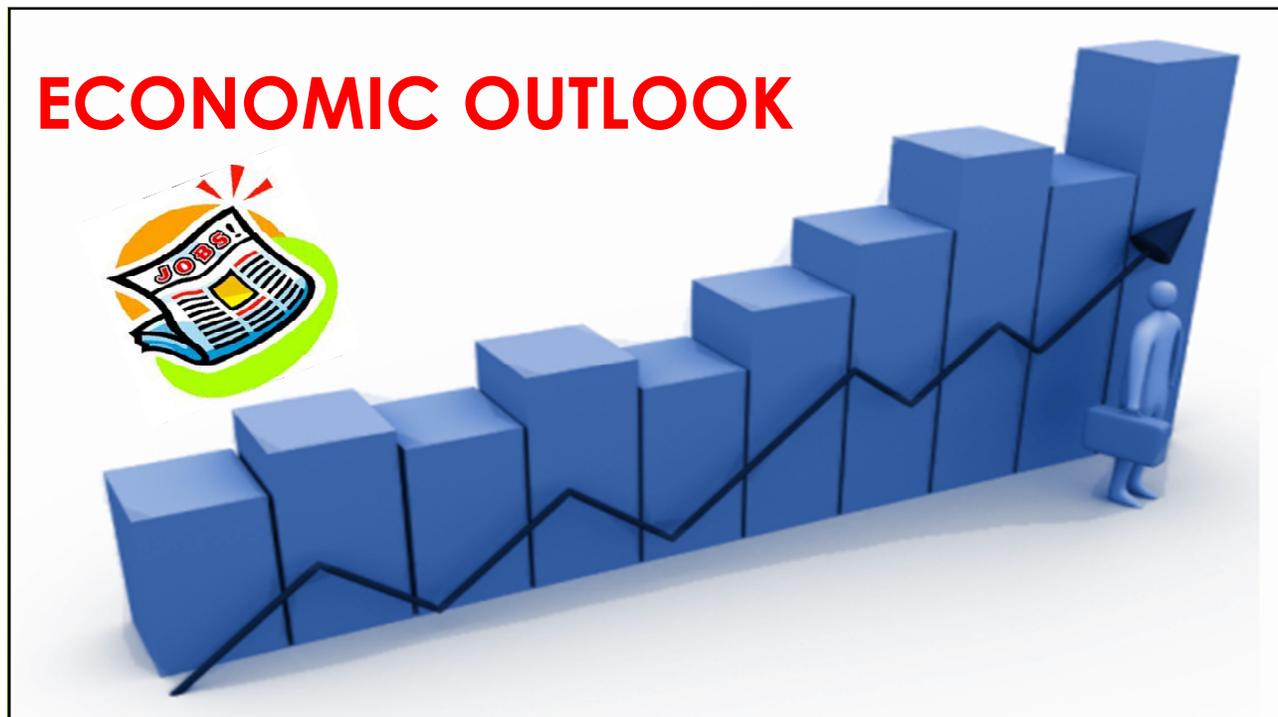
## TOWN HALL AGENDA

- Economic Outlook
- County Budget Overview (using FY 15/16)
- FY 2016-17 Budget –What we know so far
- Intermission – “Money Game”
- Strategic Planning Update
- Results of “Money Game”



FY 2016-2017 Town Hall Meetings

4



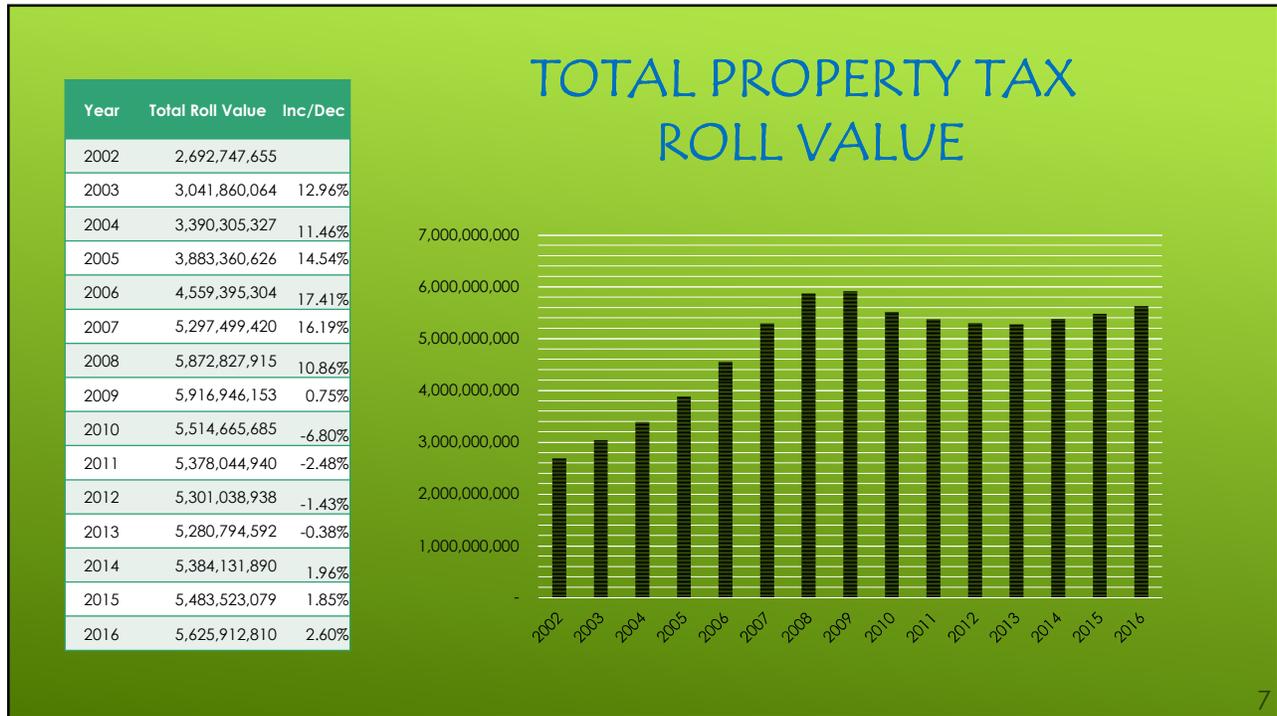
## ECONOMIC OUTLOOK

The 2016-17 budget atmosphere is cautiously optimistic:

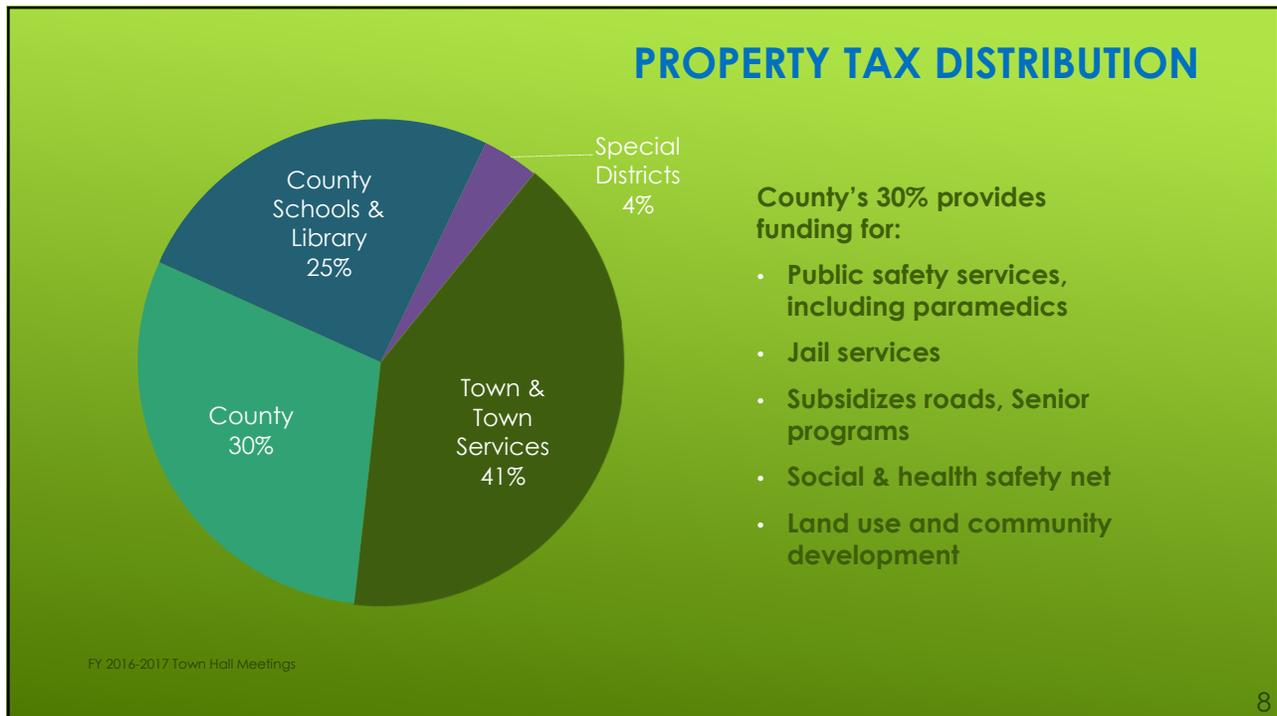
- Mono County's economy continues to grow.....*SLOWLY*
- Drought relief is here at 80% of "normal" snowfall is the best since 2012
- New housing starts have been flat, but appear to be picking up.....
- Property tax growth is projected to be 2.6% - the highest since 2008!
- TOT just might hit \$3 million, the highest ever!



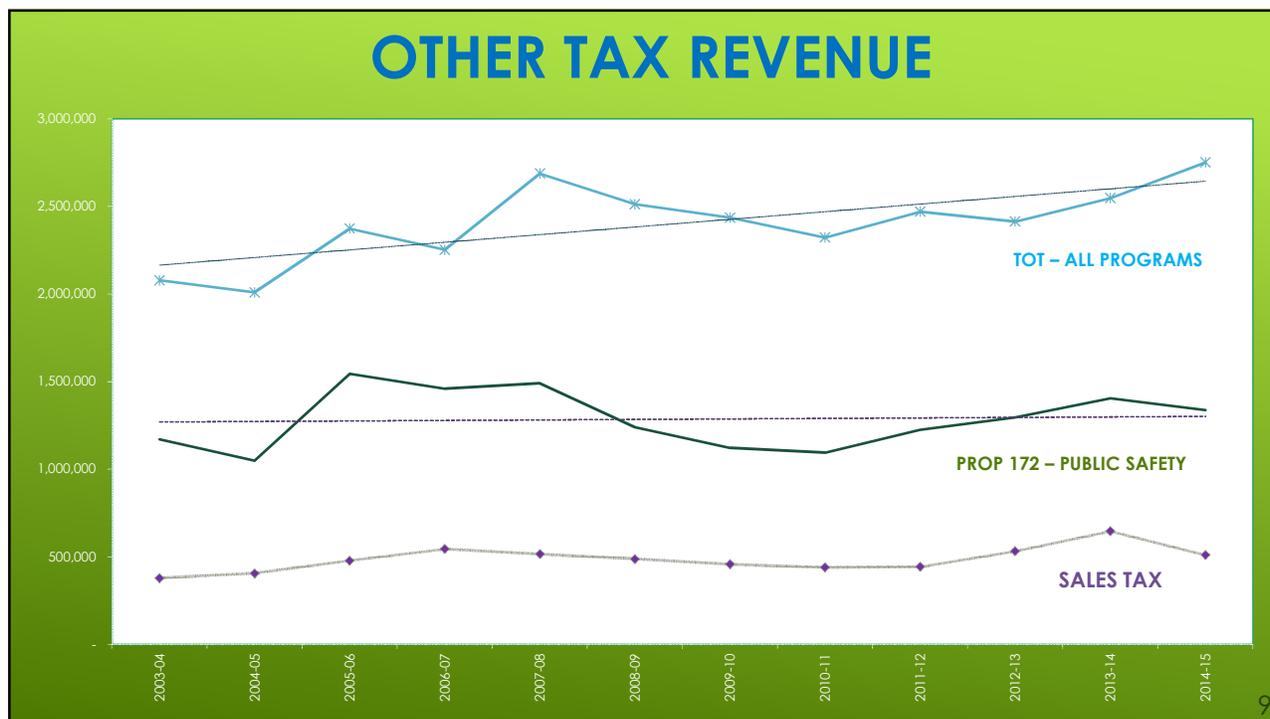
Downtown Bridgeport 1900



7



8



9

## COUNTY BUDGET OVERVIEW

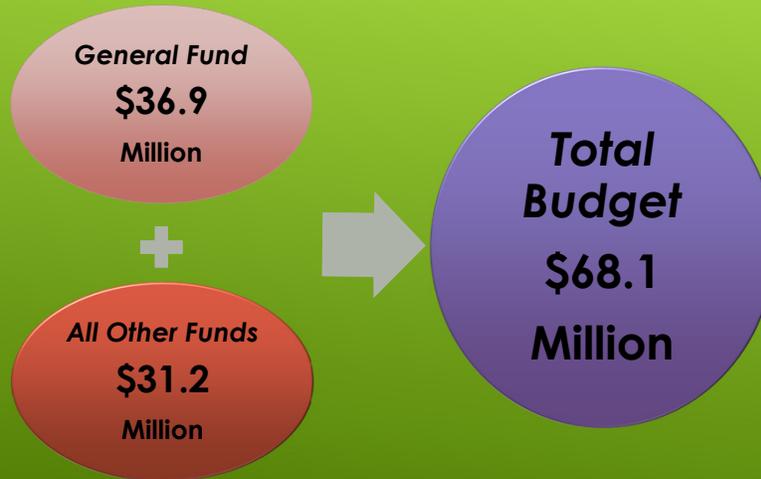
*Using Fiscal Year 2015-2016 County Budget as amended*

- All Funds and Activities – Revenues/Expenditures
- General Fund – Revenues/Expenditures



10

## MONO COUNTY FY 2015-2016 TOTAL BUDGET

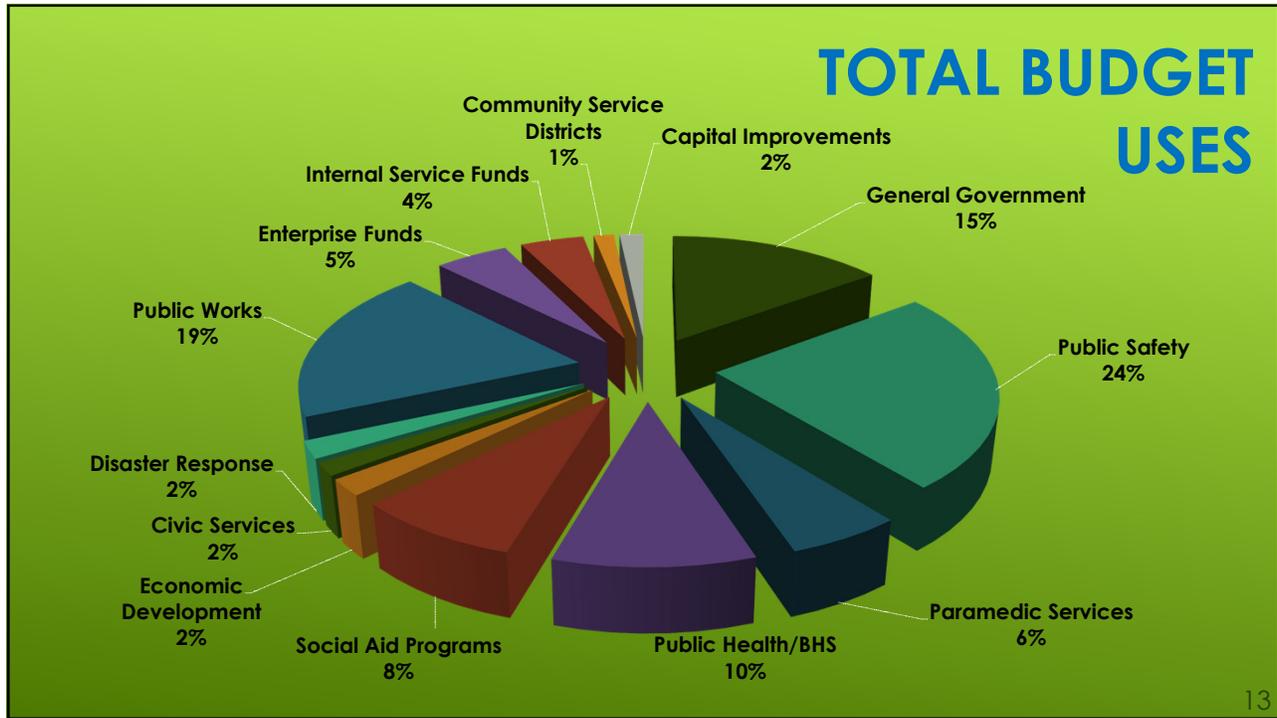


11

## TOTAL BUDGET SOURCES

Revenue Source	Amount	Percent of Total
Property, TOT, and Sales Taxes	\$21,876,372	32%
State & Federal Funding	21,288,355	31%
Charges for Services	11,530,235	17%
Other Financing Sources (Transfers, Insurance, misc.)	8,706,890	13%
Prior Year Fund Balance	4,751,342	5%
<b>TOTAL BUDGET SOURCES</b>	<b>\$ 68,153,194</b>	<b>100%</b>

12



## GENERAL FUND SOURCES= \$34.7 MILLION

<b>\$11.2 MILLION (32%)</b>	<b>RESTRICTED FUNDS</b> <i>From Federal, State and Other Governmental Sources</i>	<b>SPECIFIC PROGRAMS</b>	<ul style="list-style-type: none"> <li>• Law Enforcement Grants</li> <li>• Public Safety realigned mandated services</li> <li>• Housing Grants</li> </ul>		
<b>\$23.5 MILLION (68%)</b>	<b>DISCRETIONARY FUNDS</b> <i>From Property, Sales, TOT and In-Lieu Taxes</i>	<b>COMMUNITY SERVICES</b>	Law Enforcement	Sheriff Jail	Probation DA
			Civic Services	Elections Clerk	Records Veterans
			Public Works	Roads Com. Centers	Co. Facilities Parks
			Health and Social Services	Paramedics	Senior Services

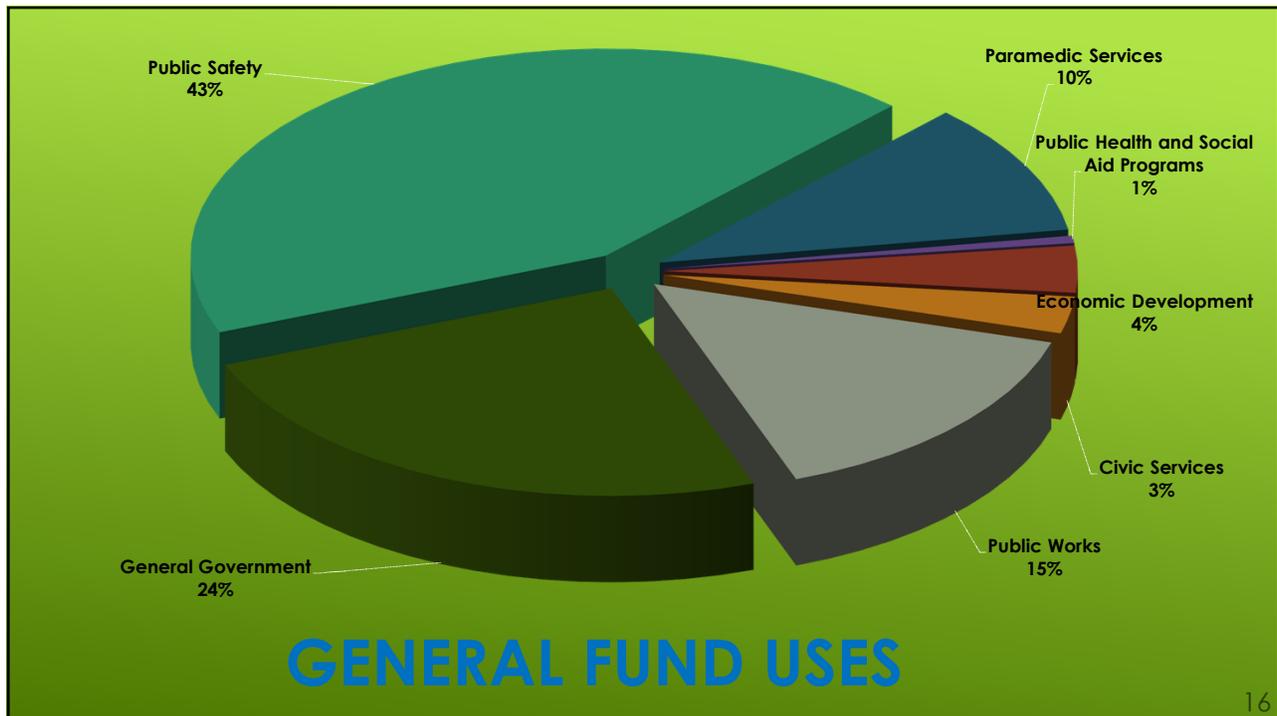
14

## GENERAL FUND BUDGET SOURCES

Revenue Source	Amount	Percent of Total
Property, TOT, and Sales Taxes	\$20,401,657	55%
State & Federal Funding	5,974,006	16%
Charges for Services	5,359,564	15%
Other Financing Sources (Transfers, Insurance, misc.)	1,743,810	5%
Prior Year Fund Balance	3,450,564	9%
<b>TOTAL BUDGET SOURCES</b>	<b>\$36,929,601</b>	<b>100%</b>

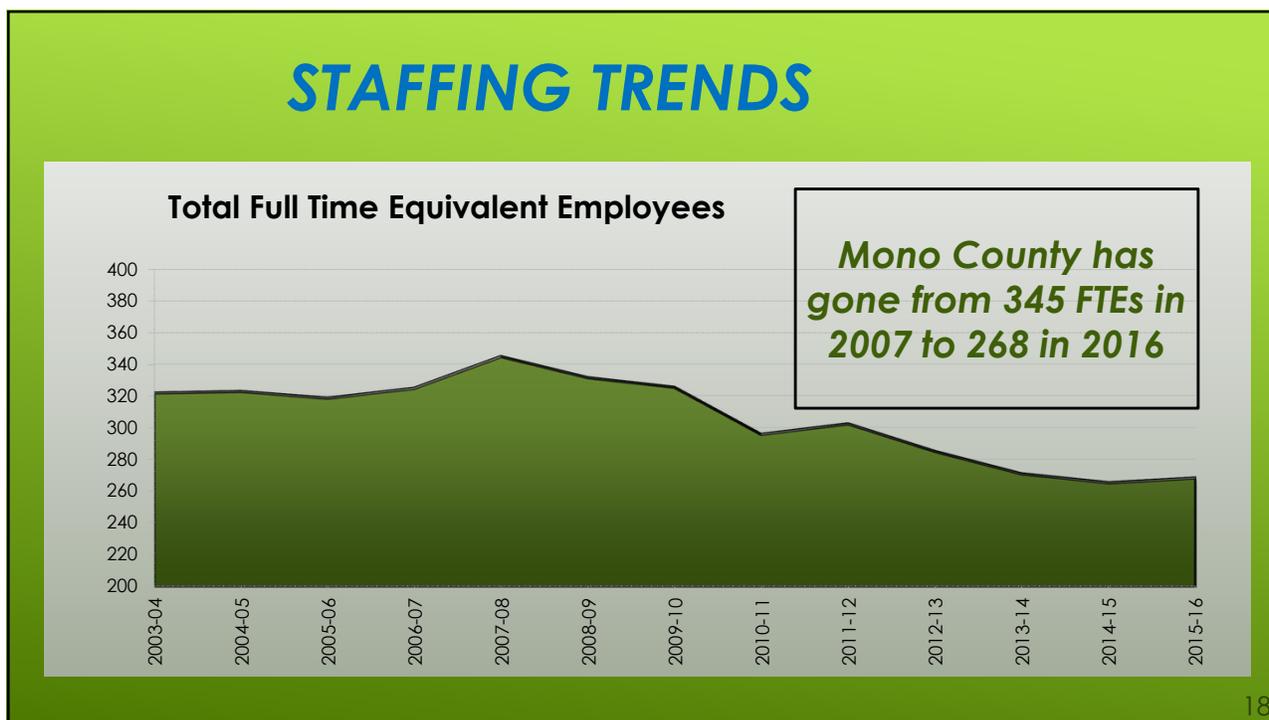
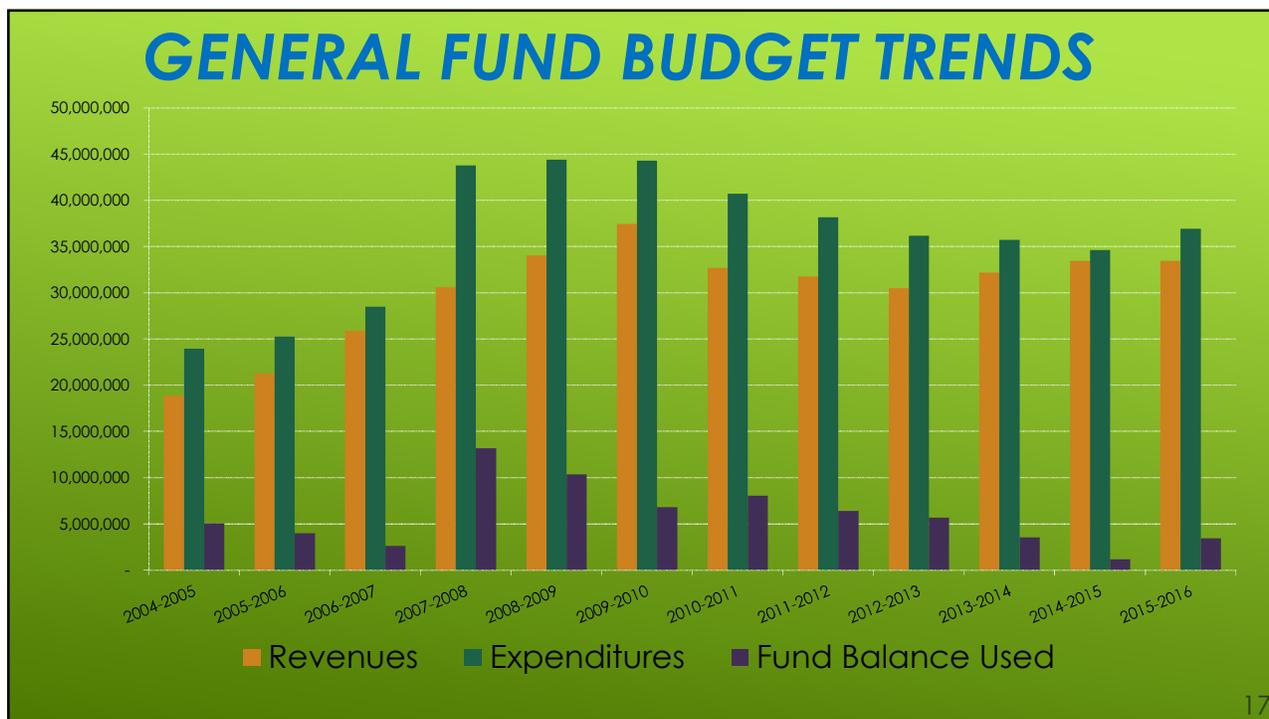
FY 2016-2017 Town Hall Meetings

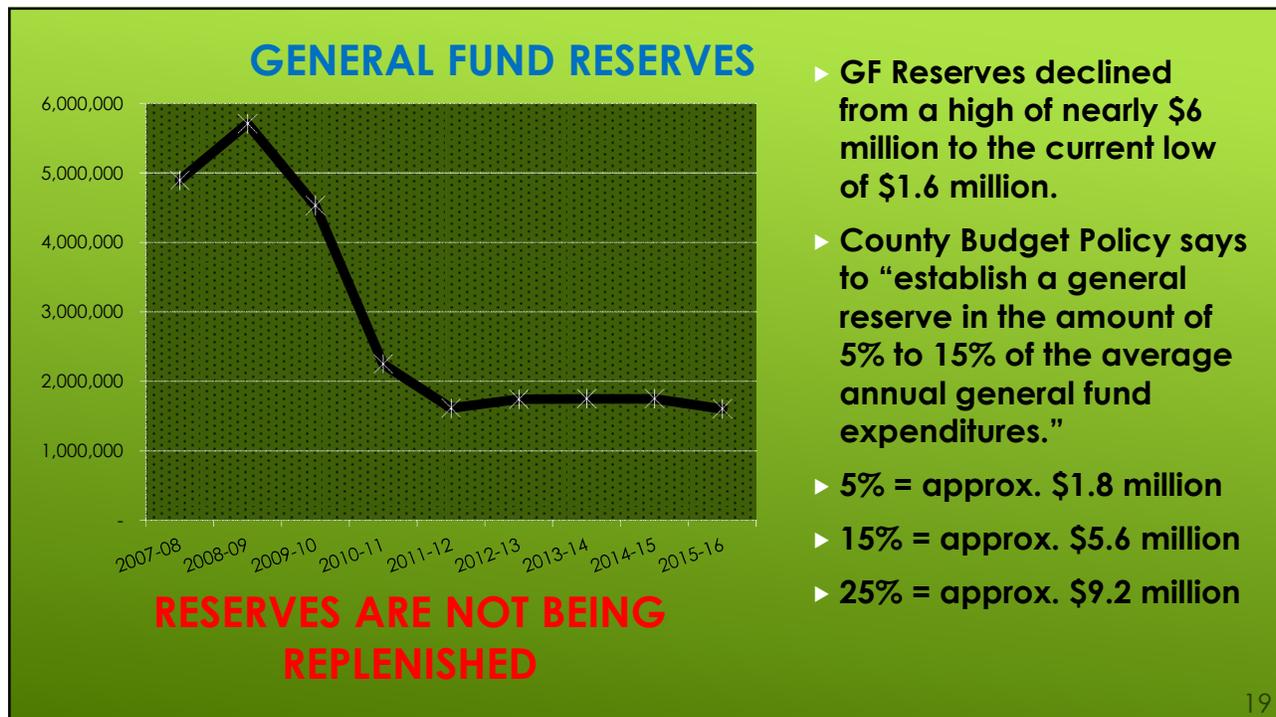
15



## GENERAL FUND USES

16





19

<ul style="list-style-type: none"> <li>▶ <b>POSITIVE TRENDS</b></li> <li>▶ General Revenues – increase of 4% or \$878,000</li> <li>▶ Mandatory Furloughs have ended</li> <li>▶ 2% COLA on Jan. 1<sup>st</sup> and step increases restored</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>NEGATIVE TRENDS</b></li> <li>▶ Employee benefits increased 7.21% or \$946,000               <ul style="list-style-type: none"> <li>▶ PERS</li> <li>▶ Health Insurance</li> </ul> </li> <li>▶ Vendor annual increases</li> <li>▶ Increasing infrastructure needs</li> </ul>
--	--

## FY 2016-17 BUDGET – WHAT WE KNOW SO FAR...

FY 2016-2017 Town Hall Meetings

20

# INTERMISSION MONEY GAME



## Instructions for Money Game:

- Start with \$2,017
- Distribute your money into the buckets based on how you propose the County spend your tax dollars on services

County services wanting some of your tax dollars include:	
Economic Development	Roads
Tourism	Public Safety
Parks and Trails	Emergency Medical Services
Senior Services	



## Mono County Strategic Plan

Town Hall Budget meeting update

# MONO COUNTY STRATEGIC PLAN FRAMEWORK

Adopted 2015

Vision: What we aspire to be

Mission: Why we exist

Values:  
Historic Mono County

Strategic Directions:  
Guide Methods, Measurements and Projects



23

Best Mono Imaginable



Mono County

24

 <b>Community Development</b> <b>Mid-Year 2015-16</b>		<h1>2015/16 Mid-Year Budget</h1>					
Mono County Strategic Directions and Mid-Year Goal updates							
<i>For further detail, see CDD Budget Narratives for FY 2015-16</i>		Promote a Strong Diverse Economy	Protect Natural Resources & Enhance Public Access	Understand & Address Community Needs	Support Healthy People in Healthy Communities	Reward Innovation	Effectively Use Resources
<b>PLANNING</b>							
Building on favorable USFWS decision to not list sage grouse as threatened, continue efforts mitigating grouse impacts, including refining Bi-State Action Plan implementation programs, working with applicants to avoid habitat impacts where feasible, and adopting general plan guidance for sage grouse mitigation. Fund these activities through grants from BLM and other sources. Continue to coordinate responses to listing and critical habitat designation proposals of the USFWS		✓	✓	✓	<b>Included how department level goals aligned with the Strategic Plan</b>		
MID-YEAR PROGRESS		Substantial progress with General Plan guidance adoption; on-going Bi-State mapping, website upgrades, coordination meetings, commenting on DWP Plan; and advertising applicants to avoid impacts.					


MONO COUNTY STRATEGIC PLANNING

Home
Strategic Directions
15-16 Focus Areas
15-16 Work Program
Departments
Community Projects

Mono County Strategic Planning Home

▼ Strategic Plan Details and Work Areas

### Mono County Strategic Planning Framework

Adopted on January 20th, 2015



Click to expand

### Mono County Strategic Directions

Click on a Direction for more detail



## Strategic Planning Tool

## Strategic Planning Tool – Work Program

Work Areas by Program & Work area 1-200 of 336 Work areas

	v Division		^ Type	Work area Name	Direction A	Direction B	Direction C	Direction D	Direction E	Direction F	Direction G	Direction H	Status
<b>Animal Control (6 Work areas)</b>													
	Animal Control	Mandate	Tier 1 : Mandated Services		✓	✓			✓				
	Animal Control	Mandate	Tier 2 : Essential Services		✓	✓							
	Animal Control	Mandate	Tier 3 : Local Priorities		✓	✓							
	Animal Control	Program	Companion animal community support		✓				✓				In the first six months we answered all complaints...
	Animal Control	Program	Provide community service		✓				✓				
	Animal Control	Program	Provide high quality request for service		✓								Due to limited staffing we are still unable to ach...
<b>Assessor (4 Work areas)</b>													
	Assessor	Program	Assistant Assessor recruitment								✓		The new Human Resources Directo started February ...

## March 13, 2016 - Board Workshop

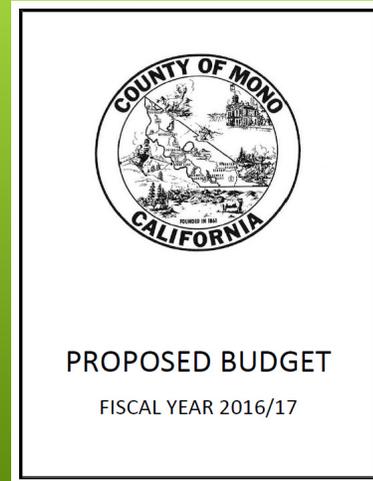
Strategic Direction	Promote a Strong & Diverse Economy	Protect Natural Resources & Enhance Public Access	Understand & Address Community Needs	Support Healthy People in Healthy Communities	Reward Innovation	Effective Use of Resources	Workforce Wellness	Strengthen County Culture
Focus Areas 2016-2017	<p><b>Focus Areas:</b></p> <ol style="list-style-type: none"> <li><b>1. Collaborative Solutions</b> <i>(overriding principle)</i></li> <li><b>2. Economic Base</b></li> <li><b>3. Environmental Sustainability</b></li> <li><b>4. Mono best place to work</b></li> <li><b>5. Infrastructure</b></li> <li><b>6. Public Safety</b></li> </ol>							
Strategic Directions ... Methods...with Success measured...through resourced projects								
First time Mono County has had 1 year focus areas before budget process								

# 2016/17 Mono County Proposed Budget

Department requested budgets were developed after board established focus areas

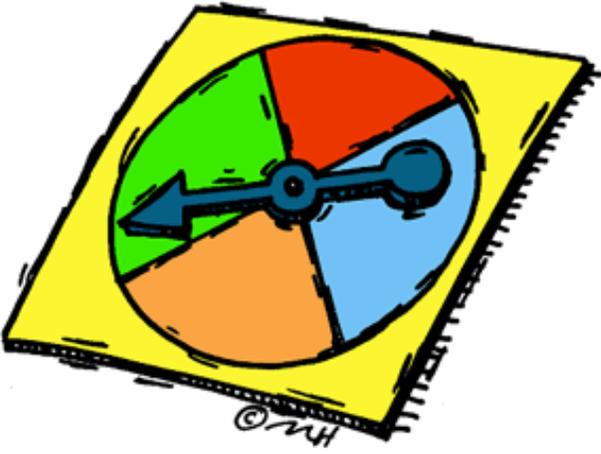
**Budget requests prioritized programs and projects that**

1. Collaborative Solutions
2. Economic Base
3. Environmental Sustainability
4. Infrastructure
5. Mono best place to work
6. Public Safety



## Next Step:

Strategic Direction	Promote a Strong & Diverse Economy	Protect Natural Resources & Enhance Public Access	Understand & Address Community Needs	Support Healthy People in Healthy Communities	Reward Innovation	Effective Use of Resources	Workforce Wellness	Strengthen County Culture
<b>Measurements</b>	<h3>Create Measurements!</h3> <p>How is the work Mono County does moving the mark?</p> <p><i>Strategic Directions ... Methods...with Success measured...through resourced projects</i></p>							



**RESULTS OF**  
**“MONEY GAME”**

31

THANK YOU



FY 2016-2017 Town Hall Meetings

32

# **2016 Community & Employee Budget Comments**

## **Antelope Valley Meeting 7/12/2016**

- Stats on county age, etc. in support of Senior/Paramedic Services.
- County budget comparisons. How do we compare to other rural counties?
- 5 – 10 year budget?
- How can we bring in taxpayers – housing?
- Meeting notices – how to inform. Generational differences for media outlets. Sierra Scoop, Lyons Club, School Newsletters, Social Media.
- How to increase revenues and decrease expenses?

## **Bridgeport Meeting 7/6/2016**

- New subdivision lots – good news!
- Breakdown of economic growth available?
- Vacant land? 6% privately owned – PILT
- Reserves?
- Fund balance? How does it play into reserves?
- Sources vs. uses.
- Are savings taken into account?
- Furlough percent?
- Multi-use roads (how to fund – we need to put money towards it)? Status? Put in strategic plan? What makes up Econ Dev 2%? Need CEQA (California Environmental Quality Act).
- Building starts for revenue estimates?
- Growth of property tax a function of...?
- Value of a ¼ percent increase in sales tax?
- Growth dependent on economy?
- Can fee structure change? Fee studies?
- Digital 395 – Last mile providers

## **Bridgeport Coffee with the CAO 7/20/2016**

- Town services – can they take back or provide money? (Animal Control, Econ 800 Line).
- County owned property? Why are we holding on to it? Should it go back into the tax rolls?
- No bucket for employee salaries and benefits (money game).

## **Crowley Lake Meeting 7/21/2016**

- Swall Meadows (Forest Service) – Secondary fire road. How do we fund, logistics. (Long process but we want to see progress.)

## **Mammoth Lakes Meeting 7/19/2016**

- Lobby State Legislature to absorb sales tax error (CSAC & RCRC).
- Gas tax needs to be raised.
- How do you measure using qualitative analysis for small areas (i.e. performance measures)?

**Mammoth Lakes Coffee with the CAO 7/21/2016**

- Non-general fund employees should get raises even when the general fund can't afford.
- No low income vision provider for children. How do we solve that (check with Kathy Peterson)?
- Support employees into future. Whole budget includes employees.

**Tri-Valley Meeting 7/13/2016**

- Post Office postings communication and community center at Chalfant/Benton fax to community center.
- Talk to Caltrans about fixing roads.
- Breakout property assessments by location for % growth in different areas (ERAF Allocation).
- Chalfant Community Center needs to be replaced with multi-purpose building.
- Public input into strategic planning

## 2016/17 Budget Town Hall Meetings & Coffee with CAO- Money Game Summary

Location	EMS	Roads	Parks & Trails	Public Safety	Senior Services	Econ Dev	Tourism	Reserves
Antelope Valley	55%	8%	7%	10%	13%	2%	2%	3%
Bridgeport	21%	16%	1%	37%	5%	16%	4%	n/a
Bridgeport Coffee w/ CAO	17%	27%	14%	16%	12%	6%	6%	2%
Crowley Lake	7%	15%	18%	14%	7%	9%	13%	17%
Lee Vining/June Lake	11%	11%	14%	18%	1%	19%	17%	9%
Mammoth Lakes	8%	26%	16%	17%	9%	12%	4%	8%
Mammoth Lakes Coffee w/ CAO	9%	12%	19%	13%	10%	15%	16%	6%
Tri-Valley	43%	0%	0%	48%	9%	0%	0%	0%
<b>AVERAGE</b>	<b>21%</b>	<b>14%</b>	<b>11%</b>	<b>22%</b>	<b>8%</b>	<b>10%</b>	<b>8%</b>	<b>6%</b>

