



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: The First, Second, And Third Tuesday of each month. Location of meeting is specified at far right.

Regular Meeting

MEETING LOCATION
Mammoth Lakes BOS Meeting Room, 3rd Fl. Sierra Center Mall, 452 Old Mammoth Rd., Mammoth Lakes, CA 93546

February 19, 2013

TELECONFERENCE LOCATIONS: 1) First and Second Meetings of Each Month: Mammoth Lakes CAO Conference Room, 3rd Floor Sierra Center Mall, 452 Old Mammoth Road, Mammoth Lakes, California, 93546; 2) Third Meeting of Each Month: Mono County Courthouse, 278 Main, 2nd Floor Board Chambers, Bridgeport, CA 93517. Board Members may participate from a teleconference location. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the board during any one of the opportunities provided on the agenda under Opportunity for the Public to Address the Board.

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5534. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517), and in the County Offices located in Minaret Mall, 2nd Floor (437 Old Mammoth Road, Mammoth Lakes CA 93546). Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). **ON THE WEB:** You can view the upcoming agenda at www.monocounty.ca.gov. If you would like to receive an automatic copy of this agenda by email, please send your request to Lynda Roberts, Clerk of the Board : lroberts@mono.ca.gov.

UNLESS OTHERWISE SPECIFIED BY TIME, ITEMS SCHEDULED FOR EITHER THE MORNING OR AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCE OF INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITEM IS HEARD.

9:00 AM **Call meeting to Order**

Pledge of Allegiance

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

Approximately thru
10:00 a.m. **CLOSED SESSION**

BOARD OF SUPERVISORS

- 1a) **Closed Session - CAO Position** - PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrative Officer.
- 1b) **Closed Session - Conference with Legal Counsel** - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.
- 1c) **Closed Session - Conference with Legal Counsel** - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph 2 of subdivision (d) of Government Code section 54956.9. Number of potential cases: three. Facts and circumstances: disputes with Inland Aquaculture Group, Conway Ranch Foundation, and Caltrans related to Conway Ranch.
- 1d) **Closed Session - Existing Litigation** - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: Mono v. Standard Industrial Minerals, et. al.
- 1e) **Closed Session--Human Resources** - CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

2) **APPROVAL OF MINUTES**

A. Approve minutes of the Regular Meeting held on February 5, 2013.

3) **BOARD MEMBER REPORTS**

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

Approximately 10 Minutes **COUNTY ADMINISTRATIVE OFFICE**

- 4) CAO Report regarding Board Assignments
Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

10:00 a.m. Approximately 15 minutes **DEPARTMENT REPORTS/EMERGING ISSUES** (PLEASE LIMIT COMMENTS TO FIVE MINUTES EACH)

Approximately 5 minutes for Consent Items

CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

COMMUNITY DEVELOPMENT - PLANNING DIVISION

- 5a) **June Lake CAC Member Appointments** - Appointment of June Lake Citizens Advisory Committee Members - Supervisor Alpers, District 3, requests Board consideration of his recommendation for memberships for the Citizens Advisory Committee (8 members total).

Recommended Action: Consider reappointment of three members, Jarrod Lear, Rob Morgan, Alan Sagot, and appointment of one new member, Ann Tozier, to the June Lake Citizens Advisory Committee, as recommended by Supervisor Alpers.

Fiscal Impact: No fiscal impacts are expected.

Additional Departments: Public Works

- 5b) **Map-21 Implementation** - Position regarding Map-21 implementation (requested by Local Transportation Commission).
- Recommended Action:** Authorize Chairman's signature on letter regarding MAP-21 implementation preserving current funding formulas for rural counties.
- Fiscal Impact:** None.
- 5c) **Wheeler Crest Design Review Committee Reappointments** - Appointment of Wheeler Crest Design Review Committee Members --Supervisor Stump, District 2, requests Board consideration of his recommendation for memberships for the Design Review Committee (5 members total).
- Recommended Action:** Consider reappointment of four members, Bill Goodman, Judy Beard, Carol Searles, Allison Jensen and appointment of one new member, Mike Day, to the Wheeler Crest Design Review Committee as recommended by Supervisor Stump.
- Fiscal Impact:** No fiscal impacts are expected.

COUNTY COUNSEL

- 6a) **Resolution Approving and Adopting a new Mono County Conflict of Interest Code** - Approve and adopt a new Mono County Conflict of Interest Code by resolution pursuant to the Political Reform Act, which requires public agencies to conduct a biennial review, and if necessary an update, of its conflict of interest code.
- Recommended Action:** Approve Resolution R13-_____, approving the new Conflict of Interest Code for Mono County.
- Fiscal Impact:** None.

PROBATION

- 7a) **Approval to Recruit and Fill Deputy Probation Officer II Position** - A DPO II position was recently vacated by a promotion in the Probation Department. This position needs to be filled and is already covered in the current budget. By staffing this position it will bring the Mono County Probation Department to its previous staffing level.
- Recommended Action:** Approval to recruit and fill the DPO II position currently vacant in the Probation Department.
- Fiscal Impact:** Cost for the remainder of FY 12-13 is \$37,023.75, of which \$15,500 is salary; \$11,751.12 is the employer portion of PERS, and \$9,772.63 is the cost of the benefits and is included in the approved budget. Cost for a full year is \$93,076.37, of which \$46,500 is salary; \$12,080.84 is the employer portion of PERS, and \$34,495.53 is the cost of the benefits.

CLERK OF THE BOARD

- 8a) **Appointment to Mono County Child Care Council** - There is currently a vacancy on the Mono County Child Care Council. Ms. Sandra Villalpando has submitted an application for membership to the council. It has been reviewed and the council would like Ms. Villalpando to be appointed. Her term will begin February 1, 2013 and expire December 31, 2014.
- Recommended Action:** Appoint Sandra Villalpando to the Mono County Child Care Council filling a vacancy. This term will begin February 1, 2013 and expire December 31, 2014.
- Fiscal Impact:** None.

HEALTH DEPARTMENT

- 9a) **Inter-County Agreement for Temporary Health Officer Coverage** - The Health Officer has a contractual and ethical obligation to be on-call 24/7/365. This includes being available to Mono County Health Department staff including Environmental Health, to Animal Control, to the Mono County Haz Mat Team, to healthcare providers, to local law enforcement agencies, to local emergency management, to the Local Emergency Medical Services Agency (LEMSA), which is the Inland Counties Emergency Medical Services Agency (ICEMA), to the Regional Disaster Medical Health Specialist (RDMHS) and Coordinator (RDMHC), to California state agencies including but not limited to the Emergency Medical Services Authority (EMSA), the California Emergency Management Agency (Cal

EMA), and the California Department of Public Health (CDPH), and to the Centers for Disease Control and Prevention (CDC). This agreement provides coverage, by mutual consent, when initiated by the Requesting County's Board of Supervisors or other person as authorized by the Board of Supervisors, during any anticipated and planned, or unexpected and emergency, unavailability of the Health Officer for a limited and defined period of time. Mono County has never had such an agreement in the past. Dr. Johnson will be out of the country for 17 days in March, 2013, and the Health Directors of all 3 counties included in the agreement, as well as the Health Officer of Riverside County, have agreed to cover during this period of time. This agreement would continue to be in effect and provide for coverage in any of the 3 counties for all contingencies in the future, subject to a request by the Requesting County, and the approval of the Covering County.

Recommended Action: The Board of Supervisors Approve and Authorize the Public Health Director to sign the Inter-County Agreement for Temporary Health Officer Coverage, and any additional contract amendments.

Fiscal Impact: None.

REGULAR AGENDA

CORRESPONDENCE RECEIVED (INFORMATIONAL)

All items listed are available for review and are located in the Office of the Clerk of the Board

CLERK OF THE BOARD

10a) No Correspondence -

10b) Approval of Revision of the Mono County Child Care Council Bylaws (Robyn Wisdom, LPC Coordinator) - The Mono County Child Care Council is recommending a change in the Council Bylaws to reflect a change in the membership from fifteen (15) to ten (10) members with each membership category reduced from three (3) to two (2) members.
10 minutes

Recommended Action: Approve proposed change to the Mono County Child Care Council Bylaws.

Fiscal Impact: None.

BOARD OF SUPERVISORS

11a) Introduction of New Farm Advisor to the Board (Dustin Blakey, Inyo and Mono UCCE County Director) - Dustin Blakey is the new Farm Advisor and County Director for Inyo and Mono Counties. Dustin plans to introduce himself and provide a brief overview of upcoming plans and answer any questions the Board may have. This item is being sponsored by Chairman Hunt.
10 minutes

Recommended Action: None. Informational Only.

Fiscal Impact: None.

CHILD SUPPORT SERVICES

12a) Eastern Sierra Department of Child Support Informational Workshop (Susanne Rizo, Esq., Regional Director) - Informational Workshop regarding the Eastern Sierra Department of Child Support Services, serving both Inyo and Mono counties. This workshop will detail the work of the regional agency and its accomplishments.
30 minutes

Recommended Action: None. Informational Only.

Fiscal Impact: None.

BOARD OF SUPERVISORS

13a) Lee Vining Community Center Landscaping Project (Board of Supervisors) - In response to correspondence from Ilene Mandelbaum regarding the Lee Vining Community Center Landscaping Project, the Board of Supervisors will review the history of this project and the work that has been completed to date. The Board will discuss and consider additional work necessary to complete the project.
15 minutes

Recommended Action: Consider and potentially appropriate the funding necessary to complete the

Lee Vining Community Center Landscaping Project.

Fiscal Impact: Depends on direction from Board of Supervisors.

LUNCH

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

Additional Departments: County Counsel

13b)

Public Hearing
10 minutes

Resolution Imposing Last, Best & Final Offer (Marshall Rudolph) - Public hearing and proposed resolution imposing the County's last, best, and final offer to the Mono County Paramedic Rescue Association pursuant to Government Code section 3505.7.

Recommended Action: Conduct public hearing. Adopt proposed Resolution R13-___, a resolution imposing the County's last, best, and final offer to the Mono County Paramedic Rescue Association pursuant to Government Code section 3505.7.

Fiscal Impact: Estimated savings of \$148,000/year.

SHERIFF CORONER

14a)

15 minutes

Sale of Temporary Membrane "Sprung" Search and Rescue Structure in Mammoth Lakes (Sheriff Ralph Obenberger) - In November of 2007, the County of Mono entered into an agreement to purchase the sprung structure from the Mammoth Lakes Fire Protection District (MLFD). The sprung structure was purchased for \$50,000.00 with an understanding that the structure would remain on the property that is owned by MLFD behind the fire station located at 3150 Main Street in Mammoth Lakes. The sprung structure was purchased to enhance the Mono County Sheriff's Search and Rescue team operations, to be used as a storage facility for team equipment, and as a Search and Rescue staging area. The agreement expired as of June 2009; however, MLFD has allowed the sprung structure to remain on their property until a new permanent Search and Rescue building could be built. As of January 28, 2013, the Mono County Sheriff's Search and Rescue team has completed, and is now occupying, the newly constructed Search and Rescue building in the Town of Mammoth Lakes.

The Mono County Sheriff's Search and Rescue team raised approximately \$750,000.00 through donations, grants, and fund raising efforts. The Mono County Sheriff's Search and Rescue team currently has a 1999 Dodge Ram extra cab 4x4 pick-up truck. The vehicle has had many mechanical and electrical problems in recent years, and these problems are not beneficial or cost efficient to continually repair. Due to these mechanical and electrical problems, the Search and Rescue team's ability to respond to emergencies within the county is hindered. The vehicle's current mileage is 135,709 miles.

Recommended Action: 1. Approve and authorize the Mono County Sheriff's Office and the County's purchasing agent (Acting CAO) to sell the sprung structure to the Mammoth Lakes Fire Protection District for the sum of \$43,000.00. 2. Approve and authorize the Mono County Sheriff's Office to use the proceeds of \$43,000.00 to purchase a new Dodge truck to replace a current Search and Rescue vehicle.

Fiscal Impact: The funding for the purchase of the Dodge truck will come from the sale of the sprung structure, not to exceed \$43,000.00. There would be no impact to the General Fund.

COMMUNITY DEVELOPMENT - PLANNING DIVISION

15a)

30 minutes

Parking Requirements Workshop (Brent Calloway) - Presentation by Brent Calloway regarding Chapter 6 of the Mono County General Plan, Parking Requirements.

Recommended Action: Conduct workshop. Provide any desired direction to staff.

Fiscal Impact: None; staff costs in developing revised parking standards are covered by grant funds.

MENTAL HEALTH

16a) **Part Time-Temporary Rehab Specialist** (Robin Roberts) - Allocation of a part-time, temporary Rehab Specialist in the Department of Behavioral Health.

10 minutes

Recommended Action: Approve Resolution #R13-____, approving the allocation of a Part Time, temporary Rehab Specialist I in the Department of Behavioral Health, and authorize the County Administrative Officer, or his or her designee, to fill that position as needed by the Department of Behavioral Health.

Fiscal Impact: This contract is capped at 960 hours per year at \$18.00 - \$24.00/hour on an as needed basis. This is not a benefited position. There is no impact on the General Fund.

ECONOMIC DEVELOPMENT

17a) **Update of Draft Tuolumne River Plan & Draft Merced River Plan** (Dan Lyster) - Presentation by Dan Lyster regarding an update on Yosemite National Park's draft Tuolumne River Plan and draft Merced River Plan, which are open for a legal Public Review and Comment process until March 18th and April 18th, respectively.

20 minutes

Recommended Action: That the Board receives information about the proposed changes in Tuolumne and Yosemite Valley, and provide direction to staff regarding official Public Comment (ending March 18 for TRP and April 18 for MRP) which will inform and influence the Park's final plans.

Fiscal Impact: None.

HEALTH DEPARTMENT

18a) **Cottage Food Operations - Proposed Fees** (Louis Molina) - Public hearing and proposed resolution adopting fees for registration and permits for cottage food operations.

Public Hearing

2:30 p.m.

5 minutes

Recommended Action: Conduct public hearing regarding proposed fees. Adopt proposed resolution #R13-___, adopting fees for registration and permits for cottage food operations. Provide any desired direction to staff.

Fiscal Impact: An unknown amount of revenue will be generated by these new Cottage Food Operations, but it is expected to be minimal.

PUBLIC WORKS - ENGINEERING DIVISION

19a) **Consider Adjustment of 2010 Census FHWA Urban Boundary for Transportation Purposes** (Garrett Higerd) - Proposed changes to the FHWA Urban Boundary would support a reclassification of roads serving Mammoth-Yosemite Airport.

10 minutes

Recommended Action: Approve resolution #R13 _____, revising the 2010 Census FHWA Urban Boundary. Receive staff report and provide any desired direction to staff.

Fiscal Impact: There will be no General Fund impact. This may streamline the process of obtaining future federal funding for certain County roads near Mammoth Lakes and the Mammoth-Yosemite Airport.

FINANCE

20a) **Mid-Year Budget Review** (Roberta Reed) - Review the 2012-13 budget for mid-year and receive any direction from the Board.

1 hour

Recommended Action: Approve Mid-Year budget adjustments and receive any direction from the Board.

Fiscal Impact: To be determined after internal adjustments.

20b) **Mono County Legal Publications** (Roberta Reed) - Presentation by Roberta Reed regarding Mono County legal publications.

15 minutes

Recommended Action: Receive presentation on legal publications and provide any desired direction to staff.

Fiscal Impact: Potential publication cost savings.

INFORMATION TECHNOLOGY

21a)

20 minutes

NetVanta Enterprise Communication Server (Clay Neely, Kirk Hartstrom) - Proposed contract with Hula Networks / Adtran pertaining to NetVanta Enterprise Communication Server purchase and implementation. Proposed purchase order with Windstream for programming our Avaya system to integrate.

Recommended Action: Contingent on approval of the related policy item in the 2012/2013 Mid-Year Budget, approve (1) County entry into a contract with Hula Network – a reseller of Adtran equipment, and authorize Clay Neely to execute said contract on behalf of the County, not to exceed \$27,000. (2) Approve proposed purchase order with Windstream – for integration hardware and programming of our Avaya system and authorize Clay Neely to execute said purchase order on behalf of the County not to exceed \$3,300

Fiscal Impact: The cost for this project is \$30,950. The cost includes \$27,000 to Hula Networks for the purchase and installation of the Adtran system, \$650 in Microsoft licensing, and \$3,300 to Windstream for programming services and hardware for integration with our Avaya system. This expense will be partially offset by a \$2,120 rebate from Polycom's paid4trade program for our old phones.

CLERK-RECORDER

22a)

10 minutes

County Records Restoration and Preservation (Lynda Roberts) - The Clerk-Recorder's Office is the custodian of many old and historic records that are priceless and irreplaceable. Two sets of records, Bodie Records and Old Mining Indexes, need to be restored and preserved as soon as possible in order to stop deterioration, which in the near future will render them unsalvageable. Funding for the restoration will come from the Micrographics Trust Fund, which is dedicated funding for the purpose of record-keeping.

Recommended Action: Authorize the transfer of up to \$40,000 from the Micrographics Trust Fund to the General Fund to be used to preserve Bodie Records and Old Mining Indexes.

Fiscal Impact: Up to \$40,000 from the Micrographics Trust Fund.

ADJOURNMENT

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OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Closed Session - CAO Position		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrative Officer.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
1/30/2013 10:26 AM	County Administrative Office	Yes
1/30/2013 11:07 AM	County Counsel	Yes
1/30/2013 11:16 AM	Finance	Yes



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Closed Session - Conference with Legal Counsel		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
2/13/2013 12:03 PM	County Administrative Office	Yes
2/13/2013 11:34 AM	County Counsel	Yes
2/13/2013 11:39 AM	Finance	Yes



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Closed Session - Conference with Legal Counsel		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph 2 of subdivision (d) of Government Code section 54956.9. Number of potential cases: three. Facts and circumstances: disputes with Inland Aquaculture Group, Conway Ranch Foundation, and Caltrans related to Conway Ranch.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
2/13/2013 12:04 PM	County Administrative Office	Yes
2/13/2013 11:35 AM	County Counsel	Yes
2/13/2013 11:39 AM	Finance	Yes



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Closed Session - Existing Litigation		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: Mono v. Standard Industrial Minerals, et. al.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
2/8/2013 5:10 PM	County Administrative Office	Yes
2/8/2013 5:07 PM	County Counsel	Yes
2/8/2013 6:35 PM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Closed Session--Human Resources		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
1/16/2013 12:53 PM	County Administrative Office	Yes
2/8/2013 1:53 PM	County Counsel	Yes
1/16/2013 12:50 PM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Clerk of the Board
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Board Minutes		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

A. Approve minutes of the Regular Meeting held on February 5, 2013.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[2-5-13 draft](#)

History

Time	Who	Approval
2/11/2013 2:13 PM	County Administrative Office	Yes
2/12/2013 5:06 PM	County Counsel	Yes
2/11/2013 3:04 PM	Finance	Yes



DRAFT MEETING MINUTES
BOARD OF SUPERVISORS, COUNTY OF MONO
STATE OF CALIFORNIA

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified at far right.

Regular Meeting

MEETING LOCATION
County Courthouse,
Bridgeport, CA 93517

February 5, 2013

Flash Drive	File #1003
Minute Orders	M13-19 to M13-23
Resolutions	R13-06 to R13-06
Ordinance	Ord13-01 NOT USED

9:01 AM Meeting Called to Order by Vice-Chairman Johnston.

Supervisors Present: Alpers, Fesko, Johnston and Stump.

Supervisors Absent: Hunt. Supervisor Hunt joined the meeting after lunch.

Pledge of Allegiance led by Supervisor Johnston.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

Closed Session: 9:03 a.m.

Break: 10:42 a.m.

Reconvene: 10:47 a.m.

Lunch: 12:05 p.m.

Reconvene: 1:09 p.m.

Break: 2:06 p.m.

Reconvene: 2:12 p.m.

Closed Session: 3:02 p.m.

Adjourn: 5:00 p.m.

CLOSED SESSION

There was nothing to report out of either closed session.

BOARD OF SUPERVISORS

- 1a) Closed Session - CAO Position - PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrative Officer.
- 1b) Closed Session - Public Employment - PUBLIC EMPLOYMENT. Government Code section 54957. Title: Interim/Acting Public Works Director.

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

- 1c) Closed Session--Human Resources - CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

- 2) APPROVAL OF MINUTES

M13-19 Action: Approve minutes of the Special Meeting held on January 22, 2013, as corrected.

Fesko move; Stump seconded

Vote: 4 yes; 0 no; 1 absent: Hunt

Supervisor Johnston:

- On page 3 of draft minutes; Supervisor Stump's board report, it says Scott "Buns", should be "Burns".

- 3) **BOARD MEMBER REPORTS**

Supervisor Alpers:

- Attended Winterfest in June this past weekend – huge success. On Saturday: The snow sculptures were great; by lunchtime the streets were full of people; kids play area crowded. Finished off with live music at Double Eagle; had 40 entrants for the race.

Supervisor Fesko:

- His wife attended the Winterfest in June Lake; he was unable to.
- CSA #5 meeting tomorrow evening; Memorial Hall updates to be discussed. Facilities finally doing outreach.
- The Assessor's position needs to be filled; needs to be on agenda for open session.

Supervisor Hunt:

- He has been in Mexico visiting friends.
- Email communications with First Five.
- Wants to agendize: closed session on Conway Ranch; a second item on Strategic Planning.

Supervisor Johnston:

- Attended the June Lake Triple Threat on Saturday (part of Winterfest).
- Talked with constituents about things happening in the Town.
- Visited with Mammoth Dog Sled's owner.
- Mammoth Lakes Housing meeting postponed.
- Great Basin's action in Superior Court was withheld. DWP lost again (their appeal to dismiss the lawsuit filed by Great Basin).

Supervisor Stump:

- Attended Long Valley RPAC; developing a questionnaire similar to the one that CSA #1 put out.
- Follow-up meeting in Paradise discussing various issues.

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

- Attended Community Corrections Partnership meeting; still struggling with AB109 issues. He's impressed with this group.
- Dog Sled adventures – they have had zero thefts or vandalism since Ouimet issue has been addressed.
- Discussed letter to CPUC regarding Verizon.

COUNTY ADMINISTRATIVE OFFICE

- 4) CAO Report regarding Board Assignments
Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

Lynda Salcido, Acting CAO:

- Since last week, Marshall has spent a lot of time bringing her up to speed.
- She's been reaching out to people, offering an ear, etc.
- Just let her know what she can do to help.
- She feels this board deserves the opportunity to do their part.

DEPARTMENT REPORTS/EMERGING ISSUES

(PLEASE LIMIT COMMENTS TO FIVE MINUTES EACH)

Lynda Roberts:

- Discussion about Strategic Planning projects list (handed out a copy).
- Should another workshop be agendized to further prioritize these? Perhaps the second meeting in April?
- Second workshop with staff input maybe first of March?
- Supervisor Johnston: for next workshop, he'd like staff/department heads to look at this, see what's missing, add on to list. Third workshop should be opened up to the public.
- Supervisor Fesko: Tony has item on Solid Waste for March 5th.
- Supervisor Alpers, correction to his list: should read "Employee Recognition/Employee Achievement".
- Supervisor Stump: If it takes a week or two to get all input needed, that's ok. Maybe the second meeting in March instead for first workshop?

Roberta Reed:

- Positive Pay has finally been implemented; all checks written are routed through bank and checked, etc. If there are errors, they come back to Finance. This is to help deter fraud.
- This should protect the county right away.

CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

COMMUNITY DEVELOPMENT - PLANNING DIVISION

- 5a) Reappointment of Mono Basin Regional Planning Advisory Committee Members - Supervisor Alpers, District 3, requests Board consideration of his recommendation for memberships / terms for the Mono Basin Regional Planning Advisory Committee (11 members total).

- M13-20** **Action:** Reappoint Bartshe Miller, Katie Bellomo, Zane Davis, Chris Lizza, Steve Connett, and Ilene Mandelbaum, to the Mono Basin Regional Advisory Planning Committee, as recommended by Supervisor Alpers.
Stump moved; Alpers seconded
Vote: 4 yes; 0 no; 1 absent: Hunt

Note

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DISTRICT ATTORNEY

- 6a) Resolution for D.A.'s Office to Participate in the Edward Byrne Memorial Justice Assistance Grant - The Mono County District Attorney's Office has applied for and administered the Edward Byrne Memorial Justice Assistance Grant for many years. In applying for this year's grant it was determined that an updated resolution was needed authorizing the District Attorney's office to sign for and administer said grant.

R13-06 **Action:** Approval of Resolution #R13-06, authorizing the Mono County District Attorney's Office to Participate in the Edward Byrne Memorial Justice Assistance Grant Program and Authorize the District Attorney to Sign for and Administer the Grant.
Stump moved; Alpers seconded
Vote: 4 yes; 0 no; 1 absent: Hunt

FINANCE

Additional Departments: Human Resources

- 7a) Recruit/Fill FTS III/IV Position in the Treasurer/Tax Collectors Office - Authorize recruitment/hiring for FTS position to be vacated February 21, 2013 due to current employee relocating to North Carolina, her husband's tour at the MWTC is over and he is being re-assigned to Camp Lejeune.

M13-21 **Action:** Authorize recruitment and hiring for position to be vacated on February 21, 2013 in the Treasurer/Tax Collectors Office due to employee relocating to North Carolina.
Fesko moved; Alpers seconded
Vote: 4 yes; 0 no; 1 absent: Hunt

Pulled for discussion.

Rose Glazier:

- Explained the vacancy in her office and the need to have it filled.
- The 15th is the last day the person that's leaving will be in the office.
- Has only been flown "in county" so far.

Supervisor Fesko:

- Has this been flown?

REGULAR AGENDA

CORRESPONDENCE RECEIVED (INFORMATIONAL)

All items listed are available for review and are located in the Office of the Clerk of the Board

CLERK OF THE BOARD

- 8a) Lee Vining Community Center Landscaping Project - Email

Note

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correspondence dated January 29, 2012 from Ilene Mandelbaum, Mono Basin RPAC Member requesting the Board's assistance in facilitating moving forward on the Lee Vining Community Center (LVCC) Landscaping Project.

Pulled for discussion.

Supervisor Alpers:

- Clerk to agendize this for 4/19?
- Need to either dismiss liability or appropriate funds. Clerk to work with Roberta Reed of Finance.

Supervisor Fesko:

- Asked for historical background.

Supervisor Johnston:

- Doesn't want a historical search to bog down this item; needs to go forward.

- 8b) Letter of Support from Liz O'Sullivan - Letter dated January 27, 2013 from Liz O'Sullivan to Bernadette Lovato, BLM in support for the Ormat Nevada Inc. Casa Diablo IV Geothermal Development Project.

The Board acknowledged receipt of the correspondence.

BOARD OF SUPERVISORS

- 9a) Certificate of Appreciation (Byng Hunt, Chair) - Present Certificate of Appreciation thanking a departing employee for their service.

Action: None.

- Certificate held until later in the meeting when the Chairman is back.
- Certificate acknowledged at 2:45 p.m.
- Clerk instructed to send certificate via mail to Rita Sherman

- 9b) Bridgeport Public Utility District Presentation Regarding Arsenic Levels (Ken Reynolds, BPUD President and Kent Neddenriep, Anderson Engineering) - The Bridgeport Public Utility District will provide the Board with information regarding unacceptable levels of arsenic in Bridgeport's drinking water and discuss the situation facing the town of Bridgeport. This item is being sponsored by Supervisor Tim Fesko.

PULLED

Action: None. Pulled.

- 9c) Fisheries Commission - Commissioners and Management Plan (Steve Marti, Mono County Fisheries Commission Chair) - Introduction of current Fisheries Commission Commissioners and presentation of currently revised Fisheries Management Plan. This item is being sponsored by Supervisor Fesko.

Action: None.

Steve Marti, Fisheries Commission Chair:

- Wanted to introduce the Fisheries Commission to the Board; bios should be in

Note

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packets.

Discussion of Management Plan; went over specifics of plan itself:

- Potential to raise eggs, to fingerlings, to cage culture programs.
- Conway Ranch: Goal to have a self-sustaining hatchery that can raise 5-10 pound "super trout".
- Wild Trout and Backcountry Stocking: Goals are to encourage more research, aerial plants, and communication with DFG.
- West Walker River Restoration.
- Lahontan Cutthroat Trout.
- Other.

Further Discussion:

- Hard to develop a management plan when you don't have control; he urges Board members to give feedback and suggestions.
- Fish stamp – concept to gain more funds. It would be above and beyond fishing license. It all depends on the quality of what you're producing.
- Grant buybacks: yes, mainly from the county. We need to look at past Economic Development reports already done, etc.
- No conclusion about concept of taking over the foundation. Need an end result that's workable.

Dan Lyster:

- Compliance discussion.
- He concurs with Supervisor Alpers.
- To clarify, they have had no correspondence in the past from Lahontan regarding compliance.

Supervisor's Comments:

Supervisor Stump:

- Is Conway Ranch a non-profit?
- Fish stamp? An additional charge? Has already heard grumblings about the price of fishing licenses.
- Grant buybacks? County major source of funding?
- Commission taking control of the Foundation – has anyone met with County Counsel? Sees conflicts.
- Maybe plan can be vetted out a little before it's brought back to the Board?

Supervisor Fesko:

- Thanked the Commission for their efforts in coming up with the plan.
- Likes Wild Trout idea. Fishing in the Eastern Sierra generally needs to be pushed.
- Restoration is a large issue.

Supervisor Alpers:

- Has a lot of experience with the culture of fish; this issue has become quite complicated.
- Control really is the main issue.
- Need to look at the components of our recreation industry; we need policies from the top down showing we support these industries, politically as well.
- Outreach program for kids is critical; fishing is not a dying industry.
- SB 1148 is going to promote wild fish industry.
- Conway Ranch – maybe the grantors need to eliminate the restrictions. Agencies are refusing to intermingle.
- Supports working with the Fishing Commission's visions. Working with DFG is critical.

Supervisor Johnston:

- Thanked Steve for his efforts.

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- What's the catch and release interest? Has commission taken a stance?
- Economic Development Report he referred to? Who has it?
- SB 1148 – the Board of Supervisors wrote a letter of opposition to that.
- It's unusual for a Commission to have their own plan that hasn't been adopted by the Board. May need to solidify plan with the Board to give greater weight to the Commission's plan.

9d) Mono County Fisheries Commission - Fishing Regulations for the West Walker River (Steve Marti, Dan Anthony) - Presentation on requested regulation changes by the Mono County Fisheries Commission to the West Walker River. The Commission is requesting support by the Mono County Board of Supervisors in a written letter. Supervisor Fesko is sponsoring this item.

M13-23 **Action:** Approve the requested regulation changes by the Mono County Fisheries Commission to the West Walker River and authorize the Board Chair to sign a letter of support (as amended) for these changes.
Johnston moved; Fesko seconded
Vote: 5 yes; 0 no

*Motion for item taken out of order, after lunch when Supervisor Hunt was present, and after changes were made to the letter.

Dan Anthony:

- Gave history of item and explained proposal with regulation changes and need for letter.
- Communication has greatly improved lately; they have a lot of support for this.
- They need updated letter from Board to the Commission in support of the proposal.
- Would provide year round fishing on portions of West Walker in addition to economic development.
- The Wardens think having the extended fishing area along the road, will make it easier to regulate.

Supervisor Stump:

- No objection but does the public think this will include portions of Topaz Lake?
- He just doesn't want the county in any way to go out onto Topaz/ice. He doesn't want any confusion with the regulation changes.

Supervisor Fesko:

- Spoke about Topaz Lake fishing dates.
- Doesn't think the warden will have an issue regulating; he lives in the area year round and is on payroll year round.
- This has a potential for a large economic impact.

Supervisor Alpers:

- Long stretch of road to regulate.

Supervisor Johnston:

- Suggested the Board postpone action until later when Chairman Hunt is here so that there are five members supporting this.
- Why is this letter addressed to the Fisheries Commission?
- Wouldn't it be a stronger letter if it was addressed to the State? Is there a downside?

Note

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LUNCH

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

- 9e) Annual Reports for Inland Aquaculture Group and Conway Ranch Foundation (Raven Angeles) - Presentation of Inland Aquaculture Group annual report, and presentation of Conway Ranch Foundation annual report. Supervisor Tim Fesko sponsored this agenda item.

Action: None.

Raven Angeles:

Inland Aquaculture Group, LLC 2012 Annual Report (powerpoint):

- Conway Ranch History
- Mono County and IAG Shared Vision
- Accomplishments – 2007
- Years 1-5 Plan View
- Years 6-10 Plan View
- Accomplishments – 2008 through 2011
- “Want More Trout Survey” (2011)
- Accomplishments – 2012
- 2013 Projects
- Conway Ranch Aquaculture Maps
- Infrastructure Goals
- Economic Development
- Total Pounds Purchased by Entity in the County of Mono

Marshall Rudolph:

- “2006 lease” is a license, not a lease.
- There was an Ordinance adopted to address public use on Conway Ranch; shooting portion was recently revised.
- Have IAG’s insurance people call him; he’d like to get to the bottom of confusion.
- There is no county approved master plan for Conway Ranch; there is a need for one. Maybe a consultant could get it done?
- Need to decide how to design such a plan either by what’s already there or looking to the future.

Supervisor Johnston:

- What has the county approved as far as overall plan for the ranch?
- How do we know achievements are being made when there are no plans?
- Maybe we need to spend some staff time coming up with a plan.

Supervisor Hunt:

- We need better communication to take place.
- We need to be specific; it’s not like we are looking at Conway Ranch for the first time.

Supervisor Alpers:

- He believes a large percentage of what’s needed is already down on paper.
- Suggests a sit down and some communication to start with.

Supervisor Stump:

Note

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- Supports idea for an overall plan for the ranch.

Supervisor Fesko:

- Agrees that communication is lacking and is needed.
- Time to move forward with a plan.

Conway Ranch Foundation 2012 Annual Report (Powerpoint):

- Conway Ranch Foundation Mission Statement
- Accomplishments
- Startup Programs & Goals Update
- Current Goals & Projects
- Financial Report
- Economic Benefits
- Bell Diversion Pipeline Update
- Ordinance 12-04 Public Use of Conway Ranch
- 2013 Permission Agreement

Supervisor Johnston:

- Wasn't the barn for fishery purposes, not interpretive?
- How will the current allowable public access affect what's remaining of the structures?

Supervisor Hunt:

- What about a no trespassing sign?

Supervisor Fesko:

- Asked about the size of IAG/CRF.
- There has been a big lack of communication.
- We need to take a step back, get away from lawsuits/lawyers and bring in staff and CRF and have discussion.

Supervisor Stump:

- Barn/interpretive center – county cannot override state law. County may not be obstructing.
- Problem he has, just making judgment: everything is anecdotal, nothing was written down. It leaves a lot to interpretation.
- In the future, things need to be put in writing.

Supervisor Alpers:

- The fact that this is a non-profit public benefit 501(c)3 Corporation is very important. It's a mechanism to bring people into the county and get a financial base to make dreams come true.
- This could be a real economic plus countywide.

Marshall Rudolph:

- The reason there is a "permission agreement" is because CRF is a subcontractor under IAG.
- The invoice discussion is a legal issue being discussed in closed session. The letter sent by Mr. Arkens is consistent with Board's recommendation. If the Board wants to revisit this, that can happen.
- There is a dispute about what staff promised; a dispute about the facts.

Raven Angeles:

- Referred to a letter received from Mr. Arkens; they didn't care for it.
- They want invoice for pipeline paid.
- What recourse do we have to get the invoice paid?

- 9f) Mammoth Nordic Non-Profit Organization Funding Application (Brian Knox, Mammoth Nordic) - Consider and potentially approve a non-profit funding application for Mammoth Nordic. This item is being sponsored by

Note

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Supervisors Hunt and Johnston.

M13-22

Action: Approve a non-profit funding application for Mammoth Nordic in the amount of \$5,000 to be taken from the Board of Supervisor's budget.

Johnston moved; Stump seconded

Vote 4 yes; 1 no: Fesko

Supervisor Johnston:

- Introduced item; explained that Mammoth Nordic wasn't aware of the funding application procedure and he missed it.
- Brian's application is for \$9,000; the Board's recommendation is to fund partially.

Brian Knox:

- Thanked Board for the opportunity to come back for a funding opportunity that was missed.
- He understands that he has some responsibility to know when this comes up.
- Mammoth Nordic is a community based Nordic system.
- Explained what Mammoth Nordic is about, what it has to offer; compared it to world class Nordic systems.
- Trying to establish a level of service and quality of experience. They are trying to be consistent. They desire to be more of a presence/host on the trails.
- They'd like to use requested money to fund a position that would allow more consistent presence on the trails.
- Spoke of dog issues, solutions, etc.
- He would be grateful for any amount awarded by the board in light of the missed funding application deadline.

Supervisor Hunt:

- He's supportive of this request.
- Do you have a problem with dogs on trails?

Supervisor Alpers:

- Providing quality and experience is extremely important; he has experienced Brian's equipment. It's top notch.
- There is tremendous opportunity with this and he supports request.

Supervisor Fesko:

- Brought up the development of the Bridgeport area for Nordic sports in the future.
- The board was adamant that they weren't going to go over the initial \$75,000 funding limit.
- Looking at this he would be comfortable going with approving \$4,000. He asked that Brian not overlook the funding application deadline again; he doesn't want a precedence to be set.

Supervisor Stump:

- He could support \$4,000-5,000. Need to discuss where it comes from.
- Maybe it should come from the Supervisor's budget; because the Board is the one taking this action at a later date.

Lynda Salcido:

- It is a great sport; the exercise provided by Nordic skiing is a great asset. Obesity is a huge problem in our country; this type of sport helps offer alternatives for exercise.
- Nordic skiing is a lifetime sport.

Roberta Reed:

- Housekeeping; this requires a 4/5 vote to pass if it is going to come out of contingency but not if it comes out of the Supervisor's budget.
- Brian didn't miss any notices in the paper, it is not published.

Note

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ADJOURNMENT: 5:00 p.m.

ATTEST:

LARRY JOHNSTON
VICE-CHAIR

BYNG HUNT
CHAIR

SHANNON KENDALL
SR. DEPUTY CLERK OF THE BOARD

§§§§§



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Community Development - Planning Division
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	June Lake CAC Member Appointments		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Appointment of June Lake Citizens Advisory Committee Members - Supervisor Alpers, District 3, requests Board consideration of his recommendation for memberships for the Citizens Advisory Committee (8 members total).

RECOMMENDED ACTION:

Consider reappointment of three members, Jarrod Lear, Rob Morgan, Alan Sagot, and appointment of one new member, Ann Tozier, to the June Lake Citizens Advisory Committee, as recommended by Supervisor Alpers.

FISCAL IMPACT:

No fiscal impacts are expected.

CONTACT NAME: Courtney Weiche

PHONE/EMAIL: 760.924.1803 / cweiche@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

cweiche@mono.ca.gov

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[June Lake CAC Appointments Staff Report](#)

History

Time	Who	Approval
2/11/2013 8:58 AM	County Administrative Office	Yes
2/12/2013 5:06 PM	County Counsel	Yes
2/11/2013 3:05 PM	Finance	Yes

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

Planning Division

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

February 19, 2013

To: Mono County Board of Supervisors
From: Courtney Weiche, Associate Planner, for Tim Alpers, Supervisor
Subject: Appointment of June Lake Citizens Advisory Committee Member (Consent Item)

Action Requested

Consider appointment of one new member to the June Lake Citizens Advisory Committee, as recommended by Supervisor Alpers.

Fiscal/Mandates Impact

No fiscal impacts are expected.

Current Fiscal Year Budget Projections

No impact is expected on current fiscal year budget projections.

Discussion

Supervisor Alpers, District 3, requests Board consideration of his recommendation for membership / term for the June Lake Citizens Advisory Committee (8 members total).

New members recommended for appointment:

- Ann Tozier

Terms to Expire:

02-31-15

Existing members recommended for reappointment:

- Jarrod Lear
- Rob Morgan
- Alan Sagot

02-31-15

02-31-15

02-31-15

Other existing members (for information):

- Connie Black
- BZ Miller
- Dan Roberts
- Jil Stark

12-31-14

12-31-14

12-31-14

12-31-14

If you have any questions regarding this item, please contact Supervisor Alpers or Courtney Weiche at 924-1803.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Community Development - Planning Division
ADDITIONAL DEPARTMENTS	Public Works		
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Map-21 Implementation		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Position regarding Map-21 implementation (requested by Local Transportation Commission).

RECOMMENDED ACTION:

Authorize Chairman's signature on letter regarding MAP-21 implementation preserving current funding formulas for rural counties.

FISCAL IMPACT:

None.

CONTACT NAME: Gerry LeFrancois, Scott Burns

PHONE/EMAIL: 924-1812 / glefrancois@mono.ca.gov; sburns@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Draft Letter](#)

[Attachment](#)

[Map Attachment](#)

History

Time	Who	Approval
2/13/2013 11:20 AM	County Administrative Office	Yes
2/13/2013 11:35 AM	County Counsel	Yes
2/13/2013 8:44 AM	Finance	Yes



BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5530 • FAX (760) 932-5531

Lynda Roberts
Clerk of the Board
760-932-5538
lroberts@mono.ca.gov

Linda Romero
Assistant Clerk of the Board
760-932-5534
lromero@mono.ca.gov

February 19, 2013

The Honorable John A. Perez
Speaker, California State Assembly
State Capital, Room 219
Sacramento, CA 95814

The Honorable Darrell Steinberg
President Pro Tempore, California State Senate
State Capital, Room 305
Sacramento, CA 95814

Assemblyman Franklin E. Bigelow
P.O. Box 942849, Room 4116
Sacramento, CA 94249-0005

Senator Tom Berryhill
State Capitol, Room 3076
Sacramento, CA 95814-4900

Dear Speaker Pérez, Senator Steinberg, Assemblyman Bigelow, and Senator Berryhill:

The Mono County Board of Supervisors wishes to express concern regarding implementation of the federal surface transportation reauthorization program “Moving Ahead for Progress Act in the 21st Century” (MAP-21). As a rural county, we urge consideration of rural needs as legislative proposals are introduced to address transportation funding distribution.

We support the points and positions highlighted in the January 7, 2013, Rural Representatives of Rural California (RCRC) letter to legislative leaders (see attachment). As the letter notes, rural counties such as Mono County rely on the network of state highways and locally maintained roads to link residents to essential services, employment, education and medical care. This road system also serves the broader needs of Californians, accessing state and national parks, tourist attractions, and recreation areas, and providing the network necessary to move agriculture, freight, energy and other critical goods to adjacent states, in our case Nevada.

Transportation funding formulas should provide funding protections or guarantees for California’s rural transportation system and reflect that rural counties lack viable means to fund larger projects that provide statewide benefit. As an example, Mono County has been reliant on regional commitments under Memorandum of Understandings (MOUs) with Inyo County Local Transportation Commission, Kern Council of Governments, and San Bernardino Associated Governments to accomplish improvements of statewide benefit and critical regional significance on State Route 14 and US 395 corridors. These successful agreements, which were initiated in 1998 and continue well into the future, would not be feasible without funding guarantees for rural areas.

The current transportation funding distribution formulas reflect a carefully crafted understanding of transportation networks throughout the state. These formulas take into account population, lane miles, regional need, and the difficulty delivering projects that benefit all Californians. If California were to move to a formula dominated by population-based models, rural regions such as Mono County would be at a dramatic disadvantage. Population-based formulas do not account for the road maintenance burden of rural regions with small populations; in the case of Mono, nearly 700 miles of roadway maintained with a population of less than 15,000 residents. The attached illustrates regional impacts under population-based transportation funding formulas, such as the Alternatives Transportation Program (ATP) trailer bill proposal by the Department of Finance; Mono County stands to lose up to 95% of its transportation funding under this TAP scenario.

We further support RCRC's position advocating for a dedicated funding source for bridges. We also advocate ATP scenarios that account for prior transportation enhancement reserves; in the case of Mono County a total of \$954,000 in Transportation Enhancement (TE) funds have been set aside for future anticipated projects, such as main street improvements in Bridgeport and/or Mammoth Lakes.

Your consideration of Mono County's concerns in this matter is appreciated. We look forward to working with you and RCRC in developing an equitable strategy to implement MAP-21 for rural counties.

Sincerely

Byng Hunt
Chair

Attachment:
RCRC letter January 7, 2013
STP / STIP Formula Map



Chair - Kevin Cann, Mariposa County
First Vice Chair - Nate Beason, Nevada County
Second Vice Chair - Lee Adams, Sierra County
Past Chair - Kim Dolbow Vann, Colusa County

President and CEO - Greg Norton
Executive Vice President - Patricia J. Megason
Chief Financial Officer - Karl Dolk

January 7, 2013

The Honorable John A. Pérez
Speaker, California State Assembly
State Capitol, Room 219
Sacramento, CA 95814

The Honorable Darrell Steinberg
President Pro Tempore, California State
Senate
State Capitol, Room 205
Sacramento, CA 95814

The Honorable Connie Conway
Minority Leader, California State Assembly
State Capitol, Room 3104
Sacramento, CA 95814

The Honorable Bob Huff
Minority Leader, California State Senate
State Capitol, Room 305
Sacramento, CA 95814

Dear Speaker Pérez, Senator Steinberg, Assembly Member Conway, and Senator Huff:

On behalf of the Rural County Representatives of California (RCRC), which represents thirty-two rural counties in California, we write to express our concerns regarding implementation of the federal surface transportation reauthorization program, known as the Moving Ahead for Progress Act in the 21st Century (MAP-21).

RCRC is an association of California counties and the RCRC Board of Directors is comprised of elected supervisors from our thirty-two member counties. Rural county supervisors are extensively involved in transportation-related issues on two primary fronts: 1) Boards of Supervisors oversee public works directors/departments and subsequently help maintain the road network of their respective county; and 2) many supervisors sit as members of local transportation planning agencies where determining and funding projects are prioritized and developed.

Interstate highways, state highways and county-maintained roads located in rural areas of the State provide many benefits to California's transportation system. This network serves as a connector to other states, supports the movement of agriculture, freight, energy, and other critical goods. The rural network of roads and highways also connects people to employment and provides access to California's tourist attractions. It should be noted, that in many rural areas, the state highway is the key link for residents to use for their daily transportation needs - including access to medical care, education and employment. As such, any impact to the State Department of Transportation's (CalTrans) State Highway Operation and Protection Program (SHOPP) is of importance to rural areas. We encourage the Legislature to consider these rural transportation system benefits as we begin to discuss MAP-21 implementation and surface transportation investments.

MAP-21 is a two-year federal transportation effort that includes \$109 billion to fund the nation's highways and transit systems. California is expected to receive \$3.54 billion in Fiscal Year (FY) 2013, with a slight increase to approximately \$3.57 billion in Fiscal Year 14. MAP-21

represents the first major shift in transportation funding in more than a decade. As we prepare for the upcoming legislative session, we anticipate a variety of legislative proposals to be introduced to reconstruct transportation funding. These proposals may include: 1) distribute MAP-21 funding based on population; 2) integrate MAP-21 funding with SB 375 (Steinberg - 2008) greenhouse gas reduction targets; 3) provide a direct funding stream for bridge repair/replacement; and, 4) reconstruct other various transportation funding streams. Simply put, we are very concerned about a number of these concepts and how they would impact rural areas.

Current funding distribution formulas reflect a carefully-crafted understanding of transportation network throughout the state. These formulas take into account population, lane miles, regional needs and the difficulty in some jurisdiction's ability to deliver much-needed projects that benefit all Californians. Thus, if California were to move to a formula dominated by population-based models, rural counties would be at a disadvantage. First, a population-based formula does not take into account the large amounts of road mileage that many rural agencies must maintain. Also, population-based formulas (as to be distributed beyond that specified by MAP-21) would not fund the highest project or program needs that the entire state values. While rural counties may not have the large population base, these areas covers roughly 50 percent of the state's landmass. Any transportation funding formula should provide funding protections or guarantees for California's rural transportation system and reflect that rural counties have no realistic means (sales tax, public private partnerships, etc.) to generate sufficient funding for larger projects that provide statewide benefits.

Also of note, the funding level for MAP-21 has remained substantially the same as the previous federal reauthorization measures. However, the Highway Safety Improvement Program (HSIP) has become proportionately higher. We believe the implementation of HISP should include equitable statewide criteria that would address an emphasis on safety.

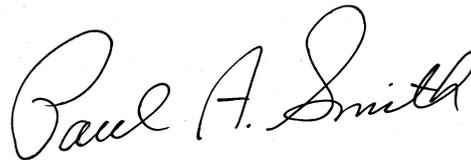
We understand that some members of the Legislature are contemplating MAP- 21 implementing legislation that contains extensive reference to SB 375 goals as a means to direct MAP-21 funding. SB 375 requires 18 Metropolitan Planning Organizations (MPO's) to identify a forecasted development pattern and transportation network that will meet greenhouse gas emission reduction targets through their Regional Transportation Plans (RTP) planning processes. However, SB 375 does not apply to the entire state and the requirements do not pertain to the 26 rural Regional Transportation Planning Agencies (RTPAs) that also prepare RTPs. We believe an SB 375 model for awarding funding is inappropriate because it could preclude rural RTPA's from accessing these funds and also runs counter to the flexibility granted in MAP-21. We recommend the continued statewide use of RTP's to guide transportation funding decision-making. The 2010 State RTP Guidelines update was prepared to incorporate new planning requirements as a result of SB 375. While the guidelines include both state and federal requirements, MPOs and RTPAs have the flexibility in selecting transportation planning options that best fit their regional needs.

A top priority for rural counties is to preserve a dedicated funding source for bridges. Counties and cities own and operate over 50 percent of the bridges statewide. Although MAP-21 retains the set aside requirement for funding "off-system" bridges (equal to 15% of the Highway Bridge Program (HBP) for FY 2009), the HBP was eliminated, meaning, there is no dedicated funding stream for "on-system" bridges. Furthermore, the list of "on system" bridges was greatly expanded. Under HBP, all eligible bridges in California were listed on a bridge inventory and a statewide committee prioritized projects for funding. This meant that bridge projects in rural areas could be repaired or replaced based purely on need.

With the elimination of HBP, the funding for bridges in both rural and non-rural areas are likely to originate from funding sources that have traditionally not been dedicated to bridges. In other words, bridge projects will be competing with all other types of projects in regional and state decision making. For rural areas, this becomes even more problematic and destabilizing since most rural regions lack the funds to complete a bridge project without outside assistance. Therefore, in implementing MAP- 21, RCRC will be advocating for long-term and stable funding solutions that reflect these challenges.

On a final note, we urge an overall level of caution in developing and enacting MAP-21 implementation. A key element of MAP-21 is that these funding streams along with the projects funded and delivered will now be evaluated by the Federal Highway Administration (FHWA); however, the evaluation tools and goals have yet to be finalized by FHWA. Directing monies and delivering products in a manner that does not conform to federal expectations and standards could have unforeseen consequences. As such, we should proceed with great care particularly when the FHWA evaluation criteria have yet to be fully constructed.

Sincerely,

A handwritten signature in black ink that reads "Paul A. Smith". The signature is written in a cursive, flowing style.

PAUL A. SMITH
Senior Legislative Advocate

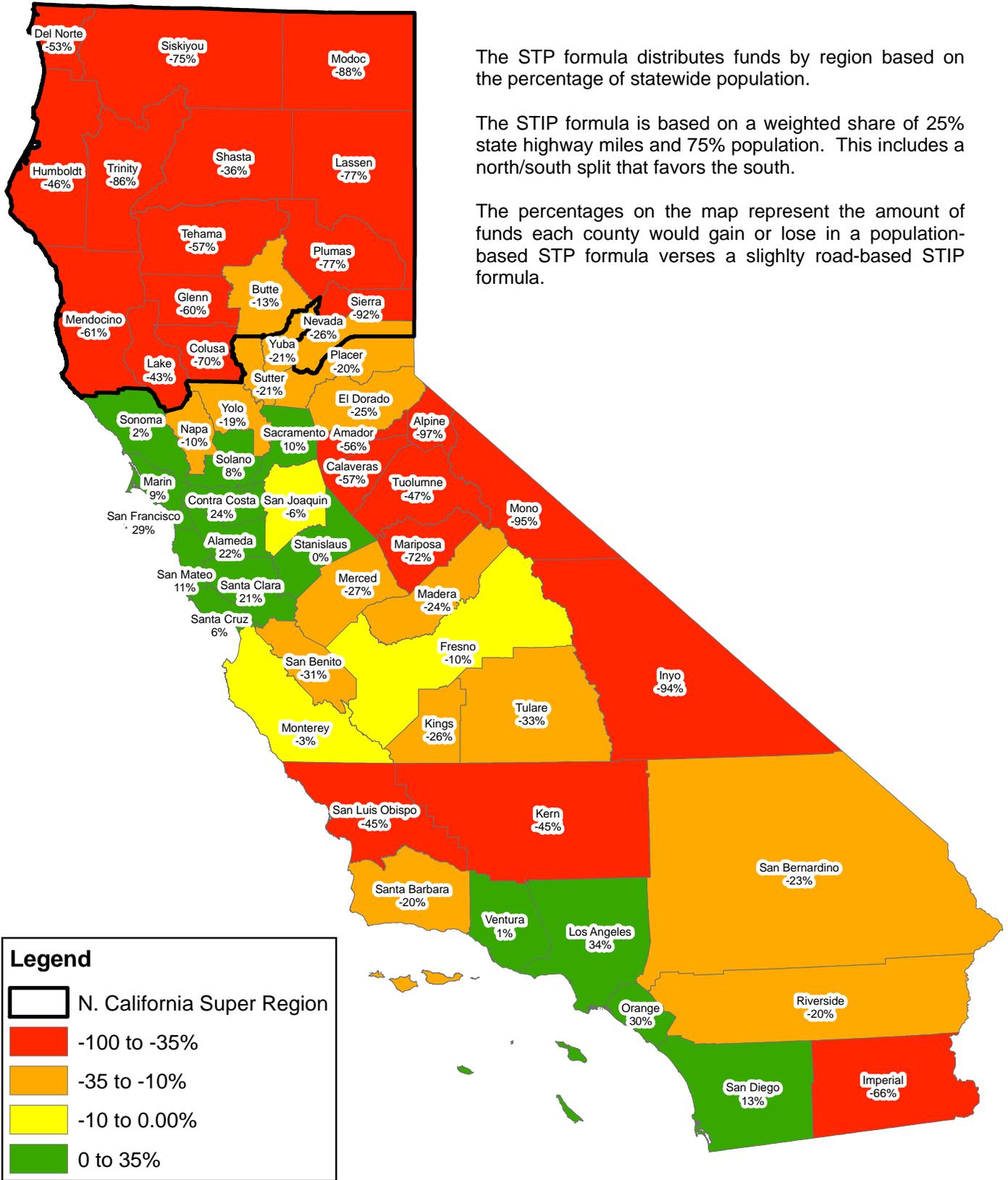
cc: Members of the California Legislature
DeAnn Baker, Senior Legislative Representative of CSAC
Bimla Rhinehart, Executive Director of California Transportation Commission
Malcolm Dougherty, Director of California Department of Transportation
Brian Kelly, Secretary of Business, Transportation & Housing Agency
Brian Annis, Deputy Secretary of Business, Transportation & Housing Agency
Bill Higgins, Executive Director of CALCOG
Eric Thronson, Consultant to the Senate Transportation & Housing Committee
Erica Martinez, Consultant to the Office of the Speaker of the Assembly
Janet Dawson, Consultant to the Assembly Transportation Committee

Differences caused by distributing funds by an STP population-based formula compared to a more highway-based STIP formula

The STP formula distributes funds by region based on the percentage of statewide population.

The STIP formula is based on a weighted share of 25% state highway miles and 75% population. This includes a north/south split that favors the south.

The percentages on the map represent the amount of funds each county would gain or lose in a population-based STP formula versus a slightly road-based STIP formula.





OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Community Development - Planning Division
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Wheeler Crest Design Review Committee Reappointments		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Appointment of Wheeler Crest Design Review Committee Members --Supervisor Stump, District 2, requests Board consideration of his recommendation for memberships for the Design Review Committee (5 members total).

RECOMMENDED ACTION:

Consider reappointment of four members, Bill Goodman, Judy Beard, Carol Searles, Allison Jensen and appointment of one new member, Mike Day, to the Wheeler Crest Design Review Committee as recommended by Supervisor Stump.

FISCAL IMPACT:

No fiscal impacts are expected.

CONTACT NAME: Courtney Weiche

PHONE/EMAIL: 760-924-1803 / cweiche@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

cweiche@mono.ca.gov

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Wheeler Crest Design Review Appointments Staff Report](#)

History

Time	Who	Approval
2/11/2013 8:57 AM	County Administrative Office	Yes
2/12/2013 5:06 PM	County Counsel	Yes
2/12/2013 2:58 PM	Finance	Yes

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

Board Meeting Date: February 19, 2013 (Consent Item)

To: Honorable Chair and Members of the Board of Supervisors
From: Courtney Weiche, Associate Planner, for Fred Stump, Supervisor
Subject: Re-Appointment/Appointment of Wheeler Crest Design Review Committee Members

Action Requested

Consider re-appointment of two existing members and appointment of one new member to the Wheeler Crest Design Review Committee as recommended by Supervisor Alpers.

Fiscal/Mandates Impact

No fiscal impacts are expected.

Current Fiscal Year Budget Projections

No impact is expected on current fiscal year budget projections.

Discussion

Supervisor Alpers, District 2, requests Board consideration of his recommendation for membership / term for the Wheeler Crest Design Review Committee (5 member's total).

New member recommended:

Term Expires (all two-year terms):

Mike Day (Would replace resigned member Steve Peterson)	02-01-15
--	----------

Current Members recommended for reappointment:

Judy Beard	02-06-15
Allison Jensen	02-06-15
Carol Searls	02-06-15
Bill Goodman	02-06-15

If you have any questions regarding this item, please contact Supervisor Hazard or Courtney Weiche at 924-1803.

Signed: _____
Courtney Weiche, Associate Planner



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	County Counsel
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Resolution Approving and Adopting a new Mono County Conflict of Interest Code		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Approve and adopt a new Mono County Conflict of Interest Code by resolution pursuant to the Political Reform Act, which requires public agencies to conduct a biennial review, and if necessary an update, of its conflict of interest code.

RECOMMENDED ACTION:

Approve Resolution R13-_____, approving the new Conflict of Interest Code for Mono County.

FISCAL IMPACT:

None.

CONTACT NAME: Tara McKenzie

PHONE/EMAIL: 760-924-1706 / tmckenzie@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

Tara McKenzie

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [conflict code staff report](#)
- [Proposed Resolution Updating County COIC](#)
- [County COIC- Exhibit to Resolution](#)

 [County COIC Appendix A](#)

 [County COIC Appendix B](#)

History

Time	Who	Approval
2/8/2013 5:12 PM	County Administrative Office	Yes
2/8/2013 5:07 PM	County Counsel	Yes
2/8/2013 6:43 PM	Finance	Yes

County Counsel
Marshall Rudolph

Assistant County Counsel
Stacey Simon

Deputy County Counsels
Tara McKenzie
John-Carl Vallejo

**OFFICE OF THE
COUNTY COUNSEL**

Mono County
South County Offices
P.O. BOX 2415

MAMMOTH LAKES, CALIFORNIA 93546

Telephone
760-924-1700
Facsimile
760-924-1701

Legal Assistant
Michelle Robinson

TO: Board of Supervisors
FROM: Tara McKenzie
DATE: February 19, 2013
RE: Update of Mono County Conflict of Interest Code

Recommendation:

Approve and adopt a resolution, hereto attached, amending in its entirety the Mono County Conflict of Interest Code.

Fiscal/Mandates Impact: None.

Discussion:

The Political Reform Act of 1974 (Government code section 81000 et. seq.) requires that all local government agencies adopt their own conflict-of-interest codes and review such codes once every two years. After performing said biennial review, the Office of the County Counsel would recommend that the County's Conflict of Interest Code be updated to reflect new positions and responsibilities within the organization. Attached hereto is the proposed "Resolution of the Mono County Board of Supervisors Amending the County's Conflict of Interest Code", which includes the new code as an exhibit.

Additionally, the Mono County Board of Supervisors is the code-reviewing body for the conflict-of-interest codes of all agencies located wholly within the county other than the Town of Mammoth Lakes. Government Code section 87306.5 requires code-reviewing bodies to direct each local agency to perform a biennial review every even-numbered year and report back as to whether any changes must be made. On behalf of the Board, this office timely sent the required written requests to all local governmental agencies asking them to complete their respective biennial reviews and respond by the October 1, 2012 due date.

Three agencies, the Wheeler Crest Fire Protection District, the June Lake Public Utility District, and the Mammoth Community Water District, have amended their conflict of interest codes and such amendments have already been approved by this Board. The remaining agencies either failed to respond or indicated that no change was required.

If you have any questions regarding this item, please call me at (760) 924-1706 Monday through Thursday or at (760) 932-5419 on Fridays.

Respectfully submitted,

Tara McKenzie
Deputy County Counsel

Att: "Resolution of the Mono County Board of Supervisors Amending the County's Conflict of Interest Code" and accompanying documents



RESOLUTION NO. R13-____

**RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AMENDING THE COUNTY'S CONFLICT OF INTEREST CODE**

WHEREAS, pursuant to Government Code, Section 87306.5, the Mono County Board of Supervisors has reviewed the County's Conflict of Interest Code and finds that revisions are necessary; and,

WHEREAS, the most expedient way to accomplish the necessary revision is to adopt a new Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED by the Mono County Board of Supervisors that the Conflict of Interest Code of Mono County is hereby amended in its entirety to read as set forth in the Exhibit attached hereto and incorporated herein by this reference.

APPROVED AND ADOPTED this ____ day of February, 2013, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

BYNG HUNT, Chairman
Board of Supervisors
County of Mono

ATTEST:

LYNDA ROBERTS
CLERK OF THE BOARD

APPROVED AS TO FORM:

MARSHALL RUDOLPH
COUNTY COUNSEL

1 **CONFLICT OF INTEREST CODE**
2 **OF MONO COUNTY**

3
4
5 SECTION 1: Conflict of Interest Code - Adopted.

6 The Political Reform Act, Government Code Sections 81000 et seq., requires state and
7 local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair
8 Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. Section 18730,
9 which contains the terms of a standard Conflict of Interest Code. It can be incorporated by
10 reference and may be amended by the Fair Political Practices Commission after public notice
11 and hearings to conform to amendments of the Political Reform Act. Therefore, the terms of 2
12 Cal. Code of Reg. Section 18730 and any amendments to it duly adopted by the Fair Political
13 Practices Commission are hereby incorporated by reference and, along with the attached
14 Appendix A in which officials and employees are designated and Appendix B in which
15 disclosure categories are set forth, constitute the Conflict of Interest Code of Mono County,
16 which is considered the “agency” within the purview of this Code. The Conflict of Interest Code
17 of Mono County so adopted supersedes any Conflict of Interest Code of Mono County
18 previously in effect.

19
20
21 SECTION 2: Statements of Economic Interest; Filing Officer.

22 Designated employees shall file Statements of Economic Interest with the Mono County
23 Clerk-Recorder, who shall be and perform the duties of Filing Officer for the County.
24
25
26
27

1 **APPENDIX “A”**

2 LIST OF DESIGNATED EMPLOYEES

3 JOB TITLE DISCLOSURE CATEGORY

4 Boards and Commissions

5

6 Member, Assessment Appeals Board 1

7 Member, Construction Appeals Board 1

8 Member, County Service Area Board 2, 3, 4

9 Member, Fisheries Commission 1

10 Member, Grand Jury 5, 6, 7

11 Member, Tourism and Film Commission 1

12 Member, Treasury Oversight Committee 1

13 The Management Group

14 Administrative Services Manager 2

15 Animal Control Director 2

16 Assessor 1

17 Assistant Assessor 1

18 Assistant Chief Probation Officer 1

19 Assistant County Clerk-Recorder-Registrar 1

20 Assistant County Counsel 1

21 Assistant Director of Finance 1

22 Assistant District Attorney 1

23 Assistant Public Works Director 1

24 Associate Engineer III 2

25 Building Official 1

26 Chief District Attorney Investigator 1

27 Chief Probation Officer 2

28 Community Development Director 1

29 Consultant 1*

30 County Clerk-Recorder-Registrar 1

31 Deputy County Counsel 1

32 Deputy District Attorney 1

33 Director of Behavioral Health 1

34 Director of Economic Development and Special Projects 1

35 Director of Facilities & Risk Management 1

36 Director of Public Health & EMS Chief 1

37 Director of Road Operations and Fleet Services 2

38 Director of Social Services 1

1	District Attorney Investigator	1
	Economic Development Manager	1
2	Environmental Health Manager	2
3	Human Resources Manager	2
	IT Director	1
4	Psychiatrist	3
5	Public Health Officer	2
	Public Works Director	1
6	Public Works Project Manager	2
	Sheriff-Coroner	1
7	Solid Waste Superintendent	2
8	Undersheriff	1
9	<u>The following positions:</u>	
10		
	Accountant (II-IV)	2
11	Administrative Services Specialist	2
12	Animal Control Coordinator	2
	Appraiser (all levels)	1
13	Auditor-Appraiser (all levels)	1
14	Building Inspector	1
	Code Compliance Officer	1
15	Community Development Analyst (all levels)	2
	Corrections Sergeant	2
16	Deputy Probation Officer (all levels)	2
17	Economic Development Coordinator	1
	Environmental Health Specialist	2
18	Fiscal and Technical Specialist, Social Services (II-IV)	2
	Fiscal and Technical Specialist, Sheriff's Office (IV)	2
19	Fiscal and Technical Specialist, Finance (II-IV)	2
20	Fleet Services Supervisor	2
	GIS Coordinator/ Digital 395 Project Coordinator	2
21	Human Resources and Risk Management Specialist	2
22	Human Resources Generalist	2
	Inventory and Purchasing Technician	2
23	Investigator, Sheriff's Office	1
	IT Specialist (all levels)	2
24	Mental Health Care Manager	2
25	Paramedic Station Captain	2
	Payroll & Benefits Manager	2
26	Planner (all levels)	1
27	Probation Aide	1

1	Road Operations Supervisor	2
	Social Services Analyst	2
2	Social Services Program Manager	2
3	Solid Waste Supervisor	1
4	Tobacco Education Administrator	2

5 *The County Administrative Officer may determine in writing that a particular consultant, although a “designated
6 employee,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply
7 with the disclosure requirements described in this Exhibit. Such written determination shall include a description of
8 the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The
9 CAO’s determination is a public record and shall be retained for public inspection in the same manner and location
10 as the Conflict of Interest Code.

11 **NOTE:** The following elected and appointed positions are not designated within this Code because individuals
12 occupying such positions (and candidates for such positions) must file disclosure statements pursuant to Government
13 Code § 87200, et seq.:

- 14 • Agricultural Commissioner-Sealer of Weights and Measures
- 15 • County Administrative Officer
- 16 • County Counsel
- 17 • Director of Finance
- 18 • District Attorney
- 19 • Members of the Board of Supervisors
- 20 • Members of the Planning Commission
- 21 • Veteran’s Service Officer

1 **APPENDIX “B”**

2 LIST OF DISCLOSURE CATEGORIES

3 DISCLOSURE CATEGORIES

- 4 1. All reportable investments, business positions, income and interest in real
5 property.
- 6 2. Reportable investments in, business positions in, and income from entities
7 providing supplies, services, or equipment of the type used by the designated
8 employee’s department, board, commission or office.
- 9 3. Reportable investments, business positions in, and income from sources located
10 in or doing business in the territorial jurisdiction of the designated employee’s
11 board or commission.
- 12 4. Reportable interests in real property located within the territorial jurisdiction of
13 the designated employee’s board or commission.
- 14 5. All reportable investments and business positions in business entities which, in
15 the previous two years, have done business with Mono County or with any other
16 government agency whose affairs may be subject to grand jury scrutiny (e.g., the
17 Town of Mammoth Lakes or a special district within the County).
- 18 6. All reportable income from sources which, in the previous two years, have done
19 business with Mono County or with any other government agency whose affairs
20 may be subject to grand jury scrutiny (e.g., the Town of Mammoth Lakes or a
21 special district within the County).
- 22 7. All reportable interests in real property.
- 23
- 24
- 25
- 26
- 27
- 28



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Probation
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Approval to Recruit and Fill Deputy Probation Officer II Position		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

A DPO II position was recently vacated by a promotion in the Probation Department. This position needs to be filled and is already covered in the current budget. By staffing this position it will bring the Mono County Probation Department to its previous staffing level.

RECOMMENDED ACTION:

Approval to recruit and fill the DPO II position currently vacant in the Probation Department.

FISCAL IMPACT:

Cost for the remainder of FY 12-13 is \$37,023.75, of which \$15,500 is salary; \$11,751.12 is the employer portion of PERS, and \$9,772.63 is the cost of the benefits and is included in the approved budget. Cost for a full year is \$93,076.37, of which \$46,500 is salary; \$12,080.84 is the employer portion of PERS, and \$34,495.53 is the cost of the benefits.

CONTACT NAME: Karin Humiston

PHONE/EMAIL: x5572 / khumiston@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[DPO II](#)

History

Time	Who	Approval
2/4/2013 1:22 PM	County Administrative Office	Yes
2/8/2013 4:20 PM	County Counsel	Yes
2/4/2013 12:00 PM	Finance	Yes

TO: Mono County Board of Supervisors
FROM: Human Resources
Karin Humiston, Chief Probation Officer

DATE: January 30, 2013

SUBJECT: Approval to recruit and fill Deputy Probation Officer II position in Probation

DISCUSSION:

The Mono County Probation Department consisted of three Deputy Probation Officers (I/II), a Deputy Probation Officer III, a Probation Aide, a Fiscal and Technical Specialist IV, an Assistant Chief and a Chief of Probation. The Governor's Realignment Assembly Bill has increased the number of offenders supervised in Mono County by retaining designated offenders ordinarily sent to the Department of Corrections and Rehabilitation. Three Deputy Probation Officers (as of December 2012) supervise 139 adult probationers and one Deputy Probation Officer supervises 28 juvenile probationers. On October 25, 2012, the Assistant Chief Probation Officer resigned thereby creating a vacancy. In light of the need to fill this position but not at the pay grade and position, a Deputy Probation Officer III was approved by the Board of Supervisors on December 11, 2012. Opened for competition, a Mono County DPOII was selected for the position and thereby vacated a DPOII position. By filling this position it would bring Mono County Probation to its previous staffing level.

Your approval is requested to recruit and fill this position as a Deputy Probation Officer II.

This position is budgeted for in the FY 12-13 budget.

Salary Range:

DPO II Range 55: \$3,850 - \$4,680

FISCAL IMPACT:

Cost for the remainder of FY 12-13 is \$37,023.75, of which \$15,500 is salary; \$11,751.12 is the employer portion of PERS, and \$9,772.63 is the cost of the benefits and is included in the approved budget. Cost for a full year is \$93,076.37, of which \$46,500 is salary; \$12,080.84 is the employer portion of PERS, and \$34,495.53 is the cost of the benefits.

If there are any questions regarding this item, please contact Human Resources

Thank you,

Submitted by: _____

Date: _____

Human Resources



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Clerk of the Board
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Appointment to Mono County Child Care Council		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

There is currently a vacancy on the Mono County Child Care Council. Ms. Sandra Villalpando has submitted an application for membership to the council. It has been reviewed and the council would like Ms. Villalpando to be appointed. Her term will begin February 1, 2013 and expire December 31, 2014.

RECOMMENDED ACTION:

Appoint Sandra Villalpando to the Mono County Child Care Council filling a vacancy. This term will begin February 1, 2013 and expire December 31, 2014.

FISCAL IMPACT:

None.

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[MC Child Care Council Staff](#)

[Application](#)

History

Time	Who	Approval
1/17/2013 4:23 PM	County Administrative Office	Yes
2/8/2013 2:00 PM	County Counsel	Yes
1/18/2013 3:31 PM	Finance	Yes

Mono County Child Care Council



**P. O. Box 8571
Mammoth Lakes, CA 93546**

January 17, 2013

To: Mono County Board of Supervisors

From: Robyn Wisdom, Local Child Care Council Coordinator

Re: Appointment to Mono County Child Care Council

Dear Board of Supervisors;

Ms. Sandra Villalpando has submitted her application for membership to the Mono County Child Care Planning Council. The Council has reviewed this application and is requesting your appointment of Ms. Villalpando to serve as a member of the Council.

Ms. Villalpando's term would begin February 1, 2013 and end December 31, 2014.

Thank you for considering this request.

Robyn Wisdom, LPC Coordinator
rwisdom@imaca.net
760-934-3343

Mono County Child Care Council

Mono County Child Care Council



Membership Application

Our Mission is to promote the availability of safe, affordable, high quality child care services throughout Mono County.

- Please add my name to your mailing list so I can receive meeting agendas.
- I will commit myself to regular participation on the Planning Council, and wish to be considered an **alternate** (non-voting member).*
- I will fully commit myself to participation on the Planning Council. I wish to be considered a **voting member**.*

*** Please attach a letter of intent with a brief background statement (Please include information pertaining to the membership category you are applying for. For example, if you are applying to represent a public agency, provide information about how your knowledge of the agency you represent would benefit the Council and out goals.).**

Membership Category

- Consumer of child care (parent with children in child care)
- Provider of child care (family child care or center based staff/director)
- Public agency representative
- Community representative

Name:	Sandra Villalpando		
Mailing Address:	PO BOX 3813 Mammoth Lakes CA		
Email Address:	svillalpando@mono.ca.gov		
Work Phone:	760 924-1784	Cell Home Phone:	714 309 0193

Please return your membership application to:

Mono County Child Care Council - IMACA; PO Box 8571; Mammoth Lakes, CA 93546
Phone: (760) 934-3343 Fax: (760) 934-2075



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Health Department
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Inter-County Agreement for Temporary Health Officer Coverage		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

The Health Officer has a contractual and ethical obligation to be on-call 24/7/365. This includes being available to Mono County Health Department staff including Environmental Health, to Animal Control, to the Mono County Haz Mat Team, to healthcare providers, to local law enforcement agencies, to local emergency management, to the Local Emergency Medical Services Agency (LEMSA), which is the Inland Counties Emergency Medical Services Agency (ICEMA), to the Regional Disaster Medical Health Specialist (RDMHS) and Coordinator (RDMHC), to California state agencies including but not limited to the Emergency Medical Services Authority (EMSA), the California Emergency Management Agency (Cal EMA), and the California Department of Public Health (CDPH), and to the Centers for Disease Control and Prevention (CDC). This agreement provides coverage, by mutual consent, when initiated by the Requesting County's Board of Supervisors or other person as authorized by the Board of Supervisors, during any anticipated and planned, or unexpected and emergency, unavailability of the Health Officer for a limited and defined period of time. Mono County has never had such an agreement in the past. Dr. Johnson will be out of the country for 17 days in March, 2013, and the Health Directors of all 3 counties included in the agreement, as well as the Health Officer of Riverside County, have agreed to cover during this period of time. This agreement would continue to be in effect and provide for coverage in any of the 3 counties for all contingencies in the future, subject to a request by the Requesting County, and the approval of the Covering County.

RECOMMENDED ACTION:

The Board of Supervisors Approve and Authorize the Public Health Director to sign the Inter-County Agreement for Temporary Health Officer Coverage, and any additional contract amendments.

FISCAL IMPACT:

None.

CONTACT NAME: Lynda Salcido

PHONE/EMAIL: 760-924-1842 / lsalcido@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:
Lynda Salcido, Public Health Director

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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- [📄 Staff Report](#)
 - [📄 Aqt for temporary health officer coverage](#)
-

History

Time	Who	Approval
2/4/2013 10:06 AM	County Administrative Office	Yes
2/11/2013 10:29 AM	County Counsel	Yes
2/4/2013 10:29 AM	Finance	Yes

COUNTY of MONO

HEALTH DEPARTMENT
P.O. BOX 3329
MAMMOTH LAKES, CA 93546

Public Health (760) 924-1830 Fax (760) 924-1831
Environmental Health (760) 924-1800 Fax (760) 924 1801



Feb 19, 2013

To: Honorable Board of Supervisors

From: Lynda Salcido, Public Health Director

Subject: INTER-COUNTY AGREEMENT FOR TEMPORARY HEALTH OFFICER COVERAGE

Recommended Action: The Board of Supervisors Approve and Authorize the Public Health Director to sign the INTER-COUNTY AGREEMENT FOR TEMPORARY HEALTH OFFICER COVERAGE, and any additional contract amendments.

Discussion: The Health Officer has a contractual and ethical obligation to be on-call 24/7/365. This includes being available to Mono County Health Department staff including Environmental Health, to Animal Control, to the Mono County Haz Mat Team, to healthcare providers, to local law enforcement agencies, to local emergency management, to the Local Emergency Medical Services Agency (LEMSA), which is the Inland Counties Emergency Medical Services Agency (ICEMA), to the Regional Disaster Medical Health Specialist (RDMHS) and Coordinator (RDMHC), to California state agencies including but not limited to the Emergency Medical Services Authority (EMSA), the California Emergency Management Agency (Cal EMA), and the California Department of Public Health (CDPH), and to the Centers for Disease Control and Prevention (CDC).

This agreement provides coverage, by mutual consent, when initiated by the Requesting County's Board of Supervisors or other person as authorized by the Board of Supervisors, during any anticipated and planned, or unexpected and emergency, unavailability of the Health Officer for a limited and defined period of time.

Mono County has never had such an agreement in the past. Dr. Johnson will be out of the country for 17 days in March, 2013, and the Health Directors of all 3 counties included in the agreement, as well as the Health Officer of Riverside County, have agreed to cover during this period of time. This agreement would continue to be in effect and provide for coverage in any of the 3 counties for all contingencies in the future, subject to a request by the Requesting County, and the approval of the Covering County.

The Agreement has been approved as to form by County Counsel of Mono County.

Fiscal Impact/ Budget Projections: None

For questions regarding this item, please call Lynda Salcido at (760) 924-1842.

Submitted by: _____
Lynda Salcido, Public Health Director Date

Richard O. Johnson, M.D., MPH, Public Health Officer

Contact
Office: (760) 924-1828
Fax: (760) 924-1831
E-Mail: rjohnson@mono.ca.gov

24/7/365 Emergency Contact
Cell phone : 760-914-0496

INTER-COUNTY AGREEMENT FOR TEMPORARY HEALTH OFFICER COVERAGE

This agreement is formed and entered into this 1st day of February 2013 by and among the counties of Inyo, Mono, and Riverside, all political subdivisions of the State of California (the "Counties") on the following terms and conditions:

WHEREAS, each County has appointed a County Health Officer ("Health Officer") pursuant to Government Code Section 24000(s); and

WHEREAS, said Health Officers are appointed to carry out duties prescribed, inter alia, in the Health and Safety Code Section 120100 et. seq., and other applicable statutes; and

WHEREAS, each Health Officer from time to time is temporarily absent from his/her County or otherwise unavailable to carry out his/her duties as required by law ("Unavailable"); and

WHEREAS, the Counties desire to provide each other temporary Health Officer coverage for a County when a Health Officer is temporarily unavailable;

THEREFORE, it is agreed by and between the Counties as follows:

1. Through this agreement, the Health Officer of any of the above counties may be requested by any of the other county's Board of Supervisors, or other person as authorized by such Board of Supervisors, ("Requesting County") to carry out the Health Officer functions, as defined by state law, of the Requesting County when the Requesting County's Health Officer is unavailable ("Coverage"). The Health Officer of the county providing the Coverage is the "Covering Health Officer" and the county providing the coverage is the "Providing County". The Covering Health Officer shall have all of the powers and duties of the Requesting County's Health Officer when providing Coverage for the Requesting County, and each Requesting County shall ensure a Covering Health Officer is granted the same access to County resources, staff, and authority that is generally granted to the Requesting County's Health Officer for the purposes of carrying out his/her duties as the County Health Officer.
2. The consideration for any Providing County and Covering Health Officer in providing Coverage for a Requesting County pursuant to this Agreement is the mutual covenants expressed herein. The Providing County and Covering Health Officer shall not be entitled to reimbursement or payment of any costs, from the Requesting County, for the Covering Health Officer's providing the Coverage to the Requesting County pursuant to this Agreement.
3. The Providing County shall indemnify, defend, and hold harmless the Requesting County from any claims or liability arising or alleged to have arisen from the acts of omissions of the Covering Health Officer within the course and scope of his/her providing Coverage in the Requesting County. The Requesting County shall indemnify, defend, and hold harmless the Providing County and the Covering Health Officer from any claims or liability arising or alleged to have arisen from the acts and/or omissions of the Requesting County, its officers, employees, and agents, related to this Agreement.

4. A County or a County Health Officer who is requested by a Requesting County to provide Coverage may refuse to provide coverage without penalty or liability to said Providing County and/or its Health Officer. After beginning to provide Coverage, a Covering Health Officer may cease providing Coverage to a Requesting County, upon written notice to the Requesting County's Public Health Director, at any time without penalty or liability to himself/herself or the Providing County.
5. This agreement shall be in effect when executed by each party, and shall remain in effect until terminated by any party after 30 days written notice to the other parties.
6. Each individual signing below represents and warrants that they have been duly authorized to sign this agreement on behalf of their respective County.

Linda Arcularius, Chairperson
Inyo County Board of Supervisors

Lynda Salcido, Director
Mono County Health Department

Susan Harrington, M.S., R.D., Director
County of Riverside, Department of Public Health



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Clerk of the Board
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	No Correspondence		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
*PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING*

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
2/13/2013 10:35 AM	Clerk of the Board	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Clerk of the Board
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Robyn Wisdom, LPC Coordinator
SUBJECT	Approval of Revision of the Mono County Child Care Council Bylaws		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

The Mono County Child Care Council is recommending a change in the Council Bylaws to reflect a change in the membership from fifteen (15) to ten (10) members with each membership category reduced from three (3) to two (2) members.

RECOMMENDED ACTION:

Approve proposed change to the Mono County Child Care Council Bylaws.

FISCAL IMPACT:

None.

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [MC Child Care Council Bylaws Staff](#)
- [Revisions to Bylaws](#)
- [Bylaws signature page](#)

History

Time	Who	Approval
1/17/2013 4:23 PM	County Administrative Office	Yes
2/8/2013 2:03 PM	County Counsel	Yes
1/18/2013 3:32 PM	Finance	Yes

Mono County Child Care Council



**P. O. Box 8571
Mammoth Lakes, CA 93546**

January 17, 2013

To: Mono County Board of Supervisors

From: Robyn Wisdom, Local Child Care Council Coordinator

Re: Approval of revision of Mono County Child Care Council By-laws

Dear Board of Supervisors;

The Mono County Child Care Council is recommending a change in the Council by-laws to reflect a change in the membership requirement from fifteen (15) to ten (10) members with each membership category reduced from three (3) to two (2) members.

Thank you for considering this recommendation and we ask that you approve the revisions to the by-laws as presented.

Robyn Wisdom, LPC Coordinator
rwisdom@imaca.net
760-934-3343

ARTICLE III

MEMBERSHIP

Section I. Composition of the Council

The Council consists of ~~fifteen (15) members~~ **ten (10) members** appointed by the BOS and CSS in the manner described more fully below, who serve at the pleasure of those appointing authorities. Members exercise decision making responsibility for Planning Council functions as described in AB1542, as well as hold voting rights on all Council business and policy recommendations. The Council's membership is composed of equal representation from each category listed below. Of the ~~three~~ **two** members in each category, one shall be appointed solely by the Board of Supervisors and another one shall be appointed solely by the County Superintendent of Schools; ~~the third member shall be jointly appointed by the Board of Supervisors and the County Superintendent.~~ Every effort should be made by the appointing agencies to assure that the ethnic, racial, and geographic composition of the MCCCC is reflective of the population of the county.

1. **20% Consumers (3 2 members)** — a parent or person who receives, or who has received within the past 36 months, child care services.
2. **20% Child Care and Development Providers (3 2 members)** — a person who provides child care services or represents persons who provide child care services.
3. **20% Public Agency Representatives (3 2 members)** — a person who represents a city, county, city and county, or local education agency.
4. **20% Community Representatives (3 2 members)** — a person who represents an agency or business that provides private funding for child care services, or who advocates for child care services through participation in civic or community-based organizations but is not a child care providers and does not represent an agency that contracts with CDE to provide child care and development services.
5. **20% at the Discretion of the County Board of Supervisors and County Superintendent of Schools (3 2 members)** — are to be appointed from any of the above categories or outside of these categories at the discretion of the appointing agencies.

Section 2. Terms of Appointments

The term for a Council Membership is two years from appointment date. No term limit will be set. The membership year begins January 1st and ends December 31st.

Section 3. Vacancies

The Council shall comply with the system for new appointments, resignations and

replacements specified by the Mono County Board of Supervisors and County Superintendent of Schools. The Council shall then vote on nominees to forward to the Board of Supervisors and County Superintendent of Schools for appointment to the Planning Council. The vacancy shall be filled by the respective agency (BOS or CSS) with authority for appointing that member; ~~or, in the case of members jointly appointed; the vacancy shall be filled by jointly approved appointment.~~

Section 4. Resignation

Any member may resign by giving written notice to the Chair. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Removal

If a member is absent for (3) consecutive or five (5) meetings in a fiscal year, the member may be asked to resign by the Chair.

ARTICLE X

AMENDMENT TO BY-LAWS

Section 1. Amendment to By-Laws

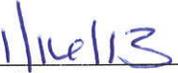
Changes and/or suspension to the Bylaws shall be by motion and shall require an affirmative, recorded vote of the members of the Council. When adopted, such changes/suspensions shall be recommended to the Mono County Board of Supervisors and County Superintendent of Schools for their review and approval.

Adopted:

Mono County Child Care Council Motion was carried by MCCCC to adopt revisions to By-Laws on January 10, 2013. The By-Laws herein are approved. Should any conflict arise between these By-Laws or any provision thereof and the AB1542 guidelines or any provision thereof, the AB1542. Guidelines shall prevail regardless of the present approval.



MCCCC Chairperson



Date

Mono County Board of Supervisors

Date

Mono County Superintendent of Schools

Date



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Dustin Blakey, Inyo and Mono UCCE County Director
SUBJECT	Introduction of New Farm Advisor to the Board		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Dustin Blakey is the new Farm Advisor and County Director for Inyo and Mono Counties. Dustin plans to introduce himself and provide a brief overview of upcoming plans and answer any questions the Board may have. This item is being sponsored by Chairman Hunt.

RECOMMENDED ACTION:

None. Informational Only.

FISCAL IMPACT:

None.

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

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ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Farm Advisor Staff](#)

History

Time	Who	Approval
1/28/2013 1:19 PM	County Administrative Office	Yes
2/8/2013 2:03 PM	County Counsel	Yes
1/28/2013 12:03 PM	Finance	Yes

TO: Honorable Board of Supervisors

FROM: Dustin Blakey, Inyo and Mono UCCE County Director

DATE: January 17, 2013

SUBJECT: Introduction of New Director

Discussion:

UC Cooperative Extension has filled the position of Farm Advisor and County Director for Inyo and Mono Counties. Dustin Blakey, the new director would like 5 to 10 minutes on the morning of February 19, 2013 to introduce himself to the Board, provide a brief overview of upcoming plans, and answer any questions the Board may have.

Calendars produced by the Master Gardener volunteers featuring local garden projects will be presented to the Board Members. These are only available in print form. 1 Extra will be available for Clerk or C.A.O.

Program was also given to Inyo County.

Recommendation:

The presentation will be informational only. No action requested.

Fiscal Impact:

None

PowerPoint or A/V Needs:

None



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Child Support Services
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	30 minutes	PERSONS APPEARING BEFORE THE BOARD	Susanne Rizo, Esq., Regional Director
SUBJECT	Eastern Sierra Department of Child Support Informational Workshop		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Informational Workshop regarding the Eastern Sierra Department of Child Support Services, serving both Inyo and Mono counties. This workshop will detail the work of the regional agency and its accomplishments.

RECOMMENDED ACTION:

None. Informational Only.

FISCAL IMPACT:

None.

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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- [Child Support Services Staff](#)
- [handouts](#)
- [Powerpoint](#)

History

Time	Who	Approval
1/17/2013 12:50 PM	County Administrative Office	Yes
2/8/2013 2:00 PM	County Counsel	Yes
1/17/2013 1:07 PM	Finance	Yes

Eastern Sierra Child Support Services

Main Office: 230 West Line Street
Bishop, CA 93515

TO: Honorable Mono County Board of Supervisors

DATE: January 16, 2013

RE: Board Informational Workshop Regarding Eastern Sierra Department of Child Support Services, serving both Inyo and Mono Counties

Subject:

Board Informational Workshop Regarding Eastern Sierra Department of Child Support Services, serving both Inyo and Mono Counties.

Recommendation:

Receive workshop regarding Eastern Sierra Department of Child Support Services, serving both Inyo and Mono Counties.

Discussion:

In July 2011, the Inyo and Mono County Board of Supervisors approved the regionalization of the two independent child support agencies in Inyo and Mono County. As a result, the regional agency is governed by the County of Inyo. All employees of the agency are Inyo County employees. Our agency serves customers via two branch offices: one in Bishop, California, and the other in Mammoth Lakes, California.

Our regionalization has resulted in streamlined case processing and continues to provide consistent collection statistics to children and families of Mono County. A workshop detailing the work of the regional agency and our accomplishments will be offered for your information February 19, 2013.

Fiscal Impact:

Child Support is a Federal and State Funded Program. No County General Funds.

INYO COUNTY: Mailing Address: Post Office Box 1147 Bishop, CA 93515
Physical Address: 230 West Line Street Bishop, CA 93514 Phone: (866) 901-3212 Fax: (760) 873-3646

MONO COUNTY: Mailing Address: Post Office Box 5044 Mammoth Lakes, CA 93546
Physical Address: 452 Old Mammoth Rd. STE 307 Mammoth Lakes, CA 93546 Phone: (866) 901-3212 Fax: (760) 924-1721

COMPLIANCE REQUIREMENTS

INTAKE



10 business days to interview the CP to obtain pertinent information to establish paternity and establish or enforce a support order upon opening a child support case – or better, complete interview at IV-A co-location site.

20 days after the receipt of a MNO/Foster Care/CalWORKS referral or a non-assistance application/Interstate request for IV-D services, a case must be opened and the required information must be solicited and/or verified.

LOCATE



75 days to access all appropriate state, federal and local locate sources after it has been determined that the NCP is lost or assets need to be located.

Quarterly locate attempts must be made on each case in which the location of the NCP and/or assets is needed in order to proceed.

Immediately (within 75 days) to act upon new information received that could lead to locating the NCP/assets.

An **attestation** is required prior to non-cooperation in each case where the CalWORKs/MNO CP does not know the identity, DOB or whereabouts of the NCP.

ESTABLISHMENT/ PATERNITY



60 days to serve or attempt service (and inform CP) from the date the CP provides the NCP's address or employer information.

90 days to serve or attempt service from the date the NCP is located by LCSA locate sources.

6 months to reach disposition on 75% of the cases from the date of service.

12 months to reach disposition to establish paternity / orders on 90% of the cases from the date of service.

INTERGOVERN- MENTAL



10 days to forward new information received to the responding State.

10 days to transfer a case to another California county when the NCP moves.

10 days to send the new address to the initiating State and responding state Central Registry when the NCP is located in another State.

20 days to send a petition/registration to another State after the NCP is located, if enforcement is **no longer possible** in California.

30 days to respond to inquiries from the responding State.

ENFORCEMENT



30 days to initiate enforcement action, if assets are located and the NCP's delinquency equals one month's child support (if service of process is not required) and **60 days** to initiate enforcement action, if assets are located and the NCP's delinquency equals one month's child support (if service of process is required).

45 days to prepare and submit a real property lien for recording from the date a money judgment or order is received by an LCSA, the case is opened for enforcement of an existing order or judgment, or an existing order is registered. Liens must be recorded on every case with a court order in the county where the NCP resides, in the county in which the NCP is known to have property, and if known, in the county in which the NCP's parents reside. Liens must be recorded in another state in direct enforcement cases

Submit every case that has an arrearage to FTB/IRS and SDI/UIB intercepts (if the social security number is known).

Submit every case with more than a 60-day arrearage and \$100 to the DCSS Collection Program.

WAGE ASSIGNMENT



15 days to send a wage assignment to an employer once the place of employment is identified.

2 business days after new employee information was entered into the State Directory of New Hires (SDNH).

Wage assignments must include payments on arrears, if any.

MEDICAL SUPPORT



A **health insurance provision** must be established on **ALL** assistance and non-assistance cases and **NMSN** issued.

Health insurance enforcement must be pursued: 1) on all CalWORKS/MNO/Foster Care cases, 2) at the request from the initiating state, and, 3) on all non-assistance cases unless the CP indicates the children have satisfactory medical coverage, other than Medi-Cal. Same time frames as wage assignment for issuance of NMSN.

2 days to serve employer the NMSN if information is received from SDNH or within **15 calendar days** if information is received from other source.

10 days to terminate the NMSN if medical support is no longer applicable.

10 days to transmit required information to California Department of Health Services (DHS).

10 days to notify DHS of changes to health insurance coverage.

10 days to notify CP of health insurance coverage.

**REVIEW
&
ADJUSTMENT**

20 days to forward the request to review to another state upon determining it is appropriate to do so on interstate cases.
180 days to complete the review and adjustment process (including obtaining a new order) from the date it was determined that a review would be conducted.



(Other time frame requirements on hold until implementation of statewide system.)

**COLLECTION
&
DISTRIBUTION**



2 days to forward a payment to the non-assistance CP regardless of payment source. (Exception: Tax Intercept – see below)
2 days to forward a disregard or pass-on (federal foster care only) payment to the CP.
10 days after the end of the month in which the payment was received, to notify the welfare department of the receipt of the payment.
30 days from notification of IRS offset to issue payment
6 months from notification of offset on joint IRS return (nonassistance injured spouse case).

CLOSURE



A 60-day letter of intent to close is required on all cases except when the non-assistance CP requests case closure, the LCSA determines *good cause*, or locate-only services were provided.

Title IV-D cases must be closed if they meet closure criteria.

Time frames begin the day the information first becomes known to the Local Child Support Agency

<i>If the information is received...</i>	<i>Then the time frame starts...</i>
By Application/Referral for Services	 On the day the application/referral is received
By Postal Mail	 On the day the mail is received
By Telephone Call/Voicemail message	 On the day the message is left on Voicemail, or the day of the telephone call
In person (walk-ins)	 On the day the person comes in and leaves information
From Automated Sources	 On the day LCSA receives locate or asset information sufficient to take the next appropriate action

Department of Child Support Services
EASTERN SIERRA Federal Performance Measure Report
Federal Fiscal Year 2012

Distributed Collections	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
FFY 2012 Monthly Performance Milestone* Goal = \$	\$228,062	\$463,812	\$700,574	\$911,996	\$1,128,594	\$1,417,483	\$1,671,675	\$1,956,485	\$2,223,428	\$2,448,046	\$2,698,534	\$2,936,062
Monthly Unadjusted Total Distributed Collections (Line 25a+Line 27a)**	\$228,051	\$221,316	\$206,082	\$196,183	\$238,959	\$272,040	\$260,730	\$261,535	\$210,559	\$205,925	\$210,480	\$220,608
Total CS1257 Distributed Collections FFY 2012 YTD	\$228,051	\$449,367	\$655,449	\$851,632	\$1,090,591	\$1,362,631	\$1,623,361	\$1,884,896	\$2,095,455	\$2,301,380	\$2,511,860	\$2,767,794
Actual CS1257 Distributed Collections FFY 2011 YTD	\$230,265	\$446,147	\$668,435	\$897,087	\$1,134,001	\$1,419,275	\$1,666,366	\$1,939,571	\$2,199,950	\$2,417,601	\$2,622,780	\$2,893,529
Actual CS1257 Distributed Collections FFY 2010 YTD	\$233,803	\$435,742	\$685,305	\$900,891	\$1,117,039	\$1,440,882	\$1,708,285	\$2,149,079	\$2,432,336	\$2,439,268	\$2,659,621	\$2,874,142
Monthly CS34 (4b+4c+8+11) Distributed Collections FFY YTD 2012	\$239,478	\$233,374	\$212,432	\$197,900	\$230,487	\$256,208	\$273,935	\$276,864	\$219,028	\$217,858	\$208,219	\$212,842
Total CS34 (4b+4c+8+11) Distributed Collections FFY YTD 2012	\$239,478	\$472,852	\$685,284	\$883,184	\$1,113,671	\$1,369,879	\$1,643,814	\$1,920,678	\$2,139,706	\$2,357,564	\$2,565,783	\$2,778,625
Actual CS34 (4b+4c+8+11) Distributed Collections FFY 2011	\$221,419	\$450,303	\$680,169	\$885,433	\$1,095,722	\$1,376,197	\$1,622,985	\$1,899,500	\$2,158,668	\$2,376,744	\$2,619,936	\$2,850,546
Actual CS34 (4b+4c+8+11) Distributed Collections FFY 2010	\$228,859	\$434,789	\$686,623	\$902,454	\$1,112,423	\$1,417,468	\$1,700,245	\$1,952,416	\$2,215,098	\$2,452,335	\$2,674,428	\$2,927,892

Percent of Current Support Collected	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
FFY 2012 Monthly Performance Milestone* Goal = %	66.4%	66.4%	66.4%	66.4%	66.4%	66.4%	66.4%	66.4%	66.4%	66.4%	66.4%	66.4%
Total amount of support distributed as current support during FFY (1257 line 25)	\$153,230	\$302,243	\$456,089	\$604,890	\$752,890	\$905,367	\$1,058,349	\$1,217,786	\$1,366,342	\$1,514,415	\$1,662,888	\$1,814,337
Total amount of current support due for FFY (1257 line 24)	\$232,793	\$465,162	\$701,248	\$933,356	\$1,160,060	\$1,390,046	\$1,619,686	\$1,850,287	\$2,086,780	\$2,316,801	\$2,548,201	\$2,773,133
Month-To-Month CS Percent Unadjusted**	65.3%	70.2%	66.7%	66.0%	64.1%	65.7%	65.7%	68.2%	63.7%	64.6%	64.8%	62.2%
Actual FFY 2012 Year-to-Date	65.8%	65.0%	65.0%	64.8%	64.9%	65.1%	65.3%	65.8%	65.5%	65.4%	65.3%	65.4%
Actual FFY 2011 Year-to-Date	65.3%	67.8%	67.0%	67.2%	67.1%	68.4%	68.6%	69.1%	69.1%	67.9%	68.0%	68.1%
Actual FFY 2010 Year-to-Date	63.1%	59.7%	62.2%	61.4%	61.9%	63.0%	63.1%	63.3%	63.8%	63.1%	64.3%	64.5%

Percent of Cases with Arrearage Collections	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
FFY 2012 Monthly Performance Milestone* Goal = %	62.1%	62.1%	62.1%	62.1%	62.1%	62.1%	62.1%	62.1%	62.1%	62.1%	62.1%	62.1%
Cases paying toward arrears during the FFY (1257 line 29)	370	436	509	549	597	639	671	698	716	728	742	766
Cases with arrears due during the FFY (1257 line 28)	1,123	1,142	1,158	1,170	1,184	1,196	1,207	1,219	1,227	1,233	1,244	1,248
Actual FFY 2012 Year-to-Date	32.9%	38.2%	44.0%	47.6%	50.4%	53.4%	55.6%	57.3%	58.4%	59.0%	59.6%	61.4%
Actual FFY 2011 Year-to-Date	32.5%	38.9%	44.7%	47.6%	50.6%	53.7%	55.5%	57.0%	58.1%	59.2%	61.0%	61.5%
Actual FFY 2010 Year-to-Date	32.0%	37.3%	41.7%	45.0%	48.0%	52.0%	54.3%	55.3%	58.5%	59.3%	60.2%	60.9%

Attachment A						
DEPARTMENT OF CHILD SUPPORT SERVICES						
EASTERN SIERRA CHILD SUPPORT SERVICES PERFORMANCE IMPROVEMENT ACTION PLAN						
FFY 2012						
GOAL1: All children have parentage established						
Objective: Statewide paternity establishment percentage of 100%						
LCSA paternity establishment of 100%. Current establishment percentage is 103%						
Strategies/Tactics To Be Performed to Meet Goal 1	Projected Completion Date	Actual Completion Date	Responsible	Expected Outcomes	Actual Outcomes	Comments
1.1 Educate hospitals and other partners about the POP program and encourage their participation.	9/30/2013	5/30/2011 and ongoing	POP Coordinator	Increase in POP declarations from other partners. Currently we only receive from area hospitals.		
a. Create a newsletter for community partners re: paternity to maintain contact and update on new information				Increased referral to agencies who can notarize a Pop Dec.		
1.2 Participate in public forums designed to reduce teen pregnancy. Outreach to tribes, highschool and court.	9/30/2013		Director/ POP coordinator	Increase teen awareness. Reduce teen pregnancy. Increase exposure and awareness of Pop Declarations		
1.3 Make sure paternity data is entered correctly in CSE.	9/30/2013		All	clean up in CSE that may lead to increased reporting for measure.		Meet with the State to determine what Near Match reports are best to run to locate conversion errors.
1.3.a Check paternity data in older cases as cases are worked.			caseworkers			

GOAL 2: All children in the California Child Support Program have support orders						
Objective: Increase the percentage of cases with a support order to 84%						
LCSA GOAL: 84% Current Percentage of Cases Under Order is 92.8%						
Strategies/Tactics To Be Performed to Meet Goal 2	Projected Completion Date	Actual Completion Date	Responsible	Expected Outcomes	Actual Outcomes	Comments
2.1 Monitor 1257 to ensure that percentage of cases with orders remains at or above 94%	9/30/2013		Director	Maintain high percentage of cases with orders		
cases with orders remains at or above 90%				percentage of cases with orders.		
a. At case inception increase early intervention by contacting customers within 48 hours after intake or case opening.			caseworker	Stipulated entry of judgment		
b. Within one week of case opening send an introduction letter explaining our role.			caseworker	More interaction with clients, more stipulated entry of judgment		
c. Place phone call after summons and complaint filed with the court explaining guideline, asking to accept service and asking to stipulate in every case.						
d. Send a letter with every s/c explaining our role, the s/c, and the stipulation (if applicable), and court hearing date and time.			caseworker			
e. Work report of cases without orders if percentage falls below 90%			director	Caseworkers to run CMT reports and take appropriate action		
f. Task caseworkers to complete establishment activities as necessary.			director			
g. gather all information necessary to better locate parents.			caseworker	Improved intake procedures		
h. Close cases without orders that are eligible for closure.			director	Run CMT reports to locate cases with out orders and close if appropriate.		

GOAL 3: All children in the California Child Support Program have medical coverage

Objective: The percentage of children in the California Child Support Program with support orders in which medical support is ordered and provided will increase from 49% to 60% from FFY 2010 to 2014

LCSA GOAL: NONE THIS YEAR

Strategies/Tactics To Be Performed to Meet Goal 3	Projected Completion Date	Actual Completion Date	Responsible	Expected Outcomes	Actual Outcomes	Comments
3.1 At intake, explore with the CP what insurance is available to him or her, or his or her spouse.	9/30/2013		Caseworkers	Increase in the number of children that have medical support ordered and provided.		
a. Consider CP insurance order when appropriate.	9/30/2013					
3.2 Discuss medical support with NCP as part of pre-order customer services	9/30/2013		Caseworkers	Better cooperation from NCP's in enforcing medical support.		

GOAL 4: All children in the California Child Support Program receive financial support from parents as ordered

Objectives: (1)To increase the Current Support Collections by 1% (2)To increase collections on Cases with Arrears by 2.5% (3)Increase the amount of Distributed Collections by 3% (4) To improve Cost-Effectiveness to State goal of \$2.25.

LCSA GOALS: (1)To achieve Current Support collections of 66.4% currently at \$2,773,133 or 65.4%. (2) Improve collections on Arrears to 63.9% which are currently at 61.4%. (3) Increase Distributed Collections from \$2,778,625 to \$2,861,984 (4) Continue to perform with a cost-effectiveness ratio of at least \$2.25. Inyo/Mono is currently at \$2.95.

Strategies/Tactics To Be Performed to Meet Goal 4	Projected Completion Date	Actual Completion Date	Responsible	Expected Outcomes	Actual Outcomes	Comments
1 Obtain accurate income information for both parents.	9/30/2013		Caseworkers	New intake procedures in effect 8/1/12.		
2. Require Caseworkers to comply with FIDM QRG and best practices regarding levy.	9/30/2013		Caseworkers	Caseworkers now evaluated on compliance with QRG's		
3. Contact paying parent post order including a request for payment prior to service of a wage assignment.	9/30/2013		Caseworkers	Standardized collection call process underway		
4. Contact with employers post order. Develop employer outreach program.	9/30/2013		Caseworkers	Employer outreach program expected to facilitate more timely garnishment		
5. Contact NCP immediately upon failure to pay.	9/30/2013		Caseworkers	Delinquency list policy in effect 9/2012.		
6. Initiate modifications early.	9/30/2013		Caseworkers	LCSA initiated Mod project in effect 10/1/12		
7 Review of delinquency reports.	9/30/2013		Caseworkers	Monthly calls to ncp.		
8. Continue effort to obtain agreement with local Tribes regarding enforcement of orders.	9/30/2013		Director	Continue assertive Tribal outreach		

GOAL 5: The California Child Support Program will operate efficiently and effectively

Objectives: (1) Total dollars collected per dollar of expenditures will increase from \$1.96 to \$3.17; (2) Increase the uniformity of the statewide California Child Support Program's operations; (3) Expand alternatives approaches to providing California Child Support services; (4) Obtain best value goods and services

LCSA GOAL: \$2.25 (Currently: \$2.95) State Goal: \$2.54

Strategies/Tactics To Be Performed to Meet Goal 5	Projected Completion Date	Actual Completion Date	Responsible	Expected Outcomes	Actual Outcomes	Comments
a. Obtain appropriate training for staff.	9/30/2013		director/supervisor			
b. leave vacant positions unfilled.	9/30/2013		director			
c. use scanning and electronic communication where possible	9/30/2013		caseworkers			
d. move to paperless filing system	9/30/2013		all staff			
e. obtain reasonable and sustainable child support orders	9/30/2013		all staff			

GOAL 6: The Child Support Services Program will provide excellent customer service

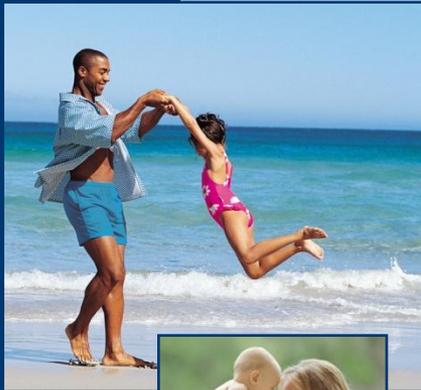
Objectives: (1) Maximize customer access to program information and services; (2) Ensure timely and responsive services to internal and external customers; (3) Establish and implement uniform standards of excellence; (4) Attract, develop and retain the highest quality child support professionals

LCSA Goal: increase use of COAP. Increase caseworker calls to be made in delinquency, after S/C, enforcement, after order, etc.

Strategies/Tactics To Be Performed to Meet Goal 6	Projected Completion Date	Actual Completion Date	Responsible	Expected Outcomes	Actual Outcomes	Comments
6.1 Continue to increase contact by telephone and email rather than by mail.	9/30/2013		caseworker	Faster response to all customers.		
6.3 Encourage uniformity and interworkings of cases. NO sole case ownership.	9/30/2013		Director	Greater uniformity		
a. Require staff to participate in statewide training opportunities via webcast and in person.	9/30/2013		supervisor			
b. Research and Provide staff with written state directives and best practices to improve performance.	9/30/2013		director/ supervisor			

THE BENEFITS OF CHILD SUPPORT

Eastern Sierra Child Support



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CHILD SUPPORT IS:

- **The money paid by one or both parents to meet the needs of their children**
- **The second largest source of income for poor families**
 - The child support program plays a critical role in improving custodial parents' economic security by collecting and distributing child support.
 - In the past year, local child support agencies in California collected \$2.2 billion with \$1.6 billion going directly to families.
 - In Inyo /Mono counties over 2.7 million has been distributed to families this past federal fiscal year.

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Family-Centered Child Support Services

Payment of child support promotes healthy families and relationships



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THE NEED FOR CHILD SUPPORT

One quarter of the nation's children receive child support services

FINANCIAL SUPPORT

- Child support represents, on average, 40% of income for poor custodial families who receive it based on state wide statistics.
- Support payments play a stabilizing role during economic downturns, helping families get from paycheck to paycheck.
- Three out of every four children who live apart from a parent are served by the child support program. When parents live apart, healthy relationships between parents and between parent and child are vitally important for both child well-being and stable child support payments.

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CHILD SUPPORT...

■ PROVIDES:

- ✓ Housing
- ✓ Groceries
- ✓ Transportation
- ✓ Education
- ✓ Day Care

■ STRENGTHENS:

- ✓ Relationships with children

■ FULFILLS:

- ✓ Financial responsibility and creates stability



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WHAT IS THE CHILD SUPPORT PROGRAM?

- Rated by the Federal Office of Management and Budget as the best managed, most effective Social Services program
- A federally (66%) and state (34%) funded program that encourages families to become self-sufficient
- A multi-disciplinary program working in collaboration with other county departments, such as the Courts, Health & Human Services, the District Attorney's Office and the Sheriff's Office

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EASTERN SIERRA CHILD SUPPORT RECOVERY

THE CHILD SUPPORT PROGRAM PROVIDES

- Child support to local families:
 - Inyo County FFY 2011/2012:
✓ \$2,009,756
 - Mono County FFY 2011/2012:
✓ \$ 768,869

Total: \$ 2,778,625

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BENEFITS FOR THE GOVERNMENT

Recovery of Public Assistance

California State FY 2011/ 2012

■ FEDERAL REIMBURSEMENTS:

■ STATE REIMBURSEMENTS:

Cost Avoidance 2011/12

CalWORKs	\$138 Million
Food Stamps	\$ 78 Million
Medi-Cal	\$ 35 Million
Social Security	\$ 14 Million
Housing Subsidies	\$ 8 Million
Total	\$273 Million

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BENEFITS FOR THE GOVERNMENT

Recovery of Public Assistance

Inyo County FY 2011/ 2012

- ✓ Combined State/ Federal Recoupment:
\$238,200.77

Mono County FY 2011/ 2012

- ✓ Combined State/ Federal Recoupment:
\$62,707.72



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How Much Does it Cost to Fund the Program?

- Through the Federal and State funding each LCSA receives a yearly budgeted administrative allocation amount that is used for day-to-day operations of the LCSA. Funds are received each month in the amount equal to 1/12 of the total allocation.
- Child Support is a Non-General Fund Department. Zero general fund dollars are expended at the County level.
- Eastern Sierra Child Support 2012/13 current allocation amount is \$1,356,905. As a result of budget cuts this past year, our allocation was cut 2.4%. This amount has been restored to \$1,389,595 in the budget proposed for 2013/14.
- With the exception of 2012/13 budget cuts, our allocation amount has remained at or above its current level since 2002/03 showing a slight increase of .17% overall through 2013/14.

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How Much Does it Cost to Run the Program?

- Required Quarterly Claim Reporting: The CS356 tells the State how much was spent on Administrative and EDP expenses for one quarter. It is due the 15th of the month after the end of the quarter:

October 15, January 15, April 15, July 15

- Quarterly expenses are compared against the total advances the LCSA received for the same quarter (1/12 of allocation per month) and a true-up occurs the following quarter – a reduction in advances if less was spent than received in the quarter, and an increase in advances if more was spent than received (but never exceeding your yearly allocation).

During FFY 2011-2012 we claimed \$985, 278 resulting in an under expenditure of \$404,317:

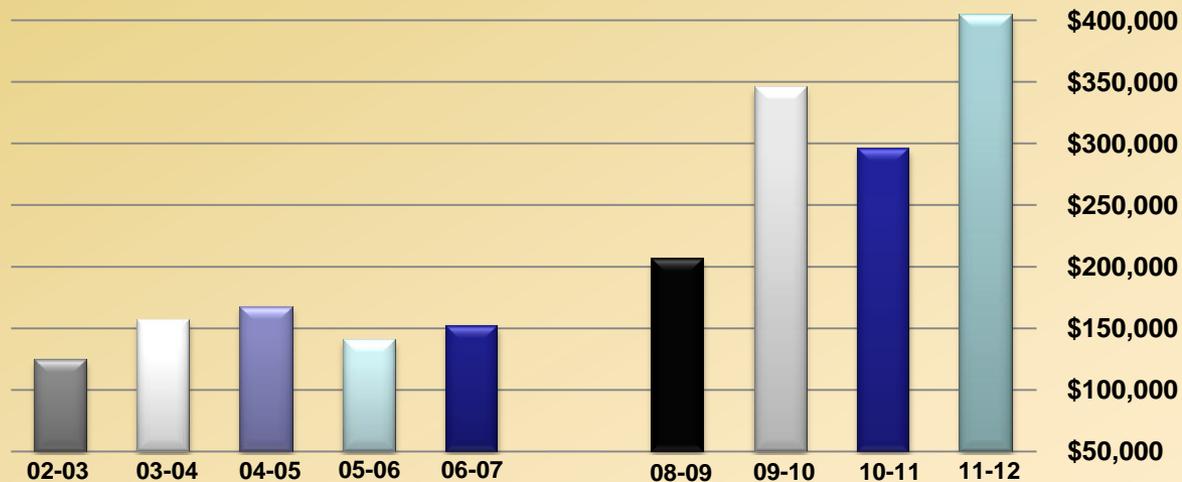
2011-2012 FFY Allocation Amount:	\$1,389,595	
(-) 2011-2012 FFY Claimed expenses:	\$985,278	
=	Total Under Expended:	\$404,317

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Historically Our Allocations Have Been Under-Expended.

Over the last ten years we have under-expended our allocations by \$2,040,009

Underspent Allocations by FFY



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Mandated Reporting to the State

1. Data Reliability – Quarterly Reporting
2. Compliance Review – Annual report that ensures we are complying with Federal and State time frames in processing our cases.





Federal Performance Measures

Paternity Establishment Percentage

Percent of Cases with a Support Order

Percent of Collections on Current Support

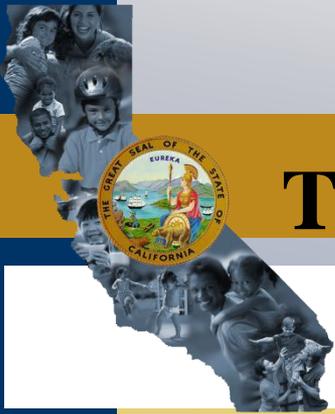
Percent of Cases with Collections on Arrears

Cost-Effectiveness Performance Level

Child Support is Subject to Rigorous Performance Reporting

1. Monthly Performance Reporting. This report highlights our performance as it relates to the 5 Federal Performance Measures.
2. Annual Performance Management Plan. This report establishes local child support agency goals. The California Department of Child Support Services has developed a strategic plan for the FFY 2010-2014 that establishes these goals for the statewide child support program. By the end of the five year period, some specific statewide program goals are:
 - Achieve at least 100% on the Statewide Paternity Establishment Measure.
 - Increase the percentage of cases with a support order from 80.2% to 84%
 - Increase the percentage of current support collected from 52.8% to 62.8%.
 - Increase the percentage of cases with arrears collections from 59% to 69%.
3. All LCSA IV-D Directors are required to develop Performance Management Plans and Performance Improvement Action Plans each FFY in September and submit them to their Regional Administrators for review and approval.

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The Life Cycle of a Child Support Case

The basic elements of case flow are:

- Intake
- Locate
- Establishment
- Enforcement
- Case Closure

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Case Opening



Intake is the process of responding to a request for Child Support (IV-D) Services and seeking to obtain the best information possible to initiate the case and establish a case record

- IV-D: Custodial Party (CP) or Non Custodial Party (NCP)– Mother or Father
- IV-A: Human Services Service Request received from C-IV Interface
- Intergovernmental

Locate

It is necessary to locate Non-custodial parents in order to:

- Establish paternity
- Establish a support order
- Modify an existing order
- Enforce a support order
- Determine jurisdiction
- Disbursement of refunds
- Locate employment information
- Locate assets



Establishment

The local child support agency assists both parents to meet the financial, medical, and emotional needs of their children by establishing accurate child support orders that address the needs of the children as well as the capabilities of the non-custodial parents.

A child support order may contain:

- **Establishment of Paternity and/or Child support**
- **Modification of ongoing child support amount**
- **Determination of arrears and/or liquidation rate**
- **Health insurance coverage**
- **An income withholding order**

A child support order may be obtained by:

- **Stipulation**
- **Court Hearing**
- **Default**



Modification of the Existing Order

- For non-TANF cases, at least once every three years, LCSAs must notify the CP and NCP of the right to request a review to seek an adjustment of a child support order or an adjustment to include a provision for medical support.
- For IV-D TANF cases, at least once every three years, LCSAs must notify the CP and NCP that their child support order will be reviewed, and, if appropriate, adjusted. This is referred to as mandatory review and adjustment.

Modifications

If there is a change of circumstances, either party can request to have the order reviewed for modification.

The local child support agency shall monitor child support cases and seek modifications, when needed. (CA Family Code Section 3680.5)

The change must result in an increase or decrease of child support of at least \$50 or 20%, whichever is less and must be expected to last at least 3 months. 22 CCR Section 115535.



Emphasis on Stipulations Where Appropriate

- If it is determined that modification of the order is appropriate and the parties cannot agree to the terms, the LCSA must file a motion with the court.

However...

- The NCP and CP have the ability to come to an agreement and sign a STIPULATION and ORDER.
- Stipulated agreements have a greater likelihood of compliance.

Enforcement Actions

- 1) **Wage Assignment**: Anyone who pays earnings as defined by FC 5206 i.e. wages, salary, bonus, worker's comp disability, state disability, etc. FC 5230.
 - Employers are required to begin deduction of child support owed pursuant to an earnings assignment order within 10 days of receipt of the order. FC 5233. Up to 50% of the employees net earnings. No credit unless received by the IVD agency.



... Enforcement

- 2) **License Denial and Revocation**: California licenses such as driver's license may be referred for suspension upon obligor failing to pay child support.
- 3) **Bank Levies**: Full Collection Program matches a financial institution with an obligor who owes arrears. Order to Withhold sent to institution seeking full amount of arrears. Institution must transmit funds up to the full amount to State Disbursement Unit no earlier than 10 business days after receipt of OTW. FC 17454.
- 4) **Passport Denial**: Federal program. Obligor's name owing more than \$2,500 submitted to State Department. Result is refusal of renewal or issuance of passport.

... Enforcement

- 5) **Personal Property Liens**: Lien against personal property by operation of law for all amounts of unpaid child support when LCSA is enforcing pursuant to FC 17400 and 17402. Perfected by filing notice with Secretary of State. Same force and effect as personal property judgment lien. Continues for five (5) Years. FC 17523.
- 6) **Contempt** (CCP 1209, CCP 1209.5)
 - i. Lawful order
 - ii. Knowledge
 - iii. Ability to Comply
 - iv. Disobedience / Non-Compliance

Criteria for Case Closure

Cases may be closed under the following sample criteria:

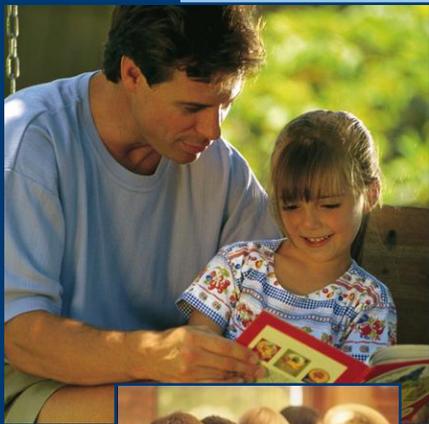
- No enforceable order
- NCP is deceased
- Paternity cannot be established
- Inability to locate NCP
- NCP cannot pay support for the duration of minority
- Recipient of services requests case closure
- Good cause
- Loss of contact with the recipient of services
- Non-assisted recipient is uncooperative
- CP has moved and receives services in another jurisdiction
- Initiating jurisdiction is uncooperative
- The case was opened in error

Child Support Agency is required to pursue collections until case closes. Case closure means that the LCSA will no longer be providing services. Parties can re-open existing cases...**

****Case closure does not void a child support order or alter arrearages that have accrued under the order.**

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QUESTIONS?



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**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Board of Supervisors
SUBJECT	Lee Vining Community Center Landscaping Project		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

In response to correspondence from Ilene Mandelbaum regarding the Lee Vining Community Center Landscaping Project, the Board of Supervisors will review the history of this project and the work that has been completed to date. The Board will discuss and consider additional work necessary to complete the project.

RECOMMENDED ACTION:

Consider and potentially appropriate the funding necessary to complete the Lee Vining Community Center Landscaping Project.

FISCAL IMPACT:

Depends on direction from Board of Supervisors.

LUNCH

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

CONTACT NAME: Lynda Roberts

PHONE/EMAIL: 760-932-5538 / lroberts@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

 [Cover Memmo](#)

 [Mandelbaum Letter](#)

History

Time	Who	Approval
2/6/2013 11:23 AM	County Administrative Office	Yes
2/8/2013 4:21 PM	County Counsel	Yes
2/11/2013 3:03 PM	Finance	Yes



DEPARTMENT OF FINANCE

COUNTY OF MONO

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Vacant
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

P.O. Box 495
Bridgeport, California 93517
(760) 932-5480
Fax (760) 932-5481

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

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Roberta Reed, Assistant Finance Director

DATE: February 8, 2013

SUBJECT: Lee Vining Community Center Costs

The Lee Vining Community Center as it stands today has its history stemming prior to 1998. As this date precedes electronic record storage, some of this information is anecdotal without the actual record currently available to back it up. The County first acquired the land as a result of a land trade in or around 1996 with the Los Angeles Department of Water and Power. The County applied for and received a Community Development Block Grant (CDBG) in 1998. Included in this grant were components for economic development and Native American populations. The community center was completed in 2002 at a capitalized cost of \$883,757. No exterior improvements, landscaping, paving, etc. were completed at this time.

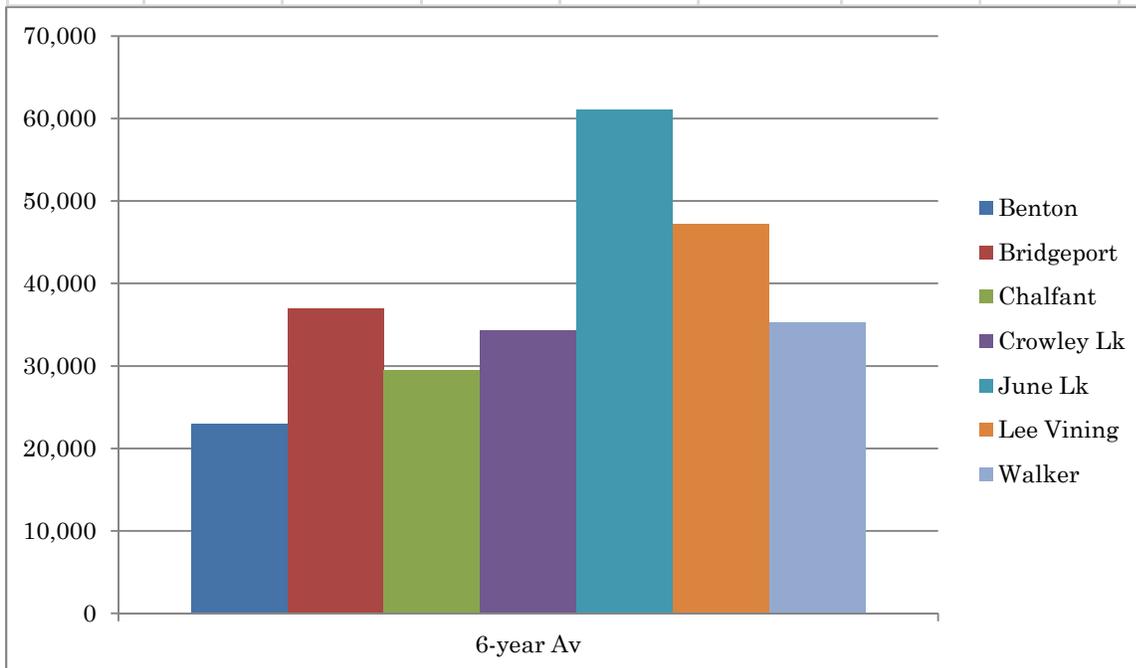
In the ensuing years, various exterior projects had been brought to the Board of Supervisors, none of which had been approved because of lack of funding. In and around 2008 another exterior project for the Community Center was proposed and approved by the Board, this time funded by Proposition 40 funds. The County was awarded \$185,000 and was required to provide a \$10,000 match for a total of \$195,000. At mid-year the Board is being requested to close this project and fund that required match. The project was completed in conformance with the plan as approved by the Board and the granting agency and is completed as the Community Center is seen today.

There have been issues with the landscaping which Facilities has dealt with, i.e. plants dying, landscaping bark blowing away and the sprinkler system. Many of these problems were covered by warranty, but still required staff time to rectify. The community has collected, to the best of our knowledge, approximately \$2,600 in

donations. From our current understanding, some of these donations were freely given and others were for the planting or doing something in memorial or for a particular purpose. The County is aware of this money; however the County has no control over this money nor has it ever been given to the County.

Setting aside the capital investment in the property itself, the following table provides some cost detail for the ongoing maintenance of the property as well for the other community centers within the County. It is important to note, that as the last community centers were added, no additional staff was added to maintain these centers.

Center	Benton	Bridgeport	Chalfant	Crowley Lk	June Lk	Lee Vining	Walker	Totals
Built	1996	1956	1974	2003	1985	2002	1957	
Sq. Feet	4,132	10,602	1,838	3,220	6,356	5,155	3,874	35,177
<u>Maint Costs</u>								
6-YR Ave	\$ 23,962	\$ 36,913	\$ 29,540	\$ 34,330	\$ 61,131	\$ 47,265	\$ 35,275	\$ 268,415
2011-12	\$ 24,404	\$ 28,065	\$ 15,294	\$ 37,383	\$ 41,157	\$ 44,257	\$ 31,016	\$ 221,576
2010-11	\$ 23,703	\$ 49,531	\$ 31,890	\$ 62,309	\$ 51,669	\$ 50,744	\$ 32,282	\$ 302,128
2009-10	\$ 29,677	\$ 26,335	\$ 29,968	\$ 29,787	\$ 42,473	\$ 46,811	\$ 38,723	\$ 243,775
2008-09	\$ 21,419	\$ 57,891	\$ 35,334	\$ 29,797	\$ 108,455	\$ 54,482	\$ 40,570	\$ 347,947
2007-08	\$ 31,594	\$ 31,783	\$ 38,922	\$ 23,856	\$ 79,757	\$ 45,580	\$ 35,487	\$ 286,978
2006-07	\$ 12,976	\$ 27,871	\$ 25,829	\$ 22,850	\$ 43,274	\$ 41,714	\$ 33,575	\$ 208,088



It is important to note that a portion of these costs also covers utilities, including electric, propane, trash service, and public utility district charges where they apply. As a matter of course, utilities such as electric and heating costs are lower in the

newer facilities than the older ones and the relative size of the facility impacts these costs as well. In addition, because of the age of certain facilities, the County has had to make certain mandatory changes to the older facilities under the American with Disabilities Act (ADA).

These costs include actual County labor and/or contract services provided at each facility. It also includes the material used at each facility whether it be lumber or bark or fencing. At this time, there is no project pending for the Lee Vining Community Center.

Shannon Kendall

From: Ilene [monogreens@aol.com]
Sent: Tuesday, January 29, 2013 9:49 AM
To: Shannon Kendall
Cc: Lynda Roberts
Subject: Fwd: Lee Vining Community Center Landscape Project
Attachments: Attach#1.LVCC.landscape.invite.10.26.12.docx; Attach#2.LVCC.June.July.2012.docx; Attach#3.LVCC.landscape.nov.dec.2012.docx

Hello Shannon,

I just sent this correspondence via email to the BOS. I received a response that Lynda Roberts is out of town. Would you kindly see that this document is part of the Record of Correspondence sent to the BOS along with the attachments? Would you like me to send a hard copy? (Apologies that the attachments are 15 pages!)

Thank you very much,
Ilene Mandelbaum
760-647-6644

-----Original Message-----

From: Ilene <monogreens@aol.com>
To: talpers <talpers@mono.ca.gov>; timalpers <timalpers@schat.net>; bhunt <bhunt@mono.ca.gov>; ljohnston <ljohnston@mono.ca.gov>; fstump <fstump@mono.ca.gov>; tfesko <tfesko@mono.ca.gov>; lroberts <lroberts@mono.ca.gov>
Cc: bartshe <bartshe@monolake.org>; greenacres <greenacres@schat.net>; pamalpers <pamalpers@schat.net>; yvettster <yvettster@yahoo.com>; rose <rose@monolake.org>; lisa <lisa@monolake.org>; monogreens <monogreens@aol.com>; hsshrimp <hsshrimp@qnet.com>
Sent: Tue, Jan 29, 2013 9:39 am
Subject: Lee Vining Community Center Landscape Project

January 29, 2013

To: the Mono County Board of Supervisors

Dear Members of the Board,

I am writing to ask for the Board's assistance in facilitating our moving forward on the Lee Vining Community Center (LVCC) Landscaping Project.

Last fall the Mono Basin RPAC decided to sponsor a committee to identify what further landscaping work needs to be done at the LVCC and to re-involve the community in this project. (Please see Attachment 1.) This action was spurred, in part, by recognition that there is a noticeable lack of survival of previous plantings at the site, and weed problems. The Mono County Facilities Department sprayed herbicides at the LVCC in June 2012, further raising issues about the adequacy of the landscape installation to date and viable maintenance at the site. As a result, community members requested and had a meeting with Rita Sherman and Jim Arkens to inform them of a pre-existing moratorium on herbicide spraying on county-managed lands and facilities in the Mono Basin. Mr. Arkens then confirmed the county's commitment to upholding the moratorium. (Please see Attachment 2. for relevant correspondence.)

The LVCC Landscape Committee organized in October 2012 and requested background information from the county regarding the history of the landscaping project to date. (See Attachment 1.) Although the committee had not yet received the information, it met in November and determined that there are funds still held by the Lee Vining Chamber that could be applied to the site. We proposed to Sherman and Arkens that the Mono Basin Community proceed with the development of a plan for the completion of the landscaping at the LVCC and install the landscaping by using community funding and volunteers. (This applies to the "soft" vegetative landscaping at the site. We requested that Mono County would remain responsible for the work and funding of the completion of the hard-scaping at the site, i.e., pavement, sidewalks, etc.)

In order to proceed we asked for 1) clarification and documentation of any claim by Mono County of any debt owed by the community for previous work at the LVCC, and 2) permission to work on the site.

After we received a response from Sherman on December 11th, the Mono Basin RPAC recommended that the committee ask for a meeting with her and Arkens, because the information she provided considerably differed from our own in claiming that the community owed the county funds for previous work at the LVCC. As you can see from the correspondence in December and January our committee continued to have difficulty obtaining the information requested and were unable to obtain a meeting with Sherman and Arkens. (Please see Attachment 3.)

Now that we are entering a New Year, we propose starting with a clean slate--in particular, with regard to any claim of debt owed by the community to the county-- so that the we can be as effective as possible in moving the LVCC Landscaping Project forward.

The Landscape Committee is proposing to draw up a landscaping plan to submit for your consideration, and to be drafted in cooperation with county staff designated by the Board, that addresses the landscaping desires of the community and the many uses of the site, is sustainable over the long term and minimizes the need for maintenance interventions. There are several skilled and experienced community volunteers who have offered to assist with a plan, obtaining materials and installation. We also ask that you consider and propose how we can resolve liability issues, so that we can take advantage of the generous offer of community volunteers to work on the site.

I and other members of the Landscape Committee would be happy to discuss this proposal with you and try to answer any questions you may have.

Thank you very much for your time and attention,

Ilene Mandelbaum,

LVCC Landscape Project Committee Chair

Mono Basin RPAC Member

760-647-6644

Attachment 1: Lee Vining Community Center Landscape Project

-----Original Message-----

From: Ilene <monogreens@aol.com>

To: jarkens@mono.ca.gov; sherman@mono.ca.gov; mboohar@mono.ca.gov

Sent: Fri, Oct 26, 2012 4:45 pm

Subject: Fwd: MB RPAC Landscape Committee Meeting

Dear Jim and Rita,

I want to extend an invitation to you both to a meeting the Mono Basin RPAC is sponsoring on the Lee Vining Community Center Landscape Project (please see below.) We are currently trying to gather as much information as possible on the history of the project to inform us in moving forward. We are hoping that your office will be able to find in county files the following information and documentation and provide it to us before or at the meeting:

1. What decisions were made, (when and by whom?) documents prepared (such as site maps, bid solicitations, etc.) and commitments of funds, regarding site and landscaping activities for the community center.
2. What was implemented and what were the associated costs and expenditures.
3. What is the yearly maintenance budget for the community center and how does that compare to other county facilities.
4. Any other information that you find relevant to moving forward on this project.

Thank you very much for your assistance,

Ilene Mandelbaum
760-647-6644

PUBLIC MEETING ANNOUNCEMENT AND INVITATION

Dear Mono Basin Community Member,

The Mono Basin Regional Planning Advisory Committee (RPAC) has identified the need to review the status of the landscaping project at the Lee Vining Community Center. We are inviting you to participate in this review and to join a Committee that will work with Mono County to develop a proposal for completing the landscaping at the site as well as a maintenance plan.

**What: Lee Vining Community Center
Landscaping Committee Meeting**

**When: Tuesday, November 13, 2012,
5:30-6:30 p.m.**

Where: The Lee Vining Community Center

We want to hear from you!

What should be done to finish installing a landscape and a site plan at the Community Center that meets the needs and desires of the community and Mono County? How can we create a landscape that can be maintained as easily as possible and that supports the many uses of the site?

Please come to the first committee meeting to give your feedback. Be sure to walk around the area sometime before the meeting! If you cannot make the meeting, please call or write to share your ideas.

Thank you,

Ilene Mandelbaum,
RPAC Member, Landscape Committee Chair
PO Box 89, Lee Vining, CA 93541
760-647-6644

M O N O B A S I N

REGIONAL PLANNING ADVISORY COMMITTEE

P.O. Box 347, Mammoth Lakes, CA 93546

October 24, 2012

Dear Mono Basin Community Member,

The Mono Basin Regional Planning Advisory Committee (RPAC) has identified the need to review the status of the landscaping project at the Lee Vining Community Center. Several years ago, when this project was initially being planned, you made a generous donation for landscaping at the community center. On behalf of the Mono Basin RPAC, I would like to thank you for your contribution, and because of your interest in this project, make sure that you know about an upcoming meeting on the Lee Vining Community Center Landscaping Project on November 13th. We hope that you can participate in this review and will consider joining a committee that will work with Mono County to develop a proposal for completing the landscaping at the site as well as a maintenance plan.

What: Lee Vining Community Center

Landscaping Committee Meeting

When: Tuesday, November 13, 2012, 5:30-6:30 p.m.

Where: The Lee Vining Community Center

We want to hear from you! What should be done to finish installing a landscape and a site plan at the Community Center that meets the needs and desires of the community and Mono County? How can we create a landscape that can be maintained as easily as possible and that supports the many uses of the site?

Please come to the first committee meeting to give your feedback. Be sure to walk around the area sometime before the meeting! If you cannot make the meeting, please call or write to share your ideas.

Thank you,

Ilene Mandelbaum, RPAC Member, Landscape Committee Chair

PO Box 89 • Lee Vining, CA 93541 • 760-647-6644

Attachment 2: Lee Vining Community Center Landscape Project

-----Original Message-----

From: Ilene <monogreens@aol.com>

To: vbauer <vbauer@mono.ca.gov>

Cc: thansen <thansen@mono.ca.gov>; ljohnston <ljohnston@mono.ca.gov>; sburns <sburns@mono.ca.gov>; hdebethizy <hdebethizy@mono.ca.gov>; timalpers <timalpers@schat.net>; jarkens <jarkens@mono.ca.gov>; rsherman <rsherman@mono.ca.gov>

Sent: Sun, Jun 17, 2012 5:17 pm

Subject: Fwd: Lee Vining Herbicides

Hi Vikki,

I wanted to make sure you are aware, as our Supervisor, of this developing issue. Early last week I heard that Mono County was planning to spray herbicides at the Community Center. A history on this is that back in 2005-2006 and even earlier, Mono Basin locals worked at getting a moratorium on spraying pesticides in our community parks, first with Iver Evans, then Evan Nikirk, then with Kelly Garcia. There was an incident in which children were exposed to 2,4-D and other herbicides at Hess Park, and we were unable to use contaminated grass clippings from the mowing of the park for the compost and mulching in the school garden. Ultimately Kelly Garcia agreed to a moratorium, at least in Lee Vining, and prepared a Draft Integrated Pest Management Plan, which we commented on favorably in 2006, but a final draft was never produced. Nevertheless, county maintenance workers utilized alternative methods, especially weedwacking, which was very effective, we were able to utilize the clippings, and were under the impression that herbicides would no longer be used. This all happened before we had landscaping at the community center, so weed control there was never attempted, I believe.

After leaving a phone inquiry with Joe Blanchard, whom I heard was responsible for facilities management, I received the phone message from Rita Sherman she refers to below, in which she stated that "we are spraying at the community center and probably will in the community park, as well." Thinking that this was still in the future, I contacted Tim Hansen and Larry Johnson, who know the history on this, they contacted her, and her response to them was that they "already" sprayed at the community center and pre-school--which was while it was still in session-- please see emails below. I am hoping to be able to talk to Rita directly tomorrow, but need your assistance in communicating to her that we need to be assured of a continuing moratorium on herbicide spraying while we re-visit this issue with the county. Many are concerned and we need to know what chemical was sprayed, when, where exactly, the quantity, which individuals did she notify, where was it posted, etc. This should be a matter of public record.

At the last week's RPAC meeting, I proposed that we reconvene a citizens' committee to review the landscaping goals and issues at our community center and work with the county to develop an effective plan going forward with that project. This also illustrates the need to adopt an Integrated Pest Management Plan for Mono County. I have a copy of the draft IPM Plan, if one needs to be located.

Thank you very much,
Ilene Mandelbaum
760-647-6644

-----Original Message-----

From: Ilene <monogreens@aol.com>
To: thansen <thansen@mono.ca.gov>; ljohnston <ljohnston@mono.ca.gov>
Sent: Sat, Jun 16, 2012 7:22 am
Subject: Re: Lee Vining Herbicides

Tim, Larry,

I called for Rita again, left message asking her to call me back and tell me when and what they sprayed, but she did not return my call, even though I know from the secretary, Pam, that she was there. Also left message for Arkens to call me on Monday, as he was already gone. And emailed pre-school teacher, Barbara Fredell, asking what she knows.

Appreciate your help with this,
Ilene
647-6644

-----Original Message-----

From: Tim Hansen <thansen@mono.ca.gov>
To: monogreens <monogreens@aol.com>
Sent: Fri, Jun 15, 2012 4:15 pm
Subject: Fwd: Lee Vining Herbicides

Sent from my iPhone
Begin forwarded message:

From: Rita Sherman <rsherman@mono.ca.gov>
Date: June 15, 2012 2:24:21 PM AKDT
To: Larry Johnston <ljohnston@mono.ca.gov>, Tim Hansen <thansen@mono.ca.gov>
Cc: Jim Arkens <jarkens@mono.ca.gov>
Subject: RE: Lee Vining Herbicides

Hi

The Community Center looked terrible with all the weeds. We trained our staff and filed the necessary paperwork (Health Schools Act notification), talked to the school and let them know that we were going to spray the weeds and posted a 24 hour notice. When I received the voice mail from Irene Mandelbaum I returned her call (left voice mail) to let her know we had sprayed the weeds and that if she had an alternative for taking care of the weed problem I would like to talk to her and get an idea or plan she would like to submit.

There has not been any alternative products used in Lee Vining and no record of a request to do so. There was a noted concern about spraying while children were present, hence, the training and notices.

Last year, because of the concern with the kids, they weeded by hand. Spring was 4 people 2 days and fall, 8 people, 2 days and had to have a large trailer and a tractor to clear the huge amounts of weeds. This year we have had 1 person 4 hours spraying.

Again, If there is a group that would like to submit a plan to do the weed control I would like to see what they suggest.

Thank you

Rita

-----Original Message-----

From: Larry Johnston
Sent: Friday, June 15, 2012 2:44 PM
To: Rita Sherman
Subject: Lee Vining Herbicides

Hi Rita-

I got a call from Ilene Mandelbaum re: proposed spraying by the county. I strongly advise NOT to do this as this was a huge issue back a few years (herbicide was used when children were present... etc.). The result was a commitment on behalf of the county to use natural controls for which protocols were to have been worked out.

Please call her to get the full background. 647-6644

Thank you,
Larry

-----Original Message-----

From: Ilene <monogreens@aol.com>
To: jarkens <jarkens@mono.ca.gov>; rsherman <rsherman@mono.ca.gov>; thansen <thansen@mono.ca.gov>; yvettster <yvettster@yahoo.com>; Monogreens <Monogreens@aol.com>
Sent: Tue, Jun 26, 2012 8:23 am
Subject: Meeting Summary, 6-20-12
June 26, 2012

To: Jim Arkens, County Administrative Officer

Cc: Rita Sherman, Yvette Garcia, Tim Hansen

Dear Mr. Arkens,

This memo is to commemorate our discussion of June 21, 2012, regarding the recent use of herbicides at the Lee Vining Community Center, the moratorium on pesticide use on county lands and facilities in the Mono Basin, the draft Integrated Pest Management Strategy for Mono County and the landscaping project at the Lee Vining Community Center.

Present at the meeting were Jim Arkens, Rita Sherman, Yvette Garcia, Ilene Mandelbaum and Tim Hansen.

I requested that the county provide us, as Mono Basin community members, a report on the recent use of herbicides at the Lee Vining Community Center, giving the date of application, name of the product used, quantity used, exact locations of application, and copy of the notice given. We would also like to know where written notice was posted before and after spraying, and for how long.

At the meeting I provided copies to all of documents regarding the history of community and county actions on the pesticide use issue from 2006:

--Minutes, Mono Basin RPAC, 9-9-06, in which a Resolution "supporting pesticide-free county parks and facilities" was tabled "based on a statement from Public Works that all applications of pesticides and herbicides would cease until a policy on these chemicals is in place."

--Letter from MB RPAC, 10-25-05 to Evan Nikerk and Kelly Garcia commemorating their commitment, along with Supervisor John Cecil, to discontinue the use of herbicide products in the Mono Basin, following incidents of exposure of children to 2,4-D, Dicamba, Mecocrop and Glyphosate at the community park and community center.

--Draft Integrated Pest Management (IPM) Strategy, Kelly Garcia, 9-7-06

--Comments on the draft IPM Strategy, Ilene Mandelbaum, 10-5-06

--“Glyphosate”, Fact Sheet, Beyond Pesticides, March. 2001

--“Hazards of the World’s Most Common Herbicide” (Roundup), Mother Earth News, Issue #212, Oct/Nov/2005

Mr. Arkens agreed to send me a letter by Wednesday, June 27th that:

1. Provides the information we requested on the recent herbicide spraying listed above,
2. Recognizes and honors the moratorium on pesticide use that has been in place on county lands and facilities in the Mono Basin since 2006,
3. Expresses the Mono County’s intent to re-initiate the process of finalizing an Integrated Pest Management Strategy for Mono County, and
4. Expresses the understanding that the Mono Basin Community, through the RPAC, will re-initiate a committee to review the landscaping needs at the Lee Vining Community Center and collaborate with the county to develop a revised landscaping plan that addresses the landscaping desires of the community, is sustainable over the long-term and minimizes the need for maintenance interventions.

I agreed to provide Mono County with information I already have regarding alternatives to herbicide use and IPM strategies in place in other communities. Supervisor Hansen brought to the meeting a binder from Mono County Public Works 2006 entitled “draft Integrated Pest Management Plan.” It is likely that many of the documents that I have previously given the county on this topic are contained in that binder. Could Mr. Arkens give me the Table of Contents and a Bibliography of that binder? That will help me avoid unnecessary duplication of documents.

Thank you for our meeting and for this opportunity to work with you on these issues of importance to the Mono Basin community.

Sincerely,

Ilene Mandelbaum

PO Box 89

Lee Vining, Ca 93541

760-647-6644

monogreens@aol.com



COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE

P.O. BOX 696, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5410 • FAX (760) 932-5411

James M. Arkens
County Administrative Officer

Ilene Mandelbaum

PO Box 89

Lee Vining, CA 93541

Dear Ms. Mandelbaum:

I appreciated you taking time out of your busy schedule to meet with County staff on June 21, 2012, regarding the use of herbicides at the Lee Vining Community Center. I believe the explanation of why the County used the herbicides was clear; lack of knowledge of the moratorium and also lack of resources to manually pull weeds in the Center's landscaping.

I received your email dated June 26, 2012, giving a general summary of the above mentioned meeting. I do want to state the following:

1. Mono County will continue to honor the moratorium on herbicides/pesticides at County facilities in the Lee Vining area. To accomplish this we will require coordination of volunteer assistance in maintaining those facilities to eliminate the weed eyesore.
2. Mono County will work with the area RPAC to develop a landscaping proposal that fits the needs of both the community and County. The RPAC will provide financial support for those improvements.
3. Mono County will work with the area RPAC on any initiative concerning Pest Management for the Lee Vining area.

You mentioned that you would like potential documents included in the binder that Mr. Hansen received from the Public Works Department. I would suggest you review the binder and we will provide you with any documents you wish to receive.

Once again, thank you for your time.

Sincerely,

James M. Arkens,
Mono County CAO

CC: Tim Hansen, Rita Sherman, Vikki Bauer

Attachment 3. Correspondence: Lee Vining Community Center Landscape Project

-----Original Message-----

From: Ilene <monogreens@aol.com>
To: rsherman <rsherman@mono.ca.gov>; jarkens <jarkens@mono.ca.gov>
Cc: bartshe <bartshe@monolake.org>; pamalpers <pamalpers@schat.net>; yvettster <yvettster@yahoo.com>; rose <rose@monolake.org>; lisa <lisa@monolake.org>; monogreens <monogreens@aol.com>; timalpers <timalpers@schat.net>; thansen <thansen@mono.ca.gov>; ljohnston <ljohnston@mono.ca.gov>; mbooyer <mbooyer@mono.ca.gov>
Sent: Thu, Jan 3, 2013 8:46 pm
Subject: Re: LVCC Landscape Project

Rita and Jim, thank you for getting back to us.
As we would like to make progress on this project, too, we hope to hear from you again soon.

Ilene

-----Original Message-----

From: Rita Sherman <rsherman@mono.ca.gov>
To: Jim Arkens <jarkens@mono.ca.gov>
Cc: monogreens <monogreens@aol.com>
Sent: Thu, Jan 3, 2013 5:22 pm
Subject: RE: LVCC Landscape Project

Hi

We have interviews scheduled for the 16th so that will not work. Because there are several prescheduled projects that are being worked on I have not had the time to delve into your request. When we have the information together I will let you know and we can schedule a meeting at that time.

Thank you

Rita

From: Jim Arkens
Sent: Thursday, January 03, 2013 4:29 PM
To: Rita Sherman
Subject: Fwd: LVCC Landscape Project

I could do the afternoon on the 16th
Sent from my iPhoneBegin forwarded message:

From: Ilene <monogreens@aol.com>
Date: January 3, 2013, 4:26:48 PM PST
To: Jim Arkens <jarkens@mono.ca.gov>, Rita Sherman <rsherman@mono.ca.gov>
Cc: "pamalpers@schat.net" <pamalpers@schat.net>, "yvettster@yahoo.com" <yvettster@yahoo.com>, "rose@monolake.org" <rose@monolake.org>, "lisa@monolake.org" <lisa@monolake.org>, "monogreens@aol.com" <monogreens@aol.com>, "timalpers@schat.net" <timalpers@schat.net>, Tim Hansen <thansen@mono.ca.gov>

Subject: Re: LVCC Landscape Project

Jim and Rita: Would either Monday, January 14th or Wednesday, the 16th work for both of you?

Landscape Committee: please also let me know your availability.

Thanks,

Ilene

-----Original Message-----

From: Jim Arkens <jarkens@mono.ca.gov>
To: Ilene <monogreens@aol.com>
Cc: Rita Sherman <rsherman@mono.ca.gov>
Sent: Thu, Jan 3, 2013 12:42 pm
Subject: Re: LVCC Landscape Project

Unfortunately I am out of town that day.

Jim

Sent from my iPhone

On Jan 3, 2013, at 12:41 PM, "Ilene" <monogreens@aol.com> wrote:

Hello Rita and Jim,

Greetings of the New Year! I am checking in to see whether it will be possible to meet on January 7th as suggested below regarding the information requested. Please let us know whether that will work for you or if you can suggest an alternative date in the near future.

Thank you,

Ilene

-----Original Message-----

From: Ilene <monogreens@aol.com>
To: rsherman <rsherman@mono.ca.gov>; jarkens <jarkens@mono.ca.gov>
Cc: bartshe <bartshe@monolake.org>; lisa <lisa@monolake.org>; monogreens <monogreens@aol.com>; timalpers <timalpers@schat.net>; thansen <thansen@mono.ca.gov>; ljohnston <ljohnston@mono.ca.gov>; mbooyer <mbooyer@mono.ca.gov>; yvettster <yvettster@yahoo.com>; pamalpers <pamalpers@schat.net>; rose <rose@monolake.org>
Sent: Wed, Dec 19, 2012 2:34 pm
Subject: Re: LVCC Landscape Project

Hello Rita,

Thank you again for your response to our questions re: the Lee Vining Community Center Landscape Project. Our Landscape Committee, sponsored by the Mono Basin RPAC, would like to meet with you and Jim Arkens in the new year about this project. While we appreciate your effort to provide us information, as long as the Mono County is claiming that the Lee Vining Community owes the county for

work completed to date, then we need a greater level of detail, documentation and clarification with regard to the assumptions you have made regarding previous commitment of community funds, the work installed and expectations in the future. In various instances our information differs from yours.

The following is a list of questions for which we would appreciate documentation and clarification. We believe that it would be most helpful if you could bring this documentation to a meeting so we could resolve these issues and move forward.

It is possible that our committee could meet with you on Monday, January 7th. Please let us know if you and Jim are available on that date, or can suggest alternate dates.

Thank you very much,

Ilene Mandelbaum

QUESTIONS REGARDING THE LEE VINING COMMUNITY CENTER LANDSCAPE PROJECT (in red our questions and comments)

1. What decisions were made, (when and by whom?) documents prepared (such as site maps, bid solicitations, etc.) and commitments of funds, regarding site and landscaping activities for the community center.

Your response so far:

"In response, to your e-mail of December 6, I have gone through some of the records. It looks as though the community raised \$2636.00 in March of 2009 to offset the cost of shrubs and trees and requested that a flag pole and bike rack be installed also."

Please bring the written documentation for these statements. Is the information in emails or meeting minutes? Were there budget spreadsheets prepared? Were not Grant Funds applied for, plans drawn up and budget spreadsheets prepared? How much grant funding was received? What fund amount was actually committed by the community for which work and by whom?

2. What was implemented and what were the associated costs and expenditures?

Your response so far: "The landscaping project for the Lee Vining Community Center is in the negative of about \$17,000."

Please bring details regarding the scope of work that was bid on and the actual work implemented: who got the contracts and what exactly was planted and installed? Are you including other items in this such as the bike rack and flag pole? (Our recollection is that these items were grant funded.) Please itemize the costs and expenditures. What does the # \$17,000 come from? Did the community sign off on the completion of the work and was the community ever billed for the work?

3. What is the yearly maintenance budget for the community center and how does that compare to other county facilities?

Your response so far: "You ask about the costs to run the Community Centers and it appears that we are spending about three times as much in Lee Vining as compared to other centers. Some of this is the percentage of utilities and we are looking into how to adjust those costs."

We are interested in assisting the county in whatever way we can in making sure the facility is operated as efficiently as possible (keep in mind that the community center is utilized regularly by many entities, including the county), however, here we are not referring to utilities, but to the maintenance costs for the landscaping.

And: "For the future, the first project that is going to be addressed is the outside lighting and we have discussed installing some rock work where some of the bark had blown away."

We appreciate that you are making a priority of addressing the outside lighting situation, which is more of a repairs, infrastructure maintenance and safety issue. Regarding installing rock work, that is the kind of suggestion that we look forward to hearing about as we work together to develop a plan to complete the landscape project.

And: " As we talked before, I will not weed spray if the weed had been pulled which you thought the community would volunteer to do. If not we treat the weeds in compliance with the State guidelines and the Safe Schools Act."

We are concerned that you are suggesting that you may still use herbicides on the site. We need to hear from you that you will uphold the moratorium on herbicide use on and at county facilities and county-managed lands in Lee Vining, as acknowledged by Mr. Arkens.

As community volunteers, we would do our best to organize and carry out alternatives to the use of herbicides, which includes planning and implementing the additional landscaping work needed to minimize maintenance issues on the site. But we will need your cooperation and assistance to do so. We do not believe that the weed maintenance issue can be solved without additional work to finish landscaping the site.

We would like to utilize community funds and volunteers to do this. Are you saying that do we have permission to work on the site? We need this to proceed with this project.

4. Any other information that you find relevant to moving forward on this project.

You state: "If the committee wants to supply a suggested design for the future I would be glad to look at it and assess the costs to implement. This would, need to go to the Board of Supervisors for approval."

This is the kind of collaboration to which we look forward.

Thank you very much for your assistance,

Ilene Mandelbaum

760-647-6644

monogreens@aol.com

-----Original Message-----

From: Rita Sherman <rsherman@mono.ca.gov>

To: monogreens <monogreens@aol.com>

Sent: Tue, Dec 11, 2012 9:24 am

From: Rita Sherman

Sent: Tuesday, December 11, 2012 9:23 AM

To: 'monogreens@ao.com'

Cc: Jim Arkens

Subject:

Good morning.

In response, to your e-mail of December 6, I have gone through some of the records. It looks as though the community raised \$2636.00 in March of 2009 to offset the cost of shrubs and trees and requested that a flag pole and bike rack be installed also. To date the County has not received any funds. The landscaping project for the Lee Vining Community Center is in the negative of about \$17,000. You ask about the costs to run the Community Centers and it appears that we are spending about three times as much in Lee Vining as compared to other centers. Some of this is the percentage of utilities and we are looking into how to adjust those costs.

For the future, the first project that is going to be addressed is the outside lighting and we have discussed installing some rock work where some of the bark had blown away. As we talked before, I will not weed spray if the weed had been pulled which you thought the community would volunteer to do. If not we treat the weeds in compliance with the State guidelines and the Safe Schools Act.

If the committee wants to supply a suggested design for the future I would be glad to look at it and assess the costs to implement. This would, need to go to the Board of Supervisors for approval.

Thank you,

Rita Sherman

Director of Facilities and Risk Management

Mono County

P.O. Box 696

Bridgeport, Ca 93517

760-932-5415

760-932-5411f

530-330-0933c

<image001.png>

-----Original Message-----

From: Ilene <monogreens@aol.com>

To: jarkens <jarkens@mono.ca.gov>; rsherman <rsherman@mono.ca.gov>

Cc: bartshe <bartshe@monolake.org>; yvettster <yvettster@yahoo.com>; rose <rose@monolake.org>;

lisa <lisa@monolake.org>; monogreens <monogreens@aol.com>; timalpers <timalpers@schat.net>;

thansen <thansen@mono.ca.gov>; ljohnston <ljohnston@mono.ca.gov>; mbooyer

<mbooyer@mono.ca.gov>

Sent: Thu, Dec 6, 2012 9:48 am

Subject: Fwd: Lee Vining Community Center Landscape Project Meeting Update

Hello Jim and Rita,

I'm resending this as a reminder that our Lee Vining Community Center Landscape Project meeting is coming up next Tuesday evening and it would be great to have the information requested below soon, so we know where we stand before going into the meeting.

Thank you for your attention and assistance on this.

Ilene

760-647-6644

-----Original Message-----

From: Ilene <monogreens@aol.com>

To: jarkens <jarkens@mono.ca.gov>; rsherman <rsherman@mono.ca.gov>

Cc: timalpers <timalpers@schat.net>; thansen <thansen@mono.ca.gov>; ljohnston

<ljohnston@mono.ca.gov>; mbooyer <mbooyer@mono.ca.gov>; yvettster <yvettster@yahoo.com>; rose

<rose@monolake.org>; lisa <lisa@monolake.org>; monogreens <monogreens@aol.com>

Sent: Mon, Nov 19, 2012 4:45 pm

Subject: Lee Vining Community Center Landscape Project Meeting Update

November 19, 2012

To: Jim Arkens, County Administrative Officer

Rita Sherman, County Facilities Director

Dear Jim and Rita,

I am writing to bring you up-to-date about the November 13, 2012 community meeting on the Lee Vining Community Center (LVCC) Landscape Project, sponsored by the Mono Basin RPAC.

Participants included Tim and Pam Alpers, Yvette Garcia, Rose Catron, Lisa Cutting, John and Marianne Denny and I. We also interviewed local residents prior to the meeting, including representatives of the Mono Lake Indian Community, the Lee Vining Pre-School and donors to the Community Center Building Fund which is managed by the Lee Vining Chamber of Commerce.

At the meeting, we reviewed the information that we had about what work had been planned and discussed the effectiveness of the work that has been completed to date. Unfortunately, we have yet to receive the information and documents we have requested from Mono County regarding the history of the project, what has been implemented and what were the associated costs and expenditures.

We discussed what should be done to finish installing a landscape and site plan at the LVCC that meets the needs and desires of the community and Mono County, that can be maintained as easily as possible, and that supports the many uses of the site.

The consensus of the meeting participants was that the Mono Basin Community should proceed with the development of a plan for the completion of the landscaping at the LVCC and install the landscaping by using community funding and volunteers. This applies to the "soft" vegetative landscaping at the site. We request that Mono County would remain responsible for the work and funding of the completion of the hard-scaping at the site, i.e., pavement, sidewalks, etc.

In order to proceed we really need from Mono County the following:

- 1) clarification and documentation of any claim by Mono County of any debt owed by the community for previous work at the LVCC, and
- 2) permission to work on the site.

Our next meeting was set for Tuesday, December 11, 2012, 5:30-6:30, at the LVCC. We hope to hear from you before then with the information requested and hope that we can work together cooperatively to complete this project.

Thank you,

Ilene Mandelbaum, LVCC Landscape Project Committee Chair



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS	County Counsel		
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Marshall Rudolph
SUBJECT	Resolution Imposing Last, Best & Final Offer		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Public hearing and proposed resolution imposing the County's last, best, and final offer to the Mono County Paramedic Rescue Association pursuant to Government Code section 3505.7.

RECOMMENDED ACTION:

Conduct public hearing. Adopt proposed Resolution R13-___, a resolution imposing the County's last, best, and final offer to the Mono County Paramedic Rescue Association pursuant to Government Code section 3505.7.

FISCAL IMPACT:

Estimated savings of \$148,000/year.

CONTACT NAME: Marshall Rudolph

PHONE/EMAIL: (760) 924-1707 / mrudolph@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Paramedic staff report](#)

[Paramedic resolution](#)

[Personnel Rules \(paramedic\)](#)

History

Time	Who	Approval
2/13/2013 2:06 PM	County Administrative Office	Yes
2/13/2013 11:30 AM	County Counsel	Yes
2/13/2013 11:41 AM	Finance	Yes

County Counsel
Marshall Rudolph

Assistant County Counsel
Stacey Simon

Deputy County Counsels
Tara McKenzie
John-Carl Vallejo

**OFFICE OF THE
COUNTY COUNSEL**

Mono County
South County Offices
P.O. BOX 2415

MAMMOTH LAKES, CALIFORNIA 93546

Telephone
760-924-1700
Facsimile
760-924-1701

Legal Assistant
Michelle Robinson

TO: Board of Supervisors

FROM: Marshall Rudolph

DATE: February 19, 2013

RE: Public hearing and resolution Imposing the County's Last, Best & Final Offer to the Mono County Paramedic Rescue Association

Recommendation:

Conduct public hearing. Adopt proposed resolution.

Fiscal/Mandates Impact:

To be determined by Finance.

Discussion:

As the Board knows (and the proposed Resolution recites), the County met and conferred with the Mono County Paramedic Rescue Association for several months regarding the terms and conditions of a new Memorandum of Understanding (MOU), a new set of personnel rules, and a new job description. Unfortunately, the Association rejected the County's last, best, & final offer and the parties reached an impasse. The County has chosen not to engage in mediation or other voluntary impasse-resolution procedures, and it appears the Association has not filed a request with the Public Employees Relations Board (PERB) for fact finding (within the applicable filing period). Accordingly, under such circumstances, state law permits the County to unilaterally impose the terms and conditions of its last, best, & final offer after holding a public hearing (for which no published or posted notice is required). The proposed resolution would do exactly that and its provisions will take effect immediately or as soon thereafter as reasonably practicable.

Notwithstanding adoption of the Resolution, the Association has the right under state law to meet and confer with the County regarding any matters within the scope of representation, including but not limited to those matters included in the Resolution, each year before the adoption of the County's budget.

If you have any questions, please contact me at (760) 924-1707.

Encl.



RESOLUTION NO. R13-

A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS IMPOSING THE COUNTY'S LAST, BEST AND FINAL OFFER TO THE MONO COUNTY PARAMEDIC RESCUE ASSOCIATION PURSUANT TO GOVERNMENT CODE SECTION 3505.7

WHEREAS, the County and the Mono County Paramedic Rescue Association (hereinafter "the Association") were signatories to a Memorandum of Understanding that expired December 31, 2011, setting certain terms and conditions of employment for employees in the Association bargaining unit; and

WHEREAS, for many months, the County's and Association's negotiation teams met and conferred in good faith regarding the terms of a successor Memorandum of Understanding, a revised set of personnel rules (or "personnel system"), and a new job Paramedic job description; and

WHEREAS, notwithstanding that the County and Association negotiation teams met many times in an effort to conclude the terms of a successor Memorandum of Understanding, revised personnel system, and job description, the County and Association remain apart on such terms; and

WHEREAS, the Association has rejected the County's last, best and final offer and the parties have arrived at an impasse; and

WHEREAS, the County does not wish to engage in mediation or other voluntary impasse-resolution procedures, nor has the Association filed a request with the Public Employees Relations Board for fact-finding (within the applicable filing period); and

WHEREAS, in such circumstances, Government Code section 3505.7 authorizes the Board of Supervisors to implement the County's last, best, and final offer after a public hearing, which the Board has conducted;

NOW, THEREFORE, BE IT RESOLVED by the Mono County Board of Supervisors that the following modified terms and conditions of employment for employees in the Association bargaining unit shall be implemented as set forth below, effective immediately or as soon thereafter as reasonably practicable:

ARTICLE 1. DEFINITIONS

The terms used in this Resolution shall have the following definitions unless the terms are otherwise defined in specific articles hereof:

- (1) “ASSOCIATION” means the Mono County Paramedic Rescue Association, a recognized employee bargaining unit representing all probationary and permanent Mono County Emergency Medical Technicians (EMT’s), including EMT Advanced, and Paramedics who are not covered by MOU’s between Mono County and other Mono County employee bargaining units. ASSOCIATION does not include any reserve employees (defined below) whom COUNTY may hire and employ from time to time in its sole discretion to perform work otherwise performed by ASSOCIATION members.
- (2) “COUNTY” means the County of Mono, a political subdivision of the State of California.
- (3) “COVERED EMPLOYEE OR EMPLOYEES” means those Mono County EMT’s and Paramedics who are not members of any other recognized bargaining unit, and who are not “temporary employees” as that term is defined in Mono County Code Section 2.68.020(27). All covered employees are covered by the terms of this Resolution. Reserve employees are not covered employees.
- (4) “RESERVE EMPLOYEES” means temporary employees and/or retired annuitants whom COUNTY may utilize to fill vacant shifts of paramedics and EMTs, as described more fully below. COUNTY intends to develop a pool of reserve employees, and COUNTY will inform ASSOCIATION as the use of such employees is implemented, including the approximate size of the pool. COUNTY will consult with ASSOCIATION on training and performance issues pertaining to reserve employees. Reserve employees will have first preference for all vacant shifts. See also Articles 17 and 27.
- (5) “RESOLUTION” means this Resolution implementing the County’s Last, Best, and Final Offer. The “date of this Resolution” means the date it was adopted by the Board of Supervisors.
- (6) “RETIRED ANNUITANT” is an employee hired on a limited-term basis

who has retired from public employment, is receiving PERS or reciprocal retirement benefits, and who is qualified and able to perform the duties of a position within a classification that has been approved by the Board of Supervisors to be filled by retired annuitants.

- (7) "VACANT SHIFT" means any shift requiring backfilling due to the absence of a covered employee and shifts in addition to normal staffing including partial shifts.

ARTICLE 2. ASSOCIATION RIGHTS

The COUNTY recognizes all legal rights of all employees covered by this Resolution, including the right to join and participate in the activities of the ASSOCIATION and to exercise all rights expressly and implicitly described in Section 3500 et seq. of the California Government Code, the Meyers-Milias-Brown Act. The COUNTY shall not intimidate, restrain, coerce, or discriminate against any covered employee because of the exercise of any such rights. The provisions of this Resolution shall be applied to all covered employees without discrimination because of race, color, sex, age, creed, or religion, and in accordance with all applicable State and Federal laws.

ARTICLE 3. HEALTH CARE AND DISABILITY BENEFITS

- A. Each covered employee and his or her dependents are entitled to health care benefits as provided in this Article and Articles 4 and 5.
- B. "Health care benefits" means the medical, dental, and eye-care benefits provided to covered employees and their dependents by the COUNTY pursuant to this Agreement.
- C. The COUNTY shall continue to keep covered employees in CalPERS medical insurance.
- D. The COUNTY shall continue to pay only the statutory amount prescribed by Government Code section 22892 per employee per month for medical insurance.
- E. Disability Insurance

The COUNTY shall assure that all covered employees are enrolled in the State Disability Insurance (SDI) program at COUNTY expense. The COUNTY shall pay all such premiums as are necessary to provide SDI benefits to covered employees. If the Association desires its own disability insurance coverage, the COUNTY will contribute its current cost of SDI coverage toward such alternative coverage. When the covered employee has filed a disability claim and is receiving disability benefits pursuant to the SDI program, the COUNTY shall

continue paying:

- (1) Monthly contributions into the Cafeteria Plan based on the employee's applicable tier (See Article 6); and
- (2) The medical portion of Social Security.

F. Health Care Coverage for Retirees

- (1) The COUNTY shall continue to pay only the statutory amount prescribed by Government Code section 22892 for each ASSOCIATION retiree who enrolls in CalPERS medical insurance, regardless of their age or years of continuous service for the COUNTY. A "retiree" is a former COUNTY employee whom CalPERS considers to be a COUNTY retiree/annuitant.
- (2) Each "retired employee" and one dependent of a retired employee (including a spouse of the retired employee, and otherwise as defined in the dental and eye-care insurance policies) shall also be given the same dental and eye-care benefits provided to covered employees in Paragraph A of this Article.
- (3) "Retired employee" means a former COUNTY employee who was age fifty (50) or older and held permanent employment status on the date of his or her retirement, and who had accrued at least five (5) years continuous service with the COUNTY immediately preceding the date of retirement, or, if the employee was hired after January 1, 1986, who has accrued at least ten (10) years continuous service prior to retirement, or, if the employee was hired after July 1, 1987, who has accrued at least fifteen (15) years continuous service prior to retirement; or, if the employee was hired after March 15, 1996, who was age fifty (50) or older and held permanent employment status on the date of retirement and who had accrued at least twenty (20) years continuous service immediately prior to retirement.
- (4) Any benefits after retirement under this Section F of Article 3 will be the same as benefits for active employees. In other words, all benefits will change as the benefits of active employees change. (See also Article 8.)

ARTICLE 4. DENTAL CARE PLAN

The COUNTY shall implement and extend coverage under the COUNTY Dental Plan to all covered employees and their dependents with the understanding that the COUNTY shall retain total discretion regarding carrier and plan content, and with the further understanding that the COUNTY Dental Care Plan as now constituted shall be the minimum base coverage. The coverage provided by this Article shall extend to retired

employees (as defined above in Article 3), together with one dependent of the retired employee.

ARTICLE 5. VISION CARE PLAN

The COUNTY shall implement and extend coverage under Vision Care (Plan C: \$10.00 deductible) to all covered employees and their dependents with the understanding that the COUNTY shall retain discretion regarding carrier and plan content, and with the further understanding that the COUNTY Vision Care Plan as now constituted shall be the minimum base coverage. This coverage shall extend to retired employees (as defined above in Article 6), together with one dependent of the retired employee.

ARTICLE 6. CAFETERIA PLAN

- A. Effective March 1, 2013, with respect to any full-time covered employee who is enrolled in CalPERS medical insurance, the COUNTY will contribute into the Cafeteria Plan an amount exactly equal to the PERS Choice premium for the coverage tier in which the employee is enrolled (i.e., single, two-party, or family), minus the statutory amount prescribed by Government Code section 22892 paid by the COUNTY directly to PERS on behalf of that employee and also minus the amount specified below for those employees who enroll in the two-party or family tier, which shall be contributed by the employee:

	<u>Employee Contribution</u>
Two-Party:	\$25.00/month
Family:	\$50.00/month

The COUNTY will ensure that the amount paid, when combined with the employee contribution (if applicable) and the statutory amount prescribed by Government Code section 22892, is sufficient to cover the PERS Choice premium regardless of the state or COUNTY in which the employee resides, but in no event will the COUNTY be obligated to pay an amount that would exceed the minimum amount necessary for the COUNTY to ensure coverage for that employee or which would result in that employee receiving cash back. Note also that the County's obligation to contribute any amount into the Cafeteria Plan is conditioned on the covered employee authorizing a payroll deduction for their required contribution (if applicable). Notwithstanding the foregoing, the COUNTY may in its discretion postpone implementation of this subsection A beyond January 1, 2013.

- B. Effective March 1, 2013, the County shall cease making any contributions to the Cafeteria Plan for covered employees who are not enrolled in CalPERS medical coverage.

ARTICLE 7. 401(a) PLAN.

- A. Any covered employee hired on or after February 4, 2003, shall not be eligible to earn or receive the retirement service benefit provided by Article 11, but shall instead be eligible to receive COUNTY contributions into an Internal Revenue Code Section 401(a) Plan established by the COUNTY, as described more fully below. Any active employee of the unit who was hired prior to February 4, 2003, may also elect to receive COUNTY contributions into a Section 401(a) Plan under this Article, but only if he or she agrees to waive and relinquish any present or future rights he or she may have to receive the retirement service benefit provided by Article 8.

- B. The COUNTY has established and implemented an Internal Revenue Code Section 401(a) Plan consistent with this Article. The COUNTY shall contribute into the Section 401(a) Plan an amount on behalf of each employee electing to participate under this Article 7 equal to the amount contributed by that employee from his or her own pre-tax salary into one of the COUNTY's Section 457 deferred compensation plans or into the 401(a) Plan directly (if made available to employee contributions) but not to exceed three percent (3%) of the employee's pre-tax salary. Accordingly, if an employee contributed a total of one to three percent (1-3%) of his or her pre-tax salary to a 457 plan, then the dollar amount of the COUNTY's 401(a) contribution would fully match the employee's 457 contribution; if an employee contributed more than three percent (3%) of his or her pre-tax salary to a 457 plan, then the dollar amount of the COUNTY's 401(a) contribution would only be equal to three percent (3%) (and not more) of the employee's pre-tax salary and would not fully match the employee's 457 contribution. The employee may direct the investment of said contributions in accordance with the options or limitations provided by the 401(a) Plan. Each such employees shall vest -- that is, earn the right to withdraw -- the COUNTY's contributions into the 401(a) Plan on their behalf based on years of COUNTY service, as set forth more fully below.

- C. The 401(a) Plan implemented in this Article shall provide the following schedule of vesting requirements for any participating employee to earn and be eligible to withdraw or otherwise receive a portion (or in some cases all) of his or her total account value at the time of termination:

<u>Years of County Service</u>	<u>Portion of Account Value Vested</u>
Less than 1 year	0 percent
1 year plus 1 day to 2 years	10 percent
2 years plus 1 day to 3 years	20 percent
3 years plus 1 day to 4 years	40 percent
4 years plus 1 day to 5 years	60 percent

5 years plus 1 day but less than 6 years 80 percent
6 years 100 percent

- D. In addition to and notwithstanding the foregoing, employees' options for withdrawing, "rolling over," and otherwise using account money -- and the tax consequences of such withdrawals and use -- shall be subject to any legal requirements or limitations of Internal Revenue Code Section 401(a) and any other applicable laws with which the COUNTY and the Plan must comply.

ARTICLE 8. RETIREMENT SERVICE (Applicable only to certain employees who retired or were on the COUNTY payroll prior to February 4, 2003).

- A. Each retired employee who was on the COUNTY payroll prior to February 4, 2003, and was a covered employee at the time of retirement will be eligible for a flexible credit allowance under the COUNTY's Section 125 Cafeteria Plan (See Article 6), unless he or she has at any time prior to retirement opted to participate in the COUNTY's Section 401(a) Plan (See Article 7).
- B. "Retired employee" means a former COUNTY employee who was age fifty (50) or older and held permanent employment status on the date of his or her retirement, and who had accrued at least five (5) years continuous service with the COUNTY immediately preceding the date of retirement, or, if the employee was hired after January 1, 1986, who has accrued at least ten (10) years continuous service prior to retirement, or, if the employee was hired after July 1, 1987, who has accrued at least fifteen (15) years continuous service prior to retirement; or, if the employee was hired after March 15, 1996, who was age fifty (50) or older and held permanent employment status on the date of retirement and who had accrued at least twenty (20) years continuous service immediately prior to retirement.
- C. The amount of the flexible credit allowance shall be computed as follows:
- (1) If the employee retires after December 31, 2000, then the amount of the flexible credit allowance shall be equal to the monthly amount contributed by the COUNTY per each active employee to the COUNTY's Section 125 Cafeteria Plan (See Article 6), minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS if the retired employee is enrolled in CalPERS medical insurance, plus the COUNTY contribution toward dental and vision coverage. In other words, the amount of the credit allowance will vary as the COUNTY's contribution to the Cafeteria Plan for its active employees

varies, and subject to the same limitations or qualifications applicable to active employees, such as whether the retiree is enrolled in CalPERS medical insurance (in which case the credit allowance will be based on the “tier” into which that retiree falls minus the statutory amount prescribed by Government Code section 22892 paid directly by the COUNTY to CalPERS). Retired employees governed by this paragraph shall be entitled to take cash back from the Cafeteria Plan to the fullest extent it may be provided without being inconsistent with this Resolution or threatening the plan’s compliance with applicable laws, but as with active employees, the Cafeteria Plan shall specify that a retired employee may not take cash back unless he or she can provide the COUNTY with written proof of medical insurance coverage under an insurance plan providing at least the same level of benefits available from medical insurance plans offered through the Cafeteria Plan.

- (2) If the employee retires before December 31, 2000, then the amount of the flexible credit that he or she is entitled to shall be equal to the amount of money necessary to obtain CalPERS medical insurance for the retired employee and his or her dependent with a level of benefits substantially the same as the employee had on the date of his or her retirement, minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS for such insurance, plus the COUNTY contribution toward dental and vision coverage. In other words, the amount of the credit allowance will vary with changes in the cost of the applicable level of medical insurance. These retired employees must be enrolled in the applicable level of CalPERS medical insurance in order to receive the flexible credit allowance and shall not be entitled under any circumstances to opt for other insurance coverage, no coverage, or reduced coverage in order to receive “unused” cash back from the Cafeteria Plan.

ARTICLE 9. VACATION ACCUMULATION

A. Accumulation/Accrual

Because covered employees work 24-hour shifts (or “days”), and 56-hour weeks, vacation accrual for covered employees shall not be as provided in Mono County Code Section 2.68.110. Instead, permanent and probationary covered employees will accrue vacation on a monthly basis at the following annual rates, based upon years of employment:

<u>Years of Service</u>	<u>Annual Accrual</u>	<u>Monthly Accrual</u>
0-3	112 hours	9.33 hours

3-10	168 hours	14.00 hours
10-15	191 hours	15.92 hours
15-20	213 hours	17.75 hours
20+	224 hours	18.67 hours

- B. Notwithstanding anything to the contrary, the maximum number of vacation days that may be accumulated by any employee as of December 31st, the end of the calendar year, shall not exceed two and one-half times the employee's then current annual vacation day accumulation as provided above in Section A of this Article 9.
- C. If a covered employee's total accumulated vacation days exceeds two and one-half times their annual vacation day accumulation on December 31, then their vacation accrual will cease effective January 1, until the covered employee's accumulation of vacation days falls at or below two and one-half times their annual accrual. Once the covered employee's accumulation of vacation days falls at or below two and one-half times their annual accrual, then their accrual of vacation days will recommence for the remainder of the calendar year.
- D. Any covered employees who have accrued a minimum of 80 vacation hours may, upon written request, be compensated for up to a maximum of 40 hours of accrued vacation time per calendar year, instead of taking that vacation time off.

ARTICLE 10. SICK LEAVE

- A. Permanent covered employees will accrue 11.2 hours of sick leave each month.
- B. Sick leave for each covered employee shall accrue upon the employee's date of employment, but not in accordance with Mono County Code Section 2.68.100 because covered employees work 24-hour shifts (or "days"), and 56-hour weeks. Upon termination, the employee shall be compensated for accrued sick leave as follows:
 - (1) If the employee has worked for the COUNTY less than five (5) years, no amount shall be paid for accrued sick leave.
 - (2) If the employee has worked for the COUNTY more than five (5) years, but less than ten (10) years, then the employee shall be paid sixty percent (60%) of the dollar value of the accrued sick leave.
 - (3) If the employee has worked for the COUNTY more than ten (10) years, then the employee shall be paid one hundred percent (100%) of the dollar value of the accrued sick leave.

(4) If the employee is terminated by reason of layoff, then the employee shall be paid 100% of the dollar value of the accrued sick leave regardless of how long the employee has worked for the COUNTY.

C. The dollar value of the employee's accrued sick leave shall be based upon the employee's base rate of pay on the date of termination.

ARTICLE 11. BEREAVEMENT LEAVE

Permanent covered employees shall be allowed the same bereavement leave (and critical illness leave) applicable to other bargaining units, which is set forth in the County's Personnel Policies provided, however, that instead of receiving a maximum of five 8-hour "working days" of leave each member shall receive two consecutive 24-hour shifts of leave. Also, said leave shall only be provided for one qualifying critical illness event and one qualifying bereavement event per calendar year (and does not accrue).

ARTICLE 12. LONGEVITY COMPENSATION.

A. Effective February 19, 2013, any covered employee, upon completion of three (3) years of COUNTY service at "E" step (or top step) of his/her salary range, shall receive two-and-one-half percent (2.5%) additional compensation. An additional two-and-one-half percent (2.5%) longevity compensation shall be paid upon completion of six (6) years of COUNTY service at "E" step (or top step) of his/her salary range. A third and final one-and-one-half percent (1.5%) longevity compensation shall be paid upon completion of nine (9) years of COUNTY service at "E" step (or top step) of his/her salary range. No further longevity increases shall be received for additional years of service. Any covered employee who on February 18, 2013, was already eligible to receive at least seven and one-half percent (7.5%) longevity pay shall instead receive one percent (1%) less than that amount of longevity pay.

B. Covered employees hired on or after February 19, 2013, will not be eligible to receive longevity compensation at any future date.

ARTICLE 13. SENIORITY

For the purpose of determining individual salaries and benefits, including retirement service benefits (Article 8), COUNTY will recognize all previous unbroken service in permanent (not temporary) employment status as Paramedics and EMT's with the Mammoth Lakes Fire Protection District and the County of Mono.

ARTICLE 14. ASSUMING DUTIES ENTAILING GREATER RESPONSIBILITY

- A. In the event a covered employee assumes the duties of a position entailing greater responsibility than his or her presently assigned position, that employee shall receive a five percent (5%) increase in pay, or the same rate of pay due the "A" step of the higher classification, whichever is higher, during the time the employee carries out the other duties.
- B. The provisions of this Article are operative only when all of the following conditions occur:
 - (1) Written direction has been given to the employee to assume the other duty by the Paramedic Manager or by a person so authorized by the Paramedic Manager;
 - (2) The assumption of duties entailing greater responsibility must be taken for a period of one week (i.e., 56 hours) before the provisions of the Article apply. Said initial work week shall not be included in the increased pay calculations;
 - (3) The position assumed has a job description in the most recent job classification and salary survey adopted by the County Board of Supervisors.

ARTICLE 15. RELEASE TIME

- A. The ASSOCIATION President and designated representatives shall have reasonable time off with pay for the purposes of carrying out ASSOCIATION-related matters (not to exceed a total of three (3) persons). The ASSOCIATION representatives shall notify the Paramedic Manager in advance that they will be participating in ASSOCIATION matters.
- B. The COUNTY agrees that ASSOCIATION members on duty may attend semi-annual ASSOCIATION membership meetings during working hours without loss of pay provided:
 - (1) Attendance is verified by signature roster prepared and certified by the ASSOCIATION Secretary;
 - (2) Attendance during working hours without loss of pay will be limited to two (2) hours per meeting;
 - (3) The employee's absence from work will not result in the lack of minimum coverage of functions as determined by the Paramedic Manager.

ARTICLE 16. SHIFT TRADING

- A. COUNTY will allow shift trading with Department Manager approval with the following conditions:
- (1) Limit of ninety-six (96) hours owed;
 - (2) Employees will hold COUNTY harmless;
 - (3) Employees must be using vacation time in reasonable proportion to vacation accrual rate.

ARTICLE 17. WORK SHIFTS; OVERTIME

- A. As required by the Fair Labor Standards Act (FLSA), all covered employees shall be paid premium pay and/or overtime in accordance with Fair Labor Standards Act (FLSA) requirements for hours worked (as described below) in excess of forty (40) hours per week. Full-time employees' normal full-time work schedule shall continue to be two consecutive twenty-four hour shifts (48 hours) followed by 96 hours (four days) of regular time off. Thus, each normal work week includes 40 hours of regular compensation and some additional hours of scheduled overtime ("FLSA premium pay"), all of which should be reportable compensation to CalPERS; any hours of work beyond a normal work schedule may or may not be reportable to CalPERS. (See 2 Cal.Code of Regs section 571(a)(5).) The COUNTY cannot and does not guarantee that CalPERS will concur with the COUNTY's reported compensation. But in the event that CalPERS does not concur, ASSOCIATION may request to reopen negotiations regarding this article of the Resolution.
- B. Use of vacation time, sick leave, and Compensatory Time Off (CTO) leave shall be considered "hours worked" for purposes of computing overtime/CTO.
- C. All "additional shifts" (i.e., available shifts that are in addition to regular shifts) will be offered first to reserve employees. In the event that an available shift cannot be covered due to the refusal from all reserve employees, the shift may then be offered to all full-time employees on the "overtime list." Any employee who is offered and accepts such a shift may later reject it ("give it back") within 24 hours without penalty unless the shift is less than 24 hours away; otherwise, the accepted shift must be worked. In the event that an available shift is refused by all full-time and reserve employees to whom it is offered, said shift will then go to the "force hire" list of full-time employees in order to cover the open shift. (See also Article 27 entitled "Call Back, Partial Shifts, and Force Hire.")

ARTICLE 18. WORKSITE SAFETY

A. Cold Weather Gear (Safety Equipment)

(1) The COUNTY shall provide the funds necessary to assure that covered employees needing such equipment for health and safety purposes shall receive new or otherwise serviceable and adequate protective safety and weather protection equipment. The COUNTY shall purchase or replace the following minimum issue of such equipment for covered employees:

- (a.) Badge (1)
- (b.) Storm Liner Jacket (1)
- (c.) Gortex Jacket (1)
- (d.) Gortex Pants (1)
- (e.) Winter Hat (1)
- (f.) Winter Gloves (1 pair)
- (g.) Day Pack (1)
- (h.) Winter Boots (1 pair)
- (i.) Winter Gaiters (1 pair)
- (j.) Safety Glasses (1 pair)
- (k.) Winter Goggles (1 pair)

(2) Safety and weather protection equipment shall remain the property of the COUNTY and shall be properly inventoried. Employees shall return assigned equipment upon termination from COUNTY employment. Safety and weather protection equipment shall be issued only to those persons required to work under conditions necessitating the importance of a particular item of such equipment. Previously-issued equipment shall be returned by the employee to whom it has been issued prior to the assignment of replacement equipment. Employees shall be responsible for the care and maintenance of all issued safety equipment and for the cost of replacement of lost equipment. COUNTY will repair, or replace as necessary, standard equipment and safety equipment damaged or lost within the course and scope of employment. In addition, the COUNTY will maintain a pool of equipment to be available for the use of part-time, temporary employees on the days when they are assigned to work open shifts for the Paramedic Department. One of each of the items listed above will be made available to such employees.

B. Structural Turn Outs (Safety Equipment)

Each permanent, full-time employee will continue to be issued, at no cost to the employee, certain items as described in Chapter 5 of the NFPA 1500 Handbook.

Those items will remain the property of the COUNTY. Additionally, the COUNTY will maintain a pool of such equipment to be available for the use of part-time, temporary employees on the days they are assigned to work open shifts in the Paramedic Department. Those items will specifically include one each of the following:

- (a.) Protective coat
- (b.) Protective trousers
- (c.) Protective hood
- (d.) Helmet
- (e.) Gloves
- (f.) Protective footwear

Temporary and part-time employees may use equipment that meets the same standards that has been previously issued to them due to their being a member of a recognized fire department if such use is permitted by that agency.

C. Worksite Inspection

- (1) The COUNTY shall provide reasonable safety programs and annual on-site safety inspections in order to assure safe worksites for COUNTY employees. Department heads shall have the responsibility for scheduling the safety programs and annual on-site worksite inspections. Employees may file written complaints relating to the safety of worksites. Written complaints shall be filed with the relevant department heads and copies shall be transmitted by employees who file them to the President of the Association. Should the complaint be unresolved at the department head level, an appeal of the matter shall be heard by the Worksite Safety Advisory Committee, which shall make its recommendation to the Board of Supervisors for a final decision.
- (2) The Worksite Safety Advisory Committee will be established as the need arises, and will consist of the COUNTY'S designated risk manager, one member designated by the Association, and one member appointed by the other two members.

ARTICLE 19. UNIFORM ALLOWANCE AND REPLACEMENT

- A. Each member shall continue to receive an annual uniform allowance of \$750, of which amount \$375 is deemed to cover annual uniform acquisition and \$375 is deemed to cover annual uniform maintenance. Each new member shall upon employment receive a payment of \$375 for uniform acquisition and an additional payment for uniform maintenance based on pro-rated portion of the fiscal year remaining at that time. Should said new member not complete that remaining

portion of the fiscal year as an EMT or Paramedic of Mono County, the COUNTY may recover \$30.00 per month from the new member for each month of said fiscal year not completed. This sum calculated in accordance with the provisions of this paragraph shall be deducted from said member's final paycheck. In addition to the foregoing, upon completion of all other requirements set forth by the COUNTY, each new temporary, part-time employee will receive a one-time-only payment in the amount of \$187.50. ASSOCIATION understands that the compensation provided by this Article 19 is taxable and that COUNTY will withhold taxes from said amounts in accordance with applicable state and federal laws (notwithstanding any prior COUNTY practices). Effective January 1, 2013, or as soon thereafter as reasonably practicable, the aforementioned uniform allowances shall be spread out and paid in equal installments over twelve (12) months and shall be included in the employee's normal payroll check, and all checks will be direct deposit.

- B. Uniform items shall be the same as were required as of February 19, 2013.
- C. All clothing damaged within the course and scope of employment shall be replaced or repaired at no cost to the member. The determination as to whether the clothing is replaced or repaired shall be made by the Department Manager.
- D. All insignia and equipment issued to members shall be returned to Mono County in good condition, ordinary wear and tear excepted, prior to receipt of said member's final paycheck. Any change or addition to the existing uniform which is ordered by the COUNTY shall be at the COUNTY'S expense.

ARTICLE 20. TRAVEL TIME

Generally, travel time to and from work does not constitute hours worked. This is true whether the employee works at a fixed location or at different job sites. However, time spent in travel during the workday must be counted as hours worked when it is related to the employee's job. Further, travel time that occurs in addition to regular working hours is considered hours worked if it is performed pursuant to COUNTY'S instructions. All such travel time shall be considered "hours worked" by the traveling employee, whether or not the employee is operating a vehicle or riding as a passenger. However, in any work week in which such travel occurs, management may reduce the traveling employee's regular work hours in order to avoid or minimize overtime for that week. For example, if an employee travels eight hours on a Sunday as a passenger to attend a seminar, that time will be counted as hours worked but management may reduce the employee's regular work hours later in the same work week by eight hours, so that no overtime would be owed as a result of the travel (all other things being equal).

ARTICLE 21. CERTIFICATION; STIPEND.

Effective March 1, 2013, covered employees shall assume full responsibility for meeting and maintaining any certification or licensing requirements imposed by state law or regulatory agencies with respect to their employment positions. Thus, each covered employee shall attend such continuing education classes as they may deem necessary and appropriate to meet and maintain their certifications/licenses, on their own time and at their own expense, except that COUNTY shall: (1) reimburse covered employee for any applicable license/certification renewal fee(s); and (2) provide each covered employee with additional compensation in the form of an annual certification stipend in the amount of six hundred dollars (\$600), which is intended to assist covered employees with their other certification/license-related expenses. Said annual stipend will be paid on or before July 1st of each calendar year (starting in 2013). ASSOCIATION understands that the certification stipend is taxable compensation and that COUNTY will withhold taxes from said amount in accordance with applicable state and federal laws. Stipend payments will be included in the employee's normal payroll check and all checks will be direct deposit. (Note: In the event and to the extent that COUNTY directs a covered employee to attend a particular class or training, time spent attending that class or training shall be considered "hours worked." Time spent traveling to the location of such a class or training shall not be considered "hours worked" unless it occurs during a covered employee's regular shift or is otherwise required to be treated as hours worked under the Fair Labor Standards Act (FLSA).)

ARTICLE 22. REQUIRED PHYSICAL EXAMINATIONS

When a physical examination is required for any reason related to the performance of a covered employee's duties, the examination shall be provided by a medical doctor designated by the COUNTY at the COUNTY'S expense. The examination shall be performed during the employee's regular work hours without any deduction in pay.

ARTICLE 23. PERS BENEFITS

- A. All employees hired prior to January 1, 2013, shall continue in the PERS "2% at 50" (Local Safety Plan) retirement program, except those covered employees who were employed by the County on January 1, 2007, and ONLY on that date, who shall continue to receive "3% at 50" retirement pursuant to the COUNTY's current contract with CalPERS. Employees hired after January 1, 2013, shall receive the PERS retirement formula mandated by state pension-reform law (PEPRA). All employees covered by this Resolution shall continue to pay the employee (member) contribution for such PERS coverage and retirement benefits, and COUNTY shall continue its implementation of Internal Revenue Code section 414(H)(2).

- B. The COUNTY shall continue to provide each covered employee with PERS “Level IV” Survivor Benefits through its contract with CalPERS.

ARTICLE 24. SALARY INCREASES

- A. Effective February 19, 2013, covered employees shall receive no increases of any kind to their base compensation, with the exception of increases resulting from changes in job classifications (e.g., promotions, reclassifications, and transfers).
- B. Effective February 19, 2013, notwithstanding any contrary provision of the County Code or personnel rules, covered employee shall not be eligible to earn or receive “step increases”. And no time worked after February 19, 2013, shall be counted for purposes of determining any future step increases (if and when such increases are again provided).
- C. All employees will be required to utilize direct deposit of their payroll checks.
- D. Note: the salary range of the Station Captain classification shall continue to be fifteen percent (15%) above the salary range of the Paramedic II classification.

ARTICLE 25. HOLIDAY PAY

- A. Permanent employees will receive eight percent (8%) of base salary, paid monthly for holidays.
- B. This policy will eliminate holidays from the work schedule, save and except one personal holiday (24 hours) and special COUNTY holidays which will be paid. Any overtime work which falls on regular days off which is coincidentally a calendar holiday, shall be paid at the overtime rate.

ARTICLE 26. EDUCATION INCENTIVE

The Paramedic Department will develop an annual travel, training, and continuing education plan as part of the budget process. The Department Manager will submit the plan as part of the budget indicating location, cost for course, and labor costs.

- A. Educational Incentive Program. This applies to and includes courses that are not job specific. Covered employees will be entitled to the same educational incentive program offered to other bargaining units. Note: This program shall not be available or utilized to fund a covered employee’s license/certification expenses; said expenses are addressed exclusively through Article 21 (Certification; Stipend). Specifically, covered employees who wish to enroll in such courses shall be reimbursed by the COUNTY for allowable expenses

related to the courses in an amount not to exceed \$700.00 per calendar year. Allowable expenses shall be actually incurred, shall include tuition costs and out-of-pocket expenses for required course material and textbooks, and shall be subject to the following:

- (1) Courses must be taken at or by correspondence from an accredited institution if comparable courses are not offered in local schools, or if the work assignment of the individual is such that it does not permit regular classroom attendance.
- (2) Employees will not be granted time off from their regular work schedule to attend such courses, unless approved by the County Administrative Officer.
- (3) Approval of the educational incentive program shall be at the written discretion of the Paramedic Manager. Such approval shall be obtained by the employee prior to enrollment. A copy of the written approval shall be filed by the Department Manager with the Auditor's Office.
- (4) Required course material and textbooks may be retained by the employee upon satisfactory completion of the course.
- (5) Reimbursement shall be made to the employee within fifteen (15) calendar days after presentation to the Auditor's Office of appropriate receipts and proof of completion of the course and a minimum grade of "C" or its equivalent.

B. Instructor stipend. Any covered employee who is selected by the Department manager to teach a training course as part of their job duties shall receive an instructor stipend of one hundred and fifty dollars (\$150). (Note: such an instructor shall also receive compensation for any overtime earned by teaching the course.)

ARTICLE 27. CALL-BACK, PARTIAL SHIFTS, AND FORCE-HIRE

A. Call Back

An employee called in to work at any time other than scheduled working hours shall be paid for a minimum of two (2) hours. Should the duration of the call-back exceed two (2) hours, the employee shall receive credit for the actual time worked. The provisions of this article shall not apply to extended shifts for actual time worked.

B. Partial Shifts

It is sometimes necessary for the Department to schedule a “partial shift” (a shift of less than 24 hours). An employee list will be compiled with reverse seniority (least seniority higher on the list), which shall be a separate call list from the existing overtime list. When a partial shift is scheduled, it shall be offered first to reserve employees (if any). In the event that a partial shift cannot be covered due to the refusal from all reserve employees, the shift may then be offered to all covered employees on the partial-shift call list. If an employee on the list accepts such a shift, then their name shall be rotated to the bottom of the list. If all employees on the list who are offered the shift refuse it, then the list shall be utilized as a “force hire” list (with the employee whose name is at the top of the list being contacted first). The employee who is assigned the partial shift by force hire shall be rotated to the bottom of the list, noting their forced assignment. Employees who have not had a partial shift assignment will remain eligible for force hire until everyone has participated; similar to the force hire list used to cover full shifts. Shifts that are extended in the line of duty do not qualify as partial shift assignments.

The Department will make available all known partial-shift dates as soon as possible for each calendar year, and the employees whose names are on the top of the call list shall be notified of their ability to choose a shift in advance. Other assignments that come up sporadically will be assigned in the manner described above.

Like a call-back, partial shifts will be paid at a two (2) hour minimum. Once accepted or assigned, partial shifts will be paid at a two (2) hour minimum even if they are later cancelled by the Department.

Employees that accept or are assigned a partial shift will be rotated to the bottom of the list regardless of the shift’s duration.

C. Force-Hire

Any employee directed to work on a scheduled day off; and, any employee required to continue working a shift or part of a shift immediately after working the previous shift, shall be paid at the time and one-half overtime rate if total hours during the appropriate timekeeping period require such overtime pay to comply with FLSA requirements.

ARTICLE 28. ACCUMULATION OF COMPENSATORY TIME

Employees may accumulate no more than 480 hours of compensatory time, which may be utilized with the permission of the department head or designee. On December 31st

of each year, the County will compensate each employee for their compensatory time by purchasing all accrued hours above one hundred (100) hours. An EMT may request, once during their employment, to carry more than 100 hours from one calendar year to the next calendar year for the purpose of seeking their paramedic certificate.

ARTICLE 29. STATION ASSIGNMENTS

COUNTY shall have the management right to determine and adjust station assignments at any time, in its sole discretion and notwithstanding any provision of this Article or any past practice to the contrary. Any such change in an employee's station assignment does not constitute disciplinary action and may not be appealed. In no event shall a change in an employee's station assignment, whether temporary or permanent, entitle the employee to compensation for any additional miles driven or time spent commuting to the new station. Notwithstanding the foregoing, COUNTY recognizes that covered employees have an interest in station placements. In instances where COUNTY finds that it does not have a management need to exercise its right to determine and adjust station assignments, the County shall allow any open station assignment to be filled by the seniority bid process. Only employees with an overall "competent" or "meets standards" evaluation as measured by the last annual performance evaluation will be guaranteed a seniority bid. Upon request, COUNTY shall consult with ASSOCIATION prior to any management decision related to station assignments; COUNTY shall not make such decisions arbitrarily or capriciously.

ARTICLE 30. LABOR CODE 4850

The COUNTY agrees to continue treating Paramedics and EMTs as if they are eligible for benefits under Section 4850.

ARTICLE 31. PROBATIONARY PERIOD

The probationary period for covered employees and other COUNTY employees is currently governed by Section 2.68.210 of the Mono County Code. Notwithstanding the foregoing or any contrary provision of the Mono County Code or the County's Personnel Policies and Procedures Handbook, any probationary employee in the job classification currently known as Paramedic-I who is otherwise deemed qualified by the COUNTY to be promoted to the classification of Paramedic-II shall not be rendered ineligible for such a promotion solely because of his or her probationary status nor shall such a promotion (if any) affect the duration of the initial probationary period. This paragraph shall not be construed as entitling any employee to a promotion and the COUNTY reserves its management rights to determine the fitness, eligibility, and qualification of any individual to be promoted.

1
2 **ARTICLE 32. NEW PERSONNEL RULES**

3
4 The revised set of personnel rules (personnel system), a copy of which is attached hereto as
5 Exhibit "A" and incorporated herein by this reference, is hereby adopted and implemented as
6 to covered employees. Said Personnel System shall supersede any other personnel policies
7 and rules set forth in any other documents, including but not limited to Chapter 2.68 of the
8 County Code and the Personnel Policies and Procedures Handbook adopted by Resolution
9 82-27; provided, however, that in the event of a conflict between the Personnel System and
10 any provision of this Resolution, the provision of this Resolution shall control.
11 Notwithstanding the foregoing, any disciplinary actions that were initiated against covered
12 employees but not finalized prior to the date of this Resolution (including any appeals of such
13 actions) shall continue to be governed by the personnel rules in effect when the disciplinary
14 action was initiated.

15
16 **ARTICLE 33. NEW JOB DESCRIPTION**

17
18 The new version of the Paramedic job description attached hereto as Exhibit "B" and
19 incorporated herein by this reference (the final version proposed by the COUNTY as part of
20 its last, best, and final offer) is hereby adopted and shall be effective immediately.

21
22 **ARTICLE 34. MISCELLANEOUS**

23
24 Nothing in this Resolution shall be construed as depriving the Association of its right each
25 year to meet and confer on matters within the scope of representation, whether or not such
26 matters are included in this Resolution, prior to adoption of the County budget or as
27 otherwise required by law.

28 PASSED AND ADOPTED this 19th day of February, 2013, by the following vote:

AYES :
NOES :
ABSTAIN :
ABSENT :

ATTEST: _____
Clerk of the Board

Byng Hunt, Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL

**MONO COUNTY
PERSONNEL SYSTEM**

Sections:

010	Short Title
020	Application
030	No Contract Created
040	Right to Amend, Delete or Suspend
050	Definitions
060	Classification and Reclassification
070	Salary Plan
080	Salary Upon Hire
090	Salary Step Advancement
100	Salary on Promotion
110	Salary on Reclassification
120	Salary Upon Demotion
130	Salary Upon Transfer
140	Salary Placement for Emergency, Seasonal, Limited Term, and Temporary Employees
150	Recruitment
160	Examination Process
170	Selection Process and Appointments
180	Probation
190	Transfers
200	Performance Evaluation, Step Increase and Performance Pay
210	Hours of Work
220	Overtime
230	Compensatory Time
240	Payroll Periods
250	Attendance Records and Reports
260	Vacation
270	Sick Leave
280	Family Medical Care Leave
290	Leave of Absence Due to Death in Family
300	Leave of Absence Due to Critical Illness in Family
310	Military Leave of Absence
320	Jury Duty Leave
330	Miscellaneous Leave
340	Pregnancy Disability Leave
350	Voting Leave
360	Administrative Leave
370	Leave of Absence Without Pay
380	Employee Standards of Conduct
390	Discrimination Prohibited
400	Retaliation Prohibited
410	Anti-Harassment Policy
420	Investigative and Corrective Action for Complaints of Discrimination and/or Discriminatory Harassment

430	Anti-Violence in the Workplace Policy
440	Improper Political Activity
450	Outside Employment/Restrictions
460	Drug and Alcohol Policy
470	Computer/Electronic Mail/Voice Mail/Internet Policy
480	Job Abandonment
490	Disciplinary Action – General
500	Disciplinary Action - Authority
510	Disciplinary Action – Types
520	Disciplinary Action – Grounds
530	Disciplinary Action – Effective Date
540	Personnel Appeals Board
550	Personnel Appeals Board – Appeal Procedure
560	Grievance – Definitions
570	Grievance - General Rules
580	Grievance – Procedure
590	Grievance – Confidentiality
600	Layoff
610	Personnel Records
620	Travel
630	Travel Authorization
640	Travel Reimbursement
650	Travel Advance
660	Travel Claim Procedure
670	Employer/Employee Relations Policy

010 Short Title

The personnel policies set forth in this document shall be known as the “Mono County Personnel System” or “Mono County Personnel Code.”

020 Application

The provisions of this Personnel System apply to all County employees whose positions are represented by the Mono County Paramedic Rescue Association bargaining unit unless a specific policy and/or procedure indicates otherwise. Exceptions to the application of this Personnel System are as follows:

A. If a provision of this Personnel System is in conflict with a provision of an applicable collective bargaining agreement negotiated between the County and the majority representative of the Paramedic Rescue Association bargaining unit, to the extent of such conflict, the provision of the bargaining agreement shall be controlling unless the provision in this Personnel System has been negotiated more recently.

B. Should a conflict exist between the provisions of this Personnel System and any state or federal law, the provisions of such state or federal law shall prevail.

030 No Contract Created

No provision in this Personnel System creates a contract of employment, expressed or implied, or any rights in the nature of a contract.

040 Right to Amend, Delete or Suspend

Any provision of this Personnel System may be amended by adding to, deleting or changing the provision, by action of the Board of Supervisors. Any provision may be suspended by action of the Board of Supervisors. The County will not take any action to amend, delete, or suspend a provision of this Personnel System without first meeting and conferring with the majority representatives of affected bargaining units.

The County Administrative Officer (CAO) may issue administrative policies and procedures in addition to the rules set forth in this Personnel System that are not inconsistent with or conflict with the provisions of this Personnel System or any collective bargaining agreement. This Personnel System may be amended by the Board of Supervisors to add any policy or procedure so issued.

050 Definitions

The following terms as used in this Personnel System shall, unless the context indicates otherwise, have the respective meanings set forth in this section:

1. Administrative Leave. Special leave which may be approved by the County Administrative Officer, or the Board of Supervisors, which temporarily relieves an employee from being present at work. This leave shall be granted to achieve a legitimate business purpose of the County. This leave shall be granted for a specified period of time.
2. Allocation. The official assignment of the position(s) to a designated class.

3. Anniversary date. The date recurring yearly upon an employee's most recent permanent appointment, including reclassifications, promotions and demotions.
4. Applicant. A person who has timely submitted all the required documentation for an examination.
5. Appointing Authority. The person(s) having authority to appoint or to remove persons from positions in the County service or a subordinate to whom this authority has been delegated. This authority is subject to approval or ratification by the County Administrative Officer or his or her designee.
6. Appointment. The conditional offer of and acceptance by a candidate to a position in the County service. Appointments are described in Section 2.68.170
7. At-Will Employee. Employees expressly designated as "At-Will" by the Board of Supervisors. It also includes emergency, limited term, retired annuitants, seasonal and temporary employees. At-will employees serve at the pleasure of the appointing authority and can be removed without cause or right of appeal.
8. Board of Supervisors. The Board of Supervisors of Mono County.
9. Business Days. Calendar days exclusive of Saturdays, Sundays, legal holidays, and County holidays.
10. Certification. The Human Resources Director's transmittal to a hiring department of names of available candidates for employment from a list of eligible's in the manner prescribed in these Rules.
11. Classification Plan. An orderly arrangement of titles and descriptions of separate and distinct classes in competitive civil service.
12. Continuous Service. Permanent employment with the County without interruption except for authorized absences or absences to serve in the armed forces of the United States.
13. County. The County of Mono, a political subdivision of the State of California; also known as "Mono County."
14. County Administrative Officer. (CAO) This position is responsible to the Board of Supervisors for the proper and efficient administration of all County offices, departments, institutions, and special districts under the jurisdiction of the Board of Supervisors. The Board of Supervisors and its members have delegated administrative supervision over County governmental activities to the County Administrative Officer and shall, except for the purposes of normal inquiry, not intervene or detract from the delegation. The general administrative responsibilities of this position are outlined in Section 2.84.060 of the Mono County Code. The person who fills this position is appointed by, and serves at the will and pleasure of, the Board of Supervisors.
15. Day. A day shall be calendar day unless otherwise specified. A working or business day shall be any day that the County is regularly open for business.

16. Demotion. A change of status of an employee from a position in one classification to a position in another classification with lesser duties and/or responsibilities, and a lower salary range. A demotion may be voluntary or involuntary. The demoted employee's anniversary date shall become the effective date of the demotion.
17. Department Head. The head of an established office or department including elected officers who head such an office or department. Unless specifically excluded all Department Heads have appointing authority.
18. Discharge. Separation from employment as a disciplinary measure or for failure to maintain requirements of minimum qualifications.
19. Discipline. Oral reprimand, written reprimand, suspension without pay, demotion, or dismissal of an employee.
20. Dismissal. Termination of a permanent full-time or permanent part-time employee for cause.
21. Domestic Partner. A person who is in a committed relationship with a County employee and has established a domestic partnership pursuant to California Family Code Section 297, and as that section may be amended from time to time.
22. Eligible List. Any of the lists of names of persons who have been found qualified through suitable examination for employment in a specific class or position in the competitive civil service arranged in rank order.
23. Emergency. An unforeseen circumstance requiring immediate action, a sudden unexpected happening, an unforeseen occurrence or condition, a pressing necessity.
24. Emergency Employee. A person meeting the minimum qualifications for the job who is employed without going through the recruitment and selection process because of an emergency. Emergency employees serve at-will for a maximum of 30 consecutive working days and do not receive benefits unless required by law.
25. Employee. Any person holding a position of employment with the County which has been duly established by ordinance or resolution of the Board of Supervisors. This includes appointed Department Heads and appointed officers. It excludes elected Department Heads and elected officials.
26. Full-Time Employee. Shall mean an employee employed in one (1) or more regular or limited-term positions whose normally assigned work hours equal to those of a full workweek or work period as described hereinafter.
27. Hard to Fill. A determination made by the CAO when no qualified applications have been filed for an advertised vacancy in a classification for a period of at least six continuous months and when the business needs of a Department require the immediate filling of a vacant position.
28. Hiring Date. The date an employee is first hired by the County and the initial anniversary date. If an employee separates from continuous County employment a new hiring date shall be established if the employee returns to County service unless the first hiring date is required to be maintained pursuant to state, federal, or County leave laws.

29. Human Resources Director. The position serving at the will and pleasure of the County Administrative Officer which has day-to-day responsibility for the management and administration of the County personnel system, job classification plan, compensation system, position control, and labor relations. The authority of this position is dependent upon the level of delegation granted by the County Administrative Officer.
30. Job Classification. A position or group of positions having the same title, class specification, minimum qualifications, and salary or salary range.
31. Layoff. Separation of an employee from employment because of lack of available work, lack of available funds, or reorganization.
32. Limited Term. Shall mean an appointment of an employee who only works for a fixed or limited duration. Where a regular position is converted to a limited-term position, the incumbent shall retain his or her former status. A limited-term employee may also be used to fill a regular position when the incumbent employee is on an approved leave of absence.
33. Limited Term Employee. An employee meeting the minimum qualification for the job and serving for a specified period of time with a definite beginning date and definite ending date. A person may not have a limited term appointment simultaneously with any other type of appointment. A limited term appointment may not be held for more than nine (9) months in any consecutive 12 month period. A person holding a Limited Term Appointment will be eligible to receive County of Mono benefits, except employees employed less than 1000 hours will not be eligible to receive PERS retirement or healthcare benefits. At the discretion of the County of Mono, a person having successfully completed a limited term appointment period will be eligible for re-appointment within the limitations described above.
34. Local Agency Personnel Standards (or "LAPS"). A personnel system and rules applicable to certain County employees (typically Social Services and Child Support Services) pursuant to State law and regulations generally set forth in 2 CCR Sections 17010 et seq., and as those rules may be amended from time to time.
35. Permanent Employee. Shall mean a person who is not on probation and is employed in a regular position. Can be permanent full-time, permanent part-time or limited-term position.
36. Permanent Position. Any employment within the County, comprised of a defined set of duties and responsibilities, duly authorized by the Board of Supervisors, and which requires the full-time or part-time employment of one person.
37. Permanent Status. The status of an employee who is retained in a permanent position after the successful completion of a probationary period.
38. Personnel Appeals Board. A panel consisting of three members appointed from a pool to hear disciplinary appeals and grievances, as described more fully in Section 2.68.540.
39. Probationary Period. Final phase of the examination period, lasting 12 months, during which an employee is required to demonstrate competency in the knowledge, skills, abilities, and character necessary to successfully perform the duties and responsibilities of a position. Periods of absence that are more than 20 working days long shall toll the probationary period for the number of days

equal to the absence, and the County is entitled to ascertain if the employee can perform the full range of duties upon return from an extended leave of absence.

40. Probationary Status. The status of an employee who has been appointed to a permanent position but who has not completed the probationary period for that position.
41. Probationer. An employee who has probationary status.
42. Promotion. An employee is promoted when he/she moves from one classification to another classification with a higher salary and higher level of duties and responsibilities after successfully completing the examination process or by direct appointment.
43. Reassignment. Assignment of an employee without examination, from one position within a department to another position in the same department in the same class and at the same pay range.
44. Reclassification. A reallocation of a position to a different or a new classification because of a significant change over time in duties and/or responsibility.
45. Reduction in Lieu of Layoff. The voluntary reduction of an employee who has permanent status in a position for reasons related to lack of funds, lack of work, or reorganization.
46. Reemployment. The employment without examination of permanent employees separated from employment due to layoff.
47. Reinstatement List. An eligible list of names of persons, arranged in the order as provided by this Article, who have occupied permanent positions and who have been separated from their employment as a result of layoff and who are entitled to have their names certified to appointing authorities under the provisions of this Article.
48. Resignation. A resignation is a voluntary termination of employment initiated by the employee.
49. Retired Annuitant. An employee hired on a limited-term basis who has retired from public employment, is receiving PERS or reciprocal retirement benefits, and who is qualified and able to perform the duties of a position within a classification that has been approved by the Board of Supervisors to be filled by retired annuitants.
50. Salary reallocation. Movement of a job classification from one salary range or rate to another salary range or rate by virtue of labor market analysis or readjustment of internal pay alignments. Such action must be approved by the Board of Supervisors. An employee shall not be moved to a lower pay step if the salary reallocation is from one salary range to another salary range.
51. Seasonal Employee. An employee hired to work only part of the year to conduct seasonal work. This employee may only be employed during specified periods of the year for 960 hours or less. A seasonal employee is at-will, must complete the recruitment and selection process, and receives no benefits unless required by law. Designated classifications that otherwise meet this definition may be classified instead as permanent part-time employees, and seasonal employment positions may be filled by retired annuitants if so designated by the Board of Supervisors.

- 52. Seniority. Total length of the most recent continuous employment with the County.
- 53. Separation. The cessation of a person's employment from County service, including but not limited to resignation, medical separation, retirement, conclusion of appointment, removal, and discharge.
- 54. Shall and May. "Shall" is mandatory and "may" refers to a permissive action that the County, or its designated agent or employee, is authorized, but is not required, to take.
- 55. Suspension. An involuntary absence from work without pay for disciplinary reasons.
- 56. Temporary Employee. An employee hired part-time or full-time on a temporary basis that does not attain the status of a probationary or permanent employee and can be removed at any time without cause or right to appeal. Temporary employees are at-will, must complete the recruitment and selection process, and receive no benefits unless required by law. A temporary employee shall not work more than 125 days if employed on a per diem basis. If not employed on per diem basis, said employees shall not work more than 960 hours in a fiscal year or work full time for 6 months.
- 57. Transfer. A reassignment of an employee who meets the minimum qualifications from one department to another department either in the same classification or another classification at the same salary level or to a different classification in the same department with the same salary level.
- 58. Y-Rate. When an employee is placed in a job classification for non-disciplinary reasons (i.e. voluntary demotion, demotion in lieu of layoff, downward reclassification of position, etc.) with a lower rate and their current basic rate of pay exceeds the basic rate of the maximum step (E-Step) of the new job classification, the employee's rate of pay shall be frozen until such time that maximum step of the new job classification becomes equal to or greater than the employee's frozen pay rate. When that event occurs, the employee shall be placed on the maximum step of the new job classification and further pay adjustments shall occur as warranted. During the Y-Rate period an employee shall only receive a pay adjustment if they become eligible for a longevity pay adjustment if the employee is eligible for longevity pay pursuant to the employee's applicable collective bargaining agreement.

060 Classification and Reclassification

- A. Classification Plan. A classification plan will be established for all County positions. The plan will consist of classifications as defined and described in the official class specifications as adopted by the Board of Supervisors.
- B. Allocation of Positions. All positions in the County service will be allocated to an appropriate classification in the classification plan pursuant to an analysis performed by the Human Resource Director and approval by the Board of Supervisors.
- C. Class Specification. A written description, known as a class specification, will be prepared for each job classification. Class specifications are descriptive and not restrictive. Each class specification shall include the following:
 - 1. A general definition of the job classification;
 - 2. Any specific factors which distinguish the job classification from similar job classifications;

3. The general placement of the job classification in the County organizational structure;
4. The essential functions of the job to be performed;
5. The essential duties and responsibilities of the job to be performed;
6. The knowledge, skill and ability requirements to successfully perform the job;
7. Any general or specific educational and/or experience requirements or preferences;
8. Any licensing and certification requirements;
9. The working conditions and physical and mental requirements of the job;
10. The classification specification shall also indicate the date on which it was prepared, a bargaining unit designation, FLSA status, and an EEO reporting category;
11. Any other information deemed necessary or desirable by the Human Resources Director.

D. Reclassification. A position may be reclassified after completion of a classification study. A position may be reclassified to a higher class, a lower class or another class at the same level.

1. A Department Head may request a reclassification.
2. Reclassification requests from the Department Head must be made in writing to the Human Resources Director during the budget process. At the discretion of the Human Resources Director, in consultation with the County Administrative Officer, a specific time period may be set aside for reclassification requests during any Fiscal Year.
3. Incumbents in a position being considered for reclassification shall be allowed to provide statements and evidence as may affect the reclassification of the position.
4. Incumbents of reclassified positions may be moved to the level of the reclassification if the position is reclassified to a higher level in a class series and the incumbent has performed the duties and responsibilities of the higher level classification and met minimum qualifications of the higher level, as determined by the Human Resources Director, in his or her sole discretion. In some instances, the reclassification study will result in the allocation of a new position or classification that may require a new recruitment, as determined by the Human Resources Director, in consultation with the CAO. The employee's anniversary date and step will not change. The Human Resources Director's decision may be appealed by the Department Head to the County Administrative Officer within ten (10) calendar days after the decision has been made in writing to the appropriate parties. The County Administrative Officer's decision shall be final.

070 Salary Plan

The Board of Supervisors will establish a salary plan for all classifications.

080 Salary Upon Hire

New employees shall be placed on the salary range for their classification at step "A." New employees may be placed above step "A" under the following circumstances:

- A. When the results of examinations conducted by or provided to the County as part of its recruitment process show a prospective employee or employee-examinee to possess

exceptional qualifications, the Board of Supervisors may grant the appointing authority the power to hire such person at any salary step of a particular salary classification.

- B. Whenever there are no applications filed for an advertised vacancy in a classification during a period of at least six continuous months, and when the business needs of a Department require the immediate filling of a vacant position, the County Administrative Officer may, in his or her sole discretion, and subject to approval by the Board of Supervisors, determine that the classification is temporarily “hard-to-fill” and, on that basis, authorize the vacancy to be advertised and filled at any step, up to and including step E of that classification.
1. Said determination may be made with respect to classification vacancies within a particular department. (e.g. if the classification is only “hard-to-fill” in certain departments.)
 2. The “hard-to-fill” determination shall remain in effect until the County Administrative Officer declares otherwise.
 3. In the event the determination is made and the “hard-to-fill” vacancy is filled at any step above step “A,” then all existing employees in the same classification (only in the affected department in the event that the hard-to-fill determination has been so limited) shall receive one or more step increases, effective on the date the vacancy is filled (i.e., when the employment of the new employee commences), equal to the number of steps beyond step “A” at which the new employee has started.
 4. In the event that more than one vacancy exists or multiple vacancies occur during the period of time that the position is deemed “hard-to-fill” the total number of step increases by existing employees shall not exceed the greatest number of steps beyond step “A,” at which any new employee is started. For example, if a new employee in a “hard to fill classification started at Step “C” (which is two steps beyond step “A”), then an existing employee at step “A” would move to step “C”, and an existing employee at step “D” would move to step “E”, and an existing employee at Step “E” will simply remain at that step. If a subsequent new employee started at step “D” (three steps beyond step “A”), then existing employees would only move one additional step (not exceeding step “E”) in recognition of already having moved two steps previously when the first new employee started at step “C.”
 5. If further vacancies are then filled while the classification remains “hard-to fill,” there would be no additional step increases to existing employees. In other words, existing employees may receive no more than three step increases as a result of vacancies being filled in a “hard to fill” classification.
 6. Step increases under this subdivision (B) shall not affect or change otherwise effective dates for step increases as set forth in any other subdivision of this policy.

090 Salary Step Advancement

After six months of satisfactory service a new, probationary employee who started at Step A, or a current employee promoted to a new position at Step A, is eligible to receive a step advancement to Step B. An employee receiving such a step increase will have their anniversary date changed

to the date upon which the employee receives this step increase. All permanent County employees at any step other than Step "A," (excepting Department Heads, at-will employees, and elected officials) will become eligible to advance one step after a satisfactory service period of one year on the employee's anniversary date. Step increases shall not be automatic, but shall only be given upon affirmative recommendation of the Department Head following the completion of a performance evaluation where the performance is rated as satisfactory or better. Step increases may also be suspended by action of, or pursuant to the direction of, the Board of Supervisors.

- A. If an employee is hired after the 15th of the month, the first day of the month subsequent to the month in which the employee is hired becomes the employee's anniversary date.
- B. If an employee is hired on or before the 15th of the month, the first day of that month in which an employee is hired becomes the employee's anniversary date.

100 Salary on Promotion

An employee who is promoted to a different classification shall be placed on the lowest step of the new salary range that results in a salary raise of not less than a 5% increase above the employee's current salary. The employee shall have a new anniversary date that is the effective date of the promotion.

110 Salary on Reclassification

A permanent employee who is reclassified will retain their present anniversary date and shall receive the salary set forth below:

- A. If the position is reclassified to a class with the same salary range as an employee's current job class, the salary and anniversary date of the employee shall not change.
- B. If the position is reclassified to a class with a higher salary level than an employee's current job class, the employee shall be placed on the lowest step of the new salary range that results in a salary raise of not less than a 5% increase above the employee's current salary. The employee shall have a new anniversary date that is the effective date of the promotion.
- C. If the position is reclassified to a class which is allocated to a lower salary range, the salary and step of the employee will not change. The employee will retain their current salary rate until such time as the new salary rate is equal to or higher than his or her prior salary. When this event occurs, the employee's salary shall be adjusted to the new rate and further salary increases will occur normally.

120 Salary Upon Demotion

An employee who is demoted will be placed within the salary range for the class into which he/she is demoted. The salary may be set at the step which is lower and closest to the salary rate which the employee was receiving before a demotion, unless it is determined by the Human Resources Director that the demotion warrants a different step placement. The employee shall have a new anniversary date that is the effective date of the demotion.

130 Salary Upon Transfer

Any employee transferred from one County department to another in the same class will remain at the same pay step with the same anniversary date.

140 Salary Placement for Emergency, Seasonal, Limited Term, and Temporary Employees

Emergency, Seasonal, Limited Term, Retired Annuitants, and Temporary employees are at-will and shall not work more than 125 days if employed on a per diem basis. If not employed on per diem basis, said employees shall not work more than 960 hours in a fiscal year or work full time for 6 months. Emergency, seasonal, limited term and temporary employees shall be paid at a rate as determined by the County.

150 Recruitment

- A. Declaring a Vacancy. A Department Head will notify the Human Resources Director when a vacancy occurs or is anticipated. The Human Resources Director will review the official County Position Allocation List and verify that a vacancy does exist.

- B. Determining How Vacancy is Filled. The Department Head will communicate with the Human Resources Director and the Human Resources Director, after consulting with the Department Head and with the approval of the County Administrative Officer, will then determine if the vacancy will be filled through an interdepartmental transfer, from an existing eligibility list, an intra department promotion, or through an in-house or open recruitment. If there is an existing eligibility list for the vacant position, the vacancy may be filled from the list unless it includes less than five names. In the event an open recruitment is done, and notwithstanding any other provision of this Personnel System, the County shall include in the group of candidates to be interviewed any County employees who file timely and complete applications for the position, provided they have not been subject to any final disciplinary action within the prior twelve months.

- C. Announcement. If it is determined that an open recruitment should be done, the Human Resources Director will direct the preparation of the job announcement in consultation with the Department Head. Each announcement will state the duties and salary range of the class; the method of evaluating the education, experience and personal qualifications of the applicants; the place and date to file an application; the selection procedures; and such additional information as may be appropriate in the opinion of the Human Resources Director. The announcement will also state where the principal office for the position is and a statement that the County may change principal office if necessary to meet County business needs.

- D. Posting of Announcement. The Human Resources Director will post a job announcement at appropriate County facilities, including County websites, so that it is accessible to County employees, employee organizations, and the public. If deemed appropriate, the Human Resources Director will advertise in newspapers circulated throughout all areas of the County, prepare a campaign of advertisement outside the County, as determined by the Human Resources Director, and send the announcement to other appropriate governmental agencies.

- E. Application. Unless otherwise announced, all applications for employment must be made upon a County employment application form. Each application must be signed by the applicant and certified that all statements contained therein are true and correct. The original application must be filed as indicated in the job announcement. All applications, resumes and documents pertinent to an application for employment become the property of the County. Final determination as to the qualifications for a position rests with the Department Head and the Human Resources Director.
1. All applications must be filed within the time specified in the job announcement, unless the time for filing is extended by the Department Head with the approval of the Human Resources Director.
 2. A separate and complete application is necessary for each new recruitment unless a previous application is on file for a period less than one year.
 3. The recruitment may be for a specific time period or may be, upon the recommendation of the Department Head and Human Resources Director, a continuous or open recruitment until filled by a qualified applicant.
- F. Disqualification of Applicants: The Human Resources Director, in consultation with the Department Head, may refuse to accept an application, refuse to examine an applicant, or otherwise consider any person ineligible for employment who:
1. Lacks any of the minimum qualifications established for the position for which the applicant applies;
 2. Is physically or mentally unable to perform the duties of the position and, if the applicant is disabled, cannot be reasonably accommodated or would present a direct and imminent threat as defined under federal and state law.
 3. Is a current user of illegal drugs;
 4. Has been convicted of a misdemeanor which is job related, a crime of moral turpitude, or of any felony;
 5. Has been dismissed from any position for any cause which would be cause for dismissal from County service;
 6. Has attempted to practice any deception or fraud in the selection procedure or in securing eligibility;
 7. Has used or attempted to use political influence or other methods in order to gain advantage in an examination, application or employment;
 8. Failed to reply within a reasonable time to any communication concerning an applicant's availability for employment, as determined by the Human Resources Director.
 9. Has made himself or herself unavailable for employment by requesting his/her name be withheld from placement on a certified eligibility list;

10. Is a relative by blood or marriage to a County Officer or appointed Department Head of the department in which employment is sought, or would be a direct supervisor of, or subject to the direct supervision of, a relative by blood or marriage, unless such employment is authorized by a four-fifths vote of the Board of Supervisors; or
11. For any material cause which in the judgment of the Human Resources Director, in consultation with the Department Head, will render the applicant unsuitable for the position, including but not limited to information obtained during a background and/or reference check, a prior resignation or termination from employment, failure during any probationary period, failure to pass the background check for a similar position in the County, or prior disciplinary action.

160 Examination Process

- A. The Human Resources Director will conduct an examination process whenever he or she determines that it is necessary. A Department Head will be consulted in advance as to the nature of the examination. The examination will be competitive, impartial, practical in character, and fairly test the relative ability of the persons examined to discharge the duties and responsibilities of the classification for which the examination is given. Only applicants who meet the minimum qualifications for the position as established in the job announcement or class specification (and who is not otherwise disqualified) may be advanced in the examination process.
- B. The examination process may include, but is not limited to, one or more of the following:
 1. An appraisal of qualifications presented in the application materials. A quantifiable rating may be assigned to distinguish those candidates who are most qualified to be advanced further in the process or to establish a ranking of candidates if no further examination process is conducted;
 2. A written examination specifically related to the job functions of the class for which the examination is being conducted;
 3. A field test and/or performance test;
 4. An Oral Examination Board. If an oral examination board is used, the board must have at least two members who are subject matter experts in the area examined, as determined by the Department Head or Human Resources Director in their sole discretion;
 5. Additional Oral Interviews. The most qualified candidate(s) may be asked to participate in additional oral interviews following the other steps of the examination process.
- C. Reasonable Accommodation and Testing. Should an otherwise qualified applicant for a position who is disabled within the definition of State or federal law request reasonable accommodation for any part of the examination process, the Human Resources Director shall modify the examination process for that particular applicant.

- D. Background Investigation. Candidates for County employment may be subject to appropriate investigation including but not limited to:
1. Employment history investigation including references;
 2. Personal and character investigation including credit history;
 3. Fingerprinting;
 4. Search of record of convictions and for some classifications search of record of arrest(s);
 5. Post-employment offer physical or psychological test including a drug and alcohol screen test for designated job classifications for which such testing is necessary;
 6. Verification of education or license if required for the job; and
 7. Post-employment offer proof of citizenship or legal right to work in the United States.
- E. Eligibility List. The names of candidates successfully passing an examination in the opinion of the Human Resources Director may be entered on an eligibility list for the vacant position.
- F. Duration of Eligibility List. An eligibility list resulting from the examination process may be in effect for 12 months from the date it is established and may be extended or abolished in the discretion of the Human Resources Director. The names of candidates may be removed from the eligibility list for the following reasons:
1. For any cause of disqualification as set forth above in section 2.68.150.F.
 2. Any evidence that the candidate cannot be located by the postal authorities.
 3. On receipt of a statement from the candidate declining an appointment or stating that the candidate no longer desires consideration for a position for a position for which the list was established.
 4. After refusal of two offers of appointment to the class for which the eligibility list was established.
 5. Failure to respond within a specified time after an offer of employment without suitable explanation.
- G. Alternate Eligibility List. If a department other than the department with the vacancy has established a qualified eligibility list, the Department Head seeking to fill a vacancy in the same classification may select any candidate from the list established by the other department. Any further examination of the candidate will be at the discretion of the Department Head seeking to fill the vacancy.
- H. Eligibility List for Another Class of Same or Higher Rank. Where no eligibility list is in existence for a classification, appointment may be made from a list created for another

class of the same or higher rank in the same or in a related series if the duties of the class for which the selection procedure was given includes substantially all of the duties of the position to be filled and provided that the Department Head finds that the use of the list is in the best interest of the County and that the necessary skills and knowledge were adequately tested in the selection procedure.

170 Selection Process and Appointments

- A. Selection of job candidates. The Department Head may select any candidate whose name appears on the eligibility list. Prior to appointment, the Department Head shall interview selected candidates of their own choosing from the eligibility list unless the Department Head participated in interviews during the examination process.
- B. Veterans' Preference. If two or more candidates are equally qualified for a position, the appointing authority will select the candidate who is a veteran pursuant to Government Code section 50088.
- C. County Employee Preference. If two or more candidates are equally qualified for a position, the appointing authority will select the candidate who is a current County employee.
- D. Order of Lists. If more than one eligibility list exists for a vacant position, the appointing authority shall use them in the following order:
 - 1. Reemployment List following layoff.
 - 2. Current Eligibility List for vacancy.
 - 3. Alternate Eligibility List.
 - 4. Eligibility List for another classification of the same or higher job classification.
- E. Appointment Procedure. Appointments will be made in writing. The Human Resources Director or his or her designee shall notify the candidate of the decision to appoint and provide other pertinent information.
- F. Types of Appointment.
 - 1. At-Will Appointment. Appointment of an employee to a position identified in the County list of job classifications as an At-Will position. These include all employees designated as emergency, seasonal or temporary employees. Such employees serve at the pleasure of the appointing authority and may be removed at any time without cause and without right of appeal.
 - 2. Permanent Appointment. An employee appointed to a position that has successfully completed and passed the probationary period. Permanent appointments may either be made to full-time or part-time positions.
 - 3. Probationary Appointments. An employee who has been appointed to a position who has not completed the probationary period required for permanent appointment.

4. Emergency Appointment. In an emergency or exigent situation, when it is necessary to prevent disruption of public business, loss of life, or damage to persons or property, the County Administrative Officer may employ such persons as may be needed for the duration of the emergency without regard to the personnel rules governing appointments and medical examinations. An emergency employee may be employed for up to 30 days. Employees in this category are at-will and receive no benefits except by law.
 5. Limited Term Appointment. An appointment for a specified period of time with a definite beginning date and definite ending date. A person may not have a limited term appointment simultaneously with any other type of appointment. A limited term appointment may not be held for more than 9 (nine) months in any consecutive 12 (twelve) month period. A person holding a Limited Term Appointment will be eligible to receive County of Mono benefits except people employed less than 6 months or 960 hours shall not receive PERS retirement or healthcare benefits. At the discretion of the County of Mono, a person having successfully completed a limited term appointment period will be eligible for re-appointment as a limited term within the limitations described above. Employees in this category are at-will. The County shall not use limited-term appointments to replace permanent full-time employees.
 6. Seasonal Appointment. An individual may be employed on a recurrent basis for specified periods of the fiscal year for 960 hours or less. The seasonal employee must go through the recruitment and interview process; however, if an eligibility list is established and kept current, it may be used for more than one year. Student Internships are included in this category. Unless otherwise specified by a collective bargaining agreement with the County, employees in this category are at-will and receive no benefits except by law.
 7. Temporary Appointment. An individual employed on a temporary basis for no more than 960 hours a fiscal year. Temporary employees are sometimes referred to “extra help.” A temporary employee must complete the selection process. Such employees are at-will and receive no benefits except as required by law.
 8. Retired Annuitant. An employee hired on a limited-term basis who has retired from public employment, is receiving PERS retirement benefits, and who is qualified and able to perform the duties of a position within a classification that has been approved by the Board of Supervisors to be filled by retired annuitants. A retired annuitant may be a temporary, seasonal, or emergency appointment. Such employees are at-will and receive no benefits except as required by law. Such employees may not be employed for more than 960 hours during any fiscal year.
- G. Report of Hiring Decisions. All hiring decisions for positions in the County service, whether permanent, at-will, emergency, seasonal, or temporary, will be reported promptly to the Human Resources Director by the appointing authority.
- H. Notification to Unsuccessful Candidates. After the appointing authority has selected the successful candidate the Human Resources Director shall notify the eligible candidates not selected of their non-selection to the position. Those candidates not selected will remain on the eligibility list for that job classification or position.

- I. Appointment of Department Head. All appointments of non-elected Department Heads shall be made by the County Administrative Officer (CAO) unless state law gives appointment authority to the Board of Supervisors. Appointment of such Department Heads must be made or ratified by the Board of Supervisors.

180 Probation

- A. Purpose. Every person appointed to a permanent position after certification from an eligible list shall serve a period of probation, while occupying the position, which shall be considered a part of the test of fitness. The probationary period is the final phase of the examination process. It is a trial period during which an employee is required to demonstrate competency in the knowledge, skills, abilities, and character necessary to successfully perform the job and become a permanent employee. Some positions may also require, as a condition of passing probation, possession of required certificates and/or licenses. This period will be utilized for closely observing the employee's work to determine the employee's fitness and/or suitability for the job and permanent status. Periods of extended absence shall not count towards employee's completion of probation. In situations of extended absence, the Probation period may be tolled or extended so that the County has sufficient time to observe that the probationary employee can perform the full range of duties. There shall be no other extensions of the probationary period granted.
- B. Probationary Period. Upon initial appointment, employees serve a probationary period of 12 months commencing on the first date of employment. This period may be tolled if the employee has an extended approved leave of absence, but in no event may the probationary period exceed a total of 12 months of actual employment.
- C. Probation Upon Promotion. A permanent employee who is promoted to a new position serves a probationary period if probation is made a condition of the promotion by the Department Head. The employee continues to have the right to use any accrued leave. The probation period may be up to three (3) months at the discretion of the appointing Department Head. This period may be tolled if the employee has an approved leave of absence of more than ten consecutive work days.
- D. Promotion During Probation. An employee may be promoted during the probationary period under one of the following two conditions:
 1. The employee has satisfactorily completed at least the first six months of the initial probationary period and the employee's individual classification has been duly allocated and defined as a series-allocation where the employee may be promoted within the allocation at the appointing authority's discretion without filling or creating a vacancy (e.g., Appraiser I/II/III, Custodian II/III).
 2. The employee's position has been reclassified and the employee has been working out of class. The employee may be promoted to the reclassified position regardless of how many months of the initial probationary period have been completed.

A promotion pursuant to this section shall not change the probationary status of the employee, nor affect the duration of the initial probationary period (he or she shall serve the remaining time of the initial probationary period).

- E. Application For Vacant Positions While in Probationary Status. A probationary employee shall have the right to apply for a vacant position as an outside candidate when there is an open recruitment. If the probationary employee is selected, he or she begins a new twelve month probationary period and will be placed at the same step in that position's salary range as would a new employee. Appointment to the new position does not change the probationary employee's date of hire and will not be considered as a break in service for purposes of determining County benefits, or right to utilize sick and vacation time. Eligibility for promotion to Step B will occur after six months of employment in the new position.
- F. Evaluation During Probationary Period. A probationary employee shall be evaluated as frequently as necessary to determine that the employee is properly performing the duties and responsibilities of the position. There will be no less than four evaluations of the performance of the employee during the probationary period to be conducted on or before the end of each three-month period. Evaluations during the initial six months are to be completed at least five working days prior to the completion of each successive three-month working period. If an employee has not performed satisfactorily during any three-month period, the employee will be terminated. A final evaluation shall be completed prior to the end of the final month of probationary status and an employee who has not performed satisfactorily will be terminated. Any failure to conduct a performance evaluation described herein does not confer any right to acquire permanent status, and all probationary employees are subject to paragraph G, below.
- G. Release During Initial Probation. At any time during the probationary period an employee may be released from employment without cause and without right of appeal. No employee may be released from employment for any unlawful reason.
- H. Reinstatement From Probation in Promoted Position. If a permanent employee is found to be unsatisfactory following a promotion, the employee will be reinstated to the employee's former position and, if the position has been filled, will "bump" the employee who filled it. If the bumped employee who filled it transferred from another County position, then they shall return to their former position and, if that position has been filled, then they will "bump" the employee who filled it, and so on. If the last employee who has been bumped has no former County position to return to and has not yet passed probation, then they shall be separated from County service. If the employee's former County position has been eliminated or permanently filled, the County will make a good faith effort to place the employee in an appropriate position at the same pay range as the former position if such a position has been allocated, is not presently filled, and for which the employee is qualified.
- I. Benefits During Probationary Period. A newly-hired probationary employee earns all the benefits due a permanent employee but cannot use vacation leave during the first six months of the initial probationary period. Benefits with cash value (such as uniform allowance, etc.) may require a prorated reimbursement by the employee if the employee separates from County service during the first six month period.

- J. Permanent or Regular Appointment. An employee who successfully completes the initial probationary period will acquire permanent status. Permanent status may also be referred to as regular status and those terms are interchangeable.

190 Transfers

- A. Voluntary Transfer. A permanent employee may initiate a request to transfer to another position in the same or lower classification for which the employee is qualified in the opinion of the Human Resources Director by submitting a request to transfer to the Human Resources Department. With the approval of the Department Head for whom the employee now works, the Department Head for whom the employee wishes to work, and the Human Resources Director, the employee may be transferred to the new position when the first vacancy becomes available, subject to the approval of the CAO. An employee transferring in to a new department may be required by the new Department Head to be placed on probation for a period to be determined by the Department Head not to exceed twelve months.

200 Performance Evaluation/Step Increase

- A. Purpose.

All employees, regardless of their specific status, shall be provided with a regular performance evaluation. The purpose of employee performance evaluations is as follows:

1. To identify and document how an employee is performing for supervisors, managers and the employee being evaluated.
 2. To establish a basis for consideration in approving transfers, promotions, demotions, reinstatements, discharges, eligibility for performance pay, and other personnel transactions.
 3. To assist individual employees in achieving maximum work performance by discussing and establishing performance goals and work objectives and reviewing progress towards achieving them.
- B. Performance Evaluation Report. Evaluation of the work performance of an employee will be recorded in a written performance evaluation to be placed in the employee's personnel file. The report will be done on the form developed by Human Resources.
- C. Step Increase. An employee must have at least satisfactory performance as indicated in their performance evaluation report to receive a Step Increase. Performance evaluations for employees eligible for a Step Increase are to include the supervisor's or manager's recommendation regarding the increase.
- D. Timelines of Evaluations.
1. Permanent employees and at-will employees, whether part-time or full-time, shall be evaluated on a systematic basis at least once per year. Emergency, seasonal,

temporary, and retired annuitant employees shall be evaluated at the end of each six months or the end of their service whichever is first.

2. During probationary employment, the Department Head or immediate supervisor is required to evaluate the performance of a probationary employee as frequently as necessary to ascertain whether the employee is properly performing the required responsibilities and duties. There shall be no less than four such evaluations within the probationary period. Each evaluation shall be completed at least five (5) working days prior to the completion of each successive three-month period commencing with the first day of employment.
- E. Evaluation Conference. The Department Head or designated supervisor, and the employee will discuss each performance evaluation. Each employee shall receive a written copy of the evaluation at the time it is reviewed with the employee. The employee must sign the evaluation form to acknowledge receipt of the evaluation report. If the employee refuses to sign the evaluation form, the supervisor performing the evaluation or Department Head shall enter a notation on the evaluation that states “refused to sign.”
- F. Employee’s Response. The employee will be allowed to make a brief written statement (limited to three typed pages) addressing specific concerns raised in the evaluation, which must be submitted within ten (10) business days of the date of the employee’s receipt of the evaluation. The employee’s response should be submitted to Department Head with a copy to the Human Resources Department.
- G. Placement in Personnel File. A copy of the performance evaluation, the employee’s written statement, and all amplifying documents and records will be made a permanent part of the employee’s personnel record.
- H. Improvement Plan. If the Department Head or immediate supervisor determines that an employee’s performance is unsatisfactory, or that improvement is needed, the Department Head shall take reasonable steps to assist the employee to improve. These directions may be set forth in a written performance improvement plan (“PIP”). Failure by the employee to show satisfactory effort and improvement, or to comply with any requirements set forth in a written performance improvement plan, will be considered grounds for disciplinary action, up to and including termination.

210 Hours of Work and Holidays

A. Work Hours. Generally County employees work a five-day, forty-hour work week. Alternative work week schedules may be allowed and approved when necessary for department business and when approved by the CAO. Each Department Head or designee shall prepare a work schedule that complies with the following general policies:

1. County offices shall be open from 8:00 a.m. to 5:00 pm, unless as otherwise determined by the Department Head, with the approval of the CAO.
2. Two fifteen (15) minute breaks shall be offered to all employees such that one may be taken in the morning and one in the afternoon. Breaks may not be accumulated and may

not be taken in the first fifteen (15) minutes of the work day or the last fifteen (15) minutes of the work day. Breaks may not be added to the lunch hour.

3. Lunch breaks shall be normally for a period of one hour, and may be staggered in time so that offices can remain open during the lunch hour. Lunch may not be taken during the first two hours or the last two hours of the work day. A Department Head may establish an alternate department policy subject to CAO approval.
4. A Department Head may authorize in advance, on an individual basis, a temporary change in the normal work schedule when necessary to meet business requirements.

B. Holidays. The following are established as County Holidays. The Board of Supervisors may add, eliminate, or modify the holidays designated below by resolution or holidays may be adjusted pursuant to a collective bargaining agreement.

1. January 1st, known as "New Year's Day." If New Year's Day falls on a Saturday, the preceding Friday, December 31st, will be the New Year's Day holiday;
2. The third Monday in January, known as "Martin Luther King Day;"
3. The third Monday in February, known as "Presidents' Day;"
4. March 31st, known as "Cesar Chavez Day;"
5. The last Monday in May, known as "Memorial Day;"
6. July 4th;
7. The first Monday in September, known as "Labor Day;"
8. The second Monday in October, known as "Columbus Day;"
9. November 11, known as "Veterans' Day;"
10. The Thursday in November appointed as Thanksgiving Day and the Friday following Thanksgiving Day;
11. The 24th Day of December, known as "Christmas Eve Day." If the 25th Day of December falls on a Saturday, the Christmas Eve Day holiday will occur on the preceding Thursday, December 23rd;
12. The 25th Day of December, known as "Christmas Day." If the 25th day of December falls on a Saturday, the Christmas Day Holiday will occur on the preceding Friday, December 24th. If the 25th day of December falls on a Sunday, the Christmas Day Holiday will occur on the following Monday, December 26th;
13. The 31st Day of December, known as "New Year's Eve Day." If January 1st falls on a Saturday, the New Year's Eve Day holiday will occur on the preceding Thursday, December 30th;
14. Every day appointed by the President or Governor for a public fast, Day of Thanksgiving, or holiday when such day applies to California Counties.

C. When Holidays Fall on a Weekend. If January 1st, July 4th, or November 11th falls upon a Sunday, the Monday following is a holiday. If said holidays fall on a Saturday, the Friday preceding is a holiday. If March 31st falls on a weekend, there is no paid holiday.

D. Personal Holidays. Every employee shall be entitled to two personal holidays per calendar year, unless a different amount has been set forth in a collective bargaining agreement. The appointing authority may require the employee to provide five (5) working days notice in advance of the use of a personal holiday.

Except as provided in an applicable memorandum of understanding, or by the State or Federal Government, the rules regarding overtime are set forth below.

- A. Authorization for Overtime. As a matter of general policy, the County does not permit employees to work overtime and will provide adequate staff to handle normal operations. However, non-exempt employees may be required to work overtime at the discretion of, and with the prior approval of, their supervisor.
- B. Overtime Defined. Overtime for non-exempt employees is defined as hours assigned to be worked and actually worked (except for authorized rest periods) in excess of forty (40) hours in the employee's designated seven (7) day workweek. (A different work period and maximum hours may apply to specific safety classifications.) Compensatory time used during the workweek will not be included as hours worked.
- C. Discipline If Not Authorized. Non-exempt employees working overtime when not expressly authorized to do so by their supervisor will be paid as required by law and shall be subject to discipline. Supervisors' improperly authorizing overtime to non-exempt employees will be subject to discipline.
- D. Compensation. Overtime assigned and worked by non-exempt employees shall be compensated at time and one-half (1-1/2) their regular rate of pay or as required by federal wage and hour laws.
- E. Recordkeeping. Records of all overtime earned and accrued shall be kept by each department and submitted to the Department of Finance.

230 Compensatory Time

An employee may request Compensatory Time at the time his/her time sheet is submitted for the pay period when the overtime was earned, and the supervisor may in his/her discretion approve compensation in the form of accrued compensatory time at time and one-half (1-1/2). An employee may not accrue more than eighty (80) hours compensatory time at any time, unless a Memorandum of Understanding between the County and a bargaining unit provides for a higher accrual rate.

Use of compensatory time-off earned may be granted provided that: 1) its use does not unduly disrupt the operations of the County; and 2) the request is made to the employee's Department Head or designee no later than five days prior to the time when the employee desires to use the leave.

Overtime will be compensated in pay after 80 hours of CTO have accumulated, unless otherwise provided for in a written Memorandum of Understanding.

240 Payroll Periods

Mono County has twelve payroll periods per year. Each pay period begins on the first day of the month and ends on the last day of the month. Specified departments may have a different pay period in order to efficiently process the payroll. From each employee's check, federal tax, and any other mandatory federal deduction, state tax, employee's association dues, and retirement

contributions are deducted. Court ordered deductions and voluntary deductions approved by the County and the employee may also be deducted. Checks may be either hand delivered to the employee, mailed to employee's home or directly deposited to employee's bank, as directed by the employee.

250 Attendance Records and Reports

Each Department Head, or designated representative, will keep an accurate and current record of the attendance, absence, and status of each employee within the department, including records which reflect the amount of sick leave, vacation time, overtime worked, and compensatory time off accrued and allowed, and such other records as may be related to the attendance and status of the employee.

- A. The Department Head will report to the Director of Finance, on forms provided by the Director of Finance, on the twentieth calendar day of each month, as to the daily attendance during the preceding month of each such employee within the department, listing all the absences of each such employee and other information necessary to determine compensation due to each employee.
- B. The Director of Finance will maintain a record for each employee to determine compensation due to each such officer or employee.
- C. The Human Resources Director, or his or her designee, will maintain a record of time used pursuant to leave taken pursuant to Sections 2.68.280-310 and Section 2.68.340.

260 Vacation

- A. Accrual. Unless provided otherwise in an applicable Memorandum of Understanding, or pursuant to an "At-Will" contract or agreement, eligible employees and appointed officers, including permanent and probationary employees, and excluding emergency, seasonal, and temporary employees, shall be entitled to accrue vacation leave with pay for each year of full-time service as follows:

Initial employment . . . 10 days vacation per year
After three years of continuous service . . . 15 days vacation per year.
After ten years of continuous service . . . 17 days vacation per year.
After fifteen years of continuous service . . . 19 days vacation per year.
After twenty years of continuous service. . . 20 days vacation per year.

- B. Part-Time Accrual. A permanent part-time employee accrues vacation with pay in the same proportion that his/her working hours bear to the normal working hours of full-time employees in the position.
- C. Maximum Accrual. The maximum number of vacation days that may be accrued by any employee shall not exceed two and a half times the employee's annual accrual rate. When the employee reaches the maximum accrual at the end of a calendar year, he/she shall cease earning vacation until such time that he/she has a maximum accrual less than two and a half times his/her earning rate.

- D. Payment on Separation. Any employee who earns vacation will be compensated for all accrued vacation upon separation from County employment.
- E. Limitation on Initial Use. Each eligible officer or employee earns vacation upon the first day of employment, but vacation may not be taken until the officer or employee has been continuously employed by the County for six (6) months, or as provided in an “At-Will” employment agreement.
- F. Vacation Leave Use. Vacation leave may not be taken without written request to the Department Head and notification from the Department Head that the request has been approved in advance of the vacation leave. Vacation should be scheduled as far in advance as reasonably possible.

270 Sick Leave

- A. Definition. Sick leave is leave from duty with pay which may be granted to an employee when an employee is physically or mentally unable to perform his or her duties due to the employee’s illness, injury, or medical condition, or because of illness or injury to a family member, or domestic partner, or for a medical, dental or optical appointment to the extent such appointment cannot be scheduled outside the workday.
- B. Eligible Employees. All permanent employees except emergency, seasonal or temporary employees are entitled to accrue sick leave. Permanent employees employed on a part-time basis shall receive prorated sick leave.
- C. Sick Leave Accrual. Unless an applicable collective bargaining agreement provides otherwise, eligible employees will accrue sick leave at the rate of one day of sick leave for each calendar month of full-time service to the County. Permanent part-time employees accrue sick leave on a prorated basis.
- D. Sick Leave Use. Unless an applicable collective bargaining agreement provides otherwise, sick leave up to five (5) consecutive working days may be granted by an employee’s Department Head. An employee taking an anticipated sick leave shall provide reasonable advance notice to their Department Head or designee. The Department Head or Risk Manager may require a physician’s certificate or other relevant evidence of illness or injury. Sick leave will be used concurrently with other medical leaves of absence. If sick leave extends beyond 5 days, or is taken on a regular intermittent basis, the Department Head will immediately notify the Risk Manager.
- E. Call In Requirement. Employees who are sick and unable to come to work must call in to their supervisor or designee within one hour of the time they are required to report to duty each day of the absence. If the employee is unable to call in due to the serious nature of the illness or injury, they are required to call in, or have someone make such notification on their behalf, as soon as that notification can be reasonably made.
- F. Employee Sick Leave Used for a Family. Sick leave may be used due to the illness or injury of a child, spouse, parent, or domestic partner. The Department Head may require a physician’s certificate or other evidence of illness or injury. In addition to this provision leave to care for a sick or injured family member may also be provided pursuant to Section 2.68.280, and may run concurrent with leave granted under FMLA and CFRA.

- G. Sick Leave Use During Probation. Employees may use accrued sick leave during the probationary period. Without any accrued leave a probationary employee required to be absent from work due to illness or injury will take Leave Without Pay (LWOP).
- H. Sick Leave Usage for Industrial Accidents. Any employee absent due to injury or an illness arising out of and occurring in the course of County employment may elect during such absence to apply accrued sick leave to such absence and receive compensation therefore in the amount equal to the difference between the compensation received by the employee under the Workers' Compensation Act and regular County pay, not to exceed the amount of accrued sick leave. The employee may elect to use any accrued vacation time and compensatory time after sick leave is exhausted. The rights of public safety officers are additionally protected by Labor Code Section 4850, incorporated herein by reference.
- I. Sick Leave Usage for State Disability Insurance Benefits. Any employee with an approved claim to receive State Disability Insurance Benefits shall use accrued sick leave during the employee's approved medical absence for which disability benefits are received in an amount necessary to backfill the amount of the disability benefits in order to receive full wages. The employee may elect to use any accrued vacation and compensatory time after sick leave is exhausted.
- J. Leave Usage for Paid Family Insurance Benefits. Any employee who has made a claim to receive Paid Family Insurance Benefits shall use accrued vacation during the absence of the employee for which insurance benefits are received to backfill the amount of the benefits in order to receive full wages for as long as accrued vacation leave is available and eligibility to receive Paid Family Insurance Benefits continues. The employee may elect to use any accrued sick leave and compensatory time after vacation leave is exhausted.
- K. Excessive Sick Leave Usage or Abuse of Sick Leave. An employee who is excessively absent may be subject to disciplinary action. When determining if excessive or improper sick leave is being used, the pattern of absence and any other information concerning the use of the sick leave may be considered. An employee will be subject to disciplinary action for abuse of sick leave when the employee claims entitlement to sick leave yet it is determined that he/she has not met the requirements for sick leave usage as set forth in this section.
- L. Payout at Separation. Unless an applicable MOU indicates otherwise, employees who have completed five (5) years or more of continuous service and retired, resigned, terminated, died or are laid off will be paid one half of all accumulated sick leave at the straight time rate of pay to a maximum of 400 hours. If the employee has died payment will be made to the employee's designated beneficiary, or if none, to the employee's estate. Employees who have completed ten (10) years or more of continuous service and retired, resigned, terminated, died or are laid off will be paid 100% of all accumulated sick leave at the straight time rate of pay to a maximum of 896 hours.
- M. Leave Pool. In accordance with applicable collective bargaining agreements, the County may establish and administer a catastrophic leave pool program.

- A. Statement of Policy - To the extent not already provided for under current leave policies and provisions, the County will provide Family and Medical Care Leave for eligible employees as required by, and pursuant to, state and federal law. Unless otherwise indicated, "leave" under this section will mean leave pursuant to the Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"). Any changes to said laws will be incorporated herein and effective upon enactment.
- B. Definitions - The following definitions apply to this policy.
1. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
 2. "Child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child, legal ward, or a child of a person standing "in loco parentis."
 3. A child is "incapable of self care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
 4. "Parent" means the biological, foster, or adoptive parent of an employee or an individual who stands or stood "in loco parentis" (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
 5. "Spouse" means a husband or wife as defined or recognized under California State law for purposes of marriage.
 6. "Domestic Partner" means a partner as defined in California Family Code §297.
 7. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - a. Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, or
 - b. Continuing treatment by a health care provider for reasons of:
 - i) Any period of incapacity due to pregnancy or for prenatal care.
 - ii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
 - iii) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective.

- iv) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

8. "Health Care Provider" means:

- a) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
- b) Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
- c) Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California or any other State and performing within the scope of their practice as defined under State law;
- d) Physician's assistants, nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California or any other State law and who are performing within the scope of their practice as defined under State law; and
- e) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

C. Reasons for Family Medical Care Leave. Leave is only permitted for the following reasons.

- 1. The birth of a child or to care for a newborn of an employee;
- 2. The placement of a child with an employee in connection with the adoption or foster care of a child;
- 3. Leave to care for a child, parent, spouse or domestic partner who has a serious health condition; or
- 4. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.
- 5. Leaves required under State or Federal law.

D. Employees Eligible for Leave - An employee is eligible for leave if the employee:

- 1. Has been employed for at least 12 months; and
- 2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

- E. Amount of Leave - Eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period.
1. Minimum Duration of Leave - If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.
 2. Leave Due to Serious Health Conditions. If leave is requested to care for a child, parent, spouse or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken.
 3. Spouses Both Employed by County - In any case in which a husband and wife both employed by the County are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave). This limitation does not apply to any other type of leave under this policy.
- F. Notice – County shall inform employee in writing of their FMLA eligibility status within five (5) business days of being informed or having reason to know about a FMLA event with a written explanation of the County's expectations and requirements and of the consequences of the employee's failure to adhere to the requirements.
- G. Employee Benefits While on Leave
1. Employees are required to use accrued sick leave when the purpose of the leave taken under this section is because of the employee's own serious health condition. Employees are required to use accrued vacation leave or other accrued leave when taking any leave pursuant to this section not because of the employee's own serious health condition, except as otherwise provided herein. An employee may be allowed to use accrued sick leave during a period of leave in connection with the birth, adoption, or foster care of a child, or to care for a child, parent, or spouse with a serious health condition upon the mutual agreement, in writing, between the employee, Department Head, and CAO.
 2. Following the use of paid leave balances, leave under this policy is unpaid. While on unpaid leave, employees will continue to be covered by the group health insurance (which includes dental and vision) to the same extent that coverage is provided while the employee is on paid status.
 3. However, employees on unpaid leave will not continue to be covered under the non-health benefit plans, unless specified elsewhere. Employees may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the County will inform the employee whether the premiums should be paid to the carrier or to the County. Coverage on a particular plan may be dropped if the employee is more than 30 days late in making a

premium payment. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. For purposes of pension and retirement plans, the County will not make plan payments for an employee during the unpaid leave period, and the unpaid leave period shall not be required to be counted for time served under the plan. However, an employee may continue to make contributions in accordance with the terms of the plan during the period of leave.

4. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the County shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. The County shall have the right to recover premiums through deduction from any sums due to the County (e.g. unpaid wages, vacation pay, etc.).

H. Substitution of Paid Accrued Leaves – Unless otherwise precluded by law, (e.g., 4850 time, when SDI or workers’ compensation benefits are being received) an employee must use paid accrued leaves concurrently with FMLA and/or CFRA leave. Employees who are eligible to receive state disability insurance may receive paid state disability leave during FMLA or CFRA leaves of absence. See Section 2.68.270.I for use of sick leave and other leave when an employee is receiving State Disability Insurance Benefits.

I. Medical Certification –

1. Employees who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition, must provide written certification from the health care provider of the individual requiring care if requested by the County.
2. If the leave is requested because of the employee’s own serious health condition, the certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of his/her position subject to the following requirements:

a. Time to Provide Medical Certification – When an employee’s leave is foreseeable and a medical certification is requested, the employee must provide it before the leave begins. When this is not possible, the employee must provide the requested certification to the County within the time frame requested by the County which must allow at least 15 calendar days after the employer’s request, unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good faith efforts.

b. Consequences For Failure To Provide An Adequate Or Timely Certification
If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established by this policy, the County may delay the taking of FMLA/CFRA leave until the required certification is provided.

- c. Recertification - If the County has reason to doubt the validity or clarity of a certification, the County may require a medical opinion of a second health care provider chosen and paid for by the County. If the second opinion is different from the first, the County may require the opinion of a third provider jointly approved by the County and the employee, but paid for by the County. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a recertification.
- 3. To receive compensation under state disability insurance, if the leave is requested because of the serious health condition of an employee's family member, the employee may be required to provide certification which includes the following:
 - a. A diagnosis and diagnostic code prescribed in the International Classification of Diseases, or, where no diagnostic has yet been obtained, a detailed statement of symptoms.
 - b. The date, if known, on which the condition commenced.
 - c. The probable duration of the condition.
 - d. An estimate of the amount of time that the physician or practitioner believes the employee is needed to care for the child, parent, spouse, or domestic partner.
 - e. A statement that the serious health condition warrants the participation of the employee to provide care for his or her child, parent, spouse, or domestic partner.
- J. Intermittent Leave Or Leave On A Reduced Leave Schedule - If an employee requests leave intermittently (a few days or hours at a time) or a reduced leave schedule for reasons covered under the FMLA or CFRA, the employee must provide medical certification that such intermittent leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. Employee shall be informed that granted FMLA leave will be deducted from employees 12 week allowance.
- K. Employee Notice of Leave - Although the County recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. Such notice may be orally given. If the County determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the County may delay the granting of the leave until it can, in its discretion, adequately cover the position with a substitute.
- L. Reinstatement upon Return from Leave

1. Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the leave period.
 2. Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.
- M. Fitness For Duty Certification - As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider indicating that the employee is able to resume the essential functions of his or her pre-leave position. A fitness-for-duty certification may be required if the employee has used leave pursuant to Section 2.68.270 when the leave was necessary because of the employee's illness, injury, or medical condition. Failure to provide such certification will result in denial of reinstatement. The County reserves the right to have a returning employee examined by a County designated physician, or to have the County's designated physician consult with the employee's physician, concerning the employee's fitness for duty, unless some alternate provision is set forth in the employee's applicable collective bargaining agreement.
- N. Reinstatement of "Key Employees" - The County may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the County, and the employee is notified of the County's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.
- O. Required Forms - Employees must request, complete and return each of the applicable forms in connection with leave under this policy as provided by the office of Risk Management.
- P. Visits to Doctor - Employees with chronic medical conditions are required to visit a doctor at least twice a year for that condition. For single absences requiring leave, the employee must be seen within seven days of the onset of the illness and if seen twice, the second visit must occur within 30 days of the onset of the illness.
- Q. Parental Leave/Adoption – Employees can use leave intermittently for a serious health condition of an adopted child. FMLA leave may also include time to travel to another country to complete an adoption or other necessary steps to complete the adoption.
- R. Notice/Call Ins – Employees are required to timely warn the County that they are planning to miss work and must follow the counties call in policy.
- S. Leave During Holidays – If a holiday falls within a full week of FMLA leave, the holiday counts as FMLA time, but if the leave is taken in increments of less than one week, the holiday will not count against the 12-week leave unless the employee was scheduled to work the holiday.

290 Leave of Absence Due to Death in Family

- A. When any employee or officer is absent from duty by reason of the death of his or her father, mother, step-father, step-mother, brother, sister, wife, husband, domestic partner, child, grandparent, grandchild, or the mother or father of the employee's or officer's spouse or domestic partner, he or she shall be entitled to be absent, with pay, for no more than five (5) working days per year total, regardless of the number of triggering events.
- B. Eligible Employees. All employees except emergency, seasonal and temporary employees, including retired annuitants, are entitled to this leave. Employees employed on a part-time basis are entitled to this leave on a pro rata basis.
- C. Documentation of Death. The County may require confirmation of death within thirty (30) days after the employee or officer returns to work.

300 Leave of Absence Due to Critical Illness in Family

- A. When any employee or officer is absent from duty by reason of the critical illness of his or her father, mother, step-father, step-mother, brother, sister, wife, husband, domestic partner, child, grandparent, grandchild, or the mother or father of the employee's or officer's spouse or domestic partner, he or she shall be entitled to be absent, with pay, for no more than five (5) working days per year total, regardless of the number of triggering events. For purposes of this provision, a "critical illness" means a "serious health condition" as defined in Section 2.68.280(B)(7) but excluding any normal pregnancy (one without medical complications).
- B. Eligible Employees. All permanent employees except emergency, seasonal and temporary Employees, including retired annuitants, are entitled to this leave. Employees employed on a part-time basis are entitled to this leave on a pro rata basis.
- C. Documentation of Critical Illness. The County may require confirmation of critical illness within thirty (30) days after the employee or officer returns to work.

310 Military Leave of Absence

All officers and employees are entitled to military leave of absence in accordance with the provisions of Federal and State law, including FMLA. Military leaves of absence will be reported by the Department Head to the Human Resources Director to insure that all statutory requirements are satisfied. Employees and family members of military personnel may take leave as provided under federal law.

320 Jury Duty Leave

- A. Every permanent or probationary employee of the County who is summoned or required to serve as a trial juror in any jurisdiction where the employee resides, or to serve on a federal grand jury, is entitled to be absent from the County during the period of service. The employee will be paid the employee's regular salary without charge against the employee's

accumulated paid leaves, provided that the employee deposits fees received for jury service (excluding mileage) with the Director of Finance or his/her designee.

- B. An employee summoned for jury duty must immediately notify his or her Department Head. An employee must turn in copy of summons to Department Head within 3 days of receipt.
- C. Employees are required to notify their supervisor on a daily basis regarding jury duty hours, including jury duty release time. Upon release from jury duty prior to the end of the business day, the employee must promptly notify their supervisor. If an employee or officer is released from jury duty at a time that allows the employee to return to work with one hour or more remaining in the workday, the employee or officer must report to work.
- D. Where Courts have call-in procedures to determine days and hours of service, employees must take advantage of these procedures. If an employee is not told by the Court to report or told to call in the next day for jury service, the employee must come to work and make the call from his/her assigned place of work, unless the employee receives prior approval from the Department Head to call from home.

330 Miscellaneous Leave

- A. An employee is entitled to take leave when the employee has been the victim of domestic violence, sexual assault or stalking in order to obtain any legal relief, seek medical attention, and to obtain related services and counseling. The employee shall provide their supervisor with reasonable advance notice of their intention to take time off, and may use accrued vacation, personal leave, sick leave, compensatory time off, or unpaid leave if no accrued leave is available. When an unscheduled absence occurs, the employee shall provide certification evidencing the fact that the employee was a victim of domestic violence, sexual assault, or stalking. To the extent allowed by law, the County shall maintain the confidentiality of any employee requesting and using leave pursuant to this section.
- B. An employee is entitled to be absent from work when the employee, or an immediate member of an employee's family, has been a victim of a crime and is required to attend judicial proceedings related to that crime. The employee shall provide their supervisor with reasonable advance notice of their intention to take time off, and may use accrued vacation, personal leave, sick leave, compensatory time off, or unpaid leave if no accrued leave is available. When an unscheduled absence occurs, the employee shall provide certification evidencing the fact that the employee, or an immediate member of the employee's family, was a victim of a crime and was required to attend a judicial proceeding related to that crime. To the extent allowed by law, the County shall maintain the confidentiality of any employee requesting and using leave pursuant to this section.
- C. When an employee acts as a volunteer firefighter for the protection of life or property during regular business hours, the employee shall be deemed to be on duty and there should be no loss of salary. The employee, when working as a volunteer, is not covered by Worker's Compensation with Mono County. An employee who is called to perform search and rescue services during regular business hours may act with the prior approval of the employee's Department Head, whose permission shall not be unreasonably withheld, and the employee shall be deemed to be on duty and there should be no loss of

salary up to the first four hours of time spent responding during regular business hours (per incident); any additional time spent responding (beyond four hours during regular business hours) shall not be compensated, but an employee may use any accrued vacation leave or compensatory time off the employee may have for this purpose. The County shall also comply with Labor Code sections 230.3 and 230.4, to the extent applicable.

- D. An employee may take leave to attend a school or day care facility event pursuant to Labor Code Sections 230.7 and 230.8 if the employee provides reasonable advance notice to their supervisor. The employee shall be required to use accrued vacation, personal leave or compensatory time off when using this leave.

340 Pregnancy Disability Leave

- A. Any female employee will be entitled to take an unpaid leave on account of pregnancy, child birth or related medical conditions for the period of disability up to four (4) months. The employee will be entitled to utilize any accrued sick leave, vacation time or other accrued paid leave during this period of time. An employee will not accrue additional vacation or sick leave during any unpaid portion of this leave. The County may, but is not required to, allow an employee to commence the use of CFRA leave prior to the birth of the child if the employee has used four months of pregnancy disability leave prior to the child's birth and the employee's health care provider determines that a continuation of the leave is medically necessary. Pregnancy Disability Leave shall run concurrent with FMLA leave.
- B. Any employee who plans to take a leave on account of pregnancy, child birth or related condition should submit in writing to her Department Head a statement of her intent to take leave, including a physician's statement indicating her last advisable or probable date to remain at work and a statement of her intended date to return to work. Notice must be given not less than thirty (30) days prior to the intended commencement date of the leave, if the leave is foreseeable. When the need for leave does not allow for thirty (30) days notice, notice should be given as soon as practicable.

350 Voting Leave

Employees whose work schedule prevents them from having sufficient time outside of working hours to vote at a statewide or countywide election, may take up to two (2) hours off with pay at the beginning or end of the workday, whichever allows the most free time for voting and the least time off from the employee's regular working shift, to enable the employee to vote. If the time off is required, the employee must provide the employee's Department Head with notice that time off for voting is necessary at least two (2) days prior to the election. The Department Head may require that the time off be taken only at the beginning or the end of the employee's shift/workday.

360 Administrative Leave With Pay

Administrative leave is leave with pay taken at the sole discretion of the County. Employees placed on administrative leave will be relieved of their regular duties during the period of leave. Employees placed on administrative leave will remain at their residence or elsewhere at the instruction of the Department Head, and remain accessible to communication and contact from the County, during their regular work hours, but shall perform no work or duties on behalf of the

County. Employees placed on administrative leave will report to their Department Head daily or as otherwise instructed by their Department Head during the period of the leave. Administrative leave is not discipline and does not entitle the employee to any right of appeal. Employees on Administrative Leave shall accrue benefits, including sick and vacation time, during such leave, and may request to use accrued sick and vacation time in the manner provided for in this Personnel System. The employee on paid administrative leave must comply with reasonable restrictions during the employee's normal working hours, shall not engage in activities that might result in injury to the employee, and shall promptly notify their supervisor of any change in their location during the employee's normal working hours. Administrative leave for a period of thirty (30) days or less must be approved by the CAO. Administrative Leave for any period in excess of thirty (30) days must be approved by the Board of Supervisors upon the recommendation of the CAO.

370 Administrative Leave Without Pay

- A. Eligibility. Other than emergency, temporary or seasonal employees, all employees or officers of the County who have been employed for one (1) year may be granted a leave of absence without pay upon the following conditions:
1. The employee or officer has submitted a request in writing to his or her appointing authority indicating clearly and concisely:
 - a. That the leave of absence is made voluntarily by the employee or officer;
 - b. That there is a date certain on which the leave will commence;
 - c. That there is a date certain on which the employee will return to work and failure of the officer or employee to return to work on that date constitutes cause for dismissal of said employee or said officer should the employee or officer not utilize the procedure for extension as set forth below;
 - d. That the reason for the requested leave of absence and all facts, events or occurrences that the employee or officer is relying upon to support the request are stated.
- B. When Granted. A leave of absence without pay may be granted only in the event that the facts, events and occurrences that support the request of the officer or employee establish one of the following:
1. There is an illness, injury or disability of the officer or employee, or a member of his/her immediate family and the officer or employee has exhausted all available leaves pursuant to CFRA and FMLA;
 2. The employee or officer is to receive some training, education or experience which will materially increase the ability of said officer or employee to perform his or her duties as a County employee;
 3. That the leave is requested for personal reasons acceptable to the Department Head and the CAO;

4. That additional maternity or paternity leave, beyond that authorized by federal or state law, is requested by an officer or an employee.
- C. Authority. A leave of absence requested by an officer or an employee for a period not exceeding thirty (30) calendar days after the exhaustion of all other leaves may be approved by the employee's Department Head and granted by the CAO.
- D. Extension of Leaves. Should the officer or employee desire an extension of the leave of absence, said officer or employee must submit a request, in writing, to the CAO, whose approval is required pursuant to Subsection C of this section. The request will be considered by the CAO, whose approval is required, only in the event that:
1. The request is received by the County Administrative Officer (CAO) at least seven (7) working days prior to the date scheduled for termination of the leave.
 2. The request contains an address to which a note of approval or denial of the extension may be sent; and
 3. The request gives facts which support a determination by the CAO that the circumstances which caused the initial granting of the leave still exist.
- E. Leave Requests for Period in Excess of Thirty Days. A leave of absence requested by an officer or employee for a period in excess of thirty (30) calendar days shall be processed as follows:
1. The request shall be approved by the employee's Department Head and submitted to the CAO.
 2. Upon the approval of the CAO, the request shall be submitted to the Board of Supervisors for consideration at the next regularly scheduled Board meeting. The Board of Supervisors may approve the request, approve the request upon the imposition of conditions the Board deems appropriate, including but not limited to, a reduction in the period of time requested, or deny the request.
- F. Time Limitation. Leave without pay is not to exceed one (1) year.
- G. No Accrual of Other Leaves. Vacation, sick leave and other paid leaves will not be earned during unpaid leave of absence. Holidays with pay will not be given. Contributions to monthly premium costs for medical insurance will be suspended after one (1) calendar month. After one (1) month the employee must make arrangements to continue to pay his/her normal monthly premium costs for insurance under COBRA provisions or lose coverage.

380 Employee Standards of Conduct

- A. All County employees are expected to meet the following standards of conduct:
1. Maintain the highest standards of moral and ethical conduct;
 2. Being courteous, competent, and business like when dealing with all people;

3. Beginning work on time and putting in a full day's work;
 4. Being dedicated to the County and the job, and always striving to improve both; and being dedicated to providing quality services in support of the health, safety, and welfare of the local economy while protecting the County's unique rural environment, natural resources, and honoring the public trust and the people being served;
 5. Working cooperatively with fellow employees, supervisors and other departments;
 6. Putting themselves in the other person's shoes;
 7. Keeping physically and mentally healthy; and
 8. Working safely at all times.
- B. Failure to adhere to the standards of conduct can be grounds for disciplinary action pursuant to section 2.68.498 of these rules.

390 Discrimination Prohibited

No person employed by the County of Mono, or seeking employment with the County of Mono, shall be discriminated against in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, color, religion, national origin, ancestry, marital status, sex, age, physical or mental disability, sexual orientation, or political or religious opinions or affiliations. Any employee who believes he/she has been discriminated against should report it immediately to their supervisor, manager, any Department Head, or Human Resources Director. The County's internal complaint process described in section 2.68.410 of these rules is available to any employee who believes they have been discriminated against.

400 Retaliation Prohibited

An employee shall not be disciplined or discharged for reporting discriminatory conduct, regulatory violations or illegal activity, unsafe working conditions, or industrial injury, unless the conduct reported is found not to have occurred and there is malice in the reporting.

410 Anti-Harassment Policy

- A. Harassment Free Work Environment. The County is committed to providing a work environment free of discriminatory harassment.
- B. Harassment Will Not Be Tolerated. Discriminatory harassment violates this policy and will not be tolerated. Discriminatory harassment of an applicant, employee or person providing services pursuant to a contract, is harassment based on actual or perceived race, religious creed, color, sex, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment, for participating in a harassment

investigation, or for engaging in any other protected activity. Retaliation constitutes a violation of this policy.

- C. Policy Applies to All Personnel Matters. This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Employees who violate this Policy may be subject to disciplinary action up to and including termination. By definition, any form of discriminatory harassment, including sexual harassment, is not within the course and scope of an individual's employment with the County.
- D. Definition. Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit, or even specifically directed at the victim. The conduct prohibited by this policy may include conduct that does not necessarily meet the strict legal definition of harassment as defined under Title VII of the Civil Rights Act of 1974, the California Fair Employment and Housing Act, or other federal and state statutes that prohibit harassment. In other words, an employee, manager, supervisor, or officer may be subject to discipline, up to and including termination, for engaging in, and/or aiding or abetting conduct prohibited by this policy that may not rise to the level of harassment as defined under state or federal law. Sexually harassing conduct can occur between people of the same or different genders.

Harassment includes, but is not limited to, the following misconduct:

1. Verbal. Inappropriate or offensive remarks, slurs, jokes or innuendoes based on actual or perceived sex, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This may include, but is not limited to, comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, pregnancy or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender, race, color, national origin, religious creed, ancestry, disability, medical condition, or sexual orientation.
2. Physical. Inappropriate or offensive touching, assault, or physical interference with free movement when directed at an individual on the basis of actual or perceived sex, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, massaging, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, indecent exposure, or making any type of sexual gesture.
3. Visual or Written. The display or circulation of offensive or derogatory visual or written material related to sex, religious creed, national origin, color, ancestry, disability, medical condition, marital status, age or sexual orientation. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

4. Environmental. A work environment that is permeated with sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's work.
- E. Romantic Relationships Discouraged. Romantic or sexual relationships between supervisors and subordinate employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.
- F. Prohibited Supervisory Or Managerial Behavior.
 1. No supervisor, manager, or other authority figure may condition any employment, employee benefit or continued employment on an applicant's or employee's acquiescence to the behavior defined above.
 2. No supervisor, manager, or other authority figure may retaliate against any applicant, or employee, because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigator.
 3. No person shall destroy evidence relevant to an investigation of harassment.
- G. Behavior Prohibited By All Persons.
 1. No supervisor, manager, or any other person in the County shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any employee.
 2. No supervisor, manager, or any other person in the County shall assist any individual in doing any act which constitutes discriminatory harassment against any person.
 3. No supervisor, manager, or any other person in the County may retaliate against any employee because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by an authorized investigator.
- H. Obligations of Supervisors/Managers.
 1. A copy of this policy will be provided to all employees of the County, and will be displayed and/or made available throughout the County.

2. A copy of the information sheet on sexual harassment prepared by the Department of Fair Employment and Housing is available to all County employees upon request.
 3. The County will periodically notify employees of the procedures for registering a complaint as well as available redress. Such notification will occur through the normal channels of communication.
 4. The Human Resources Department will make available upon request information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of harassment with these entities.
 5. Employees of the County will receive periodic training on the policy.
- I. Need to Report Immediately. Employees who believe they have experienced or been subjected to any form of employment discrimination or harassment should report it immediately to their supervisor, manager, any Department Head, or the Human Resources Department.
- J. Obligations of all Employees.
1. Any employee who observes or witnesses comments, gestures, visual or auditory materials, or actions that are perceived as constituting any form of harassment should immediately communicate and discuss with the person who is performing the harassing behavior that such action/words are not welcome.
 2. Whether or not an employee has communicated directly with the harasser, all employees should immediately report any conduct that they believe violates the policy. This includes conduct they personally experience or directly observe, whether or not reported by the employee who is the object of the conduct. This also includes conduct that they have been told has occurred by the person allegedly harassed or a witness to alleged harassment. This also includes conduct by non-employees, such as sales representatives, independent contractors, service vendors, clients, or any member of the public, or conduct aimed at such contractors or any member of the public. An employee who observes/witnesses harassing or discriminatory conduct and fails to report such conduct may be subject to disciplinary action.
 3. Employees should immediately report the conduct to their supervisor, manager, any Department Head or the Human Resources Department. Under no circumstances will employees of the County, who believe they have been the victim of discrimination or harassment, be required to first report that harassment to a supervisor or other authority figure if that person or authority figure is the individual who has done the harassing. These employees should instead report the conduct to any manager, Department Head or the Human Resources Department.
 4. All employees must cooperate with any investigation of any alleged act of discriminatory harassment conducted by the County or its agents. Failure to cooperate with any such investigation may subject the employee to discipline, up to and including discharge.

K. Responsibilities of Supervisors or Management.

1. Any supervisor or manager who receives a complaint or witnesses any conduct regarding discrimination or harassment must immediately report it to the Human Resources Department. If it is not possible to make an immediate report to the Human Resources Department, or if the complaint involves the Human Resources Director, then the complaint should be immediately reported to the CAO. Failure to report discrimination or harassment may result in disciplinary action.
2. No supervisor, manager, officer, or any other person in the County with management authority may retaliate against any employee because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by an authorized investigator.
3. All supervisors and managers are required to maintain confidentiality to the extent possible in communicating or investigating any claims of alleged discriminatory harassment.

420 Investigative and Corrective Action for Complaints of Discrimination and/or Discriminatory Harassment

- A. The Human Resources Department will authorize or conduct an investigation of the complaint of discrimination or discriminatory harassment. The investigation will be conducted in a manner that ensures, to the extent feasible, the privacy of the parties involved.
- B. The person designated to investigate shall immediately report in writing the findings of fact to the Human Resources Director. The Human Resources Director, in consultation with the CAO and County Counsel, will determine whether these rules have been violated and communicate the conclusion to the complainant.
- C. Disciplinary action shall be decided in accordance with County policy and after consultation with the Human Resources Director and County Counsel.
- D. If the complaint is against the Human Resources Manager, the investigation will be conducted or supervised by the CAO.

430 Anti-Violence in the Workplace Policy

- A. Policy. The County has a Zero Tolerance for workplace violence. The policy of the County is to prohibit acts or verbal and/or non-verbal threats of physical violence in the workplace, including intimidation, harassment, and/or coercion, by or to County employees, visitors, fellow employees or by relatives of fellow employees.
- B. Zero Tolerance Standard. The following sets forth examples of prohibited conduct:
 1. Violent conduct or threats of violence, implied, actual, direct, or indirect to any employee.

2. Possession of offensive or defensive weapons (firearms, illegal knives, clubs, mace, pepper spray, tear gas, etc.), unless specifically required or authorized by the Sheriff or CAO.
 3. Hitting or shoving an individual, and any physical touching in an intimidating, threatening or dominating manner.
 4. Threatening an individual or family member, friends, associates, or citizens.
 5. Making harassing or threatening phone calls.
 6. Engaging in harassing surveillance or stalking.
 7. Making a suggestion or threat that violence will occur.
 8. Conduct that creates a physically hostile, abusive, or intimidating work environment for one or more County employees.
- C. Reporting Conduct. Employees should immediately report violent behavior at any County location or at any location where the County conducts business to the Department Head for monitoring and assessment and call 911 if immediate law enforcement and or emergency response is necessary. The Department Head shall relay all reported or otherwise known incidents to the CAO or his/her designee. The CAO or designee may, in his/her discretion, take immediate steps to provide safety to the reporting person or other person(s) based on his/her assessment of the situation.
- D. Discipline. All County employees who engage in violence, direct, indirect, threatened, or actual, against co-workers or any other person related to County business or on County premises may be subject to legal action by law enforcement authorities as well as disciplinary action by the County, up to and including termination of employment.
- E. Action Plan. The CAO or his/her designee and Department Head will assess reported incidents and may take the following action(s) where appropriate:
1. Take steps to have any physically threatening or violent person, employee or member of the public leave or be removed from the worksite.
 2. Place an employee alleged to have made serious violent threats or engaged in other violent behavior on paid or unpaid leave pending the outcome of an investigation.
- F. Investigation. Threats of violent behavior and acts of violent behavior, implied, actual, direct, or indirect, are to be investigated promptly and reported to the CAO or his/her designee. Such incidents should be documented and filed with the CAO or his/her designee and thereafter investigated in accordance with the CAO's direction. Such documentation should include a narrative of the incident including names and other appropriate identification of the parties involved, verbal comments made or description of the violent behavior, witness names, and witnesses' statements. The County shall cooperate and coordinate with any investigation being conducted by law enforcement.

- G. Procedures. Procedures for investigating incidents of workplace violence, including threats of violence and physical injury, shall include the following, and may be subject to any additional policy adopted by the CAO or Board of Supervisors:
1. Go to the scene of an incident. Immediately separate the participants.
 2. Interview threatened or injured employees and witnesses.
 3. Consider taking corrective action to prevent incidents of this kind from recurring.
 4. Contact CAO and inform of threats of violence immediately upon knowledge of threats.
 5. Document findings.
 6. Determine the cause of the incident.
 7. Examine the workplace for security risk factors associated with the incident after release of the scene by law enforcement personnel if the incident involves injuries or death.
 8. Take whatever additional action is necessary under the circumstances to handle and investigate workplace violence complaints and/or incident.
- I. Guidelines for Immediate Response. Any response to an incident involving an assault resulting in injury or death should be limited in scope. The individual on scene who observes the incident should limit their activities to the following:
1. Dial 911 for medical and law enforcement assistance.
 2. Render comfort and minor first aid to any injured victims.
 3. Immediately notify the Department Head, Sheriff, and CAO
 4. Separate the participants and make an attempt to identify and document all potential witnesses to the event.

The first manager or supervisor responding to the incident should ensure that the above actions have been initiated.

440 Improper Political Activity

No one employed by the County will engage in political activities on County premises while engaged in official duties, using County equipment, or wearing an official County uniform. Political activity is that activity defined under the California Government Code.

450 Outside Employment/Restrictions

No officer or employee shall engage in any employment, activity or enterprise which is inconsistent, incompatible, or in conflict with the duties or responsibilities of said officer or

employee as they relate to employment with the County of Mono, or with the duties, functions, or responsibilities of employee's appointing authority or of the County, except as specified herein.

- A. Prohibited Outside Employment. An officer's or employee's outside employment, activity, or enterprise shall be prohibited if it:
1. Involves the use for private gain or advantage of the County's time, facilities, equipment and supplies; or the badge, uniform, prestige or influence or his/her County office or employment; or
 2. Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the normal course or hours of his/her County employment or as a part of his/her duties as a County officer or employee; or
 3. Involves the performance of an act in other than his/her capacity as a County officer or an employee which act may be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other officer or employee; or
 4. Involves such time demands as should render performance of his/her duties as an officer or employee less efficient.
- B. When Outside Employment May Be Allowed. An officer's or employee's outside employment, activity or enterprise would not be deemed inconsistent, incompatible, in conflict with, or inimical to, the duties of the officer or employee, if the officer or employee, prior to engaging to any such employment, activity or enterprise makes a complete written disclosure to the Department Head or the appointing authority of all of the functions, duties and responsibilities required of said officer or employee by such employment, activity or enterprise, and receives written consent to engage in such employment, activity or enterprise from the Department Head, if an employee, or the Board, if an officer. A Department Head and/or the CAO may adopt a form for use in evaluating a permitting outside employment.

460 Drug and Alcohol Policy

- A. County Requirements. The County requires that any officer or employee:
1. Not report to work or be subject to being called to duty while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use. Not report to work if the effects of substance use (odor, appearance, etc.) are noticeable to the public.
 2. Not possess or use alcohol or impairing drugs, including illegal drugs and prescription drugs without a prescription, during working hours, while on County property, while using or operating County equipment or vehicles, or while subject to being called to duty, on breaks, or during meal periods.

3. Not directly or through third parties sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty.
 4. Notify his or her supervisor, before beginning work, when taking medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of County equipment.
 5. Provide, within 24 hours of request, bona fide verification of current valid prescription for any potential impairing drug or medication identified. The prescription must be in the employee's name. A medical marijuana prescription/license is not deemed a valid prescription for employment purposes.
 6. Notify the Human Resources Director and Department Head of any criminal drug conviction for a violation not later than five days after conviction.
- B. Special Restrictions. Special restrictions and/or policies applicable to Department of Transportation regulated or sensitive safety positions are incorporated herein by this reference, and will be enforced together with, and in addition to, the provisions of this section. Departments receiving federal funding may be subject to the Drug-Free Workplace Act of 1988.
- C. Discipline For Violations. Violation of any of the above can result in discipline up to and including termination, and may include the employee's participation in, and completion of, a drug or alcohol treatment program. The decision to discipline or discharge will be carried out in conformance with the disciplinary procedures set forth in these rules and in conformance with state and federal leave and disability laws.
- D. Search of Property. The County reserves the right to search, without employee consent, all areas and properties in the County over which the County maintains control or joint control with the employee.
- E. Pre-employment screening. The County will maintain post-offer, pre-employment screening practices regarding drugs and alcohol. All offers of employment extended by the County shall be contingent upon the applicant submitting to and passing a fitness for duty examination which may include testing for use of drugs and alcohol for designated positions. Applicants who refuse to sign a consent form permitting testing or the release of test results to the County will not be hired/rehired.
- F. Management Responsibilities and Guidelines. Managers and supervisors are responsible for reasonable enforcement of this drug and alcohol policy. Managers and supervisors shall direct that an employee submit to a drug and/or alcohol test when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called to work.
1. Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.

2. Managers and supervisors shall direct an employee to submit to a drug and/or alcohol test if the employee has been involved in a vehicular accident where the employee was the driver or involved in any accident that causes damage to county property or injury to any person.
3. Any manager or supervisor directing an employee to submit to a drug and/or alcohol test shall document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs or alcohol.
4. Any manager or supervisor encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon direction will remind the employee of the requirements and disciplinary consequences of failing to submit to the analysis. Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or supervisor will arrange for the employee to be safely transported home.
5. Managers and supervisors will not physically search the person or employee suspected of being under the influence of drugs and/or alcohol, nor search the personal possessions of such employee or person without first being provided the freely given written consent of the employee or person.
6. Managers and supervisors will notify the Department Head or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the County. If the Department Head or designee concurs that there is reasonable suspicion of illegal drug possession, the Department Head may notify the appropriate law enforcement agency.

G. Physical Examination and Procedure. The drug and/or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including but not limited to, prescription medications, alcohol, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other cannabinoids.

1. Results of Drug and/or Alcohol Analysis Pre-employment. A positive result from a drug and/or alcohol analysis may result in the applicant not being hired where the applicant's use of drug and/or alcohol could affect performance of job, duties or responsibilities. If a drug screen is positive at the pre-employment physical the applicant must provide, within 24 hours of request, a bona fide verification of a valid prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant may not be hired.
2. During Employment Physical or Alcohol/Drug Test. A positive result from a drug and/or alcohol analysis may result in disciplinary action, up to and including discharge. If the drug screen is positive for a prescription drug, the employee must provide, within 24 hours of request, a bona fide verification of a valid current prescription of the drug identified in the drug screen. The prescription must be in

the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his or her supervisor that the employee has been prescribed and will be taking such prescribed drug, the employee will be subject to disciplinary action up to and including discharge.

3. Testing Procedures. Testing procedures and threshold limits shall be in accordance with state and federal law, DOT procedures, and as may be determined by policy established by the Board of Supervisors.
4. Investigation. If an alcohol or drug test is positive for alcohol or drugs, the County shall conduct an investigation to gather all facts. The decision to discipline or discharge will be carried out in conformance with the disciplinary procedures set forth in these rules and in conformance with state and federal laws.

G. Confidentiality. Laboratory reports and test results shall not appear in an employee's personnel file. Information of this nature will be contained in a separate confidential medical file which will be securely kept under the control of the Human Resources department. The report or test results may be disclosed to County management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without consent, may also occur when (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and the employee, (3) the information needs to be used in administering an employee benefit plan; or, (4) the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

470 Computer/Electronic Mail/Voice Mail/Internet Policy

A. Scope.

1. County Provided Electronic Media. This policy applies to all Mono County employees who use any electronic media provided by the County. Electronic media is defined as computers, computer peripherals, computer software, laptops, voice mail, electronic mail (e-mail), Internet access, World Wide Web access, Intranet (MINE) access, on-line information services, electronic facsimile (fax) files, and any other electronic type of equipment that the County deems as electronic media.
2. Personal Electronic Media. This policy also applies to all personal electronic media used for County business purposes, and as such will be subject to the same conditions set forth herein.

B. General Policy on the Use of Electronic Media.

1. Business Purposes. Electronic media, as outlined in the scope above, are provided for the use of Mono County employees for business-related purposes and as such do not offer privacy protections that one might expect from a personal system.
2. Right to Search and Monitor. Supervisors, managers, Department Heads, as well as computer support personnel, as authorized by the Department Head, reserve the

right to enter, search and monitor the computer files, voice mail, e-mail, or any type of electronic file of any employee without advance notice. Justification for such actions may include monitoring work flow or productivity, and investigating theft, disclosure of confidential business or proprietary information, or personal abuse of the system.

3. On-line Information Service Use. Use of on-line information services such as the Internet and the World Wide Web is restricted. Access to online information services should be kept to a reasonable amount of time. The standard for a reasonable amount of time will be established at the discretion of the Department Head. Personal use of online information on County time is to be strictly limited, and may be prohibited by any Department Head for his/her department. As with use of on-line information services, personal use of the telephone should be: a) confined to any use that is absolutely necessary; b) kept to a minimum; c) brief and focused; d) to the extent practical, performed on breaks or lunch time, rather than on County work time. An abuse of this personal use policy may subject the employee to discipline, up to and including termination, as being an inexcusable neglect of duty and/or insubordination, and may result in prohibition from such personal use.
4. Voice Mail. Messages recorded, sent, received and/or stored utilizing the County's voice mail system should be considered as County property. Therefore, voice mail may be subject to search for the reasons stated above.
5. E-Mail. Internal and external messages and files sent, received and/or stored utilizing the County's e-mail program should be considered as County property. Therefore, e-mail may be subject to search for the reasons stated above.
6. Facsimiles. Electronic files of facsimiles (fax's) sent, received, and/or stored using County equipment should be considered County property and may be subject to search for such reasons as stated above.
7. Computers, Computer Software, Laptops and Computer Files. The County's computers, software and files stored on the computer or network will be considered as County property. Therefore, these devices may be subject to search for reasons stated above. In addition, all software that resides on any of the County's computers will be licensed and may be considered the property of Mono County.
8. Software Installations. No employee will install software on any County computer without first receiving permission from the Department Head, and subject to the review and approval of the Information Technology department.
9. No Hardware Tampering. No employee will alter or tamper with any County computer or interfere with its operation. All hardware failures will be immediately reported to the departmental or County computer specialist. Personnel will not attempt hardware repair unless so directed by the departmental or County computer specialist.
10. Mailing Lists. Administration of the County e-mail systems is a distributed function with each department responsible for the creation and maintenance of its

user community and mailing lists appropriate to that department. Unauthorized use of this mailing list is prohibited without the prior approval of the CAO or his or her designee.

11. Deleted Data. It should be noted that even though an employee may have deleted information or files from any of the electronic media, it does not mean that it is permanently deleted from the system. Deleted information that is retrieved may be used by the County for any and all purposes necessary to protect the County, including disciplinary action.
12. Records Retention Policy. Electronic media which are considered “County records” will be subject to the County’s records retention policies, including the same legal retention periods as paper documents. For the purposes of this policy, “County records” include: 1) permanent electronic computer files, and 2) telecommunications (e.g., e-mail and voice mail) which have been downloaded/converted into permanent electronic files, or have been printed to hard copies and stored as permanent files for the purposes of records retention. Thus, e-mail and voice mail which have *not* been converted to “County records” will be considered transitory communication, and treated similar to unrecorded phone calls, since they are not permanent records.
13. Public Records Act. Under the California Public Records Act, *any* electronic media message (e.g., e-mail or voice mail) or permanent computer file which has been generated by the County of Mono, may constitute a “public record,” and may be provided to the public through the California Public Records Act, or may be otherwise discoverable. Thus, employees must always assume that e-mail, voice mail, and permanent computer files are subject to disclosure unless a specific legal basis for non-disclosure exists.
14. Allowable Uses of Electronic Media. Allowable uses of electronic media for Mono County business purposes include the following:
 - a. To facilitate performance of job functions.
 - b. To facilitate communication of information within the County.
 - c. To coordinate meeting of individuals, locations and resources of Mono County.
 - d. To communicate with outside organizations as required in order to perform an employee’s job function.
15. Prohibited Uses of Electronic Media. Prohibited uses of electronic media include, but are not limited to the following (also see 23.3 and 23.4, below, for additional prohibited uses):
 - a. Illegal or impermissible activities as defined as a violation of County policies, regulations, and state and/or federal law.
 - b. Committing fraud or stealing data, or equipment.

- c. Using the network for an illegal activity, including violation of copyright, license agreements and other contracts, e.g. downloading music.
- d. Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs, or any other protected status pursuant to Section 2.68.180 will not be tolerated. These include, but are not limited to, communicating slurs, obscene messages, and sending, downloading or viewing obscene materials and pictures.
- e. Sending or communicating threatening messages.
- f. Political endorsements.
- g. Commercial activities including areas of financial gain.
- h. Intentionally disrupting network traffic or crashing the network and connected systems (for example: sabotage, intentionally introducing a computer virus).
- i. Unauthorized access to others' files with no substantial business purpose, or vandalizing the data of another user.

16. Violation of Policy. Violation of this policy will be reviewed on a case-by-case basis and may result in disciplinary action, up to and including discharge.

C. E-mail and Voice Mail Usage.

- 1. Right to Review and Monitor. The County reserves the right to access all voice mail and e-mail left on or transmitted via the County's communication systems. Since e-mail and voice mail messages are County property and intended for County business, County employees will have no right or expectation of privacy in any e-mail or voice mail message in the County's communication systems. Supervisors and managers will have the right to review any e-mail or voice mail messages of any employee supervised by them at any time and for any reason. If the messages to be reviewed are no longer available within the department, the messages may be searched for in other department systems with the approval of the head of that department.
- 2. Purpose of E-mail and Voice Mail. The purpose of e-mail and voice mail is to provide a work related communication channel between individuals and groups, and to promote effective and efficient use of time and resources in order to carry out the business of the County. Employees are expected to utilize the County's communications systems with the same degree of respect, professionalism, and courtesy as is expected of personal face-to-face interactions. As with the telephone, personal e-mail and voice mail should be: a) confined to those absolutely necessary; b) kept to a minimum; c) brief and to the point; d) to the extent practical, performed on breaks or lunch time, rather than on County work time.

3. Uses of E-mail and Voice Mail. Listed below are examples of appropriate and inappropriate e-mail, and where applicable, voice mail use.
 - a. Examples of Appropriate Use:
 - i. Providing or requesting information regarding County business (e.g., meeting notification, budget issues, etc.).
 - ii. Transmitting a document or file (vs. printing and mailing the document).
 - iii. General announcements within the scope of the sender's job responsibilities (e.g., employee benefits information sent by the Employee Benefits Supervisor).
 - iv. Informational announcements that need to be communicated to County employees (e.g., parking lot repair schedule).
 - v. Union business that meets the criteria and standards for Union business as outlined in the applicable collective bargaining agreement.
 - b. Examples of Inappropriate Use:
 - i. Illegal or impermissible activities as defined as a violation of County policy, state, and/or federal law.
 - ii. Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs, or any other protected status will not be tolerated. These include, but are not limited to, slurs, obscene messages, materials, and pictures, or religious materials.
 - iii. Anything that may be construed as disruptive, threatening, offensive to others, or harmful to morale.
 - iv. Copyright infringement.
 - v. Items of a political nature or having to do with political activities.
 - vi. Unauthorized distribution of personnel or medical information.
 - vii. Use of E-mail when signed documents are required (Note: Use of E-mail to distribute documents for signature is acceptable).
 - viii. Purposely creating any message that purports to be from another person without their permission.
 - ix. Unauthorized use of County mailing lists.

- x. Unauthorized access to others' files with no substantial business purpose, or vandalizing the data of another user.
 - xi. Personal messages, including but not limited to, chain letters and broadly distributed e-mails regarding personal matters or interests.
- 3. Clarification. If an employee is unsure of what constitutes authorized County business purposes in his or her department, he or she should ask the supervisor, manager, or Department Head.
 - 4. Violations. Violations will be investigated and may result in disciplinary action up to and including dismissal from County employment.

D. Internet Usage

- 1. Purpose of the Internet. The purpose of Internet access is to distribute information to public constituencies or to conduct research for County job related activities.
- 2. Right to Review, Monitor, Report, and Restrict Internet Use. Since Internet access and use are intended for County business, County employees will have no right or expectation of privacy in any Internet activity using County equipment or networks. Supervisors and managers will have the right to review any Internet activity of any employee supervised by them at any time and for any reason. If the activity to be reviewed goes beyond the department's system, other department systems and records may be searched with the approval of the head of that department. The County may monitor and report on Internet use by County employees. Managers may restrict Internet use by anyone supervised by them at any time and for any reason. The County may restrict access to Internet sites whose content appears to have no purpose related to the business of the County.
- 3. Uses of the Internet. All Internet activities should be directly related to Mono County business. Use of the Internet should be handled as judiciously as the publication of County documents or the purchase of reference documents. Listed below are examples of appropriate and inappropriate Internet use.
 - a. Examples of Appropriate Use:
 - i. Obtaining information regarding County business, i.e., policy, legislation, public meetings, technical research, legal research, etc.
 - ii. Transmitting or receiving a file or document (in conjunction with e-mail).
 - iii. Providing information regarding County business to the public, i.e., meeting agendas, key points of contact, forms, etc.
 - iv. Delivery of County services, such as tax payments, facility reservations, health education and disaster coordination.
 - b. Examples of Inappropriate Use:

- i. File downloads not connected with County business.
 - ii. Generating, sending, requesting, receiving, downloading, viewing, or archiving material in any form, i.e., text, graphics, etc. which contains offensive or obscene language or content, or is harassing in nature.
 - iii. Engaging in activities resulting in personal gain, such as engaging in any personal business or commercial transaction, exhibiting items for sale, or transacting other personal business.
 - iv. Engaging in any unlawful activity.
 - v. Copyright infringement.
 - vi. Transmitting any County sensitive information over the Internet by other than secured transmission.
 - vii. Creating, furthering or participating in any act of fraud, waste or abuse through Internet activities.
 - viii. Intentionally disrupting network traffic or crashing the network and connected systems (for example: sabotage, intentionally introducing a computer virus).
 - ix. Engaging in any other act of misconduct such as discrimination, sexual harassment, and misuse of position.
 - x. Excessive or multiple Internet sessions, unless needed for official County business.
 - xi. Use of continuous services such as PointCast, live audio, live radio, and live video feeds unless needed for official County business, or as permitted by the Department Head except when a directive from the IT Department prohibits such use because of interference with County business needs.
- c. Clarification. If an employee is unsure of what constitutes authorized County business purposes in his or her department, he or she should ask the supervisor, manager, or Department Head.
 - d. County Department Use and Responsibilities. It is each department's responsibility to insure appropriate use of Internet resources within its department, which is consistent with this policy.
 - e. Alignment with County/Department Mission and Goals. Department information published on the County of Mono World Wide Web (WWW) server and links on System pages to other Web sites should be in alignment with the mission and goals of the County as well as the individual department. Any department specific information to be published on the County WWW must be approved by the Department Head for uploading to the Internet server. In addition, all department WWW pages should adhere to general County design guidelines in order for the County presence on the

WWW to have the same look and feel. It will be the responsibility of each department to periodically review their respective web pages and provide timely updates.

- f. Violations. Violations will be investigated and may result in disciplinary action up to and including dismissal from County employment.

E. Electronic Media Procedure for New Employees

1. Purpose. New employees who will be assigned electronic media will be required to complete the “Electronic Media Agreement and Application Form” which serves two purposes: (1) it documents each employee’s written consent to abide by rules set forth in this Personnel System; and (2) provides the necessary information for the Information Technology department, or the department’s authorized technical staff, to set up a login account, an e-mail account, Internet access, and the appropriate County network access for the new employee.
2. Procedure. Department supervisors or managers will provide a copy of this policy and the Electronic Media Agreement and Application Form to new employees on, and possibly before, their first day of employment.

480 Job Abandonment

An employee is deemed to have resigned if the employee is absent for three (3) consecutive work days without prior authorization and without notification during the period of absence. Employees separated from employment for job abandonment may be reinstated with such charge removed from the employee’s record upon presentation of acceptable justification for the absence. Said request for reinstatement must be made in writing to the Department Head within 30 days of the effective date of separation. A justified absence may include such occurrences as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. Employees have no right of appeal if deemed to have resigned as a result of job abandonment.

490 Disciplinary Action – General

Employees of the County who have obtained permanent or regular status may only be disciplined for cause.

500 Disciplinary Action - Authority

The Department Head, appointing authority or County Administrative Officer may demote, suspend, or discharge permanent employees. Managers and supervisors as well as the Department Head, appointing authority or the County Administrative Officer may provide written or oral reprimands.

510 Disciplinary Action - Types

- A. There are no rigid rules which specify the degree of disciplinary action which is appropriate for specific misconduct or performance deficiency. There is no requirement that discipline be “progressive,” and the County reserves its right to not follow progressive discipline. Progressive discipline is to be used to assist employees in improving their performance. It is not to be considered a bar or prior condition to suspension, demotion, or

termination. While termination for unsatisfactory conduct and certain types of misconduct will often be preceded by oral reprimand, written reprimand, or suspension, Mono County reserves the right to proceed to any level of discipline, including termination when such action is deemed appropriate. The facts and circumstances of the specific act, misconduct or performance deficiency, together with the employee's performance history, and the harm to public service, will be reviewed to determine the appropriate level of disciplinary action to be imposed. In general, this policy contemplates a two-tier approach when determining the level of appropriate discipline. Examples of this policy include, but are not limited to, the following:

1. The types of misconduct and poor performance that will usually result in an oral reprimand or written reprimand include limited incidents of tardiness and poor performance, minor acts of neglect of duty, incompetence, insubordination, and violations of rules or policies that will be corrected by a reasonable level of discipline and supervision.
2. The types of misconduct and poor performance that will usually result in suspension or termination will include any instance of violence, harassment, discrimination, theft, violation of a felony or any crime of moral turpitude, repeated poor performance or misconduct following any written reprimand, performance violation, performance improvement plan or corrective action plan, repeated acts of insubordination, neglect of duty, incompetence, or violation of any rule, law, or policy that may cause a risk or harm to any person.

B. Set forth below are the types of disciplinary action that can be imposed:

1. Oral Reprimand. Oral reprimand is the least formal action. It is administered by the employee's immediate supervisor or Department Head. This action is not noted in an employee's personnel file. There is no requirement to issue an oral reprimand before proceeding to any other appropriate level of discipline. Nothing shall prevent an oral reprimand to be changed to a written reprimand if, upon reflection or discussion with the Department Head, the supervisor determines that a written reprimand is the appropriate form of discipline.
2. Written Reprimand. The written reprimand is prepared by the employee's immediate supervisor or Department Head and explicitly describes the problem and possible solution. A copy of the written reprimand is filed in the employee's personnel file. There is no requirement to issue a written reprimand before proceeding to any other appropriate level of discipline.
3. Suspension. With the approval of the Department Head, an employee may be separated from service for one working day or more. Suspensions require County Counsel and Human Resource Director review and County Administrative Officer approval. There is no requirement to issue a suspension before proceeding to any other appropriate level of discipline.
4. Demotion. An involuntary reduction in status from one classification to another classification having a lower salary range. A demotion requires County Counsel and Human Resource Director review and approval of the County Administrative Officer.

5. Discharge. Discharge is an involuntary separation from employment of an employee for cause. Discharge requires County Counsel and Human Resource Director review and approval of the County Administrative Officer.

520 Disciplinary Action - Grounds

- A. The maintenance of permanent status by an employee requires appropriate behavior and efficient and effective service. Employees are expected to observe and maintain certain standards of job performance and conduct. When job performance and conduct does not meet Mono County's standards, the employee's Department Head or his or her designee will endeavor, when deemed appropriate in their discretion, to provide employees with a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, up to and including termination.
- B. Any permanent employee is subject to disciplinary action, including discharge, suspension, reduction in wages, demotion, written reprimand and oral reprimand. Listed below are examples of cause which will be deemed sufficient for such action by the County. These examples are intended to provide employees with fair notice of what is expected of them. It is not possible to provide an exhaustive list of all types of impermissible conduct and performance. Therefore, employees should be aware that conduct not specifically set forth below, but which adversely affects or is otherwise detrimental to the interests of Mono County, other employees, contractors, employees of other public agencies, clients, and members of the public, may also result in disciplinary action, including termination. Grounds for disciplinary action are not limited to the examples enumerated below:
 1. Fraud in securing appointment which shall include, but not be limited to, misrepresentation of any material fact in any written or oral application for work with Mono County; failure to possess any license or certificate necessary to the performance of the duties and functions required by the job for which the person is applying; and failure to possess any special skill or ability that may be required by the position for which the person is applying.
 2. Incompetence or inefficiency in the performance of duty. This is defined to include, but not be limited to, any neglect of duty and/or failure to meet reasonable work performance standards and requirements. The failure to comply with any performance improvement plan, corrective action plan, specific job improvement orders or suggestions set forth in a performance evaluation, or repeated failure to meet reasonable work performance standards, will result in disciplinary action that may include, suspension, demotion, or termination.
 3. Inexcusable neglect of duty. This may include, and not be limited to, unauthorized or excessive time away from the performance of the job duties, lack of attention to job responsibilities, failure to follow appropriate work procedures, and failure to perform duties in a timely manner. Repeated instances of inexcusable neglect of duty can not be tolerated by a public agency and will result in disciplinary action, up to and including termination.
 4. Insubordination. This is defined to include, but not be limited to, the willful failure or refusal to perform a particular duty, function or responsibility required by the position of employment. It may also include the failure to follow the terms and

conditions of a performance improvement plan. Repeated instances of insubordination, whether or not related to the first instance of insubordination, are not acceptable and will result in disciplinary, up to and including termination. Insubordination also includes conduct which insults, demeans, or undermines the authority of a supervisor or manager.

5. Dishonesty which is defined to include, but not be limited to, any unauthorized possession or use of property not belonging to the employee, the making of false statements to a supervisor, Department Head, or investigating authority, committing perjury, falsifying time cards, or any County documents or records, and making any false or deliberately misleading statements during the course of employment or concerning any business of the County.
6. Violation of the County's drug and alcohol policy, and when applicable, violation of Department of Transportation Regulations and/or the Drug-Free Workplace Act of 1988.
7. The conviction of either a misdemeanor or a felony related to the position held will constitute grounds for discipline up to and including dismissal of any employee. The record of conviction will be conclusive evidence of the fact that a conviction occurred. The Human Resources Director may inquire into the circumstances surrounding the commission of the crime in order to support the degree of discipline. A plea or verdict of guilty or a conviction showing a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
8. Persistent, abusive or discourteous treatment of the members of the general public or fellow employees, including but not limited to, discriminating against, harassing, including sexually harassing, fellow employees or members of the public, and/or interfering with the work performance of others.
9. Political activity during an employee's or officer's working hours, when engaged in official county business, when using County equipment, while in County uniform or in a County vehicle, or in the name of the County.
10. Violation of any County ordinance or lawful department rule, regulation or policy.
11. Willful misuse of County property or causing damage to County property resulting from misuse or negligence.
12. Knowing and malicious publication (orally or in writing) of inaccurate or false information concerning County, its officers or employees, which is of such nature as to bring discredit to the County or its officers and employees.
13. Misrepresenting oneself as a spokesman for the County in such a way as to bring discredit to the County.
14. Working or approving overtime without authorization.
15. Excessive absenteeism, tardiness, or abuse of lunch and other break privileges.

16. Abuse of sick leave.
17. Mental or physical impairment which renders the employee unable to perform the essential functions of the job, with or without reasonable accommodation (if disabled), or presents a significant current risk of substantial harm or threat to the health and/or safety of self or others.
18. Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.
19. Failure to maintain confidential information.
20. Endangering another employee or member of the public through unsafe practices, engaging in threatening, intimidating, or discriminatory activities, and unlawful or unauthorized possession, brandishing, or use of any dangerous weapon.
21. Any other failure of good behavior or acts which are incompatible with or inimical to, or in any way provides harm to, the public service, brings discredit to the County, or is a violation of the Codes of Conduct provided in these rules under section 268.380.

530 Disciplinary Action – Effective Date

Disciplinary action becomes final upon issuance of the final notice of the disciplinary action. Before taking action to dismiss, suspend without pay, demote, or cause a reduction in pay or other property interest of employment, specific procedures which provide the employee with procedural due process, must be followed. Any such proposed disciplined must be reviewed by the Human Resource Director or his or her designee, and the County Counsel's office, prior to such action being taken. The CAO may adopt a Skelly Hearing Policy that guides supervisors and managers through this process.

A. Notice of Proposed Action (Skelly Notice).

The appointing authority shall first attempt to cause the Notice of Proposed Action to be personally served on the employee if that is possible. If the circumstances do not allow for hand delivery of the notice, the notice may be mailed by both certified and first-class mail, and five days are to be added to the applicable response time.

The Notice of Proposed Action shall contain the following:

1. The name of the employee and their position.
2. A statement describing the disciplinary action proposed to be taken and the proposed effective date of such action.
3. A statement of the specific charge(s) for the proposed discipline from the grounds for discipline set forth in Section 2.68.520.
4. A clear and concise statement of the reasons for which the proposed disciplinary is being taken, including a statement of the acts or omissions that form the basis of the charges.
5. A statement that the employee may review and request copies of materials upon which the proposed action is based, or a statement that the materials that form the basis of the proposed action are attached to, and incorporated within, the notice.

6. A statement that the employee has the right to respond within seven (7) calendar days to the appointing authority either orally or in writing, and has a right to be represented at the hearing.

B. Employee Response.

The employee upon whom a Notice of Proposed Action has been served shall have seven (7) calendar days to respond to the appointing authority either orally or in writing before the proposed action may be taken. Upon application and for good cause, the appointing authority may extend in writing the period to respond. If the employee's response is not filed within seven (7) calendar days of service of the Notice of Proposed Discipline, or within the period specified in any written extension, the right to respond is waived and lost.

C. Hearing or Review of Written Response.

1. The purpose of the Skelly Hearing is to provide an opportunity for the employee to be heard. The employee may offer oral or written information that serves to refute factual allegations in the notice of proposed discipline and/or to offer facts or explanation in order to reduce the severity of the proposed discipline.

2. The following guidelines shall apply:

- i. The hearing officer shall be neutral and not directly involved in the decision to initiate the disciplinary action, except where departmental policy requires a specified officer to conduct the hearing.

- ii. The hearing is not a formal evidentiary hearing. The hearing officer may only review those documents which are relevant to the specific proceeding as determined in his or her sole discretion.

- iii. At the beginning of the hearing, the hearing officer shall explain the process and advise the employee that the scope of the hearing is limited to the charges and facts set forth in the Notice of Proposed Discipline and ask the employee if the employee has any questions about what is stated in that Notice, and to present facts in support of their position.

- iv. The employee is allowed to have one representative at the hearing if he or she chooses. This representative may be a union representative or attorney. The presence of other persons may be allowed at the sole discretion of the hearing officer.

- v. The Department may have one representative at the hearing to listen to the proceedings, take notes, and respond to questions from the hearing officer.

- vi. Following the hearing, the hearing officer shall submit a written recommendation, within 10 working days, to the supervisor or Department Head with authority to impose the final discipline. The recommendation, supported by facts, may be to confirm the proposed discipline; to suggest the proposed discipline should be modified or withdrawn; or to suggest that additional investigation may be necessary. Any written materials provided by the employee to the Skelly shall be attached to the recommendation.

D. Notice of Final Disciplinary Action.

Following the receipt of the hearing officer's written report and recommendation, the Supervisor or Department Head shall prepare a written Notice of Final Disciplinary Action. Deviation from the recommendation of the hearing officer should only be done in rare cases and only following review by County Counsel and approval of the County Administrative Officer.

The Notice of Final Disciplinary Action shall contain:

- 1 The name of the employee and their position.
2. A statement describing the disciplinary action to be taken and the effective date of such action.
3. A statement of the specific charge(s) for the discipline from the grounds for discipline set forth in Section 2.68.520.
4. A clear and concise statement of the reasons for which the proposed disciplinary is being taken, including a statement of the acts or omissions that form the basis of the charges. Any relevant facts presented by the employee in response to the proposed action, shall also be included.
5. A statement that the employee has a right to appeal the imposition of discipline to the Personnel Appeals Board within 10 working days of the service of the Notice of Final Disciplinary Action.

E. Leave Pending Employee Response.

Pending response to a Notice of Proposed Action, the appointing authority, for cause specified in writing, may request that the CAO place the employee on temporary leave of absence with pay pending the completion of the hearing process.

540 Personnel Appeals Board

A Personnel Appeals Board shall hear and determine all appeals from disciplinary proceedings other than oral or written reprimands, which are not subject to appeal, and shall hear grievances as the final step of the grievance process (if reached). The Personnel Appeals Board will consist of a three-member panel drawn from a standing pool of six available members, as described more fully below. The Personnel Appeals Board ("Board") shall designate a Chair of the Board who shall oversee the hearings. The Board may adopt rules and procedures not inconsistent with the provisions of this Personnel System. The Clerk of the Board of Supervisors, or the Clerk of the Board of Supervisor's designee, shall serve as the Clerk of the Personnel Appeals Board. Meetings of the Personnel Appeals Board are subject to the Ralph M. Brown Act open meeting requirements.

- A. Appointment. There shall be a six-member pool of available Appeals Board members for each bargaining unit, all of whom shall be current County employees or officials. Nothing shall prevent an individual from being appointed to and serving as an available member in more than one standing pool. Of the six members in a given Appeals Board pool, three members shall be appointed by the Board of Supervisors and three shall be appointed by the employee's bargaining unit. When a particular matter is to come before the Appeals Board, a three-person panel shall be selected from the pool as follows: one member shall be selected by the employee's bargaining unit, one member shall be selected

by the Board of Supervisors, and a coin toss shall be used to determine who selects the final member (either the bargaining unit or the Board of Supervisors).

- B. Term. Each member of an Appeals Board pool shall serve for four years or until his/her successor is appointed and qualified, and any member may be removed at any time during their term without cause by the respective entity who appointed them (either the Board of Supervisors or the bargaining unit). A member may serve multiple terms.
- C. Authority of the Personnel Board. The Board will have the power to examine witnesses under oath, compel their attendance, compel production of evidence, issue subpoenas in the name of the County and deliver subpoenas to current employees and/or provide for service of the subpoenas. The refusal of a person to attend or to testify and answer to a subpoena will subject the person to prosecution in the same manner as set forth by law for failure to appear before the Board of Supervisors in response to subpoena issued by the Board of Supervisors and/or be subject to disciplinary action if the witness is an employee.
- D. Board Deliberations and Determinations. When the Board makes determinations, after required notice and hearing, the Board will have the following powers:
1. To deliberate in closed session.
 2. Upon reaching agreement with respect to a determination requiring findings and conclusions, the Board may direct the party determined as prevailing on a majority of the findings and conclusions to prepare a draft of proposed findings and conclusions, or the Board may draft its own findings and conclusions.
 3. The party (if any) directed by the Board to prepare a draft of proposed findings and conclusions will do so within five (5) working days of such direction and will send a copy of said findings to all parties affected by the decision or their counsel. Any party affected by the decision may within five (5) working days after the proposed findings and conclusions have been served upon them, serve and file objections to the proposed statement of findings and conclusions.
 4. Upon review of the proposed findings and conclusions and objections, the Board will accept, modify, or adopt them as satisfactory to the Board or reject them altogether as unsatisfactory and thereafter direct the party designated to prepare final findings and conclusions pursuant to the Board's instructions.
 5. The decision of the Personnel Appeals Board shall be the final administrative action and not subject to any further appeal.

550 Personnel Appeals Board – Appeal Procedure

Within ten (10) working days of receipt of a final disciplinary action (other than an oral or written reprimand) an employee desiring to appeal must file, with the Human Resources Director, an answer admitting or denying, in whole or in part, the allegations of the final disciplinary notice. Matters not admitted by the answer shall be deemed denied. The Human Resources Director will stamp on the answer the date of filing and shall (1) place one copy in the clerk's file, (2) send one copy to the appointing authority, (3) send one copy to the County Counsel's office, and (4)

prepare three copies of the answer to be distributed to the three members of the Personnel Board. (Note: the foregoing shall not apply in the case of grievances coming before the Board.)

- A. Scheduling of Hearing. Upon receipt of the request for appeal, the Clerk of the Personnel Appeals Board shall schedule a hearing before the Personnel Appeals Board. Absent a stipulation to the contrary, the appeal hearing shall be set no less than twenty (20) working days and no more than sixty (60) working days from the day of the filing of the appeal. These deadlines are advisory only. Failure to schedule, notice or conduct a hearing within the suggested time periods shall not invalidate the disciplinary action being appealed. All interested parties shall be notified in writing of the day, time and place of the hearing at least fifteen (15) working days prior to the hearing.
- B. Private or Public Hearings. After calling the meeting to order, all hearings shall be private to protect the privacy interest of the employee; provided that the employee may request a hearing open to the public. Any request for an open hearing shall be submitted five (5) working days prior to the hearing date or the hearing will be closed.
- C. Right to Representation. Both sides involved in the Personnel Appeals Board Hearing shall have the right to be represented by a party of their choice.
- D. Pre-Hearing Procedure.
 1. Subpoenas. The chair of the Board is authorized (but not required) to issue subpoenas at the request of either party prior to the commencement of the hearing. After the commencement of the hearing, the Board may issue subpoenas only for good cause. The Human Resources Department will prepare subpoenas for all witnesses however, they will only serve subpoenas on individuals who are currently employed by the County. It will be the responsibility of the employee and the County to submit the names of County employees to be subpoenaed at least ten (10) working days before the date of the hearing in which they are requesting the witnesses to appear.
 2. Exhibits and Witnesses Lists. Five (5) working days prior to the date set for the hearing, each party shall serve upon the other party and submit to the Human Resources Department a list of all witnesses and a list and copy of all exhibits.
 3. Hearing Briefs. Either party may submit a concise hearing brief outlining the factual and legal issues and providing a legal analysis supporting the party's position. Hearing briefs shall be filed with the Clerk of the Board and served on the other party prior to the commencement of the hearing. Hearing briefs are limited to ten (10) pages or less unless otherwise allowed by the Chair of the Personnel Appeals Board.
- E. Record of Proceedings and Costs.
 1. Court Reporter. All disciplinary appeal hearings may, at the discretion of either party or the Personnel Appeals Board, be recorded by a court reporter. Any hearing that does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court

reporter. If both parties request a court reporter, the cost will be split equally. If the Board requests the court reporter, the County will pay the cost of the reporter.

2. Employee Witness Compensation. Employees of the County who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. The Board may direct that these employees remain on call until called to testify. Employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually testify, unless the County agrees to a different arrangement. Time spent by an employee summoned as a witness will count as hours worked.
- F. Conduct of the Hearing. The hearing need not be conducted in strict accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.
1. Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Consideration shall be given to the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
 2. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
 3. The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
 4. Irrelevant and unduly repetitious evidence may be excluded.
 5. The Personnel Appeals Board shall determine the relevancy, weight and credibility of testimony and evidence. Decisions made by the Board shall not be invalidated by any informality in the proceedings.
 6. During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
- G. Burden of Proof. In a disciplinary appeal the party employing discipline has the burden of proof by the preponderance of evidence.
- H. Request for Continuance. Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated and the Board must find that good cause exists prior to granting a request for continuance.
- I. Testimony under Oath. All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The chairperson will request the witnesses to raise their right hand and respond to the following:

“Do you swear or affirm that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?”

J. Presentation of the Case. With respect to disciplinary appeals, the hearing shall proceed in the following order unless the Personnel Appeals Board for special reason, directs otherwise:

1. The party imposing discipline (department) shall be permitted to make an opening statement.
2. The appealing party (employee) shall be permitted to make an opening statement, or reserve an opening statement until presentation of their case.
3. The party imposing disciplinary action (department) shall produce their evidence.
4. The party appealing from such disciplinary action (employee) may then offer their evidence.
5. The party imposing discipline (department) followed by the appealing party (employee) may offer rebutting evidence.
6. Closing arguments shall be permitted at the discretion of the Personnel Appeals Board. The party imposing discipline (e.g. the party with the burden of proof), shall have the right to go first and to close the hearing by making the last argument. The Board may place a time limit on closing arguments. The Board or the parties may request the submission of written post-hearing briefs. The Board will determine whether to allow the parties to submit written post hearing briefs. The Board may also require that post-hearing briefs be tailored to address specific issues and set a specific maximum number of pages for said briefs.

With respect to grievances, the party who filed the grievance shall present their case first, followed by the department head or other party responding to the grievance. The Board may then allow rebuttals and closing arguments as it deems appropriate.

K. Procedure for the Parties. The party representing the department and the party representing the employee will address their remarks, including objections, to the Chair of the Board. Objections may be ruled upon summarily or argument may be permitted. The Chair reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of their case.

L. Right to Control Proceedings. While the parties are generally free to present their case in the order that they prefer, the chair reserves the right to control the proceedings, including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct questioning of witnesses. The Chair shall allow parties to examine their own witnesses or to cross-examine the other party, or the other party's witnesses.

M. Hearing Demeanor and Behavior. All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity, or personal behavior of their adversaries or members of the Board, and shall conduct themselves with the civility and etiquette appropriate for a legal proceeding. The chair reserves the right to continue the hearing or dismiss disruptive witnesses or counsel.

N. Deliberation Upon the Case. The Board may choose to either deliberate the case in public or adjourn to closed session to deliberate. The Board will consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in

reaching their decision. The Board may deliberate at the close of the hearing or at a later fixed date and time.

O. Written Findings and Recommended Decision. The Board shall render their findings and decision as soon after the conclusion of the hearing as possible. The Board may ask the prevailing party to prepare the findings and submit those findings to the other party. Objections to the findings prepared can be made in writing by the unsuccessful party within a time specified by the Board. A finding must be made by the Board on each material issue.

P. Judicial Review.

1. Petition for Writ of Mandate. Judicial review of any decision of the Personnel Appeals Board may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section.

2. 90 Days from Final Decision. Pursuant to Code of Civil Procedure Section 1094.6 any such petition shall be filed not later than the ninetieth (90th) day following the date on which the decision becomes final. The decision becomes final on the date it is mailed by first-class mail, postage prepaid, including a copy of the affidavit or certificate of mailing, or as provided pursuant to Code of Civil Procedure Section 1094.6(b).

3. Administrative remedies are deemed exhausted when findings have been issued.

560 Grievance - Definitions

With respect to the grievance procedure, unless the context indicates otherwise, the terms used are defined as follows:

A. Grievance. A grievance is a written allegation by a Grievant, submitted as herein specified, claiming violation of the specific expressed terms of a memorandum of understanding or rules or regulations governing the personnel practices or working conditions of employees and for which there is no other specific method of review provided by State or Federal law or by County ordinance or rules.

B. Grievant. A grievant is an employee in the County Service (probationary or permanent) or group of such employees adversely affected by an act or omission of the County or the majority representative of a bargaining unit.

C. Immediate Supervisor. The individual who assigns, reviews or directs the work of an employee.

D. Representative. The person selected by an employee to appear with that employee in the presentation of the employee's grievance.

E. Superior. The individual to whom an Immediate Supervisor reports.

F. The Grievance Procedure is not to be used for the following:

1. For the purpose of resolving complaints, requests or changes in wages, hours and working conditions.
2. To challenge the results of employee evaluations or performance reviews; provided, however, that an overall evaluation of “unsatisfactory” that does not form the basis of a decision to grant or deny a pay increase (e.g., a step increase) may be grieved to step three of the grievance process and an overall evaluation of “unsatisfactory” that does form the basis of such a decision may be grieved to step four of the grievance process
3. To challenge the decision to re-classify, lay-off, deny reinstatement or deny a step or merit increase to an employee, except to the extent the grievance alleges a violation of a County procedural requirement related to such matters.
4. In cases of oral reprimand, written reprimand, demotion, suspension, or termination.
5. To challenge violation of the law or past practice.
6. To challenge examinations or appointment to positions.
7. To express unhappiness over lawful management decisions, style, etc.

570 Grievance - General Rules

- A. All parties to a grievance must act in good faith and strive for objectivity. Parties should endeavor to reach a solution at the earliest possible step of the procedure. Filing of a grievance will not result in retaliation.
- B. The aggrieved employee shall have the right to be represented or accompanied by a person of the employee’s choice if the grievance is not resolved at the informal level as provided in step one of the grievance procedure.
- C. The employee and his or her representative will have reasonable time and facilities allocated for the preparation of the employee’s position with respect to the grievance alleged. The time must be reasonable and not excessive.
- D. The timelines in the grievance procedure must be strictly followed. If the grievance is not appealed to the next level within the specified time limit, the grievance shall be considered withdrawn and will not be processed further. If the County fails to process the grievance in a timely manner, the grievance will go automatically to the next step. The parties may extend the timelines by mutual agreement in writing.
- E. Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give reasonable and timely notice to all persons concerned.

- F. When two (2) or more employees have a common grievance, they shall initiate a single group grievance or County may combine common grievances into a single group grievance. The initial hearing of the group grievance shall be by the immediate supervisor, superior or Department Head as determined by the Human Resources Manager.
- G. If the grievance is not resolved at the Department level, it shall be heard by the County Administrative Officer and his/her decision is final.

580 Grievance - Procedure

- A. Step One. Within five (5) working days of the date the employee knew or should have known of the incident giving rise to the grievance, the employee must discuss the matter informally with the employee's immediate supervisor. If more than five (5) working days elapse from the date the employee knew or should have known of the act or omission giving rise to the incident, the grievance will be rejected and will not be processed further. The employee or the supervisor may seek advice or counsel from superiors or the Department Head.
- B. Step Two. If, within five (5) working days of completion of Step One, a mutually acceptable solution has not been reached at Step One, the employee shall submit the grievance in writing to the Department Head or appointing authority.

In filing a grievance, the employee should set forth the following information:

1. The specific Section of the MOU, rules or regulations allegedly violated.
2. The specific act or omission that gave rise to this alleged violation.
3. The date or dates on which the violation occurred.
4. What documents, witnesses or other evidence supports the grievant's position.
5. The remedy requested.

Within ten (10) working days of receipt of a formal grievance, the Department Head or appointing authority will hold a meeting with the grievant and the grievant's representative. A written decision will be prepared within five (5) working days from the meeting, and shall be served on the employee within ten (10) working days or from the date of the meeting. The parties may agree to an extension of time for the written decision if necessary to perform research or investigation that may result in a resolution of the grievance. Before the issuance of the written decision, the Department Head of appointing authority will review the written decision with the County Counsel and the Human Resources Director.

- C. Step Three. Should an employee be dissatisfied with the decision of the Department Head or appointing authority, said employee, within five (5) working days of the receipt of the decision, may file a written appeal with the County Administrative Officer. The County Administrative Officer will render a decision within ten (10) working days.

D. Step Four. Should an employee be dissatisfied with the decision of the County Administrative Officer, said employee, within five (5) working days of receipt of the decision may appeal the matter to the Personnel Appeals Board by filing a written notice of appeal with the Human Resources Director. Note that step four is not available in the case of overall evaluations of “unsatisfactory” which do not form the basis of a decision to grant or deny a pay increase. (See above Section 2.68.560(F).)

590 Grievance - Confidentiality

All grievances will be treated, to the extent possible, as matters requiring confidentiality, and all parties concerned will strive to limit publicity and notoriety surrounding the grievance.

600 Layoff

- A. Layoff Determination. Whenever in the judgment of the Board of Supervisors it becomes necessary to abolish any position of employment, the employee holding such position of employment may be laid off or demoted without disciplinary action and without the right of appeal.
- B. Notification. Employees to be laid off should be given, whenever possible, at least fourteen (14) calendar days notice. The notice will include the reason for lay off, a list of displacement rights, and the effective date of layoff. Upon notification of layoff, any permanent or probationary employee, upon receiving a layoff notice, may use up to ten (10) days of accrued sick leave to look for other employment. Such leave may be taken upon at least one day’s notice to the employee’s Department Head or supervisor, and leave consisting of two or more days may be taken upon at least two day’s notice.
- C. Process for Lay Off. The Board of Supervisors shall have the sole discretion to determine the number and classification of employees to be laid off in each department. All layoffs shall be made by classification within a department.
- D. Order of Lay Off. Employees shall be laid off in the inverse order of their seniority in their classification in the department. This order may be modified when a Department Head requests, and the CAO determines, that an immediate business necessity requires a variance from this general order. The order shall be as follows:
1. Temporary employees;
 2. Probationary part-time employees;
 3. Probationary full-time employees;
 4. Permanent part-time employees;
 5. Permanent full-time employees.
- E. Seniority. Seniority is based on total continuous permanent employment with the County. Continuous permanent employment is defined as employment with the County without interruption commencing with the employee’s hiring date, except for authorized absences or absences to serve in the armed forces of the United States.

- F. Ties. Ties in hiring dates shall be broken by lot.
- G. Displacement. Permanent employees who are designated to be laid off may displace employees in a lower classification within the employee's department provided that the employee exercising the displacement privilege has greater seniority than the incumbent in the class which the employee is bumping, and provided that the employee meets the minimal qualifications for the job. Conditions which affect displacement rights are as follows:
1. The employee exercising the displacement privilege will displace the employee in the lower classification in the inverse order of seniority.
 2. All employees must exercise displacement privileges within five (5) working days after receipt of the notice of lay off, by written notice to the Human Resources Director. The County shall provide an appropriate layoffs list to the affected employee(s). If this choice is not exercised within the specified time, it is automatically forfeited. If an employee exercises their displacement privileges they will receive the salary in that new position in accordance with procedures governing voluntary demotion.
- H. Reemployment. An employee who has been laid off or demoted in lieu of layoff may be reemployed or reinstated as follows:
1. Eligibility for Reemployment Following Layoff. Permanent employees who are laid off, or demoted in lieu of lay-off will be eligible for reemployment in the classification from which they were laid off or demoted, or to a related classification with similar or lesser qualifications, if a vacancy in the classification occurs within two years of the date of layoff or demotion. If an employee declines an offer of reemployment two (2) times, the employee's name will be taken off the reemployment list.
 2. Process. Each permanent employee who has been laid off or demoted in lieu of lay off will be placed on a reemployment list by classification in the reverse order of layoff. As a vacancy occurs in the classification or related classification, the Human Resources Director will offer reemployment to the top person on the reemployment list. The employee shall have five days to respond to the offer.
 3. Status, Salary, Benefits, and Seniority Upon Reemployment. Permanent employees who are reemployed following a layoff will be placed on the salary range and step last held. If the employee is reemployed within one year the employee will be treated as if they had been on an unpaid leave of absence. Permanent employees who are reemployed after one year shall accrue benefits as if they are new employees. Any unused and unpaid sick leave shall be reinstated upon reemployment.

610 Personnel Records

- A. General. The County maintains a personnel file on each employee. An employee's personnel file should contain only material that is necessary and relevant to the

administration of the County's personnel program. Personnel files are the property of the County and access to the information they contain is restricted.

B. Notifying County of Changes in Personnel Information. Each employee is responsible to promptly notify the Manager of Human Resources and Department Head of any changes in relevant personnel information including:

1. Legal Mailing address, residence address if different from mailing address, and email address if any;
2. Telephone and Cellular number, if any;
3. Persons to be contacted in case of emergency; and,
4. Number and names of dependants.

C. Medical Information.

1. Separate Confidential Files. All medical information about an employee or applicant is kept separately and is treated as confidential, in accordance with the American with Disabilities Act, the California Fair Employment and Housing Act and the California Confidentiality of Medical Information Act, and any other enacted federal or state laws.
2. Information in Medical Files. The County will not obtain medical information about an employee or applicant except in compliance with the California Confidentiality in Medical Information Act and the Health Insurance Portability and Accountability Act. To enable the County to obtain certain medical information, the employee or the applicant may need to sign an Authorization for Release of Employee Medical Information.
3. Access to Medical Information. Access to employee or applicant medical information will be strictly limited to only those with a legitimate need to have such information for County business reasons. In the case of an employee with a disability, Managers, Supervisors, Department Heads, Risk Management, and Human Resources may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations, but may not be provided information about the medical condition unless authorized by state and federal law.

D. References and Release of Information in Personnel Files.

1. Public Information. Upon request, the County will release to the public information about its employees to the extent required by the Public Records Act. The County will not disclose personnel information that it considers would constitute an unwarranted invasion of personal privacy.
2. Reference Checks. All requests from outside the County for reference checks or verification of employment concerning any current or former employee must be referred to the Human Resources Director. Information will be released only if the employee signs an Authorization for Release of Employment Information on the

form provided by the Human Resources Director. Without such authorization, the following limited information will be provided:

- a. Date of employment;
- b. Date of departure,
- c. Job Classification upon departure, and,
- d. Salary upon departure.

Managers and Supervisors should not provide information in response to requests for reference checks or verification of employment, unless specifically approved by the Human Resources Director.

E. Employee Access to Personnel File.

1. Inspection of File. An employee may inspect his or her own personnel file at reasonable times and at reasonable intervals. An employee who wishes to review his or her file should contact the Department Head or Human Resources Director to arrange an appointment. The review must be done in the presence of an employee who maintains the personnel file.
2. Copies. Upon request an employee is entitled to receive a copy of any employment - related document he or she has signed. An employee who wishes to receive such a copy should contact the Department Head or Human Resources Director.

620 Travel

The County shall establish and maintain a consistent travel policy for out-of-County travel applicable to all employees, management, and elected officials. The Director of Finance shall be responsible for timely travel reimbursement in accordance with the established policy. It is the responsibility of the Human Resources Department to maintain current documents regarding the travel policy.

630 Travel Authorization

- A. A completed travel request form shall be submitted to the County Administrative Office for all out-of-County travel requiring overnight accommodations. Department Heads may authorize travel for their respective employees in cases involving in-County and out-of-County travel not requiring overnight accommodations. Out-of-County travel is defined as travel outside of the geographic borders of Mono County and the contiguous northern territory of Inyo County bounded to the south by, and encompassing, the Bishop region.
- B. A completed travel request form shall be submitted to the County Administrative Officer as far in advance as possible of the anticipated date of the travel, but in no case less than seven days prior to the anticipated travel. All out-of-County travel requests shall initially be approved by the employee's Department Head or designee. Final approval shall be obtained from the County Administrative Officer, who may approve, deny or modify all proposed travel requests. Travel outside the states of California and Nevada must also be approved by the Board of Supervisors.

- C. If an emergency condition exists requiring the authorization of travel, a Department Head shall immediately notify the County Administrative Officer. If the County Administrative Officer is not available to authorize travel, the Department Head may authorize such travel, provided notification is given to the County Administrative Officer on the next available workday.
- D. Travel in County vehicles by persons other than County employees, clients, and contractors is not permitted unless specifically approved by the County Administrative Officer and Risk Manager in advance in writing.

640 Travel Reimbursement

- A. Unless otherwise specifically stated or provided by law, mileage reimbursement for authorized in-County and out-of-County travel where an employee uses his or her personal vehicle shall be at the current IRS rate. However, an employee who receives an automobile allowance shall not be reimbursed for any in-County mileage.
- B. Each County department is responsible for keeping travel and lodging costs within their individual travel budgets. Out-of-County travel involving overnight lodging shall be reimbursed for actual, reasonable and necessary lodging costs, in accordance with standard costs generally charged in the city or county visited. The lodging reimbursement is subject to approval by the Department Head and the Director of Finance.

Detailed justification must be provided when lodging reimbursement exceeding \$200 per night is being requested. After review, the Director of Finance may disapprove all or any portion of this request if he/she determines it to be unreasonable.

To be eligible for the lodging allowance, the employee must be authorized to travel to the designated area and must furnish a commercial lodging receipt for the day(s) of travel which indicates the location and cost of the lodging.

- C. Meal reimbursement rates and a meal reimbursement policy will be established by the Board of Supervisors and may be periodically adjusted, up or down, by the Board of Supervisors and/or pursuant to a specific Memorandum of Understanding.
- D. There shall be no reimbursement for in-County meals except under the following conditions and circumstances:
 - 1. Whenever an employee is temporarily assigned to an in-County job site and that assignment would require the employee to remain at the job site overnight.
 - 2. When a Department Head or designated representative is required to attend a County-related function which includes a meal as part of the function.
- E. The following expenses may be claimed for reimbursement if incurred in the performance of county business:
 - 1. Registration fees;

2. Parking fees;
 3. Ferry or bridge tolls;
 4. Bus or taxi fares.
- F. The following expenses will not be reimbursed:
1. Gratuities, with the exception of customary and usual gratuities associated with restaurant meals in an amount not to exceed 15% of the total meal cost prior to adding the gratuity, excluding any alcohol, provided that the gratuity is documented in a manner acceptable to the Finance Director;
 2. Personal services such as dry cleaning or laundry;
 3. Valet parking unless no self-parking is available;
 4. Room service charges;
 5. Alcoholic beverages.

650 Travel Advance

- A. Department Heads are expected to provide employees with County credit cards in lieu of travel advances, and travel advances should be granted only when there is insufficient time to obtain a credit card.
- B. Employees requesting a travel advance must submit the travel request form at least ten days prior to the anticipated travel.
- C. Travel advance requests may include advance payment for registration, lodging, meals and/or transportation and shall not be granted in an amount less than fifty dollars.
- D. Employees receiving a travel advance must file a reconciliation claim with the Director of Finance for their travel within thirty (30) days of their return from the trip.

660 Travel Claim Procedure

- A. Claims for expenses while traveling on official business must be submitted to the Director of Finance within thirty (30) days of the completion of the travel.
- B. Claims must include the following:
 1. A statement of the purpose for the trip and a copy of the agenda for conferences;
 2. The date and time the employee departed and the date and time the employee returned;

3. An itemized list of expenditures with corresponding receipts with the exception of meals in cases where the meal allowance is claimed as the reimbursement;
4. When a personal vehicle is used, a Map Quest statement of the round trip mileage.

670 Employer/Employee Relations Policy

- A. Statement of Purpose. This policy implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations," by providing orderly procedures for the administration of employer-employee relations between the County and its employee organizations. Nothing contained herein shall be deemed to supersede the provisions of state law, ordinances, resolutions and rules which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations. This policy is intended, instead, to strengthen merit, civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communication between employees, employee organizations and the County.

It is the purpose of this policy to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive County rights with respect to matters of general legislative or managerial policy, which include among others: the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

- B. Definitions. As used in this Resolution, the following terms shall have the meanings indicated:
1. Appropriate unit - a unit of employee classes or positions, established as set forth herein.
 2. County - County of Mono, and, where appropriate refers to the Board of Supervisors or any duly authorized County representative.
 3. Confidential Employee - means an employee who, in the course of his or her duties, has access to confidential information relating to the County's administration of employer-employee relations.

4. Consult/Consultation in Good Faith - to communicate orally or in writing with all affected employee organizations, whether exclusively recognized or not, for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counterproposals with an exclusively recognized employee organization in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to the impasse process.
5. Day - calendar day unless expressly stated otherwise.
6. Employee Relations Officer- the County Administrative Officer or his/her duly authorized representative, usually the Human Resources Director.
7. Exclusively Recognized Employee Organization - an employee organization which has been formally acknowledged by the County as the sole employee organization representing the employees in an appropriate representation unit, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.
8. Impasse - means that the representatives of the County and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.
9. Management Employee - an employee having responsibility for formulating, administering or managing the implementation of County policies and programs.
10. Proof of Employee Support - (1) an authorization card recently signed and personally dated by an employee, or (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorization, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words "recently signed" shall mean within ninety (90) days prior to the filing of a petition.
11. Supervisory Employee - any employee having authority, in the interest of the County, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

C. Filing of Recognition Petition by Employee Organization. An employee organization which seeks to be formally acknowledged as an Exclusively Recognized Employee Organization

representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

1. Name and address of the employee organization.
2. Names and titles of its officers.
3. Names of employee organization representatives who are authorized to speak on behalf of the organization.
4. A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the County.
5. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
6. A copy of the employee organization's constitution and bylaws.
7. A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
8. A statement that the employee organization has no restriction on membership based on race, color, religion, creed, sex, national origin, age, sexual orientation, mental or physical disability or medical condition.
9. The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
10. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the County. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
11. A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

D. County Response to Recognition Petition.

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

1. There has been compliance with the requirements of the Recognition Petition, and
2. The proposed representation unit is an appropriate unit.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he/she will so inform the petitioning employee organization, give written notice of such request for recognition to the employees in the unit and take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if the determination thereafter remains unchanged, will inform that organization of the reasons therefore in writing.

The petitioning employee organization may appeal such determination in accordance with Section L of this policy.

- E. Open Period for Filing Challenging Petition. Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Section C. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit petitioning employee organizations will be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with this policy as set forth in Section H. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Section L.
- F. Granting Recognition Without an Election. If the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed upon neutral third party, to review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.
- G. Election Procedure. The Employee Relations Officer will arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this policy will be included on the ballot. The ballot will also reserve to employees the choice of representing themselves individually in their employment relations with the County. Employees entitled to vote in such election will be employees within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including

those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the County in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the County and by each employee organization appearing on the ballot.

H. Procedure for Decertification of Exclusively Recognized Employee Organization. A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

1. The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
2. The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as a representative of that unit.
3. An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
4. Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this Section in the form of a Recognition Petition that evidences proof of employee support of at least thirty (30) percent, that includes the allegation

and information required under paragraph of this Section H, and otherwise conforms to the requirements of Section C.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his/her determination is in the negative, he/she shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section L. If the determination of the Employee Relations Officer is in the affirmative, or if a negative determination is reversed on appeal, he/she shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Section G.

During the "open period" specified in the first paragraph of this Section, the Employee Relations Officer may on his/her own motion, when he/she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that he/she will arrange for an election to determine that issue. In such event any other employee organization may within fifteen (15) days of such notice file a Recognition Petition in accordance with this Section, which the Employee Relations Officer shall act on in accordance with this Section.

If, pursuant to this Section, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

I. Policy and Standards for Determination of Appropriate Units. The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the County and its compatibility with the primary responsibility of the County and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

1. Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
2. History of representation in the County and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
3. Consistency with the organizational patterns of the County.
4. Effect of differing legally mandated impasse resolution procedures.

5. Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
6. Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classifications among two or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Section B of this policy, are determining factors in establishing appropriate units hereunder, and therefore managerial, supervisory and confidential employees may only be included in a unit consisting solely of managerial, supervisory or confidential employees respectively. Managerial, supervisory and confidential employees may not represent any employee organization which represents other employees.

Peace Officers may be required to be represented in separate units composed solely of such Peace Officers. These units shall not be represented by an organization that, directly or indirectly, is subordinate to any other employee organization which includes non-peace officers.

The Employee Relations Officer will, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this Section. The decision of the Employee Relations Officer will be final.

- J. Procedure for Modification of Established Appropriate Units. Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section H. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Section C will contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set herein. The Employee Relations Officer shall process such petitions as other Recognition Petitions.

The Employee Relations Officer may by his/her own motion propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Section I, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section L of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Section C.

- K. Procedure for Processing Severance Requests. An employee organization may file a request to become the recognized employee organization of a unit alleged to be appropriate that consists of a group of employees who are already a part of a larger established unit represented by another recognized employee organization. The timing, form and processing of such request shall be as specified in Section J for modification requests.

- L. Appeals. An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer; or an employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition under Section C, Challenging Petition under Section E, Decertification Petition under Section H, Unit Modification Petition under Section J, or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition under Section H has not been filed in compliance with this policy may, within ten (10) calendar days of notice of the Employee Relations Officer's final decision, request to submit the matter to mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, appeal such determination to the Board of Supervisors for final decision within fifteen (15) calendar days of notice of the Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

An appeal to the Board of Supervisors shall be filed with the Clerk of the Board, and a copy thereof served on the Human Resources Director and the Employee Relations Officer. The Board of Supervisors shall commence to consider the matter within thirty (30) calendar days of the filing of the appeal. The Board may, in its discretion, refer the dispute to a third party hearing process. Any decision of the Board of Supervisors on the use of such procedure, and/or any decision of the Board determining the substance of the dispute, shall be final and binding.

- M. Submission of Current Information by Recognized Employee Organizations. All changes in the information filed with the County by an Exclusively Recognized Employee Organization set forth in its Recognition Petition under Section C of this Section shall be submitted in writing to the Employee Relations Officer within fourteen (14) calendar days of such change.
- N. Employee Organization Activities -- Use of County Resources. Access to County work locations and the use of County paid time, facilities, equipment and other resources by employee organizations and those representing them shall be: (1) authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures; (2) limited to lawful activities consistent with the provisions of this Section that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections; and, (3) shall not interfere with the efficiency, safety and security of County operations.
- O. Administrative Rules and Procedures. The County Administrative Officer is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this policy after consultation with affected employee organizations.
- P. Initiation of Impasse Procedures. If the meet and confer process has reached impasse as defined in Section B.8 of this policy, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

1. To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
2. If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Q. Impasse Procedures.

Impasse procedures are as follows:

1. If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
2. If the parties fail to agree to submit the dispute to mediation or fail to agree on the selection of a mediator, or fail to resolve the dispute through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the impasse to fact-finding.
3. If the parties agree on fact-finding, they may agree on the appointment of one or more fact-finders. If they fail to so agree on one or more fact-finders, a fact-finding panel of three (3) shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the Exclusively Recognized Employee Organization, and those two shall name a third, who shall be the chairperson. If they are unable to agree upon a third, they shall select by agreement the third member from one or more lists of seven (7) names of individuals having fact-finding experience in the municipal sector to be provided by the California State Mediation and Conciliation Service.
4. The following constitute the jurisdictional and procedural requirements for fact-finding:
 - a. The fact-finders shall consider and be guided by applicable federal and state laws.
 - b. Subject to the stipulations of the parties, the fact-finders shall determine and apply the following measures and criteria in arriving at their findings and recommendations:
 - (1) First, as relevant to the issues in dispute, the fact-finders shall compare the total compensation, hours and conditions of employment of the employees involved in the fact-finding proceeding with the total compensation, hours and conditions of employment of other employees performing similar services in public and private employment in the same and comparable communities. "Total compensation" shall mean all wage compensation, including but not limited to premium, incentive, standby, out-of-class and deferred pay; all paid leave time; all allowances, including but not limited to educational and uniform

benefits; and employer payments for all health, welfare and pension benefits.

- (2) The fact-finders shall then adjust the results of the above comparisons based on the following factors:

The compensation necessary to recruit and retain qualified personnel.

Maintaining compensation relationships between job classifications and positions within the County.

The pattern of change that has occurred in the total compensation of the employees in the unit at impasse as compared to the pattern of change in the average "consumer price index" for goods and services, and the pattern of change in wages and compensation of other wage earners.

- (3) The fact-finder(s) shall then determine preliminary recommendations based on the comparisons as adjusted above which, however, shall be reduced as appropriate based on the financial resources of the County to implement them. In assessing the County's financial resources, the fact-finder(s) shall be bound by the following:

Other legislatively determined and projected demands on agency resources, i.e., budgetary priorities as established by the governing body; and

Allowance for equitable compensation increases for other employees and employee groups for the corresponding fiscal period(s); and

Revenue projections not to exceed currently authorized tax and fee rates for the relevant fiscal year(s); and

Assurance of sufficient and sound budgetary reserves; and

Constitutional, statutory (and charter) limitations on the level and use of revenues and expenditures.

- c. The fact-finders shall make written findings of fact, and advisory recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria, adjustments, and limitations specified above. Any member of a fact-finding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The fact-finder or chairperson of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the Exclusively Recognized Employee Organization.

5. If these parties have not resolved the impasse within ten (10) calendar days after service of the findings and recommendations upon them, the fact-finder or the chairperson of the fact-finding panel shall make them public by submitting them to the Human Resources Director for consideration by the Board of Supervisors in connection with the Board's legislative consideration of the impasse.
 6. If the parties did not agree on mediation or the selection of a mediator and did not agree on fact-finding, or having so agreed, the impasse has not been resolved, the Board of Supervisors may take such action regarding the impasse as it in its discretion deems appropriate as in the public interest. Any legislative action by the Board on the impasse shall be final and binding.
- R. Costs of Impasse Procedures. The cost for the services of a mediator and fact-finder or chairperson of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact-finding, shall be borne equally by the County and Exclusively Recognized Employee Organization. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, shall be borne by such party.

PARAMEDIC I-II

DEFINITION

To render skilled and technical life saving techniques to those in need of assistance; and to operate and maintain assigned rescue vehicle and decentralized ambulance station.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Paramedic I classification are in possession of full Paramedic Certification from the State of California and ICEMA, but have less than 1 year of experience working as a Paramedic.

Incumbents in the Paramedic II classification have at least 1 year of experience as a Paramedic I, including at least 6 months full-time employment as an EMT or Paramedic with Mono County.

REPORTS TO

Paramedic Chief or Station Captain

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction to other medical first responders.

EXAMPLES OF DUTIES

DAILY FUNCTIONS AND DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Working at assigned station with one partner on a twenty-four hour shift.
- Provide Basic Life Support and/or Advanced Life Support treatment to victims, in accordance with California State and ICEMA Region Paramedic Scope of Practice.
- Performs necessary medical treatment and assists in patient extrication from vehicles involved in traffic collisions or accidents.
- Complete run paperwork in a timely and accurate manner.
- Responds into back country by foot, vehicle, helicopter or by whatever means necessary to render treatment.
- Operates rescue unit in presence of inclement weather, road closures, and possible avalanche danger
- Responds to the fire scene to treat victims of fire, explosion, or building collapse

- Performs over-the-side rescues of victims as trained
- Performs ice rescue of victims as trained
- Voluntary assistance with exterior-only fire duties (see below) .

PHYSICAL TASKS & ENVIRONMENTAL CONDITIONS:

Physical strength to lift and carry heavy objects; bend, stoop, kneel, crawl; swim and stay afloat in water; withstand a variety of environmental factors including working in the heat or cold, confined spaces, on ladders/scaffolds, slippery/uneven surfaces, moving heavy objects/vehicles; work irregular hours; exposure to toxic environments

DESIRABLE QUALIFICATIONS:

Knowledge of:

- EMT-Paramedic Scope of Practice as defined and required by the State of California
- BLS and ALS protocols as required by the local certifying agency (ICEMA)
- Cardiopulmonary resuscitation (CPR)
- Emergency medical techniques
- Rescue techniques
- Defensive driving
- Vehicle and equipment maintenance
- Recordkeeping procedures and methods of documentation

Ability and willing to:

- Perform functions of the local EMS Agency EMT-Paramedic Scope of Practice
- Become certified as a CPR Instructor or other technical instruction as identified and outlined by the Teaching Stipend policy and approved by the department head
- Learn the geography of the local area
- Think and act quickly in emergencies
- Judge situations and people accurately
- Understand and carry out oral and written directions
- Prepare concise written reports and complete all required clerical duties
- Work safely under hazardous conditions
- Maintain vehicle and all equipment
- Work harmoniously with partners and those contacted in the course of work
- Necessary call
- Follow directions from supervising personnel

Training and Experience

Paramedic I:

Successful completion of an Accredited Paramedic School (The ability to obtain a valid license from ICEMA within 60 days of employment)

Paramedic II:

Requirement for Paramedic I and a minimum of 1 year of experience as a Paramedic I, including at least 6 months full-time employment with the Mono County paramedics. (Possession of valid Paramedic license from ICEMA and successful completion of a written Paramedic II exam)

Special Requirements:

- Possession of valid Paramedic License from the State of California; and
- Possession of a valid Driver's license
- Possession of a valid Ambulance Driver's certificate
- Possession of a valid Advanced Cardiac Life Support card from the American Heart Association
- Possession of a valid Basic Life Support Provider card from the American Heart Association
- Ability to pass extensive criminal background check

Fire-Fighting:

Paramedics may respond with local fire departments as a mutual aid resource. Mono County does not require or expect that paramedics be certified in fire-fighting skills nor that they utilize such skills as part of their jobs. Nevertheless, if a paramedic happens to possess such skills and wishes to utilize them at a fire scene, then the paramedic may, upon arrival at the scene, report to the Incident Commander for duty assignment, with the understanding that primary responsibility for responding medical units is to administer medical treatment and/or remain available for medical assignments. A paramedic will not do interior fire fighting, nor extraction of victims from the interior of a burning structure, at anytime but can assist on the outside of a fire scene. Subject to the foregoing limitations, paramedics with fire-fighting skills are allowed to perform fire-fighting duties within the scope of their training at the discretion of the Incident Commander. Mono County is not responsible for the cost of any fire-fighting training but will work with local fire departments that wish to provide this training at no cost to the County. Such training for fire-fighting activities may be approved by the EMS Chief.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Sheriff Coroner
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Sheriff Ralph Obenberger
SUBJECT	Sale of Temporary Membrane "Sprung" Search and Rescue Structure in Mammoth Lakes		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

In November of 2007, the County of Mono entered into an agreement to purchase the sprung structure from the Mammoth Lakes Fire Protection District (MLFD). The sprung structure was purchased for \$50,000.00 with an understanding that the structure would remain on the property that is owned by MLFD behind the fire station located at 3150 Main Street in Mammoth Lakes. The sprung structure was purchased to enhance the Mono County Sheriff's Search and Rescue team operations, to be used as a storage facility for team equipment, and as a Search and Rescue staging area. The agreement expired as of June 2009; however, MLFD has allowed the sprung structure to remain on their property until a new permanent Search and Rescue building could be built. As of January 28, 2013, the Mono County Sheriff's Search and Rescue team has completed, and is now occupying, the newly constructed Search and Rescue building in the Town of Mammoth Lakes.

The Mono County Sheriff's Search and Rescue team raised approximately \$750,000.00 through donations, grants, and fund raising efforts. The Mono County Sheriff's Search and Rescue team currently has a 1999 Dodge Ram extra cab 4x4 pick-up truck. The vehicle has had many mechanical and electrical problems in recent years, and these problems are not beneficial or cost efficient to continually repair. Due to these mechanical and electrical problems, the Search and Rescue team's ability to respond to emergencies within the county is hindered. The vehicle's current mileage is 135,709 miles.

RECOMMENDED ACTION:

1. Approve and authorize the Mono County Sheriff's Office and the County's purchasing agent (Acting CAO) to sell the sprung structure to the Mammoth Lakes Fire Protection District for the sum of \$43,000.00.
2. Approve and authorize the Mono County Sheriff's Office to use the proceeds of \$43,000.00 to purchase a new Dodge truck to replace a current Search and Rescue vehicle.

FISCAL IMPACT:

The funding for the purchase of the Dodge truck will come from the sale of the sprung structure, not to exceed \$43,000.00. There would be no impact to the General Fund.

CONTACT NAME: Jennifer Hansen

PHONE/EMAIL: (760) 932-5279 / jhansen@monosheriff.org

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF

SEND COPIES TO:

THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report on the sale of the SAR sprung strucutre](#)

[MLFD Request](#)

History

Time	Who	Approval
1/29/2013 3:15 PM	County Administrative Office	Yes
2/8/2013 2:07 PM	County Counsel	Yes
2/1/2013 3:15 PM	Finance	Yes



P.O. Box 616 / 100 BRYANT STREET • BRIDGEPORT, CA 93517 • (760) 932-7549 / FAX (760) 932-7435

Ralph Obenberger
Sheriff/Coroner

MONO COUNTY SHERIFF'S OFFICE

Robert Weber
Undersheriff

DATE: February 19, 2013

TO: The Honorable Chair and Members of the Board of Supervisors

FROM: Ralph Obenberger, Sheriff-Coroner

SUBJECT: Sale of the temporary membrane "sprung" Search and Rescue structure in Mammoth Lakes

RECOMMENDATION:

1. Approve and authorize the Mono County Sheriff's Office to sell the sprung structure to the Mammoth Lakes Fire Protection District for the sum of \$43,000.00.
2. Approve and authorize the Mono County Sheriff's Office to use the proceeds of \$43,000.00 to purchase a new Dodge truck to replace a current Search and Rescue vehicle.

DISCUSSION:

In November of 2007, the County of Mono entered into an agreement to purchase the sprung structure from the Mammoth Lakes Fire Protection District (MLFD). The sprung structure was purchased for \$50,000.00 with an understanding that the structure would remain on the property that is owned by MLFD behind the fire station located at 3150 Main Street in Mammoth Lakes.

The sprung structure was purchased to enhance the Mono County Sheriff's Search and Rescue team operations, to be used as a storage facility for team equipment, and as a Search and Rescue staging area.

The agreement expired as of June 2009; however, MLFD has allowed the sprung structure to remain on their property until a new permanent Search and Rescue building could be built. As of January 28, 2013, the Mono County Sheriff's Search and Rescue team has completed, and is now occupying, the newly constructed Search and Rescue building in the Town of Mammoth Lakes. The Mono County Sheriff's Search and Rescue

team raised approximately \$750,000.00 through donations, grants, and fundraising efforts.

With the initial funding, and the purchase of the sprung structure enhancing the Mono County Sheriff's Search and Rescue team, the Mono County Sheriff's Office is requesting that the funds received from the sale of the sprung structure be used for the purchase of a replacement Search and Rescue vehicle. Mono County Sheriff's Search and Rescue team responds to approximately fifty (50) search and rescue related emergencies in Mono County, including the Mammoth Lakes area, annually. The team is in need of a reliable response vehicle to ensure safety of volunteer team members during emergencies and training situations.

The Mono County Sheriff's Search and Rescue team currently has a 1999 Dodge Ram extra cab 4x4 pick-up truck. The vehicle has had many mechanical and electrical problems in recent years, and these problems are not beneficial or cost efficient to continually repair. Due to these mechanical and electrical problems, the Search and Rescue team's ability to respond to emergencies within the county is hindered. The vehicle's current mileage is 135,709 miles.

FINANCIAL IMPACT:

The funding for the purchase of the Dodge truck will come from the sale of the sprung structure, not to exceed \$43,000.00. There would be no impact to the General Fund.

Respectfully submitted,
Ralph Obenberger
Sheriff-Coroner
County of Mono



Mammoth Lakes Fire Protection District

Post Office Box 5, (3150 Main Street)
Mammoth Lakes, CA 93546
760-934-2300 Fax- 760-934-9210

January 29, 2013

Sheriff Obenberger,
Mono County Sheriff's Office
49 Bryant Street,
Bridgeport, CA 93517

Dear Sheriff Obenberger,

As per our conversation last week, the Board of Fire Commissioners has authorised me to purchase the Sprung Structure for \$43,000. We will make the repairs needed for the membrane.

We are able to purchase this whenever you are authorized to sell it. Thank you for working with us on this.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brent J. Harper".

Brent J. Harper
Fire Chief



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Community Development - Planning Division
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	30 minutes	PERSONS APPEARING BEFORE THE BOARD	Brent Calloway
SUBJECT	Parking Requirements Workshop		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Brent Calloway regarding Chapter 6 of the Mono County General Plan, Parking Requirements.

RECOMMENDED ACTION:

Conduct workshop. Provide any desired direction to staff.

FISCAL IMPACT:

None; staff costs in developing revised parking standards are covered by grant funds.

CONTACT NAME: Brent Calloway

PHONE/EMAIL: 760-924-1809 / bcalloway@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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- [Staff Report](#)
- [Chapter 6 Parking Requirements](#)
- [Presentation](#)

History

Time	Who	Approval
2/4/2013 1:26 PM	County Administrative Office	Yes
2/8/2013 3:06 PM	County Counsel	Yes
2/4/2013 12:03 PM	Finance	Yes

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

February 19, 2013

TO: Mono County Board of Supervisors

FROM: Brent Calloway, Associate Analyst

RE: Parking Requirements Workshop

RECOMMENDATION

Conduct workshop and provide any desired direction to staff.

FISCAL IMPACT

None; staff costs in developing revised parking standards are covered by grant funds.

BACKGROUND

Chapter 6 of the Mono County General Plan, Land Use Element details the minimum parking standards required for new and expanding uses. In certain parts of the county, particularly the “mainstreet” commercial portions of Bridgeport, Lee Vining and June Lake, these parking standards may discourage new investment, threaten the existing pedestrian scale of the communities, and prove counterproductive to the creation of thriving tourist serving commercial districts. Building upon a January 10, 2013 workshop at the Mono County Planning Commission, this workshop will examine the existing development standards, investigate current parking trends in similar communities and discuss several options for modernizing the regulations including expanded provisions for shared parking, on-street parking, and alternative parking management strategies.

This item has been reviewed by the community development director. If you have any questions regarding the workshop, please contact me at (760) 924-1809.

ATTACHMENTS

- A. General Plan, Land Use Element, Chapter 6 – Parking
- B. PowerPoint

DEVELOPMENT STANDARDS

CHAPTER 06 – PARKING

Sections.

06.010	Minimum parking requirements.
06.020	Development.
06.030	Accessibility.
06.040	Tandem parking.
06.050	Parking size.
06.060	Parking layout.
06.070	Handicapped requirements.
06.080	On site.
06.090	Off site.
06.100	Joint use.
06.110	Minimum requirements.

06.010 Minimum parking requirements.

- A. The standards for providing parking shall apply at the time of erection of any main building or when off-site parking is established. These standards shall also be complied with when an existing building is altered or enlarged by the addition of dwelling units or guest rooms, or where the use is intensified by the addition of floor space, seating capacity, seats, or changed to a use requiring additional parking.
- B. No parking area or parking space which is provided for the purpose of complying with the provisions of this chapter shall hereafter be relinquished, reduced or altered in any manner below the requirements established herein, unless equivalent spaces are provided elsewhere, the location of which is approved by the Commission.

06.020 Development.

- A. Any land hereafter used for parking lots, or car or trailer sales lots shall be developed with paving, drainage and painting (lighting and wheel stops as determined by the Commission) according to the specifications of the county departments of Planning and Public Works.
- B. All parking spaces shall be paved except as shown in the Table 06.010.
- C. Modification of Requirements. The Planning Commission or Director may waive, modify or increase the parking and driveway standards of this section. The requirements in Table 06.010 are minimums.

06.030 Accessibility.

All parking spaces, whether in a garage or open area shall be located to be accessible and usable for the parking of motor vehicles. The minimum turning radius shall be 25 feet.

06.040 Tandem parking.

Tandem parking is prohibited for all multiple residential, commercial, and industrial projects.

06.050 Parking size.

- A. Covered parking. The minimum size of parking spaces shall be 9 feet in width by 20 feet in length.

- B. Uncovered parking. The minimum size of parking spaces shall be 10 feet in width by 20 feet in length; in areas below 7,000' in elevation, the parking stall dimensions may be reduced to 9' x 18'. If a finding of necessity can be made for parking spaces directly accessed from a street, then the length of the parking space shall be 33 feet.

06.060 Parking layout.

The method of providing parking shall be clearly shown on any site plan or building plan submitted for consideration.

06.070 Handicapped requirements.

- A. Individual handicapped parking
The minimum size shall be 14 feet wide lined to provide a 9-foot parking space and a 5-foot loading area, by 20 feet in length.

- B. Double.
For two handicapped parking spaces, the minimum size shall be 23 feet wide lined to provide two 9-foot parking spaces and one 5-foot loading area shared between the spaces.

All handicapped parking shall be signed with surface identification symbol and with either a wall mounted or freestanding sign in accordance with the provisions of Title 24, 2-33240.

All parking shall be designed and maintained to permit full utilization of all spaces shown on the submittal. Covered parking may be incorporated in the design of the main building or buildings or may be permitted in separate parking structures.

06.080 On site.

All parking spaces shall be on site unless provided in accordance with the provisions of Section 06.090.

06.090 Off site.

- A. When parking is to be provided off the regularly subdivided lot on which the structure or uses or portions thereof are located, the owner or lessee of record shall furnish satisfactory evidence to the Director that he owns or has available sufficient property to provide the minimum parking required by this chapter.

- B. When parking is to be provided on property other than that being developed or used, there shall have been recorded in the office of the county recorder, prior to the issuance of any permit to construct, erect, add to or alter, a covenant executed by the owners of the property for the benefit of the County in a form approved by the County Counsel to the effect that the owners shall continue to maintain such parking so long as such structure, improvement or use exists. Such covenant shall also recite that the title to and right to use the lots upon which the parking space is to be provided will be subservient to the title to the premises upon which the structure is to be erected or the use maintained and shall warrant that such lots are not and will not be made subject to any other covenant or contract for such use without the prior written consent of the County.

In the event the owners of such structure should thereafter provide parking space equal in area and under the same conditions as to ownership upon the lot or lots other than the premises made subservient in a prior such covenant, the County will, upon written application, accompanied by a filing of a similar covenant, release such original subservient premises from such prior covenant.

06.100 Joint use.

Joint use of parking facilities on the same site may be allowed under the following conditions:

- A. When there is no conflict at time of use;
- B. When there is sufficient parking for all uses at any particular time.

06.110 Minimum requirements.

The following off-street parking requirements shall apply to all buildings, new uses commenced and to any areas of expanded uses commenced after the effective date of this ordinance. For any uses not specifically mentioned herein, the Commission shall determine the number or amount of parking required. All facilities shall be on site unless specified differently.

TABLE 06.010: PARKING SPACE REQUIREMENTS

Land Use	Number of Parking Spaces Required
Single family residences, duplexes, & multi-family residences	Two spaces per unit (either covered or uncovered), plus two spaces for manager's unit. NOTE: In June Lake, single-family residences require three parking spaces.
Accessory Dwelling Units	Two spaces per unit, in addition to that required for the primary unit. The spaces shall be side by side, not tandem. Tandem parking may be considered if all other requirements are met (see § 16.050 F. Standards for Accessory Dwelling Units).
Guest parking for multi-family residences 4-50 units 51-150 units 151+ units	One space per each six units or fraction thereof, but not less than two spaces. One space per each eight units or fraction thereof, but not less than 8 spaces. One space per each 10 units or fraction thereof, but not less than 18 spaces.
Mobile-home parks	Two spaces per unit plus one guest space for each 10 mobile-home lots or fraction thereof.
Commercial lodging; e.g., motels, hotels, bed-and-breakfast, rooming & boarding houses	One space per each sleeping room plus one space for each two employees on largest shift, plus two spaces for managers unit. One extra space for each unit with kitchen.
Public assembly facilities; e.g., churches, community centers, lodges, theaters, auditoriums, arenas	One space for each four seats, but not less than one space for each 100 sq. ft. of floor area of the largest meeting room.
Elementary schools	One and one-half spaces for each classroom and office.
High schools	Two and one-half spaces for each classroom and office.
Hospitals	One space per bed plus one space per doctor, plus one space for each two employees on the largest shift.
Social care facilities	One space for each four beds or fraction thereof, plus one space for each two employees.
Health service facilities; e.g., medical and dental offices	Five spaces for each doctor or doctor's office.

TABLE 06.010: PARKING SPACE REQUIREMENTS - continued

Land Use	Number of Spaces Required
Retail stores, services and offices	One space for each 200 sq. ft. of gross leasable floor area but not less than two spaces for each occupancy; may be off site within 300' when approved by the Commission or Director.
Bulk retail sales with a minimum of 7,000 sq. ft. or greater	One space for each 650 sq. ft. of gross leasable floor area or fraction thereof; or one space for each 400 sq. ft. of gross leasable floor area or fraction thereof; may be off site within 300' when approved by the Commission.
Restaurants (fast food)	One space for each three seats; plus one space for each 17 sq. ft. of waiting (ordering) area, plus one space for each 40 seats or fraction thereof for fast food restaurants with a drive-up window; plus one space for each two employees on the largest shift or one space for each 250 sq. ft. of floor area not used for seating or assembly, whichever is larger.
Restaurants, bars, cocktail lounges	One space for each three seats, but not less than one space for each 100 sq. ft. of floor area where customers are served; plus one space for each 250 sq. ft. of floor area not used for seating or assembly, whichever is larger; plus one space for each employee on the largest shift
Service stations	Two spaces for each working bay plus one space for each employee on the largest shift.
Bowling alleys, billiard halls	Five spaces per lane and/or two spaces per table, plus one space for each two employees on the largest shift.
Warehousing, wholesale stores	One space for each 1,000 sq. ft. of gross floor area or fraction thereof; may be off site within 300' when approved by the Commission or the Director.
Manufacturing, industrial uses, heavy commercial use; e.g., lumber yards, cabinet shops, electrical, plumbing and heating shops, bottling plants, distribution centers, storage and warehousing	Minimum of two spaces for every three employees on the largest shift, but not less than one space for each 1,000 sq. ft. of gross floor area; may be provided off site within 300' when approved by the Commission.

TABLE 06.010: PARKING SPACE REQUIREMENTS - continued

Land Use	Number of Spaces Required																								
Car wash	One space per bay.																								
Shopping centers, malls	A single commercial development project can obtain a reduction of 20% of the number of parking spaces in excess of 200, provided 100 sq. ft. of landscaping, above and beyond other requirements is provided for each parking space reduced. Motels, hotels and combined commercial residential developments are specifically excluded from the described reduction.																								
<p>Handicapped parking</p> <ol style="list-style-type: none"> 1. Handicapped spaces count as a portion of the total number of parking spaces required. 2. Not applicable to existing facilities unless occupancy is changed. 3. Handicapped spaces shall be provided, designed and signed in conformance to Title 24 of the California Administrative Code. 	<table border="0"> <tr> <td>Total # of Parking Spaces</td> <td>Handicapped Spaces Required</td> </tr> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td>101 - 150</td> <td>5</td> </tr> <tr> <td>151 - 200</td> <td>6</td> </tr> <tr> <td>201 - 300</td> <td>7</td> </tr> <tr> <td>301 - 400</td> <td>8</td> </tr> <tr> <td>401 - 500</td> <td>9</td> </tr> <tr> <td>501 - 1,000</td> <td>2% of total</td> </tr> <tr> <td>1,001 and over</td> <td>20, plus one for each 100 over 1,000</td> </tr> </table>	Total # of Parking Spaces	Handicapped Spaces Required	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	101 - 150	5	151 - 200	6	201 - 300	7	301 - 400	8	401 - 500	9	501 - 1,000	2% of total	1,001 and over	20, plus one for each 100 over 1,000
Total # of Parking Spaces	Handicapped Spaces Required																								
1 - 25	1																								
26 - 50	2																								
51 - 75	3																								
76 - 100	4																								
101 - 150	5																								
151 - 200	6																								
201 - 300	7																								
301 - 400	8																								
401 - 500	9																								
501 - 1,000	2% of total																								
1,001 and over	20, plus one for each 100 over 1,000																								

NOTES

1. Density bonuses are available for enclosed, covered parking, including underground or understory parking.
2. Fractional parts from 0.5 to 0.9 may be rounded to the next higher number when calculating required spaces.
3. "Gross leasable floor area" or "gross floor area" means the total floor area, not counting hallways, bathrooms or storage/utility

TABLE 06.020: PARKING STANDARDS - STALL, SIZE, PAVING, STRIPING

PARKING STALL DIMENSIONS - minimum requirements	
Covered Parking, Carport	9' wide x 20' long.
Minimum turning radius	Must have a turning radius of at least 25'.
Uncovered Parking	10' wide x 20' long. Below 7,000' elevation, the required dimensions may be reduced to 9' x 18'. If a finding of necessity can be made for parking spaces accessed directly from a street, the required length of the parking space shall be 33'.
Individual Handicapped Spaces	13' wide, lined to provide an 8' parking space and a 5' access aisle; 20' long.
Double Handicapped Spaces	21' wide, lined to provide two 8' parking spaces and one 5' access aisle shared between the spaces; 20' long.

STRIPING REQUIREMENTS

All paved parking spaces shall be striped in accordance with the approved parking layouts shown in Figure 6.020.

All handicapped parking shall be signed with a surface identification symbol and with either a wall-mounted or freestanding sign in accordance with the provisions of Title 24.

PAVING AND DRIVEWAY IMPROVEMENT STANDARDS

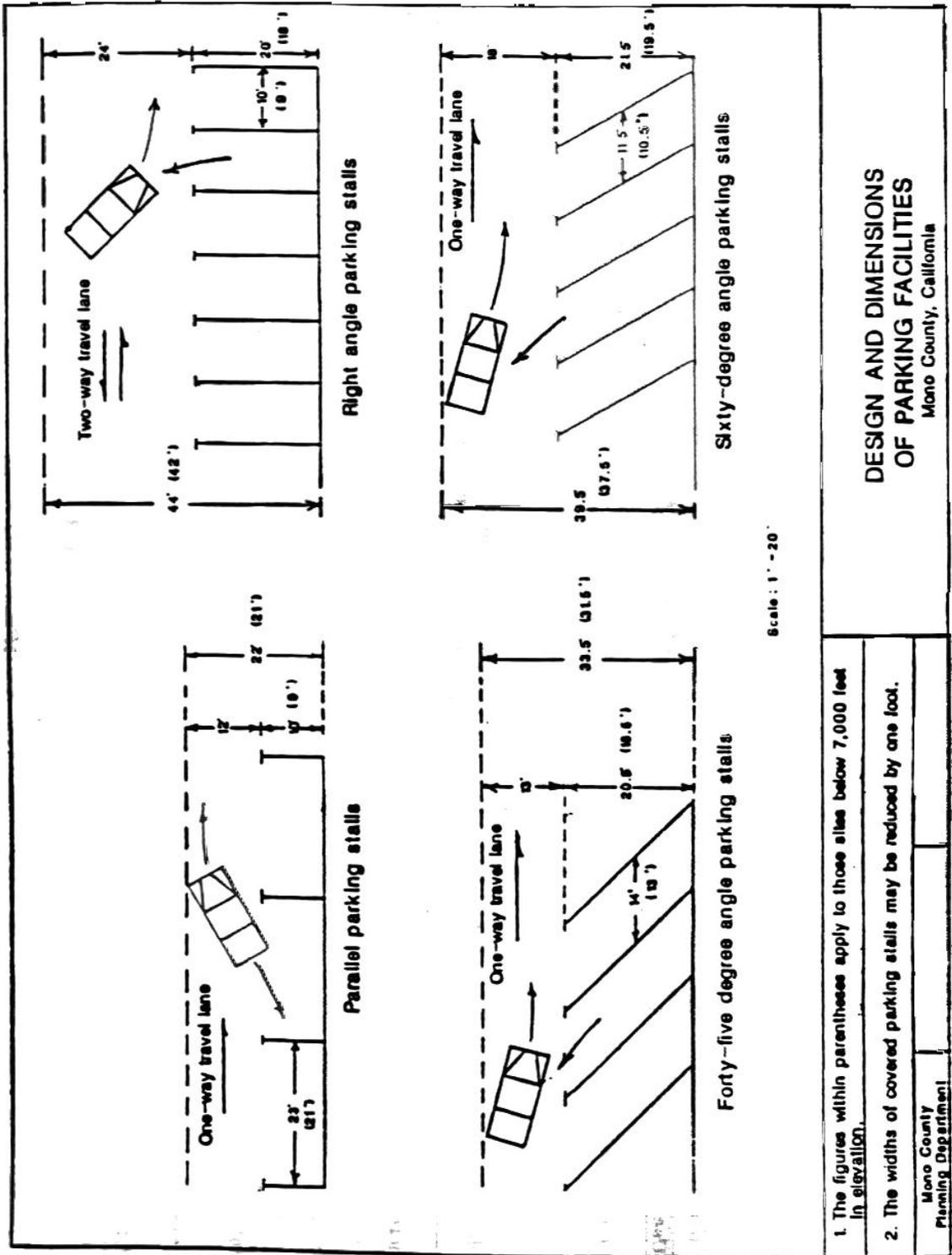
All parking and driveway areas shall be paved except as provided for below. In areas 7,200' or greater in elevation, all parking and driveways shall be paved to facilitate snow removal. The Planning Commission or Director may waive, modify, or increase the parking and driveway improvement standards provided below. Driveways shall also comply with applicable provisions of the Fire Safe Standards in Chapter 22 and the county Roadway Standards.

A reduction of 20% of required surface paving shall be granted in areas that use pervious surface systems for exterior patios, driveways and parking areas. Additional increased reduction may be granted if engineered plans demonstrate a permeability factor greater than 20%.

TABLE 06.020: PARKING STANDARDS - STALL SIZE, PAVING, STRIPING - continued

Land Use	Lot Size	Paved Access Road	Dirt or Gravel Access Road
Single-family residential	Less than 1/2 acre	Asphalt or similar impervious surface	Graded dirt or gravel
Single-family residential	1/2 acre or more	Graded dirt or gravel	Graded dirt or gravel
Multiple-family residential	All sizes	Asphalt or similar impervious surface	Graded crushed rock or gravel
Commercial	All sizes	Asphalt or similar impervious surface	Graded crushed rock or gravel
Industrial	All sizes	Asphalt or similar impervious surface	Graded crushed rock or gravel
Parking lots, car or trailer sales lots	Shall be developed with paving, drainage & striping (lighting & wheel stops as determined by the Commission) according to the specifications of Planning Division and Department of Public Works.		

FIGURE 12: DESIGN AND DIMENSIONS OF PARKING FACILITIES



1. The figures within parentheses apply to those sites below 7,000 feet in elevation.
2. The widths of covered parking stalls may be reduced by one foot.

DESIGN AND DIMENSIONS
OF PARKING FACILITIES
Mono County, California

Mono County
Planning Department

Mono County Board of Supervisors – February 19, 2013

PARKING REGULATIONS WORKSHOP

Parking Minimums:

Land Use	Number of Spaces Required
Retail stores, services and offices	One space for each 200 sq. ft. of gross leasable floor area but not less than two spaces for each occupancy; may be off site within 300' when approved by the Commission or Director.
Bulk retail sales with a minimum of 7,000 sq. ft. or greater	One space for each 400 sq. ft. of gross leasable floor area or fraction thereof; may be off site within 300' when approved by the Commission.
Restaurants (fast food) ???	One space for each three seats; plus one space for each 17 sq. ft. of waiting/ordering area, plus one space for each 40 seats or fraction thereof for fast food restaurants with a drive-up window; plus one space for each two employees on the largest shift or one space for each 250 sq. ft. of floor area not used for seating or assembly, whichever is larger.
Restaurants, bars, cocktail lounges	One space for each three seats, but not less than one space for each 100 sq. ft. of floor area not used for seating or assembly, whichever is larger.
Service stations	One space for each 250 sq. ft. of floor area not used for seating or assembly, whichever is larger; plus one space for each two employees on the largest shift, but not less than one space for each 100 sq. ft. of floor area not used for seating or assembly, whichever is larger.
Bowling alleys, billiard halls	One space for each 250 sq. ft. of floor area not used for seating or assembly, whichever is larger; plus one space for each two employees on the largest shift, but not less than one space for each 100 sq. ft. of floor area not used for seating or assembly, whichever is larger.
Warehousing, wholesale stores	One space for each 250 sq. ft. of floor area not used for seating or assembly, whichever is larger; plus one space for each two employees on the largest shift, but not less than one space for each 100 sq. ft. of floor area not used for seating or assembly, whichever is larger.
Manufacturing, industrial uses, heavy use, e.g., lumber yards, cabinet shops, plumbing and heating shops, bottling distribution centers, storage and ware	One space for each 250 sq. ft. of floor area not used for seating or assembly, whichever is larger; plus one space for each two employees on the largest shift, but not less than one space for each 100 sq. ft. of floor area not used for seating or assembly, whichever is larger.

PRIVATE PARKING CUSTOMERS ONLY
UNAUTHORIZED VEHICLES WILL BE TOWED AWAY
 AT OWNER'S EXPENSE
 CYC 22658a SOPD 619-531-2000

Parking Minimums: Where do they come from?

APA Surveys
ITE Parking Generation Manual

FAST FOOD RESTAURANT WITH DRIVE-IN WINDOW (836)
 Peak Parking Spaces Occupied vs. 1,000 GROSS SQUARE FEET LEASABLE AREA
 On a WEEKDAY

Average Peak	Range of Peak	Standard Deviation	Number of Observations	Average 1,000 GROSS SQUARE FEET LEASABLE AREA
3.00	2.00-10.00	3.41	18	2

DATA PLOT AND REGRESSION
 CAUTION—USE CAREFULLY—LOW R!

$R^2 = 0.228$

* Snow Issues have also Influenced local Requirements

Parking Minimums: Unintended Consequences?

Downtown:

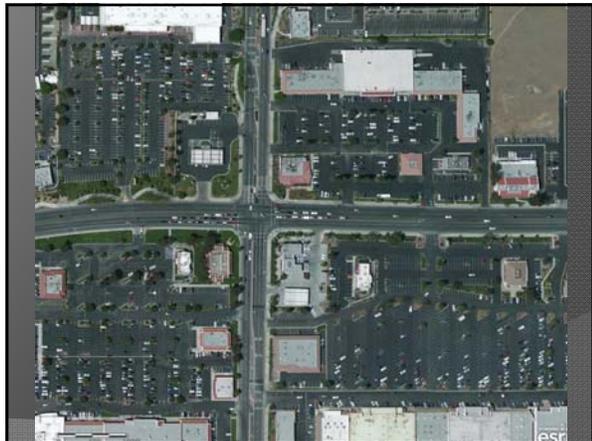
- Best Case Scenario: Lots of Parking Variances
- Worst Case Scenario: Declining Downtowns

New Development:

- The Only Scenario: Lots of Parking

If 3 spaces per 1000 square feet of building are required, parking is your dominant land-use.

Mono County requires 5+ spaces per 1000 square feet.



Parking Minimums: A Café in Bridgeport?

40' x 100'

1400 SF

5 Tables w 4 chairs = 7
 4 Tables w 2 chairs = 3
 700 sf back room = 3
 3 Employees = 3

Total = 16

Parking Minimums: A Café in Bridgeport?

Options:
 Alter Business?
 Variance or Modification?

Or...
 FORGET ABOUT IT

5 Tables w 4 chairs = 7
 4 Tables w 2 chairs = 3
 700 sf back room = 3
 3 Employees = 3
 Total = 16

Forcing 6 On-Site Spaces....
 Eliminates 6 On-Street Spaces!

Parking Minimums: What Can We Do?

- Nothing: Sprawl, Declining Downtowns
- Setup Alternatives: In-Lieu Fees for Parking Garages
- Reduce & Simplify Minimums: Require Parking Management/Incentives
- Eliminate Minimums: Allow the Market to Manage Parking
- Create Maximums:
- Eliminate On-site Parking Altogether:

Eliminate On-site Parking Altogether:

Parking Minimums: What Can We Do?

- Reduce & Simplify Minimums: Implement Parking Management/Incentives
- Most Effective but Most Unrealistic:
- Pricing
- "Smart" Technology

Parking Minimums: What Can We Do?

- Reduce & Simplify Minimums: Implement Parking Management/Incentives
- On-Street Credits
- Sharing / Trading
- Transit / Bike / Pedestrian Improvements
- Active Management
- Public Lots



Parking Minimums: What Can We Do?

Reduce & Simplify Minimums: Plumas County

Sec. 9-2.414. - Parking and loading.

(A) Application. Listed in this section are the minimum off-street parking requirements. Uses involving the receipt and distribution of materials shall be subject to the minimum loading space requirements. Where parking and loading requirements cannot be based solely upon the uses listed, the Planning Director shall determine the requirements or the additional requirements. Any parking and loading requirements may be modified, as necessary, by the Planning Director.

(B) Number of spaces. Off-street parking spaces shall be provided at the rates set forth below:

Use	Parking Spaces
Baths	Two
Dwelling units	Two
Additional quarters	One
Guest houses	One
Employees	One for each of the employees working at one time
Seating	One for every four seats, or fraction thereof
Sales and service floor areas	One for each 500 square feet, or fraction thereof
Boat ramps	Twenty
	Loading Spaces
Any of floor, storage or merchandise areas or combinations thereof	One for each 5,000 square feet, or fraction thereof

Sec. 9-2.1906. - Parking and loading (C-1).

(A) Commercial uses. There shall be no off-street parking or loading requirements for commercial uses in the Core Commercial Zone (C-1).

(B) Residential and lodging uses. Parking and loading for residential and lodging uses shall be as required by Section 9-2.414 of Article 4 of this chapter (General Requirements: Parking and loading).

Parking Minimums: What Can We Do?

- General Thoughts on Reforming the Existing Regulations?
- Downtown Districts or Everywhere?
- Support for Reducing/Eliminating Requirements?
- Thoughts on Specific Management/Incentive Strategies?



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Mental Health
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Robin Roberts
SUBJECT	Part Time-Temporary Rehab Specialist		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Allocation of a part-time, temporary Rehab Specialist in the Department of Behavioral Health.

RECOMMENDED ACTION:

Approve Resolution #R13-____, approving the allocation of a Part Time, temporary Rehab Specialist I in the Department of Behavioral Health, and authorize the County Administrative Officer, or his or her designee, to fill that position as needed by the Department of Behavioral Health.

FISCAL IMPACT:

This contract is capped at 960 hours per year at \$18.00 - \$24.00/hour on an as needed basis. This is not a benefited position. There is no impact on the General Fund.

CONTACT NAME: Robin Roberts

PHONE/EMAIL: 760.924.1740 / rroberts@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

[Allocation Resolution](#)

History

Time	Who	Approval
1/28/2013 1:19 PM	County Administrative Office	Yes
2/12/2013 4:19 PM	County Counsel	Yes
1/28/2013 2:43 PM	Finance	Yes

TO: Mono County Board of Supervisors
FROM: Jim Arkens, CAO/Director of Human Resources
Robin Roberts, Behavioral Health Director
DATE: February 12, 2013
SUBJECT: Approval to recruit and fill Rehabilitation Specialist I – temporary position

DISCUSSION:

Currently the Behavioral Health Department has a need for a temporary, un-benefited Rehabilitation Specialist I, not to exceed 20 hours per week, 960 hours per fiscal year.

Your approval is requested to recruit and fill this position as a temporary Rehabilitation Specialist I. Below are some of the duties for this position:

- Assessments
- Service Planning
- Individual interventions
- Group facilitation
- Case management
- Assist clients with needed services such as food stamps, general assistance, doctor and other appointments, and housing
- Provide home based services as needed
- Meal preparation
- WRAP Around skill building
- Shopping
- Assist clients with house-keeping chores if assigned to the residential program
- Assist clients to keep the facility free from snow in winter
- Transport clients as needed
- Documentation in support of the above activities

This is a new position and not budgeted in the current budget.

Salary: \$18.00 per hour

FISCAL IMPACT: Cost for the remainder of FY 12-13 is \$8,038.80, of which \$7,200.00 is salary; and \$838.80 is the cost of the payroll expenses (taxes, Workman's Comp. etc.) and is included in the approved budget. Cost for a full year is \$20,076.90, of which \$17,982.00 is salary; and \$2,094.90 is the amount of payroll expenses.

Thank you,

Submitted by: _____ Date: _____

Robin Roberts, Director of Behavioral Health and Human Resources



RESOLUTION NO. R13-

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE COUNTY ADMINISTRATIVE OFFICER TO AMEND THE COUNTY
OF MONO LIST OF ALLOCATED POSITIONS TO REFLECT THE ADDITION OF A
TEMPORARY PART-TIME REHABILITATION SPECIALIST IN THE BEHAVIORAL
HEALTH DEPARTMENT AND TO AUTHORIZE THE COUNTY ADMINISTRATIVE
OFFICER TO FILL SAID ALLOCATED POSITION.**

WHEREAS, it is important for the County of Mono to maintain an accurate, current listing, of County Job Classifications, the pay ranges or rates for those job classifications, and the number of positions allocated by the Board of Supervisors for each of those job classifications; and

WHEREAS, it is important to for the County to pay close attention to providing public services in the most economical manner which is reasonably possible and this includes meeting public services needs as expeditiously as possible; and

WHEREAS, it is currently necessary to adopted an amended Allocation List of Authorized Positions as part of maintaining proper accountability for hiring employees to perform public services; and

WHEREAS, the List of Allocated Positions, is a vital official record in establishing the Job Classifications and the number of positions authorized for each County Department; identifying approved vacancies for recruitment and selection by Human Resources; determining authorized employee pay rates; and recognizing implementation of collective bargaining agreements related to job classifications and pay rates;

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES as follows:

1. The County Administrative Officer shall be authorized to amend the County of Mono List of Allocated Positions to reflect the following change:

Increase the allocation of Temporary Part-Time Rehabilitation Specialist in the Department of Behavioral Health by 1 (new total of 1) (salary range of \$18.00 – 24.00 /hour).

2. The County Administrative Officer, or his or her designee, is authorized to fill said allocated position as needed by the Department of Behavioral Health.

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1 PASSED AND ADOPTED this 19th day of February 2012, by the following

2 Vote:

3 AYES :
4 NOES :
5 ABSTAIN :
6 ABSENT :

7 ATTEST: _____
8 Clerk of the Board

_____ BYNG HUNT, Chair
Board of Supervisors

9
10 APPROVED AS TO FORM:

11
12 _____
13 COUNTY COUNSEL

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OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Economic Development
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	20 minutes	PERSONS APPEARING BEFORE THE BOARD	Dan Lyster
SUBJECT	Update of Draft Tuolumne River Plan & Draft Merced River Plan		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Dan Lyster regarding an update on Yosemite National Park's draft Tuolumne River Plan and draft Merced River Plan, which are open for a legal Public Review and Comment process until March 18th and April 18th, respectively.

RECOMMENDED ACTION:

That the Board receives information about the proposed changes in Tuolumne and Yosemite Valley, and provide direction to staff regarding official Public Comment (ending March 18 for TRP and April 18 for MRP) which will inform and influence the Park's final plans.

FISCAL IMPACT:

None.

CONTACT NAME: Dan Lyster

PHONE/EMAIL: 760-924-1705 / dlyster@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

Dan Lyster, Heather DeBethizy, Alicia Vennos

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Rpt](#)

History

Time	Who	Approval
2/6/2013 11:26 AM	County Administrative Office	Yes
2/8/2013 2:08 PM	County Counsel	Yes
2/11/2013 3:06 PM	Finance	Yes



MONO COUNTY

ECONOMIC DEVELOPMENT and SPECIAL PROJECTS

P.O. BOX 603, MAMMOTH LAKES, CALIFORNIA 93546
(760) 924-1705 • (760) 924-1697 (Fax)

Dan Lyster
Director
dlyster@mono.ca.gov

Alicia Vennos
Manager
avennos@mono.ca.gov

STAFF REPORT

SUBJECT: Update on Draft Comprehensive Merced River Plan (MRP) & Draft Tuolumne River Plan (TRP) from the National Park Service for Yosemite National Park.

RECOMMENDATION: That the Board receives information about the proposed changes in Tuolumne and Yosemite Valley, and provide direction to staff regarding official Public Comment (ending March 18 for TRP and April 18 for MRP) which will inform and influence the Park's final plans.

BACKGROUND: The National Park Service has recently released the Draft Comprehensive River Management Plans and Environmental Impact Statements for the Merced (MRP) and Tuolumne (TRP) Rivers for public review and comment. Once adopted, this plan will serve as the blueprint for all activities within the river corridors in Yosemite National Park, including site-specific actions needed to protect the river in Tuolumne Meadows and Yosemite Valley.

In accordance with the Wild and Scenic Rivers Act, the National Park Service has prepared these plans for the segments of both river corridors within Yosemite. The plans analyze a range of approaches for managing the visitor experience, facilities, and natural and cultural resources within the Wild and Scenic River corridor.

The MRP/TRP present the environmental analysis of several alternatives. The park has identified Alternative 5 as the preferred alternative for MRP, and Alternative 4 as preferred for TRP.

Key links to the documents on the Yosemite website:

- Full TRP by Chapter: <http://www.nps.gov/yose/parkmgmt/trpfacts.htm>
- TRP Summary Document: <http://www.nps.gov/yose/parkmgmt/upload/TRP-Reader-s-Guide-1-4-13-low-res.pdf>
- Full MRP by Chapter: <http://www.nps.gov/yose/parkmgmt/mrp-deis-doc.htm>
- MRP Alternatives Matrix: <http://www.nps.gov/yose/parkmgmt/upload/mrp-deis-sum-matrix-web.pdf>
- MRP Summary Document: <http://www.nps.gov/yose/parkmgmt/mrp-deis.htm>
- MRP/TRP Powerpoint Presentation: <http://www.nps.gov/yose/parkmgmt/upload/MRP-TRP-Public-Presentation-20130129.pdf>

A staff member from Yosemite National Park will be available by phone for the agenda item to answer questions and provide essential background information. In the meantime, the following excerpts from the above links may be helpful :

1. The draft plans address all elements required by the Wild and Scenic Rivers Act (WSRA) for the management of a designated river. It analyzes these elements by following and documenting planning processes required by the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA), and other legal mandates governing National Park Service (NPS) decision-making.
2. The NPS is considering what long-term, comprehensive guidance will best protect and enhance the 81 miles of the Merced Wild and Scenic River within Yosemite. WSRA requires comprehensive planning for Wild and Scenic Rivers to provide for the protection of the river's free-flowing condition, water quality, and the outstandingly remarkable values that make it worthy of designation. In accordance with WSRA, "the plan shall address resource protection, development of lands and facilities, user capacities, and other management practices necessary or desirable to achieve the purposes of this Act" (WSRA Section 3(d)). In addition, this plan must also fulfill the specific direction of the 1987 legislation designating the Merced River as a component of the National Wild and Scenic Rivers System.
3. This is the third management plan prepared for the Merced Wild and Scenic River within Yosemite. In 2009, the NPS settled a long-running lawsuit challenging the adequacy of the two prior versions of the Merced River Plan (prepared in 2000 and 2005). The need for the *Merced River Plan/DEIS* also derives from the *2009 Settlement Agreement*, under which the NPS agreed to complete a new comprehensive management plan for the Merced Wild and Scenic River. Chapter 2 of this *Merced River Plan/DEIS* summarizes the history of the lawsuit and the relevance of the settlement agreement to the development of this comprehensive river management plan. Section 7 (see Chapter 4).
4. At the time of designation, visitors to Yosemite Valley were participating in a wide diversity of activities, including sightseeing, scenic driving, day hiking, wildlife viewing, picnicking, floating, creative arts, camping, lodging, bicycling, nature study, rock climbing, and ranger-led programs. All of these activities are ongoing, and most have been determined to be river-related and contributing to this Outstanding River Values (notable exceptions being lodging and many of the commercial services in the Valley).
5. The most recent survey of visitor satisfaction, conducted in 2005, found that more than half of all visitors were experiencing crowding. This management concern will be addressed in the *Merced River Plan/DEIS* by implementing a user-capacity program that either reduces visitor use or increases the facilities necessary to support use without adversely affecting either resource values or the visitor experience. A major component of all the plan alternatives is decreasing traffic congestion through roadway, parking, and transit improvements; reducing congestion at popular attractions by dispersing use to appropriately designed destinations; and removing unnecessary services and facilities, including many of the commercial services currently provided in the Valley.

DISCUSSION:

Some of the main changes proposed in the Preferred Alternative 4 for TRP include:

- Improvements to the campground at Tuolumne
- Eliminate roadside parking adjacent to the meadow
- Retain lodge, Wilderness Center, store and grill
- Permanent removal of the gas station
- Elimination of horseback day rides from Tuolumne Pack Station

Some of the main changes proposed in the Preferred Alternative 5 for MRP include:

- Restoration of 203 acres of meadow and riparian habitat
- Improvements to Yosemite Valley traffic patterns and congested areas
- Increased campground capacity by 37% (161 sites), and hotel lodging by 8 units
- Improved pedestrian access to specific attractions (underpass walkway to Yosemite Falls)
- Maintain current use levels of 19,900 visitors/day

All MRP alternatives, including Preferred Alternative 5, eliminate the following visitor services:

- Horseback day rides in the park
- Bike rentals
- Raft rentals
- Ahwahnee swimming pool and tennis courts
- Yosemite Lodge swimming pool
- Curry Village swimming pool and ice rink

The quality of visitor experience in Yosemite potentially impacts Mono County as the park's popular east gateway. While the increase in lodging capacity and the improvements to traffic flow are very positive, the elimination of "non-essential" visitor services in Yosemite Valley, such as bike rentals, may negatively impact the overall visitor experience to both Yosemite and the East Gateway, and thus potentially impact visitation to our region.

The Mono County Tourism Commission is discussing this issue on Feb. 14 and its conclusions will be shared with the Board during this agenda item.

Community Development is currently analyzing the proposed TRP changes as they may relate to the General Plan and information to that end will be forthcoming.

Important Dates:

Saturday, Feb. 23, 9am – 12pm: Public Workshop conducted by Yosemite National Park will be held in Mammoth Lakes in Suite Z, Minaret Shopping Center, 2nd Floor.

Wednesday, Feb. 27, 10am – 12pm: NPS Webinar - Socioeconomics

March 18, 2013 – End of official Public Comment Period for the Tuolumne River Plan.

April 18, 2013 – End of official Public Comment Period for the Merced River Plan.

FISCAL IMPACT: None directly at the moment.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Health Department
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	5 minutes	PERSONS APPEARING BEFORE THE BOARD	Louis Molina
SUBJECT	Cottage Food Operations - Proposed Fees		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Public hearing and proposed resolution adopting fees for registration and permits for cottage food operations.

RECOMMENDED ACTION:

Conduct public hearing regarding proposed fees. Adopt proposed resolution #R13-___, adopting fees for registration and permits for cottage food operations. Provide any desired direction to staff.

FISCAL IMPACT:

An unknown amount of revenue will be generated by these new Cottage Food Operations, but it is expected to be minimal.

CONTACT NAME: Louis Molina

PHONE/EMAIL: 760-924-1845 / lmolina@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report - Cottage Food Operations Proposed Fees](#)

[cottage food resolution](#)

History

Time	Who	Approval
1/3/2013 9:07 AM	County Administrative Office	Yes
2/8/2013 1:53 PM	County Counsel	Yes
1/8/2013 7:12 PM	Finance	Yes



MONO COUNTY HEALTH DEPARTMENT

Environmental Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

January 2, 2013

To: Honorable Board of Supervisors
From: Louis Molina, Environmental Health Director
Subject: Cottage Food Operations (CFO's) Permit and Registration Fees

Recommended Action: Approve an amendment to the Public Health/Environmental Health fee schedule to include new fees for CFO's.

Discussion: The California Health and Safety Code was recently amended to allow for certain foods to be prepared in private home kitchens for sale to the public. These new food operations are referred to as Cottage Food Operations, or CFO's. This new law (AB 1616, Gatto) went into effect on January 1, 2013. This law will allow local health departments to recover costs associated with review of applications for CFO's, issuance of registrations or permits, and inspection time, where applicable.

CFO's will fall into one of two categories, based on the avenue of sales of their products. A *Class A* CFO is a CFO that sells foods directly to the customer. This is classified as "direct sale". A *Class B* CFO is a CFO that sells indirectly to a consumer through a third party. This is referred to as an "indirect sale". Class A CFO's will be required to submit an application for registration to the Mono County Health Department. Registration will require that the operator provide a written checklist of compliance to the department. If the information provided is complete, the registration is issued. No inspection is conducted of Class A operations except on a complaint basis. A Class B CFO will be required to apply for a permit to operate and will also be subject to an annual inspection of the operation.

The Mono County Health Department anticipates that the time spent to process a Class A CFO application and issue the registration will be approximately one hour. Time spent processing an application, issuing a permit and inspecting a Class B CFO will be approximately two hours. These time allowances and respective fees will be further evaluated and adjusted accordingly in upcoming years. An hourly rate of one hour minimum is also proposed for time spent on complaints associated with Class A and Class B CFO's, but only when a field investigation is deemed appropriate.

Fiscal Impact: For the remainder of the 2012/2013 fiscal year, the cost of registration for a Class A CFO will be \$81.00 and the cost of a permit for a Class B CFO will be \$162.00. Revenues from these new fees is unknown, but is projected to be minimal for the remainder of this fiscal year.

For questions regarding this item, please call Louis Molina at 924-1845.

Submitted by: _____
Louis Molina, Environmental Health Director Date

Reviewed by: _____
Lynda Salcido, Public Health Director Date



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Public Works - Engineering Division
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Garrett Higerd
SUBJECT	Consider Adjustment of 2010 Census FHWA Urban Boundary for Transportation Purposes		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed changes to the FHWA Urban Boundary would support a reclassification of roads serving Mammoth-Yosemite Airport.

RECOMMENDED ACTION:

Approve resolution #R13 _____, revising the 2010 Census FHWA Urban Boundary. Receive staff report and provide any desired direction to staff.

FISCAL IMPACT:

There will be no General Fund impact. This may streamline the process of obtaining future federal funding for certain County roads near Mammoth Lakes and the Mammoth-Yosemite Airport.

CONTACT NAME: Garrett Higerd

PHONE/EMAIL: 760.932.5457 / ghigerd@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Report and Exhibits](#)

History

Time	Who	Approval
2/13/2013 11:19 AM	County Administrative Office	Yes
2/13/2013 11:36 AM	County Counsel	Yes
2/13/2013 11:12 AM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: February 19, 2013
To: Honorable Chair and Members of the Board of Supervisors
From: Garrett Higerd, Senior Engineer
Re: Consider Adjustment of 2010 Census FHWA Urban Boundary for Transportation Purposes

Recommended Action:

Approve resolution revising the 2010 Census FHWA Urban Boundary. Receive staff report and provide any desired direction to staff.

Fiscal Impact:

There will be no General Fund impact. This may streamline the process of obtaining future federal funding for certain County roads near Mammoth Lakes and the Mammoth-Yosemite Airport.

Discussion:

Road rehabilitation projects funded by the State Transportation Improvement Program utilize one of two types of funding, Federal or State-only. In recent years because of the high demand for State-only funding, more projects have been "Federalized" wherever possible. Federal funding is only available for projects that are on the national highway system (including local roads classified as a major collector or higher). While Federal funding has been more available, Federal projects require additional environmental review, paperwork, inspections, and audits.

The Federal Highways Administration (FHWA) uses Census data as the starting point for implementing and determining eligibility for a variety of their funding programs. The FHWA defines areas of population greater than 5,000 as small urban areas. The Town of Mammoth Lakes is the only community in Mono County that meets the definition of a small urban area. The 2010 Census data provides an opportunity to adjust the FHWA Urban Boundary in Mammoth Lakes outward to encompass roads that support the small urban area. Roads classified as minor collectors within an FHWA Urban Boundary can be re-classified as major collectors and be eligible for Federal funding.

The proposed changes to the FHWA Urban Boundary would support a reclassification of the portion of Hot Creek Hatchery Road that serves Mammoth-Yosemite Airport and Airport Road, making a rehabilitation project there eligible for Federal funding.

Please contact me at 760.932.5457 or by email at ghigerd@mono.ca.gov if you have any questions regarding this report.

Respectfully submitted,



Garrett Higerd, PE
Senior Engineer

Attachments: Exhibit A – Proposed Caltrans Urban Boundary
Exhibit B – Draft Resolution

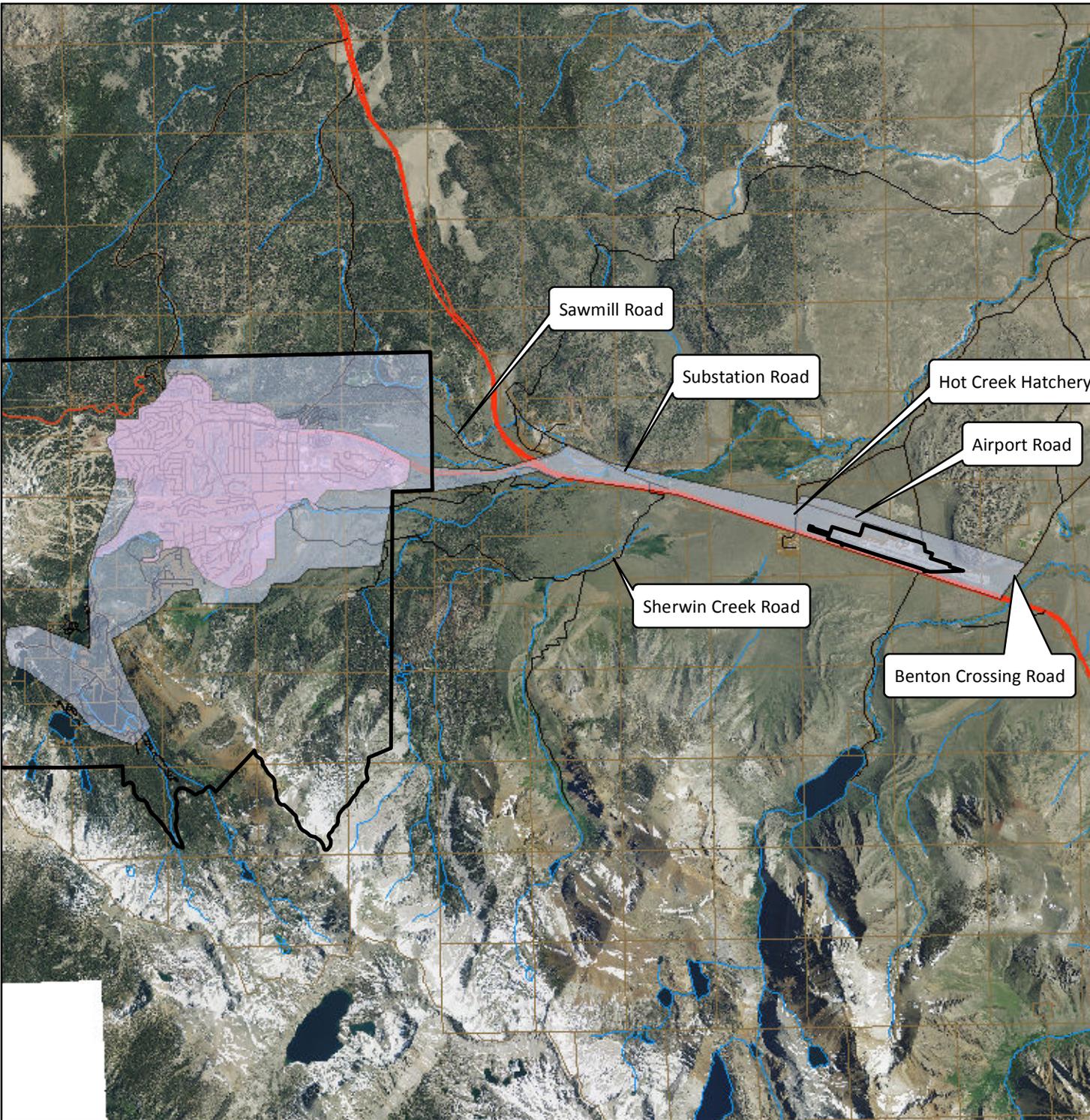
EXHIBIT A

2010 Census FHWA Urban Boundary

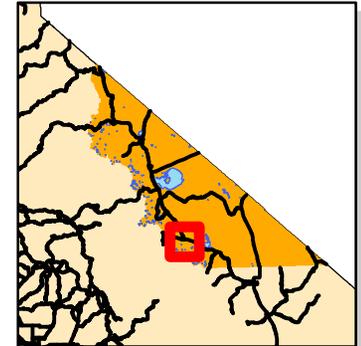
February 12, 2013

Legend

-  Town of Mammoth Lakes Boundary
-  2010 Census FHWA Urban Boundary
-  Proposed FHWA Urban Boundary



Mono County GIS
PO Box 7657
Mammoth Lakes, CA
93546
(760) 924-1819
gis.mono.ca.gov



The information contained on this map is for reference purposes only and is in no way intended to serve as a legal description of property or other boundaries. The information on this map is subject to change without notice. This map is not to be reproduced or re-used without the prior permission of Mono County.

Map created by: ghigerd on 2/12/2013

X:\COMMON\@WORK\ROAD PROJECTS\STIP\STIP Cycles\2014 STIP\GIS Maps\FHWA Urban



RESOLUTION NO. R13-__

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING ADJUSTMENT OF THE 2010 CENSUS FHWA URBAN BOUNDARY FOR
MAMMOTH LAKES FOR TRANSPORTATION PURPOSES**

WHEREAS, Section 101(a) of Title 23 U.S. Code allows the State and local officials, in cooperation with each other, to adjust census-designated FHWA Urban Boundaries, subject to approval by the Secretary of Transportation; and

WHEREAS, the California Department of Transportation (Caltrans), on behalf of the Federal Highway Administration, has requested that Mono County and the Town of Mammoth Lakes adjust, if necessary, the 2010 Census FHWA Urban Boundary within Mono County; and

WHEREAS, Mono County and the Town of Mammoth Lakes have coordinated with Caltrans through the Mono County Land Development Technical Advisory Committee (Mono LDTAC) and the Mono County Local Transportation Commission (Mono LTC) and, based on that coordination, have recommended changes to the 2010 Census FHWA Urban Boundary, as shown on Exhibit A, which is attached hereto and incorporated by this reference; and

WHEREAS, the Mono County Board of Supervisors desires to adjust the 2010 Census FHWA Urban Boundary, for transportation purposes, as recommended by the Mono LDTAC and the Mono LTC and shown on Exhibit A, thereby making some roads within the adjusted boundary area eligible for Federal road funding;

NOW, THEREFORE, BE IT RESOLVED that the Mono County Board of Supervisors hereby approves the revised 2010 Census FHWA Urban Boundary, as shown on Exhibit A, for transportation purposes, and authorizes submittal of the adjusted boundary to the California Department of Transportation.

DRAFT

EXHIBIT B

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28

I hereby certify the foregoing resolution was introduced and read at the regular meeting of the County Board of Supervisors of the County of Mono on the 19th day of February, 2013, and the resolution was duly adopted at said meeting by the following vote:

- AYES : DRAFT**
- NOES : DRAFT**
- ABSENT : DRAFT**
- ABSTAIN : DRAFT**

Byng Hunt
Mono County Board of Supervisors

ATTEST:

Approved as to Form:

Lynda Roberts
Mono County Clerk - Recorder

County Counsel



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Finance
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	1 hour	PERSONS APPEARING BEFORE THE BOARD	Roberta Reed
SUBJECT	Mid-Year Budget Review		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Review the 2012-13 budget for mid-year and receive any direction from the Board.

RECOMMENDED ACTION:

Approve Mid-Year budget adjustments and receive any direction from the Board.

FISCAL IMPACT:

To be determined after internal adjustments.

CONTACT NAME: Roberta Reed

PHONE/EMAIL: 760 932-5492 / rreed@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:
Finance/Auditor-Controller

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report](#)
- [Mid-Year Budget](#)

History

Time

Who

Approval

2/6/2013 2:04 PM	County Administrative Office	Yes
2/8/2013 4:10 PM	County Counsel	Yes
2/4/2013 4:13 PM	Finance	Yes



DEPARTMENT OF FINANCE COUNTY OF MONO

P.O. BOX 556, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5490 • FAX (760) 932-5491

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Vacant
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

DATE: February 19, 2013
TO: Honorable Board of Supervisors
FROM: Roberta Reed, Assistant Director of Finance/Auditor-Controller
SUBJECT: Midyear Budget Review

RECOMMENDED ACTION:

Receive reports on individual budgets. Consider proposed budget adjustments and policy items. Adjust budget appropriations as needed. Provide any desired direction to staff.

FISCAL IMPACT:

None.

DISCUSSION:

The mid-year review budget document is available in the County Administrator's offices in Bridgeport and Mammoth Lakes as well as on the County website under the Auditor-Controller section.



MID-YEAR BUDGET REVIEW

FISCAL YEAR

2012-13

Mono County Department of Finance



DEPARTMENT OF FINANCE COUNTY OF MONO

P.O. BOX 556, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5490 • FAX (760) 932-5491

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Vacant
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

MEMORANDUM

TO: Board of Supervisors

FROM: Roberta Reed

DATE: January 31, 2013

SUBJECT: Mid Year Budget Review for Fiscal Year 2012-13

Budget Status:

Overall, the Mono County FY 2012-13 budget is on target as of December 31, 2012. As of the end of December, the County had received 48.67% of the budgeted General Fund revenues, and overall expenditures are in line. When adopting the budget the Board of Supervisors established a reserve fund totaling \$1,726,321 and contingency fund of \$360,000. The Board has not yet allocated any contingency funds leaving a current balance of \$360,000. Review of budgeted revenues resulted in a net increase of \$220,330, increasing the contingency funds available to \$580,330. The change in budgeted revenues comes primarily from a \$169,000 reduction in tax receipts and a \$78,000 decrease in Forest Reserve revenue which is offset by unrelated, unanticipated excess ERAF revenue of \$402,239. The operational adjustment is an expenditure increase of \$164,403 reflecting \$160,957 in salary and benefits resulting in unexpected salary payouts (adjusted for savings), and increases in services and supplies and equipment. Funding the operational adjustments will leave \$415,927 available to remain in contingency or to fund held over and new policy items. Included in the mid-year budget package are General Fund policy items held over from the budget process in the amount of \$296,600, and \$70,000

from the Motor Pool which will not affect contingency. Several new policy items have been proposed. Recommended for special consideration is the new jail transport van for \$55,000. New revenue into the general fund covers this purchase and this revenue can only be used for jail specific purposes. Also recommended for special consideration are the new policy items to close certain CIP projects in the amount of \$7,334 and reimbursement to the Road fund in the amount of \$18,000.

The General Fund revenue section of the mid year budget package provides a detailed analysis of revenues to date. Other than operational requests, overall expenditures are on target.

As of December 31, 2012, the General Reserve stands at \$1,735,864, including accrued interest.

State Budget:

The State of California, as indicated by the Governor's 2013-14 proposed State Budget, is looking much better in light of the passage of Propositions 30 and 39 both of which increased tax revenues and changed how use tax is applied to require more retailers to collect use tax from the consumers. The State is anticipating a continued economic recovery and increased consumer confidence. As the State works with implementing the Affordable Care Act, the County will have to watch closely the details for the impact to County and the Board may need to revisit the budget to determine the extent to which programs should be reduced or supplemented with General Fund dollars. In addition, the "fiscal cliff" issue with the Federal Government has not yet been completely resolved. Changes that may be made in March do have the potential to affect the State budget and can still affect County funding. The County will continue to monitor the results of Realignment 2011 (AB109 and AB118) to determine the impact on the County.

Gann Limit:

Given the reduced level of property tax receipts, no Gann Limit issues are anticipated for this year.

Mono County FY 2013-14 Budget:

We anticipate that balancing the County's FY 2013-14 budget will be again a difficult process. We expect overall property tax revenues to decline, but at a slower rate. Statewide the general economy is picking up, so I anticipate that TOT will remain stable as will our sales tax derived revenues, though the State, because of a change in applying the use tax, expects to see a half percent increase which could trickle down to the County. The Governor is very optimistic for the state, but here in Mono County we trend towards an eighteen month lag in economic conditions. I recommend continuing a very conservative fiscal policy with no new major expenditures. Salary savings and spending reductions in the current fiscal year will result in additional cash carryover to reduce any FY 2013-14 deficit.

TABLE OF CONTENTS

SECTION 1 (Requested Budget Changes)

SECTION 2 (General Fund Revenue Revue)

SECTION 3 (Department Budgets)

GENERAL FUND (FUND 100)

33	ANIMAL CONTROL
39	ASSESSOR
43	CLERK/RECORDER
51	COMMUNITY DEVELOPMENT
65	COUNTY ADMINISTRATIVE OFFICE
75	COUNTY COUNSEL
79	DISTRICT ATTORNEY
87	ECONOMIC DEVELOPMENT
93	EMERGENCY MEDICAL SERVICES (PARAMEDICS)
99	FINANCE
107	INFORMATION TECHNOLOGY
113	PROBATION
119	PUBLIC WORKS FACILITIES
131	SHERIFF / CORONER
147	OTHER BUDGETS

SOCIAL SERVICES FUND (FUND 103)

157	SOCIAL SERVICES
-----	-----------------

TABLE OF CONTENTS

MENTAL HEALTH FUND (FUND 104)

169 MENTAL HEALTH

PUBLIC HEALTH FUND (FUND 105)

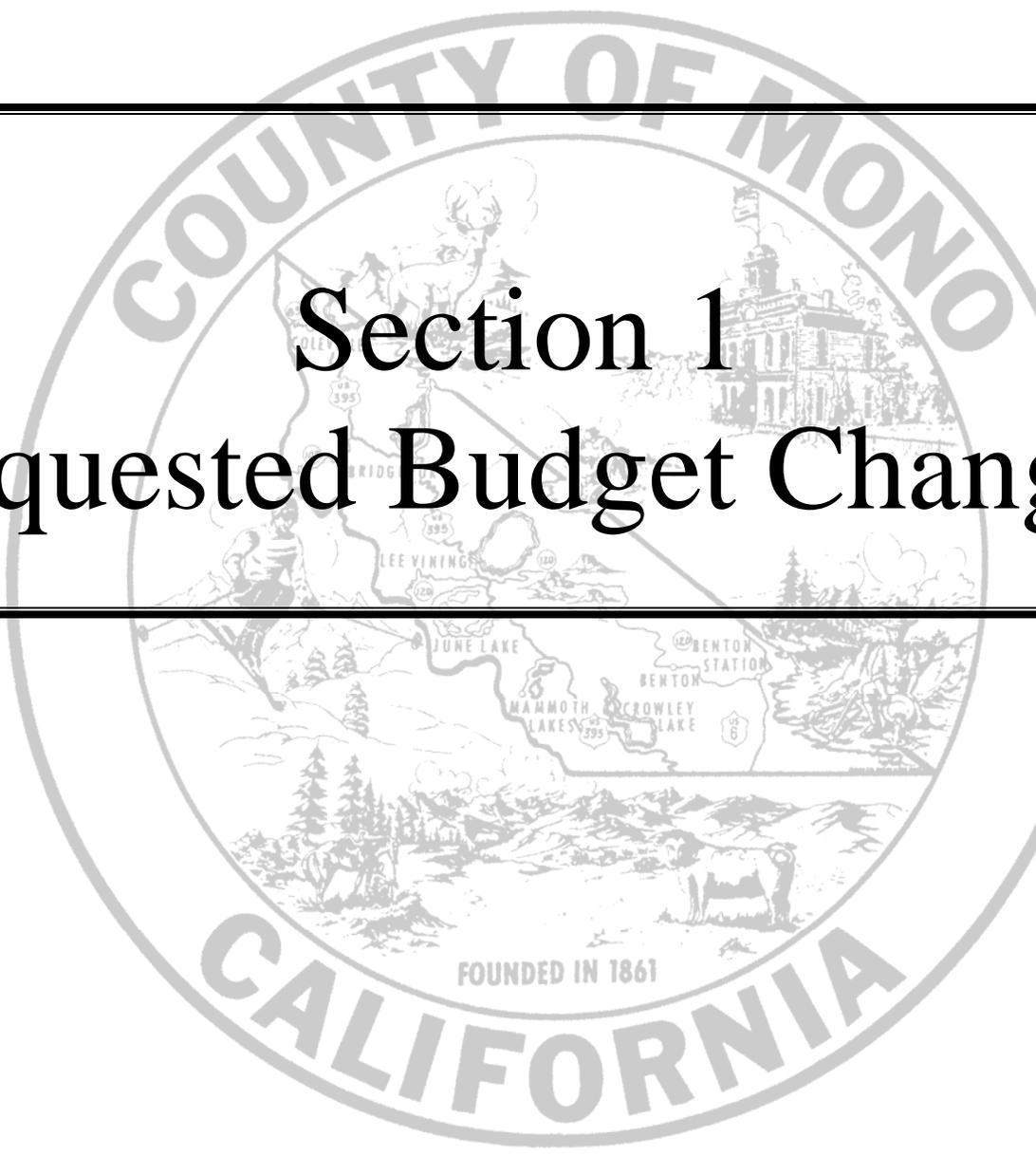
177 PUBLIC HEALTH

ROAD FUND (FUND 700)

183 ROAD DEPARTMENT / MOTOR POOL

SOLID WASTE FUND (FUND 615)

189 SOLID WASTE



Section 1

Requested Budget Changes

SUMMARY OF REQUESTED BUDGET CHANGES - GENERAL FUND

GENERAL FUNDS AVAILABLE

Available Contingency	\$360,000
Estimated Net Change to Budgeted Revenues	\$155,239
New Department Revenue/Inmate Welfare-SCAAP Grant	\$55,000
New Department Revenue/Micrographic Trust Fund	\$6,766
New Department Revenue/SS Truncation Fee Trust	\$3,325

TOTAL FUNDS AVAILABLE	<u>\$580,330</u>
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OPERATIONAL REQUESTS - Reflected in department budget adjustments

Salaries / Benefits	\$160,957
Supplies & Services	\$1,391
Equipment	\$2,055
Support & Care	

SUBTOTAL	<u>\$164,403</u>
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FUNDS AVAILABLE FOR NEW USES/CONTINGENCY	<u>\$415,927</u>
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HELD OVER POLICY ITEMS

	Requested	Approved
CIP - Chalfant Community Center Design	\$100,000	
CIP - Crowley Lake Comm Center Parking Lot Stairs	\$20,000	
CIP - Tennis Court Upgrades	\$50,000	
CIP - Old Substation Demolition	\$82,000	
HR/Finance - Electronic Timekeeping / Online Employee Portal	\$44,600	
Motor Pool - No GF Impact	\$70,000	

SUBTOTAL	<u>\$366,600</u>	<u>\$0</u>
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NEW POLICY ITEMS

GF Jail Transport Van*	\$55,000	
GF CIP Project Close Out	\$7,334	
GF IT Phone system	\$31,000	
GF Facilities New Lawn Mower	\$20,000	
GF Road Reimbursement for emp settlement	\$18,000	
GF Road Mono City Access Road	\$10,000	
GF Road Shop Doors	\$20,000	
GF Road Forklift Replacement	\$35,000	
GF Road Culvert Cleaning Equipment	\$60,000	
GF Road Dump Truck replacement	\$220,000	
GF CIP Old Substation Berm - materials only - no permitting, plans surveying, landscaping, irrigation, trees/shrubs or labor	\$37,500	
GF CIP Old Substation Renovations		

SUBTOTAL	<u>\$513,834</u>	<u>\$0</u>
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TOTAL GENERAL FUND EXPENDITURE REQUESTS	<u>\$1,044,837</u>	<u>\$0</u>
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REMAINING CONTINGENCY	<u>\$415,927</u>
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* Funded with new SCAAP Grant and Inmate Welfare Funds

MONO COUNTY BUDGET ADJUSTMENT

Department: GENERAL FUND REVENUES Budget: _____

Justification for budget adjustment:

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1REV1003	PROP TAX: UNSECURED TAXES	950,000	850,000	(100,000)
1REV1006	PROP TAX: SUPPLEMENTAL	1,000	(35,000)	(36,000)
1REV10062	PROP TAX: EXCESS ERAF	-	402,239	402,239
1REV1568	FED: FOREST RESERVE	78,000	-	(78,000)
1REV1750	LOAN REPAYMENTS	228,000	195,000	(33,000)
			-	-
TOTAL REVENUE CHANGES				<u>155,239</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>-</u>

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

AUD

GENERAL FUND DETAIL - OPERATIONAL BUDGET ADJUSTMENT REQUESTS

Department	Salaries	Overtime	Benefits	Communi- cations	Household	Insurance	Liability Claims Paid	Special Event Insurance	Building Maint.	Equipment Maint.	Rents Leases	Office	Contract Services	Professional Services	Special Department	Travel & Training	Vehicle & Fuel	Capital Expenditure	Support & Care	TOTALS
Assessor												6,766								6,766
Boating		15,624																		15,624
CAO	27,234		0											(35,000)						(7,766)
Clerk													3,325							3,325
District Attorney																	800			800
Facilities	55,925	4,000	3,050															2,055		65,030
Finance	21,520																			21,520
Information Tech														25,000						25,000
Insurance	17,980																			17,980
Public Works				500																500
Sheriff - Boating		15,624																		15,624
	122,659	35,248	3,050	500	0	0	0	0	0	0	0	6,766	3,325	(10,000)	0	0	800	2,055	0	164,403
SUMMARY																				
Salaries/Benefits			\$160,957																	
Supplies & Services			1,391																	
Capital Expenditures			2,055																	
Support & Care			0																	
			\$164,403																	
<p>Note: Amounts refer to individual budget adjustment requests filed with each department budget. Balanced budget adjustment requests (no net change) and requests affecting other than the General Fund are not reflected above.</p>																				

MONO COUNTY POLICY ITEM

Department: MOTOR POOL

Description of Program/Equipment:

During the Budget Hearings in August of 2012 the Board of Supervisors authorized \$546,000 for vehicle replacements. However, the Board requested that three Subaru Impreza vehicles be brought back at mid-year to determine whether these vehicles should be replaced at this time. The current mileages on the three Imprezas are: 124,200 miles, 122,652 miles, and 119,800 miles. Useful mileage is 130,000 miles for these vehicles.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:	\$0	

Vehicle:	70,000
Equipment:	
Work Space:	
Other:	0
Total One-Time Cost:	\$70,000

Total Cost: 70,000

Revenue: Describe any revenue to offset the cost of the policy item
 This will be a Motor Pool impact. Revenue is generated by mileage charges; sufficient funds are currently available in the Motor Pool (\$523,000) to cover this expense.

MONO COUNTY POLICY ITEM

Department: SHERIFF - JAIL DIVISION

Description of Program/Equipment:

PURCHASE OF AN INMATE TRANSPORT VAN TO TRANSPORT INMATES TO PERFORM SPECIAL DETAILS AROUND THE COUNTY. THE VAN WILL NEED TO BE OUTFITTED WITH PARTITIONS AND OTHER SPECIAL LAW ENFORCEMENT EQUIPMENT TO TRANSPORT INMATES SAFELY.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:	\$0	

Vehicle:	55,000
Equipment:	
Work Space:	
Other:	
Total One-Time Cost:	\$55,000

Total Cost: 55,000

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

WE WILL OFFSET THIS EXPENSE WITH OUR UNEXPECTED SCAAP GRANT REVENUE AS WELL AS INMATE WELFARE FUNDS.

MONO COUNTY POLICY ITEM

Department: CAPITAL IMPROVEMENT PROGRAM

Description of Program/Equipment:

Cash transfer to close out completed CIP projects, per attached spreadsheet

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:	\$0	

Vehicle:	
Equipment:	
Work Space:	
Other:	7,334
Total One-Time Cost:	\$7,334

Total Cost: 7,334

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

		Fund 800	Close Out Cash	Adjustments	Transfers	Balance	
Old MGH Boilers		\$93,469.00				\$93,469.00	Set-Aside
Walker CC Set Aside	9544	\$143,542.56				\$143,542.56	Set-Aside
Walker Campus Plan	9545	\$588.12	(\$588.12)			\$0.00	CDBG reimbursement grant
Crowley Lake D1 Roof	9548	\$4,433.54	(\$4,433.54)			\$0.00	
Old Health Clinic Renovation	9551	\$7,024.33				\$7,024.33	
Child Welfare Space remodel	9578	\$42,000.00				\$42,000.00	
Annex 2 Energy upgrades	9579	\$596.13	(\$596.13)			\$0.00	
Annex 1 windows	9586	\$291.62				\$291.62	
Annex I/II ARRA Project	9589	(\$589.00)	\$589.00			\$0.00	
Annex I ADA	9596	\$40,418.75				\$40,418.75	
JLCC ADA Access	9597	(\$1,908.86)	\$1,908.86			\$0.00	CDBG reimbursement grant
Annex 2 windows/circulation	9599	\$21,600.32				\$21,600.32	
Lee Vining CC Site Imp	9633	(\$10,453.48)	\$10,453.48			\$0.00	
Walker Wellness - Driveway	9639	\$17,561.37				\$17,561.37	Advised by A. Gimpel - DO NOT USE
Bridgeport Memorial Hall - Imp	9672	\$55,954.28				\$55,954.28	Set-Aside
Mtn Gate - Property Acquisition	9620A	(\$3,929.99)				(\$3,929.99)	
Mtn Gate - Ph II Access	9620B	(\$10,368.01)				(\$10,368.01)	
JL Storm		\$0.00				\$0.00	
Conway Ranch Bell Diversion		(\$32,239.00)				(\$32,239.00)	
Paramedic Improvements	9513	\$23,000.00				\$23,000.00	Set-Aside
June Lake Visitor Center	9532	\$24,467.97				\$24,467.97	
Chalfant Park Development	9540	\$24,046.00				\$24,046.00	Set-Aside
Auchoberry Pit	9581	\$8,566.71				\$8,566.71	Utilize for SMARA
Crowley Lake Mailboxes	9699	\$10,500.00				\$10,500.00	Set-Aside
AG Bldg - Set Aside		\$189,912.00				\$189,912.00	
Total		\$648,484.36	\$7,333.55	\$0.00	\$ -	\$655,817.91	
Account Balance per detail		\$648,484.36					

Mid Year Balance \$648,484.36

Close Out Cash \$7,333.55

MONO COUNTY POLICY ITEM

Department: FACILITIES

Description of Program/Equipment:

New lawn mower with aerator and thatching attachments. This unit will replace the aging and undependable unit in Benton/Chalfant.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:	\$0	

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

MONO COUNTY POLICY ITEM

Department: ROAD FUND

Description of Program/Equipment:

Requesting General Fund or Insurance fund reimbursement for settlement payment to former employee which has been charged to the road fund.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:		\$0

Vehicle:	
Equipment:	
Work Space:	
Other:	18,000
Total One-Time Cost:	\$18,000

Total Cost: 18,000

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

MONO COUNTY POLICY ITEM

Department: ROAD

Description of Program/Equipment:

The community of Mono City is currently served from State Route 167 by a single paved road. The lack of secondary access limits evacuation options available for residents, fire trucks, and ambulances should it be necessary in the event of an emergency. Construction of a potential secondary access would resolve this problem and make for a safer community. Initial construction estimates, including labor, equipment, and materials, is estimated to be \$75,000 to \$100,000. This expense includes an anticipated apron where the access road intersects with State Route 167. Annual maintenance costs are assumed to be minimal. Environmental documents and approvals, necessary prior to any construction, would be required and are estimated at \$10,000 .

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:		\$0
Vehicle:		
Equipment:		
Work Space:		
Other:		10,000
Total One-Time Cost:		\$10,000
Total Cost:		10,000

Revenue: Describe any revenue to offset the cost of the policy item
 This is a General Fund impact and there are no offsetting revenue.

MONO COUNTY POLICY ITEM

Department: ROAD

Description of Program/Equipment:

The Crowley and Lee Vining Road shop doors have had several failures where staff narrowly avoided injury. Replacing these doors would alleviate the issue. \$20,000 would allow for the replacement of several doors this year with additional doors replaced next fiscal year.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:	\$0	

Vehicle:	
Equipment:	20,000
Work Space:	
Other:	0
Total One-Time Cost:	\$20,000

Total Cost: 20,000

Revenue: Describe any revenue to offset the cost of the policy item
 This would be a General Fund impact with no offsetting revenue.

MONO COUNTY POLICY ITEM

Department: ROAD

Description of Program/Equipment:

The Bridgeport Vehicle Shop has an old 1971 Baker forklift that needs to be replaced as its engine is old and emits lots of black smoke. There are no replacement engines available for this piece of equipment. There are several new models available for an estimated \$35,000 that could fit our needs.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:	\$0	

Vehicle:	35,000
Equipment:	
Work Space:	
Other:	0
Total One-Time Cost:	\$35,000

Total Cost: 35,000

Revenue: Describe any revenue to offset the cost of the policy item
 This would be a General Fund impact with no offsetting revenue.

MONO COUNTY POLICY ITEM

Department: ROAD

Description of Program/Equipment:

Mono County does not own a culvert cleaning piece of equipment. As a result many of our culverts have become completely plugged and resulted in damage to our roads. Purchasing a culvert cleaning piece of equipment would prevent this type of issue in the future.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:	\$0	

Vehicle:	
Equipment:	60,000
Work Space:	
Other:	0
Total One-Time Cost:	\$60,000

Total Cost: 60,000

Revenue: Describe any revenue to offset the cost of the policy item
 This would be a General Fund impact with no offsetting revenue.

MONO COUNTY POLICY ITEM

Department: ROAD

Description of Program/Equipment:

The Road Division of Public Works has on-road heavy diesel equipment that should be replaced. In 2009 Public Works, under direction from the Board of Supervisors, informed the California Air Resources Board (CARB) that it intended to follow the accelerated turnover option. This option requires all on-road heavy duty diesel powered vehicles with 1993 and older engines to be replaced entirely or with newer technology engines by 2020. While Public Works has recently replaced some of these vehicles there are still ten on-road heavy duty diesel vehicles that must be replaced. The vehicle that is most due for replacement is a 1986 International Dump truck/plow with spreader. Replacing this vehicle now would reduce the total expense at the 2020 deadline.

Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:		\$0

Vehicle:	220,000
Equipment:	
Work Space:	
Other:	0
Total One-Time Cost:	\$220,000

Total Cost: 220,000

Revenue: Describe any revenue to offset the cost of the policy item
 This is a General Fund impact with no offsetting revenue.

MONO COUNTY POLICY ITEM

Department: ROAD

Description of Program/Equipment:

The Old Mammoth Substation has an area utilized by the Road Division of Public Works as a storage area for equipment and materials. Some of the materials and equipment can be seen from US Highway 395. Placing an earthen berm around the southwest portion of the area would minimize the visibility concerns. At the Board of Supervisors meeting last fall the Board requested this item be brought back at mid-year discussion. The price shown below does include labor, equipment and dirt necessary to transport and create the earthen berms. It does not include plans, permitting, surveying, landscaping, irrigation, trees/shrubs, and labor to install them.

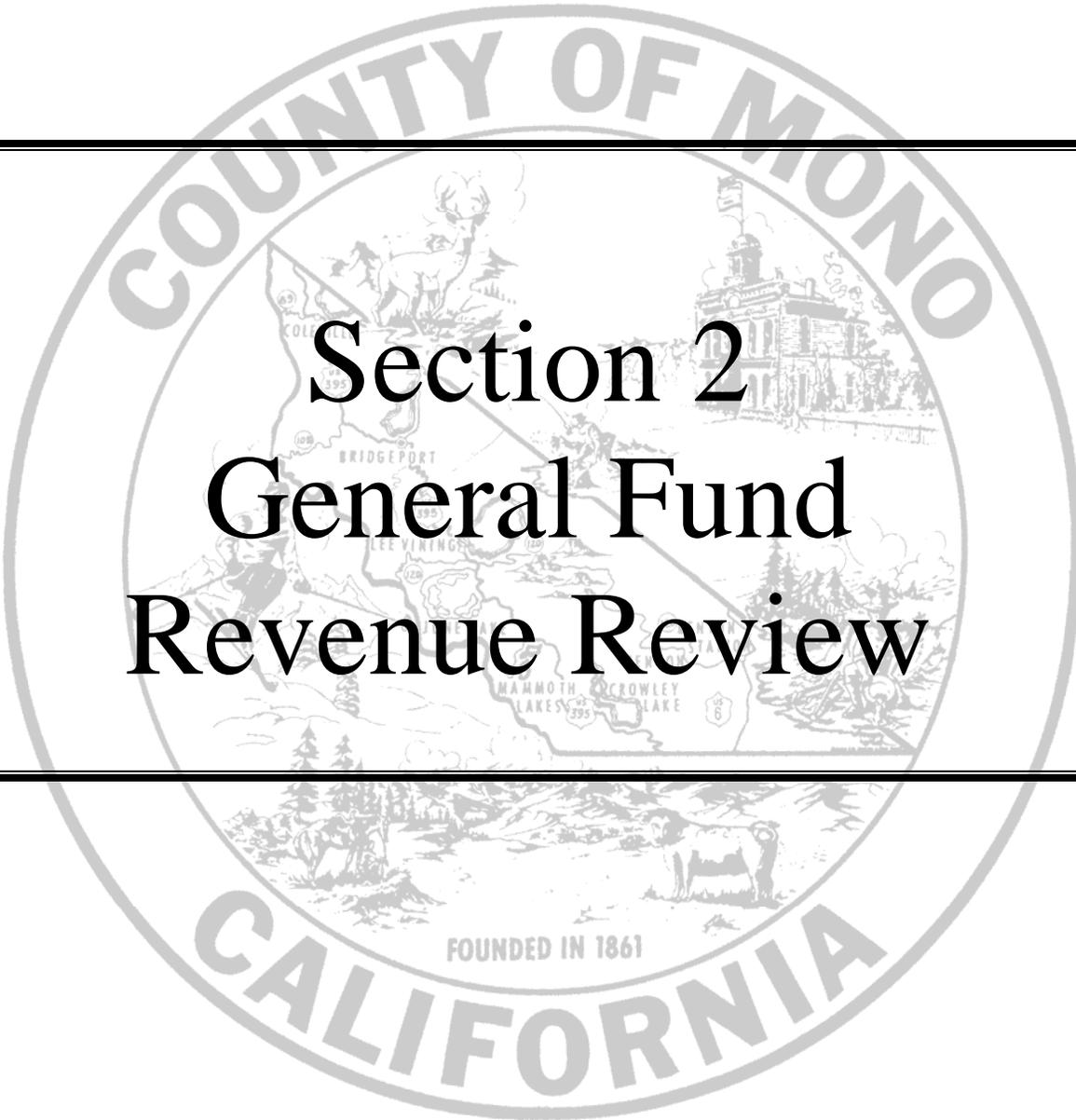
Cost Components

Salary:		(full year cost)
Benefits:		
Supplies:		(includes vehicle, fuel)
Materials:		(cell phones, IT, phones)
Communications:		
Computer:		
Other:		
Total On-Going Cost:		\$0

Vehicle:	
Equipment:	
Work Space:	
Other:	37,500
Total One-Time Cost:	\$37,500

Total Cost: 37,500

Revenue: Describe any revenue to offset the cost of the policy item
 This would be a General Fund impact with no offsetting revenue.



Section 2
General Fund
Revenue Review

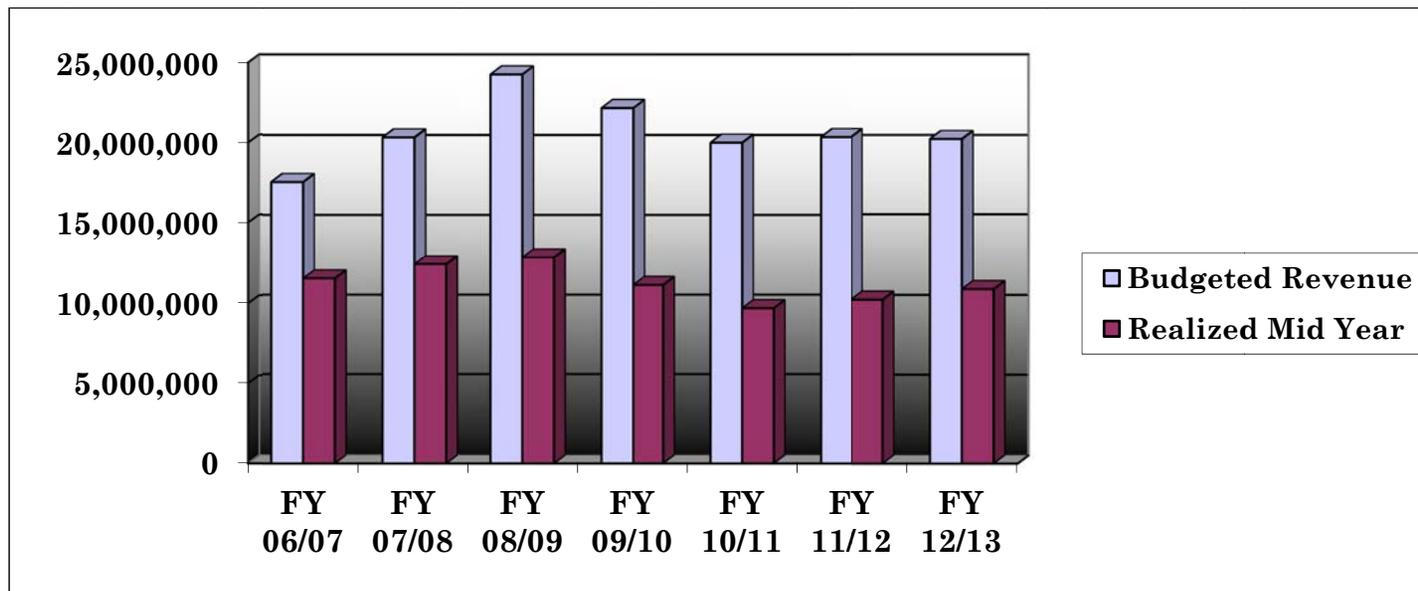
FISCAL YEAR 2012-13 REVENUES AS OF DECEMBER 31, 2012

GENERAL FUND

Taxes Licenses, Permits & Franchises

SOURCE	ACTUAL 2011-12	ESTIMATED 2012-13	ACTUAL AS OF 12/31/12	% RECEIVED
Property	\$16,430,753	\$16,071,000	\$9,044,895	56.28%
Other	\$4,860,455	\$4,187,000	\$1,827,556	43.65%
Total Taxes	\$21,291,208	\$20,258,000	\$10,872,451	53.67%

There is a shortfall in current-year tax receipts of \$136,000, resulting from the continued downward trend in property values. The decreases are offset by unrelated unanticipated excess ERAF revenues of \$402,239. Transient occupancy tax collections are running at budget. Overall, the tax category should be about \$250,000 more than anticipated.



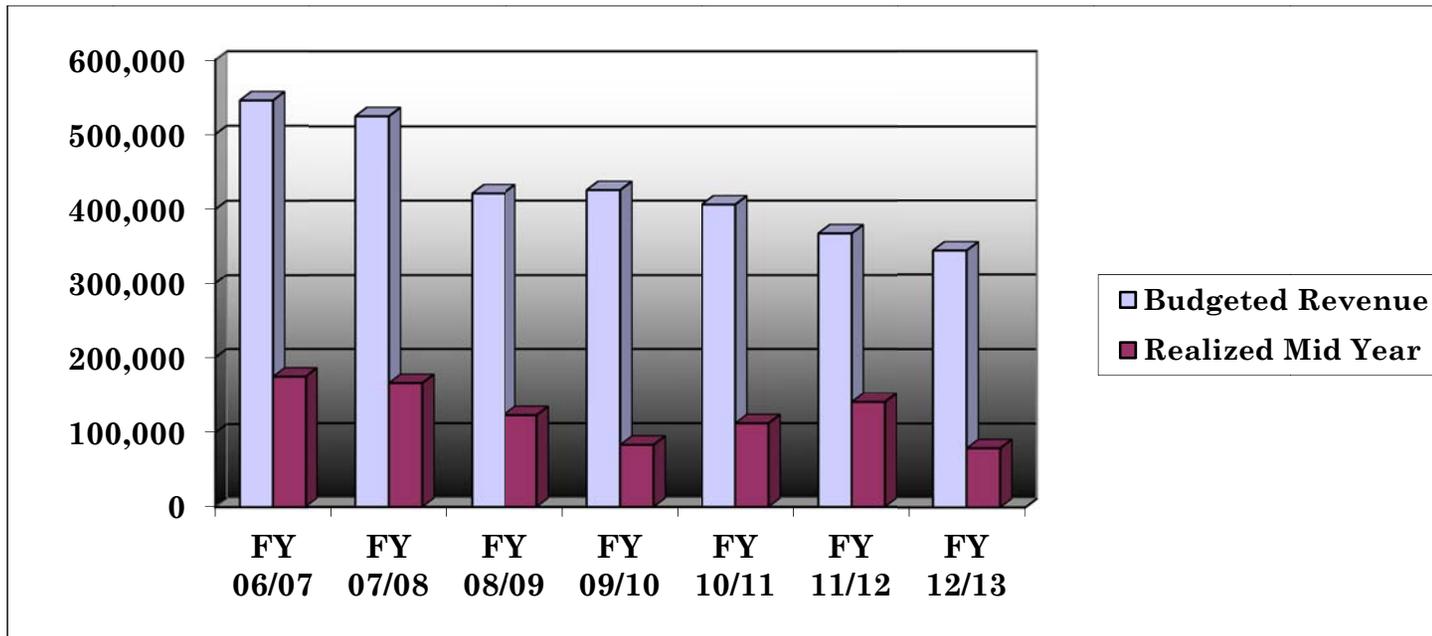
FISCAL YEAR 2012-13 REVENUES AS OF DECEMBER 31, 2012

GENERAL FUND

Licenses, Permits & Franchises

SOURCE	ACTUAL 2011-12	ESTIMATED 2012-13	ACTUAL AS OF 12/31/12	% RECEIVED
Licenses, Permits & Franchises	\$380,817	\$343,800	\$78,647	22.88%
Total Taxes	\$380,817	\$343,800	\$78,647	22.88%

The main revenue source in this category are building permits and fees estimated at \$140,000 and franchise fees at \$162,500. Most franchise fees and license revenues are received in the second half of the fiscal year. It is estimated that this category will meet projections.



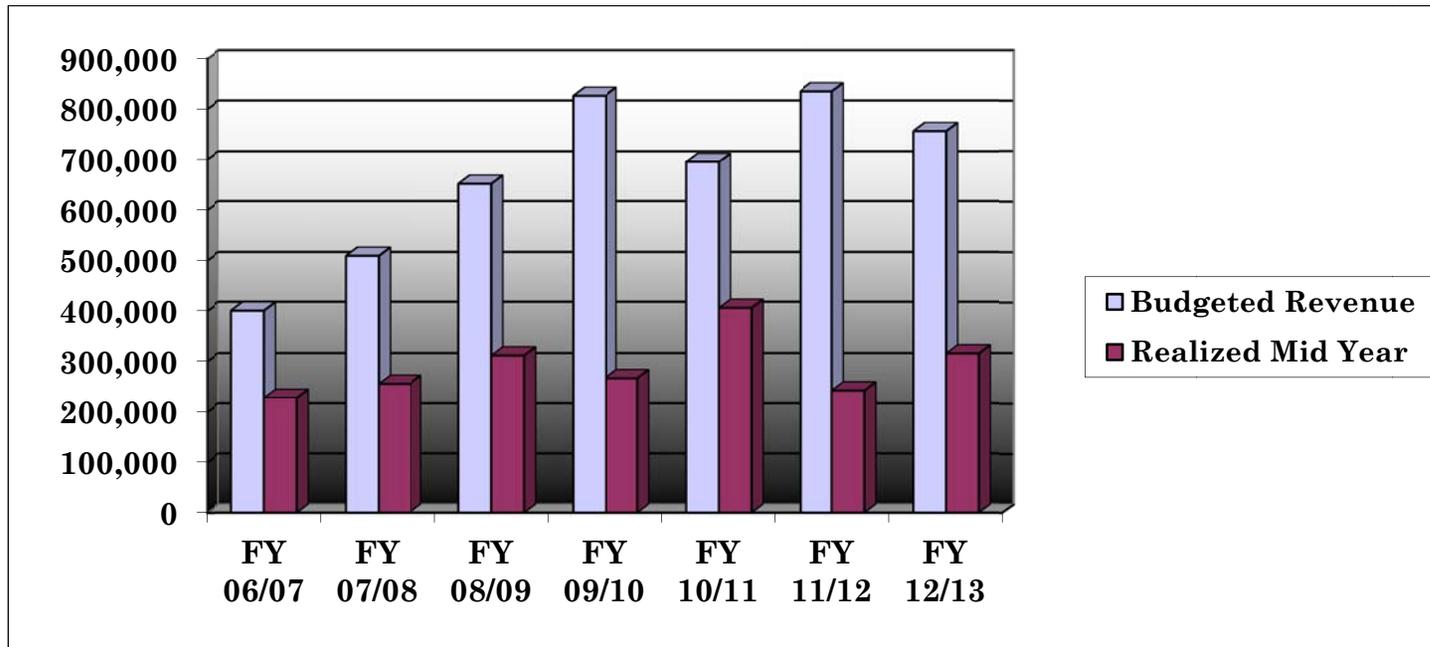
FISCAL YEAR 2012-13 REVENUES AS OF DECEMBER 31, 2012

GENERAL FUND

Fines Forfeitures & Penalties

SOURCE	ACTUAL 2011-12	ESTIMATED 2012-13	ACTUAL AS OF 12/31/12	% RECEIVED
Fines, Forfeitures & Penalties	\$785,391	\$756,800	\$315,917	41.74%
Total Taxes	\$785,391	\$756,800	\$315,917	41.74%

Overall fine collections are shy of meeting projections; however historically fines seem to pick up in the early spring and summer. Our fines seem to loosely correlate with visitor population. The change from the prior mid-year is a timing difference in the payment of vehicle code and court fines.



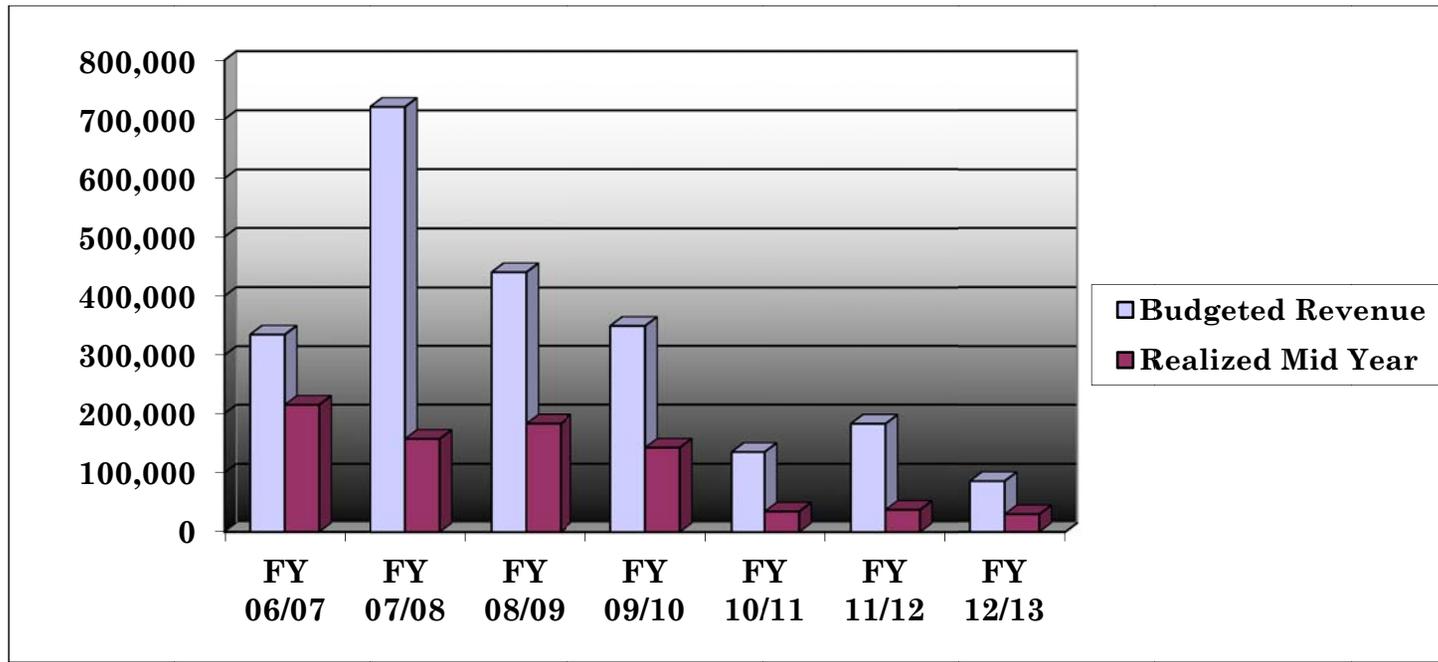
FISCAL YEAR 2012-13 REVENUES AS OF DECEMBER 31, 2012

GENERAL FUND

Use of Money and Property

SOURCE	ACTUAL 2011-12	ESTIMATED 2012-13	ACTUAL AS OF 12/31/12	% RECEIVED
Use of Money and Property	\$56,818	\$85,800	\$29,860	34.80%
Total Taxes	\$56,818	\$85,800	\$29,860	34.80%

A continued low interest rate environment was anticipated, and earnings will meet projections as certain earning are comprised of rents.



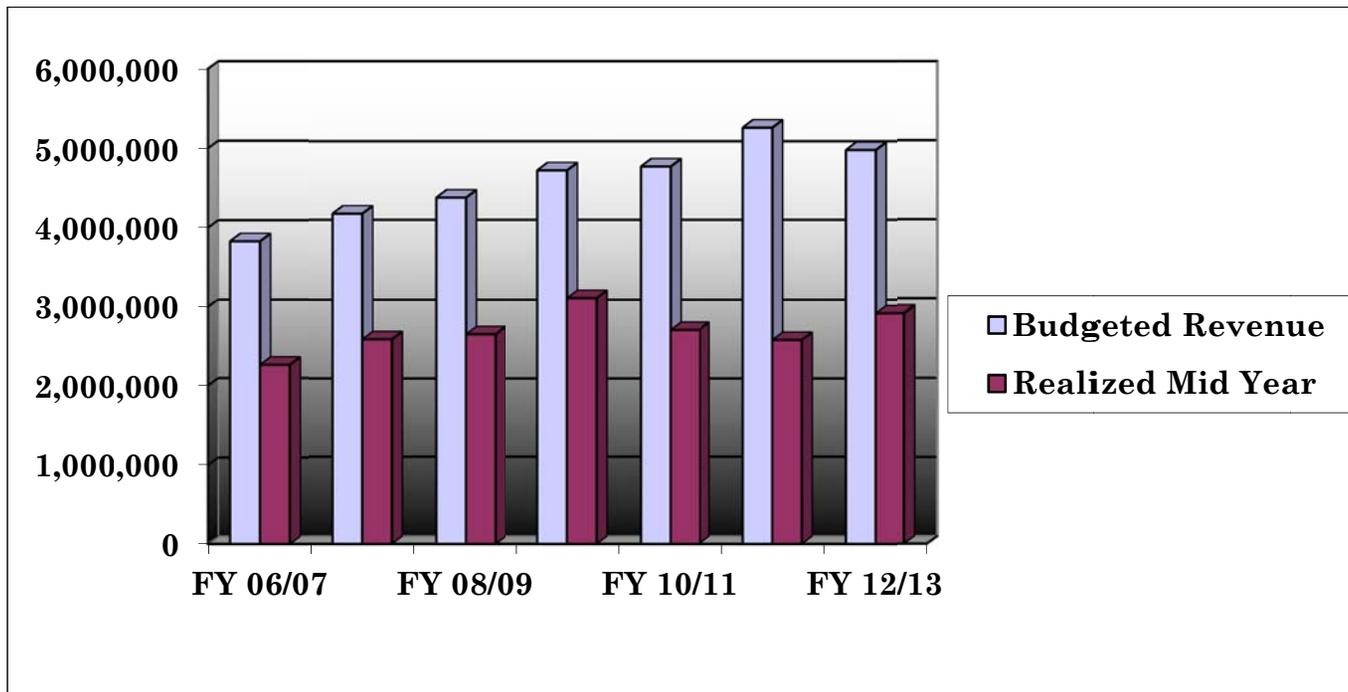
FISCAL YEAR 2012-13 REVENUES AS OF DECEMBER 31, 2012

GENERAL FUND

Intergovernmental Revenues

SOURCE	ACTUAL 2011-12	ESTIMATED 2012-13	ACTUAL AS OF 12/31/12	% RECEIVED
Intergovernmental Revenue	\$4,860,455	\$4,985,173	\$2,746,703	55.10%
Total Taxes	\$4,860,455	\$4,985,173	\$2,746,703	55.10%

Revenue in this category comes from State and Federal government agencies. Revenues in this category have been arriving on a more regular schedule as the state's economy has been improving.



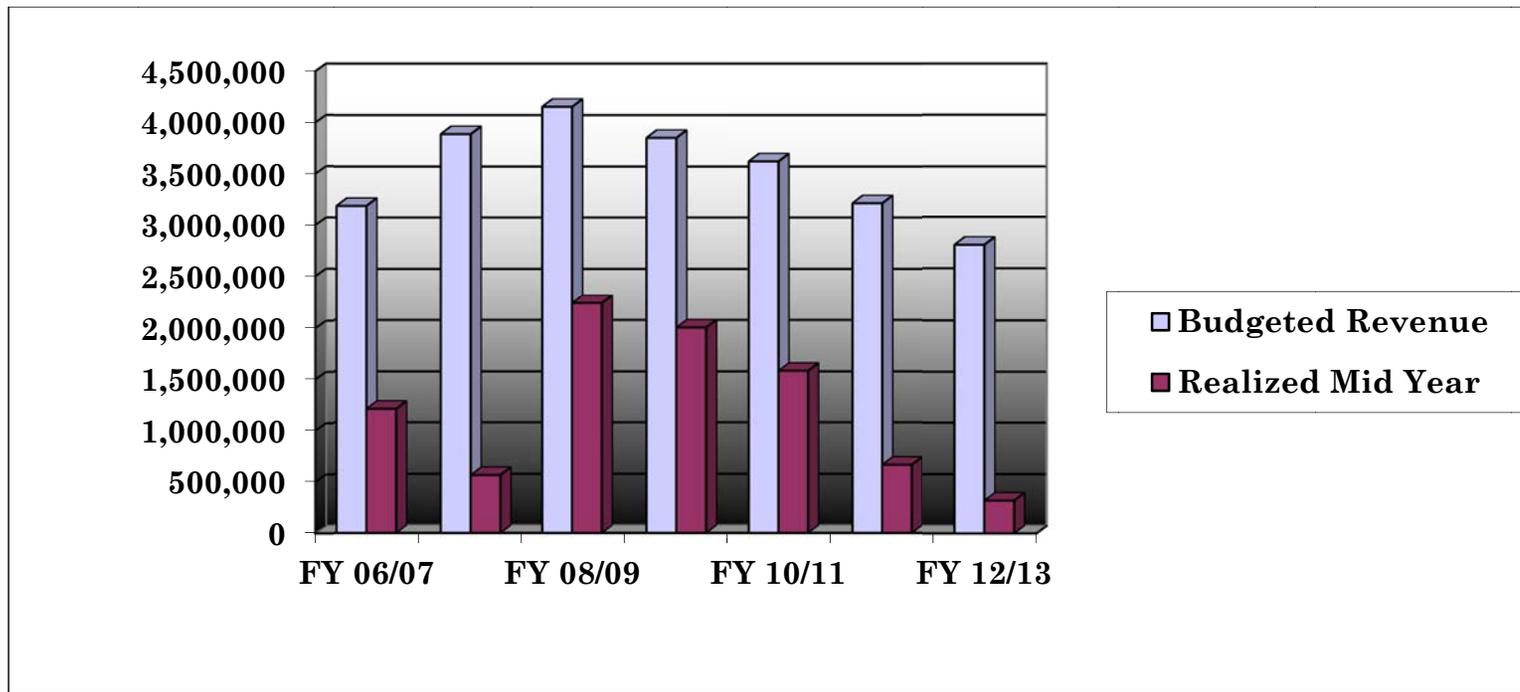
FISCAL YEAR 2012-13 REVENUES AS OF DECEMBER 31, 2012

GENERAL FUND

Charges for Current Services

SOURCE	ACTUAL 2011-12	ESTIMATED 2012-13	ACTUAL AS OF 12/31/12	% RECEIVED
Charges for Current Services	\$3,201,150	\$2,803,213	\$318,372	11.36%
Total Taxes	\$3,201,150	\$2,803,213	\$318,372	11.36%

Revenues for tax administration, law enforcement services for the Town, and information technology contracts will be received in the second half of the fiscal year. This category should meet projections.



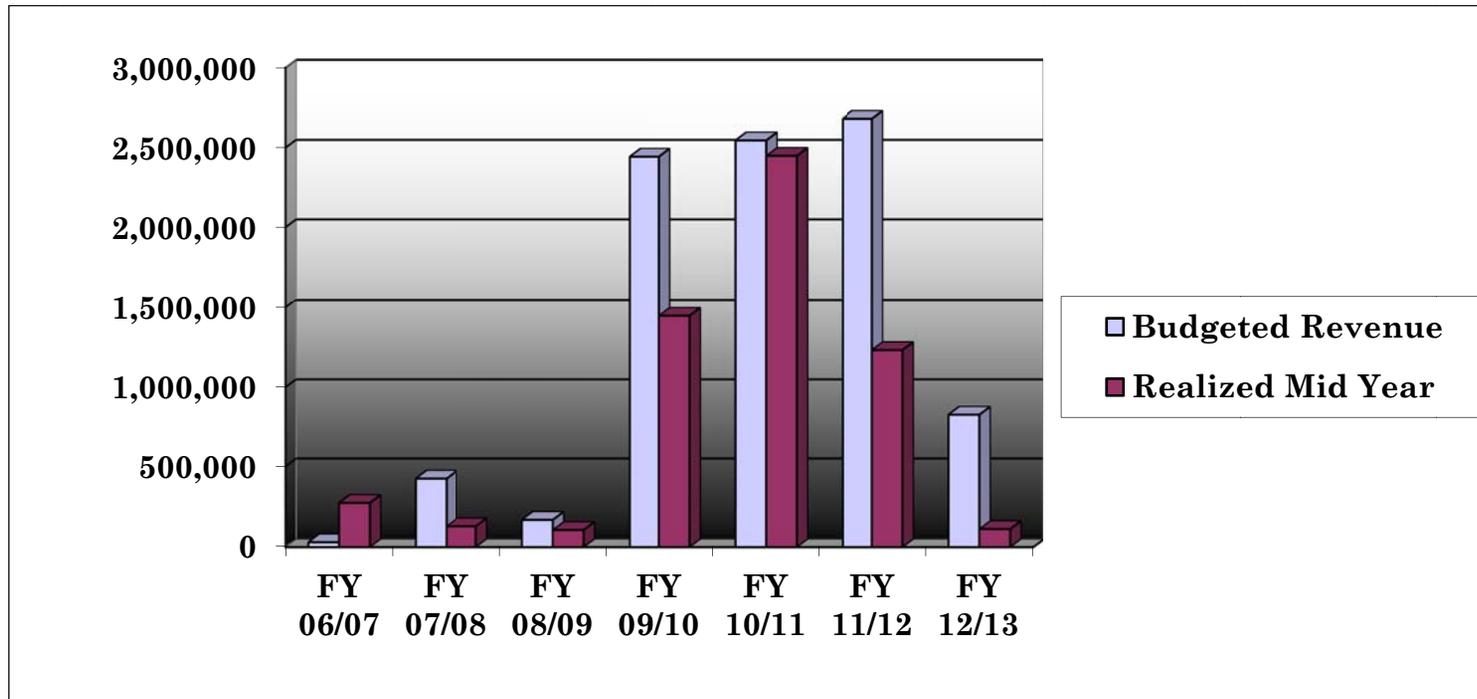
FISCAL YEAR 2012-13 REVENUES AS OF DECEMBER 31, 2012

GENERAL FUND

Other Revenues / Transfers

SOURCE	ACTUAL 2011-12	ESTIMATED 2012-13	ACTUAL AS OF 12/31/12	% RECEIVED
Other Revenues/Transfers	\$2,803,080	\$828,200	\$112,892	13.63%
Total Taxes	\$2,803,080	\$828,200	\$112,892	13.63%

The major revenue generators in this category are tobacco settlement money and miscellaneous transfers. Tobacco settlement funds and insurance proceeds will be received in the second half of the fiscal year. The budgeted transfer from the General Reserve is complete. Revenues should meet projections.



GENERAL FUND REVENUE DETAIL

Account #	Description	2011-2012 Budgeted <u>Revenues</u>	2011-2012 Received <u>12/31/2011</u>	2011-2012 <i>% Received</i> <u>12/31/2011</u>	2012-2013 Budgeted <u>Revenues</u>	2012-2013 Received <u>12/31/2012</u>	2012-2013 <i>% Received</i> <u>12/31/2012</u>
10020	Property Tax:Curr Secured	13,800,000	7,576,188	54.90%	14,100,000	7,751,589	54.98%
10030	Property Tax:Curr Unsecured	1,150,000	274,107	23.84%	950,000	875,883	92.20%
10040	Property Tax:Delinq. Secured Redeemed	580,000	265,219	45.73%	450,000	217,137	48.25%
10050	Property Tax:Delinq. Unsec. Redeemed	10,000	10,151	101.51%	15,000	13,476	89.84%
10060	Property Tax Supplemental	3,000	(34,883)	-1162.77%	1,000	(17,001)	-1700.10%
10061	Property Tax Unitary	225,000	183,830	81.70%	355,000	173,466	48.86%
10080	Property Tax Penalties/Interest	230,000	24,463	10.64%	200,000	30,345	15.17%
Total Property Taxes		15,998,000	8,299,075	51.88%	16,071,000	9,044,895	56.28%
10090	Sales & Use Tax	340,000	214,016	62.95%	340,000	217,395	63.94%
10100	Transient Occupancy Tax (TOT)	1,830,000	941,028	51.42%	1,717,000	920,038	53.58%
10100	TOT Paramedics 2%	406,000	209,159	51.52%	382,000	204,515	53.54%
10110	Property Transfer Tax	140,000	60,488	43.21%	140,000	83,369	59.55%
10150	Sales & Use Tax In Lieu	102,000		0.00%	118,000	0	0.00%
10160	VLF In Lieu	1,560,000		0.00%	1,490,000	0	0.00%
10062	Excess ERAF	0	489,007		0	402,239	
Total Other Taxes		4,378,000	1,913,698	43.71%	4,187,000	1,827,556	43.65%
12010	Animal Licenses	28,000	6,845	24.45%	24,000	14,930	62.21%
12020	Business License Fees - Finance	22,500	8,070	35.87%	15,000	13,448	89.65%
12021	Business License Fees - Code Enforceme	2,500	2,040	81.60%	2,500	3,427	137.08%
12030	Off-Highway Vehicle License	10,000	11,349	113.49%	18,800	0	0.00%
12050	Building Permits	80,000	90,427	113.03%	110,000	36,191	32.90%
12060	Filming Permits	3,000	1,800	60.00%	3,500	200	5.71%
12200	Franchise Fees	162,500	17,209	10.59%	170,000	10,451	6.15%
16140	CCW Permits	1,500	272	18.13%			
16150	Building Division Fees	60,000	1,890	3.15%			
Total Licenses, Permits & Franchises		370,000	139,902	37.81%	343,800	78,647	22.88%

GENERAL FUND REVENUE DETAIL

Account #	Description	2011-2012 Budgeted <u>Revenues</u>	2011-2012 Received <u>12/31/2011</u>	2011-2012 <i>% Received</i> <u>12/31/2011</u>	2012-2013 Budgeted <u>Revenues</u>	2012-2013 Received <u>12/31/2012</u>	2012-2013 <i>% Received</i> <u>12/31/2012</u>
13010	Vehicle Code Fines	165,000	50,868	30.83%	148,000	63,099	42.63%
13040	Court Fines & Penalties	660,000	189,344	28.69%	599,000	249,218	41.61%
13050	Blood Analysis PC1463.14	5,000	1,447	28.94%	5,000	1,748	34.96%
13060	Red Light Fines	100		0.00%	100	0	0.00%
13070	Small Claims Advice	600	390	65.00%	600	218	36.33%
13090	Lab H&S 11372.5	700	94	13.43%	700	215	30.74%
13100	Drug Program H&S 11372.7	1,700	230	13.53%	1,700	542	31.88%
13120	Fines, Forfeitures & Penalties	1,600	179	11.19%	1,700	877	51.59%
Total Fines, Forfeitures & Penalties		834,700	242,552	29.06%	756,800	315,917	41.74%
14010	Interest	124,700	10,468	8.39%	25,000	3,609	14.44%
14050	Rents & Concessions	11,600	15,838	136.53%	32,600	13,975	42.87%
14080	Repeater Tower Rent	21,000	(966)	-4.60%	0	0	
14100	Housing Rents	25,950	12,621	48.64%	28,200	12,276	43.53%
Total Use of Money & Property		183,250	37,961	20.72%	85,800	29,860	34.80%
15089	State - Motor Vehicle Excess Fees	0	30,541		0	6,236	
15091	State - Theft/DUI Program	14,500	7,597	52.39%	14,500	7,492	51.67%
15160	State - Youthful Offender Block Grant	218,447	36,976	16.93%	68,600	30,404	44.32%
15290	Grazing Permits	1,500		0.00%	1,800	0	0.00%
15299	State - Juvenile Justice	21,834		0.00%	40,747	0	0.00%
15300	State - COPS DA	3,000	1,165	38.83%	3,000	1,406	46.87%
15300	State - COPS Jail	3,000	1,165	38.83%	3,000	1,406	46.87%
15300	State - COPS Sheriff	100,000	42,218	42.22%	80,000	14,853	18.57%
15310	State - Safety Sales Tax Sheriff	821,000	436,179	53.13%	920,000	499,203	54.26%
15310	State - Safety Sales Tax DA	164,000	87,236	53.19%	184,000	99,841	54.26%
15310	State - Safety Sales Tax Probation	110,000	58,157	52.87%	122,600	66,560	54.29%
15315	State - Statutory Rape VP	23,275		0.00%	0	1,393	
15330	State - Restitution Reimbursement	5,000	2,259	45.18%	5,000	867	17.34%

GENERAL FUND REVENUE DETAIL

Account #	Description	2011-2012 Budgeted <u>Revenues</u>	2011-2012 Received <u>12/31/2011</u>	2011-2012 <i>% Received</i> <u>12/31/2011</u>	2012-2013 Budgeted <u>Revenues</u>	2012-2013 Received <u>12/31/2012</u>	2012-2013 <i>% Received</i> <u>12/31/2012</u>
15340	State - Maddy Fund Revenue	10,000			10,000		
15350	State - Rural Law Enforcement	500,000	284,695	56.94%	500,000	169,563	33.91%
15360	State - Court Screener	474,934	7,356	1.55%			
15400	State - HOPTR	47,000		0.00%	45,000	0	0.00%
15410	State - Off-Highway Vehicle Grant	39,100	39,043	99.85%	32,012	39,151	122.30%
15420	State - Boating Safety	151,065	51,126	33.84%	131,065	45,284	34.55%
15430	State - Agriculture	146,783		0.00%	128,049	0	0.00%
15446	State - Revenue Stabilization	21,000	21,000	100.00%	21,000	0	0.00%
15460	State - Mandated Cost Reimbursement	45,000	2,358	5.24%	3,000	2,211	73.70%
15470	State - POST Reimbursement	17,000	23,101	135.89%	30,000	36,258	120.86%
15471	State - STC Reimbursement	11,000	2,750	25.00%	17,303	2,640	15.26%
15475	State - Veterans Services	14,964	7,630	50.99%	15,000	8,257	55.05%
15499	State - Emergency Services	127,657	127,331	99.74%	127,898	0	0.00%
15500	Federal - CAL/SIP Interoperable Grant	0			0	0	
15501	State - CDBG	100,000	98,939	98.94%	155,000	165,978	107.08%
15530	State - OES Marijuanna Grant	10,000	10,000	100.00%	135,000	0	0.00%
15620	Federal - Title IV-E Probation	5,000	22,468	449.36%	18,000	0	0.00%
15680	Federal - Forest Reserve	75,000		0.00%	78,000	0	0.00%
15690	Federal - In Lieu Tax (PILT)	1,052,328	1,052,328	100.00%	1,154,190	1,154,190	100.00%
15741	State - STC Reimbursement Probation	6,303		0.00%			
15750	Federal - Geothermal Royalties	95,000	5,032	5.30%	30,000	32,481	108.27%
15801	Federal - Boating & Waterways		18,298		32,161	65,900	204.91%
15802	State - OES CalMMET	134,113	53,494	39.89%	127,058	154,089	121.27%
15803	State - Victim Witness	74,406		0.00%	74,729	24,298	32.51%
15804	Federal - SCAAP Jail Grant	32,000	17,824	55.70%	0	28,716	
15805	Federal - Drug Task Force	356,320		0.00%	170,179	0	0.00%
15819	Federal - Misc Federal Grants		1,876		53,500	35,387	66.14%
15821	State - Election Reimbursement				1,500	6,751	450.05%
15900	Revenue From Other Governments	45,338	18,148	40.03%	234,000	58,820	25.14%
15902	Revenue Other Governments - LAFCO	7,350		0.00%	8,090	0	0.00%
15903	State - Miscellaneous Grants	182,505	8,150	4.47%	210,192	18,536	8.82%
Total Government Aid		5,266,722	2,576,440	48.92%	4,985,173	2,778,172	55.73%

GENERAL FUND REVENUE DETAIL

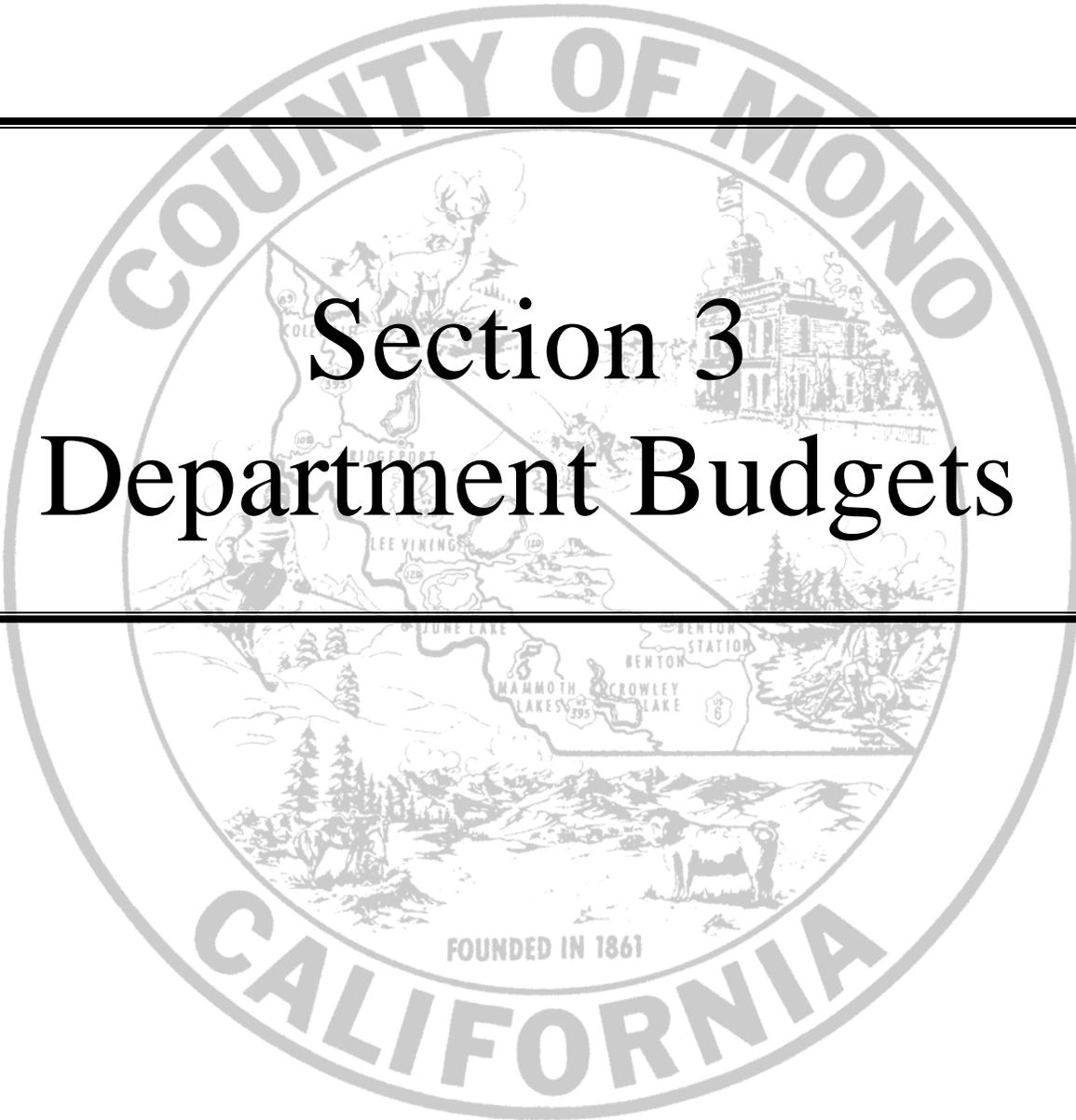
Account #	Description	2011-2012 Budgeted <u>Revenues</u>	2011-2012 Received <u>12/31/2011</u>	2011-2012 <i>% Received</i> <u>12/31/2011</u>	2012-2013 Budgeted <u>Revenues</u>	2012-2013 Received <u>12/31/2012</u>	2012-2013 <i>% Received</i> <u>12/31/2012</u>
16010	Property Tax Administration	698,382		0.00%	707,457	0	0.00%
16016	General Sale of Goods		62		0	170	
16030	Code Enforcement	12,100	9,508	78.58%	5,000	0	0.00%
16040	Research Fees - Finance	15,000	4,630	30.87%	10,000	4,843	48.43%
16050	Public Defender Fees	9,000	4,078	45.31%	10,000	5,499	54.99%
16060	Planning Services	60,000	12,918	21.53%	60,000	16,157	26.93%
16090	Labor Reimbursement - Public Works	59,100		0.00%			
16100	Public Works Engineering Services	59,100	8,601	14.55%	125,548	6,934	5.52%
16120	Civil Process Service	3,000		0.00%	3,500	1,415	40.43%
16130	County Clerk Fees	13,100	5,517	42.11%	9,500	7,317	77.02%
16131	Social Security Truncation Fee	38,949		0.00%	5,000	0	0.00%
16150	Building Department Fees				20,000	11,391	56.96%
16170	Humane Services	6,500	3,966	61.02%	6,200	3,021	48.73%
16180	Tax Bill Change/ Assessment Fees						
16200	Recording Fees	90,000	31,459	34.95%	60,000	49,013	81.69%
16201	Index Fees	19,500	9,892	50.73%	20,000	10,519	52.59%
16210	South County Animal Shelter	80,482	264	0.33%	0	(3,827)	
16220	Transportation Planning	120,000	32,973	27.48%	100,000	31,292	31.29%
16230	Law Enf. Dispatch Services - Town	426,000	124,183	29.15%	408,000	142,092	34.83%
16231	USFS Law Enf Patrol Contract	32,197	4,964	15.42%	20,000	24,300	121.50%
16250	District Attorney NSF Program						
16270	Welfare Fraud Revenue	25,000	27,791	111.16%	25,000	12,500	50.00%
16280	Discovery Fees - DA	300	160	53.33%	400	235	58.75%
16350	Ambulance Fees	1,200,000	380,042	31.67%	1,200,000	116,962	9.75%
16370	Professional Service Fees - A 87	(165,650)	(165,650)	100.00%	(268,669)	(271,274)	100.97%
16371	Professional Service Fees - Cty Counsel	2,000	367	18.35%	2,000	8,143	407.15%
16380	Tax Sale - Excess Proceeds						
16385	Probation GIS Monitoring Fee	0	0		0	802	
16390	Juvenile Traffic Hearings	7,500	3,768	50.24%	7,500	0	0.00%
16402	Probation Fees	20,000	4,355	21.78%	6,635	5,097	76.82%

GENERAL FUND REVENUE DETAIL

Account #	Description	2011-2012	2011-2012	2011-2012	2012-2013	2012-2013	2012-2013
		Budgeted <u>Revenues</u>	Received <u>12/31/2011</u>	% Received <u>12/31/2011</u>	Budgeted <u>Revenues</u>	Received <u>12/31/2012</u>	% Received <u>12/31/2012</u>
16410	Election Fees	61,000	41	0.07%			
16420	Adoption Reports - Probation	200		0.00%	200	0	0.00%
16430	Dismissal Fees - Probation	300	200	66.67%	300	50	16.67%
16440	Juvenile detention Reimbursement	500		0.00%	500	0	0.00%
16450	Map Revenues - Assessor	4,000	314	7.85%	4,000	2	0.05%
16460	Administrative Fees - Finance	2,000		0.00%	2,000	0	0.00%
16470	Accounting Services - Finance	50,000	21,707	43.41%	20,000	27,563	137.82%
16503	Collection Revenue- Finance	17,000	11,513	67.72%	17,000	6,624	38.96%
16550	Miscellaneous Property Tax Fees				0	637	
16570	Supplemental Tax Collection Fees	50,000	13,591	27.18%	35,000	9,926	28.36%
16610	Insurance/Loss Prevention Subsidies	62,800	53,604	85.36%	62,800	56,284	89.62%
16611	Special Event Insurance	700	886	126.57%	1,000	534	53.40%
16750	Jail Meals	2,500	1,222	48.88%	2,500	632	25.28%
16900	Other Charges for Service	1,800		0.00%	0	0	
16940	Tax Roll Printout				0	0	
16951	Information Tech Service Contracts	108,060	32,585	30.15%	82,845	33,422	40.34%
16960	GIS Fees	2,000	(13,968)	-698.40%	2,000	97	4.85%
16980	Public Defender Court Contract	18,500	37,390	202.11%	30,000	0	0.00%
Total Charges for Current Services		3,212,920	662,933	20.63%	2,803,216	318,372	11.36%
15630	Tobacco Settlement	124,000		0.00%	125,000		0.00%
17010	Miscellaneous	368,300	5,185	1.41%	6,500	21,082	324.34%
17030	CalCard Rebates	5,000	2,436	48.72%	5,000	3,084	61.68%
17050	Donations	50		0.00%	0	500	
17100	Insurance Proceeds	745,397	5,150	0.69%	0	4,383	
17110	Employee Wellness Contributions	53,000	26,608	50.20%	51,000	23,018	45.13%
17120	Miscellaneous Reimbursements	1,000		0.00%			
17150	Modernization / Micrographics Revenue				3,600	0	0.00%
17200	DA Asset Forfeiture		71				
17500	Loan Repayments	228,000	48,750	21.38%	228,000	97,500	42.76%
17816	Housing Mitigation						

GENERAL FUND REVENUE DETAIL

Account #	Description	2011-2012 Budgeted <u>Revenues</u>	2011-2012 Received <u>12/31/2011</u>	2011-2012 <i>% Received</i> <u>12/31/2011</u>	2012-2013 Budgeted <u>Revenues</u>	2012-2013 Received <u>12/31/2012</u>	2012-2013 <i>% Received</i> <u>12/31/2012</u>
Total Miscellaneous Revenue		1,524,747	39,379	2.58%	419,100	52,067	12.42%
16380	Tax Sale - Excess Proceeds						
17020	Prior Year Revenue				0	14,903	
17255	Judgements, Damages & Settlements		4,238			314	
17300	Restitution		52				
18010	Sale of Fixed Assets		4,605		6,500	3,520	54.15%
18020	Sale of Surplus Supplies		239			152	
18060	Sale of Easement					9,900	
18100	Transfers In	1,155,859	1,183,791	102.42%	630,600	129,536	20.54%
Total Other Financing Sources		1,155,859	1,192,925	103.21%	637,100	158,325	24.85%
18100 Miscellaneous							
Total Other Financing Sources		0	0		0	0	
Total General Fund Revenues		32,924,198	15,104,865	45.88%	30,288,989	14,603,810	48.21%



Section 3 Department Budgets

ANIMAL CONTROL



MONO COUNTY ANIMAL CONTROL
COUNTY WIDE PROGRAM AND BRIDGEPORT ANIMAL SHELTER
Mid-Year Budget Review – February 2013

Goals

- **Ongoing** - State prescribed canvassing for unvaccinated/unlicensed dogs – Public Health & Safety.
- **Ongoing** – Continued spaying and neutering of age appropriate adoptable dogs and cats – achieved by Public donations. Age appropriate animals are also vaccinated for rabies and licensed prior to placement.
- **Ongoing** - Immediate vaccinations for stray or unwanted animals entering the healthy shelter population.
- **Ongoing** – State prescribed focus on “preventative field patrol”. Calls for assistance are generally handled while on preventative patrol in the related district.
- **Ongoing** – Continued departmental policy stating that there will be no same day (compulsive) adoptions. All potential adoptees must complete an adoption questionnaire, obtain verbal or written landlord approval, when applicable, and wait the required 24 hour “think it over time” in order for the new family to establish whether they truly want to make a “forever” commitment to a companion animal. Additional holding time may be required until the spay or neuter surgery has been completed.
- **Ongoing**- Public education regarding animal ownership, distribution of brochures that address the need for an animal to be a good neighbor, speak to the public nuisance concerns regarding dogs allowed to run unsupervised, address concerns with dog owners when their dogs become traffic hazards and liabilities, address the problem with loose dogs becoming territorial and aggressive and educate dog owners when there are concerns regarding their dog and boredom barking.
- **Ongoing** - continued distribution of educational brochures and doggy waste bags to folks walking their dogs.
- **Ongoing** – Provide prompt, respectful and professional service for all calls for assistance and inquiries from Mono County residents and visitors alike.
- **Ongoing** – continued updates of the Animal Control Website and adoption pictures. Begin preparation and scheduling for seven (7) annual low cost vaccination clinics scheduled for June 2013.

DEPT 680: ANIMAL CONTROL

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-27680-12010-00000000	ANIMAL LICENSES FEES	\$ 24,000.00	\$ 14,930.00	\$ 9,070.00	37.79%
100-27680-16170-00000000	HUMANE SERVICES	6,200.00	3,021.00	3,179.00	51.27%
Total Revenues		\$ 30,200.00	\$ 17,951.00	\$ 12,249.00	40.56%
EXPENDITURES					
100-27680-21100-00000000	SALARY AND WAGES	\$ 291,480.00	\$ 138,844.00	\$ 152,636.00	52.37%
100-27680-21120-00000000	OVERTIME	2,000.00	0	2,000.00	100.00%
100-27680-22100-00000000	EMPLOYEE BENEFITS	170,117.00	78,955.66	91,161.34	53.59%
100-27680-30120-00000000	UNIFORM ALLOWANCE	1,200.00	0	1,200.00	100.00%
100-27680-30280-00000000	TELEPHONE/COMMUNICATIONS	2,400.00	923.98	1,476.02	61.50%
100-27680-31200-00000000	EQUIP MAINTENANCE & REPAIR	300	0	300	100.00%
100-27680-31700-00000000	MEMBERSHIP FEES	450	210	240	53.33%
100-27680-32000-00000000	OFFICE EXPENSE	6,500.00	853.53	5,646.47	86.87%
100-27680-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
100-27680-32960-00000000	A-87 INDIRECT COSTS	103,600.00	103,600.00	0	0.00%
100-27680-33120-00000000	SPECIAL DEPARTMENT EXPENSE	20,000.00	3,639.61	16,360.39	81.80%
100-27680-33350-00000000	TRAVEL & TRAINING EXPENSE	5,000.00	0	5,000.00	100.00%
100-27680-33351-00000000	VEHICLE FUEL COSTS	32,000.00	9,420.53	22,579.47	70.56%
100-27680-33360-00000000	MOTOR POOL EXPENSE	37,831.00	11,358.61	26,472.39	69.98%
100-27680-33600-00000000	UTILITIES	0	0	0	0.00%
100-27680-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-27680-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-27680-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-398.46	398.46	0.00%
Total Expenditures		\$ 672,878.00	\$ 347,407.46	\$ 325,470.54	48.37%
Excess (Deficiency) of Revenues over Expenditures		\$ -642,678.00	\$ -329,456.46	\$ -313,221.54	-48.74%
Total for DEPT 680: ANIMAL CONTROL		\$ -642,678.00	\$ -329,456.46	\$ -313,221.54	-48.74%

MONO COUNTY ANIMAL CONTROL
WHITMORE ANIMAL SHELTER
Mid-Year Budget Review – February 2013

Goals

- **Ongoing** - volunteer program for “dog walking, grooming and socialization and kitty cuddling, grooming and socialization”.

- **Ongoing** – monthly volunteer training for new applicants.

- **Ongoing** – immediate vaccinations for stray and unwanted animals introduced to the shelter’s healthy animal population.

- **Ongoing** – continued spaying and neutering of age appropriate dogs and cats prior to placement in a new home. If the animal is over 4 months of age it will be given a rabies vaccination at the time of surgery. Before leaving the shelter, if age appropriate (4 months), dogs will be licensed by the new owner if they reside in Mono County Animal Control’s jurisdiction.

- **Ongoing** – distribution of educational and informational brochures.

- **Ongoing** – provide professional and timely assistance to the public and visitors that call or visit our facility.

DEPT 681: SO.COUNTY SHELTER

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-27681-16210-00000000	SOUTH COUNTY SHELTER FEES	\$ 0	\$ -3,827.11	\$ 3,827.11	0.00%
100-27681-17050-06810000	DONATIONS & CONTRIBUTIONS-AC SO	0	500	-500	0.00%
Total Revenues		\$ 0	\$ -3,327.11	\$ 3,327.11	0.00%
EXPENDITURES					
100-27681-21100-00000000	SALARY AND WAGES	\$ 64,901.00	\$ 24,866.13	\$ 40,034.87	61.69%
100-27681-21120-00000000	OVERTIME	100	0	100	100.00%
100-27681-22100-00000000	EMPLOYEE BENEFITS	34,033.00	15,396.49	18,636.51	54.76%
100-27681-30120-00000000	UNIFORM ALLOWANCE	200	0	200	100.00%
100-27681-30280-00000000	TELEPHONE/COMMUNICATIONS	2,500.00	881.7	1,618.30	64.73%
100-27681-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-27681-31400-00000000	BUILDING/LAND MAINT & REPAIR	10,000.00	0	10,000.00	100.00%
100-27681-31700-00000000	MEMBERSHIP FEES	0	0	0	0.00%
100-27681-32000-00000000	OFFICE EXPENSE	900	29.16	870.84	96.76%
100-27681-32960-00000000	A-87 INDIRECT COSTS	13,942.00	13,942.00	0	0.00%
100-27681-33120-00000000	SPECIAL DEPARTMENT EXPENSE	12,000.00	3,498.89	8,501.11	70.84%
100-27681-33350-00000000	TRAVEL & TRAINING EXPENSE	2,000.00	0	2,000.00	100.00%
100-27681-33351-00000000	VEHICLE FUEL COSTS	2,000.00	0	2,000.00	100.00%
100-27681-33360-00000000	MOTOR POOL EXPENSE	0	0	0	0.00%
100-27681-33600-00000000	UTILITIES	15,000.00	3,117.66	11,882.34	79.22%
Total Expenditures		\$ 157,576.00	\$ 61,732.03	\$ 95,843.97	60.82%
Excess (Deficiency) of Revenues over Expenditures		\$ -157,576.00	\$ -65,059.14	\$ -92,516.86	-58.71%
Total for DEPT 681: SO.COUNTY SHELTER		\$ -157,576.00	\$ -65,059.14	\$ -92,516.86	-58.71%



ASSESSOR



OFFICE OF THE ASSESSOR COUNTY OF MONO

P.O. BOX 456, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5510 FAX (760) 932-5511

Aimee Brewster
Assistant Assessor

Goals and Progress

- 2012 Prop 8 reviews – complete.
Taxpayers had until November 30th, 2012 to request an informal review of their property's value.
Our office reviewed approximately 4,600 properties under Proposition 8 (decline in value) for 2012.
- Eliminate backlog of parcel maps – in progress. We are currently working with Parcel Quest to update/draw our parcel maps.
- Close the 2013 roll – in progress.
Appraisers are currently processing transfers and working on new construction.
We will begin 2013 Proposition 8 reviews in March.
Roll closes in June

MONO COUNTY BUDGET ADJUSTMENT

Department: Assessors Office Budget: _____

Justification for budget adjustment:

\$6,766.00 should be reimbursed from Clerk Recorders Office For Restoring Parcel map books. Transferring \$30,500.00 out of 1ASR3236(Consulting Services) and using \$10,500.00 for 1ASR3245 Contract Services and \$20,000.00 to 1ASR3239 for Legal Services.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
718REV1810100	Transfers In - (Micrographic Trust)	-	6,766	6,766
				-
				-
				-
TOTAL REVENUE CHANGES				<u>6,766</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1ASR3200	Office Supplies	20,000	26,766	6,766
				-
				-
1ASR3236	Consulting Services	50,000	19,500	(30,500)
1ASR3245	Contract Services	70,000	80,500	10,500
1ASR3239	Legal Services	35,000	55,000	20,000
				-
TOTAL EXPENDITURE CHANGES				<u>6,766</u>

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

AUD

DEPT 100: ASSESSOR

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-12100-16010-00000000	PROP TAX ADMIN FEE- ASSESSOR	\$ 580,000.00	\$ 0	\$ 580,000.00	100.00%
100-12100-16450-00000000	MAP FEES	4,000.00	2	3,998.00	99.95%
100-12100-17010-01000000	MISCELLANEOUS REVENUE	500	392.5	107.5	21.50%
100-12100-18100-01000000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		<u>\$ 584,500.00</u>	<u>\$ 394.5</u>	<u>\$ 584,105.50</u>	<u>99.93%</u>
EXPENDITURES					
100-12100-21100-00000000	SALARY AND WAGES	\$ 755,240.00	\$ 301,757.60	\$ 453,482.40	60.04%
100-12100-21120-00000000	OVERTIME	0	0	0	0.00%
100-12100-22100-00000000	EMPLOYEE BENEFITS	417,765.00	179,610.10	238,154.90	57.01%
100-12100-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
100-12100-31200-00000000	EQUIP MAINTENANCE & REPAIR	60,000.00	24,645.78	35,354.22	58.92%
100-12100-31700-00000000	MEMBERSHIP FEES	2,000.00	196	1,804.00	90.20%
100-12100-32000-00000000	OFFICE EXPENSE	20,000.00	14,330.14	5,669.86	28.35%
100-12100-32360-00000000	CONSULTING SERVICES	50,000.00	0	50,000.00	100.00%
100-12100-32390-00000000	LEGAL SERVICES	35,000.00	20,481.09	14,518.91	41.48%
100-12100-32450-00000000	CONTRACT SERVICES	70,000.00	8,363.68	61,636.32	88.05%
100-12100-32800-00000000	PUBLICATIONS & LEGAL NOTICES	4,500.00	1,037.36	3,462.64	76.95%
100-12100-32950-00000000	RENTS & LEASES - REAL PROPERTY	15,000.00	7,723.24	7,276.76	48.51%
100-12100-32960-00000000	A-87 INDIRECT COSTS	295,452.00	295,452.00	0	0.00%
100-12100-33010-00000000	SMALL TOOLS & INSTRUMENTS	0	0	0	0.00%
100-12100-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
100-12100-33350-00000000	TRAVEL & TRAINING EXPENSE	15,000.00	7,979.33	7,020.67	46.80%
100-12100-33351-00000000	VEHICLE FUEL COSTS	5,000.00	3,021.49	1,978.51	39.57%
100-12100-33360-00000000	MOTOR POOL EXPENSE	6,500.00	3,728.07	2,771.93	42.65%
100-12100-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-12100-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-67	67	0.00%
Total Expenditures		<u>\$ 1,751,457.00</u>	<u>\$ 868,258.88</u>	<u>\$ 883,198.12</u>	<u>50.43%</u>
Excess (Deficiency) of Revenues over Expenditures		<u>\$ -1,166,957.00</u>	<u>\$ -867,864.38</u>	<u>\$ -299,092.62</u>	<u>-25.63%</u>
Total for DEPT 100: ASSESSOR		<u>\$ -1,166,957.00</u>	<u>\$ -867,864.38</u>	<u>\$ -299,092.62</u>	<u>-25.63%</u>

CLERK RECORDER





CLERK – RECORDER – REGISTRAR COUNTY OF MONO

P.O. BOX 237, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5530 • FAX (760) 932-5531

Lynda Roberts
Clerk-Recorder
760-932-5538
lroberts@mono.ca.gov

Linda Romero
Assistant Clerk-Recorder
760-932-5534
lromero@mono.ca.gov

Fiscal Year 2012-2013 Goals Update—Mid-Year Budget Review

- **Continue inspecting County election polling sites for ADA compliance (per State requirement)**
 - Completed Phase I—site reviews.
- **Continue to improve efficiency of election process**
 - Implemented new Election Day/Night process that provides on-site support all day to Mammoth polling places and reduces cost by eliminating need for overtime help from the Sheriff's Dept.
 - Reorganized preparations for the 1% manual count that made the review of the final report and certification proceed much faster.
- **Continue to focus on internal efficiencies**
 - Implemented a state requirement to notify people about the expiration of their FBNs.
 - Creation of electronic index of vital records on-going.
 - Reduced the number of printed Board agendas and packets.
- **Continue to work on last phase of social security number redaction project (digitize and redact film records starting with 1989 and working back to 1980 as mandated by the State)**
 - Digitization of film and redaction of social security numbers has been completed for the mandated time period.
- **Continue cross-training staff members to improve coverage**
 - Elections Information Management System training ongoing.
- **Continue professional and technical development of staff members through training**
 - Shannon attended the CACEO (Clerk/Election) conference, and CCBSA/CSAC conference (Clerk of Board).
 - Debbie attended Spanish intensive workshop.
 - Sherrie attended recorder training.
 - Linda/Lynda completed mandatory state training regarding overseas voters, and attended Part 2 of Forging Effective Workplace Relationships.
 - Linda/Lynda/Sherrie completed EIMS training regarding on-line voter registration.
 - Linda/Lynda/Shannon attended in-house website management training.
 - Linda/Shannon attended in-house FMS training (finance management system).
 - All staff attended in-house ethics training.

MONO COUNTY BUDGET ADJUSTMENT

Department: Clerk-Recorder Budget: 180

Justification for budget adjustment:

Digitization of film records for mandated social security truncation project required additional work to ensure integrity of images. Funding designated for this project accrues through the collection of an additional \$1.00 for each recorded document.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
27180-16131	Social Security Truncation Fee	5,000	8,225	3,225
				-
				-
				-
TOTAL REVENUE CHANGES				<u>3,225</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
27180-32450	Contract Services	5,000	8,225	3,225
				-
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>3,225</u>

Preparer Signature _____

Title: Clerk-Recorder

Auditor Review _____

Date: January 15, 2013

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

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DEPT 180: COUNTY CLERK/RECORDER

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-27180-16010-00000000	PROP TAX ADMIN FEE- CLERK	\$ 1,600.00	\$ 0	\$ 1,600.00	100.00%
100-27180-16130-00000000	COUNTY CLERK SERVICE FEES	9,500.00	7,317.15	2,182.85	22.98%
100-27180-16131-00000000	SOCIAL SECURITY TRUNCATION FEE	5,000.00	0	5,000.00	100.00%
100-27180-16200-00000000	RECORDING FEES	60,000.00	49,013.14	10,986.86	18.31%
100-27180-16201-00000000	INDEX FEES	20,000.00	10,518.97	9,481.03	47.41%
100-27180-17020-00000000	PRIOR YEAR REVENUE	0	14,744.69	-14,744.69	0.00%
100-27180-17150-00000000	MODERNIZATION/MICRO-GRAPHIC	3,600.00	0	3,600.00	100.00%
Total Revenues		\$ 99,700.00	\$ 81,593.95	\$ 18,106.05	18.16%
EXPENDITURES					
100-27180-21100-00000000	SALARY AND WAGES	\$ 286,409.00	\$ 143,026.57	\$ 143,382.43	50.06%
100-27180-21120-00000000	OVERTIME	0	2.45	-2.45	0.00%
100-27180-22100-00000000	EMPLOYEE BENEFITS	145,825.00	69,525.31	76,299.69	52.32%
100-27180-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
100-27180-31200-00000000	EQUIP MAINTENANCE & REPAIR	9,500.00	5,156.10	4,343.90	45.73%
100-27180-31700-00000000	MEMBERSHIP FEES	1,460.00	1,275.00	185	12.67%
100-27180-32000-00000000	OFFICE EXPENSE	19,500.00	8,486.32	11,013.68	56.48%
100-27180-32450-00000000	CONTRACT SERVICES	5,000.00	8,222.83	-3,222.83	-64.46%
100-27180-32500-00000000	PROFESSIONAL & SPECIALIZED SER	6,000.00	0	6,000.00	100.00%
100-27180-32860-00000000	RENTS & LEASES - OTHER	4,200.00	2,043.18	2,156.82	51.35%
100-27180-32950-00000000	RENTS & LEASES-REAL PROPERTY -	8,535.00	1,145.90	7,389.10	86.57%
100-27180-32960-00000000	A-87 INDIRECT COSTS	148,301.00	148,301.00	0	0.00%
100-27180-33350-00000000	TRAVEL & TRAINING EXPENSE	12,000.00	5,559.29	6,440.71	53.67%
100-27180-33351-00000000	VEHICLE FUEL COSTS	200	0	200	100.00%
100-27180-33360-00000000	MOTOR POOL EXPENSE	215	0	215	100.00%
100-27180-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-27180-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-2,820.28	2,820.28	0.00%
Total Expenditures		\$ 647,145.00	\$ 389,923.67	\$ 257,221.33	39.75%
Excess (Deficiency) of Revenues over Expenditures		\$ -547,445.00	\$ -308,329.72	\$ -239,115.28	-43.68%
Total for DEPT 180: COUNTY CLERK/RECORDER		\$ -547,445.00	\$ -308,329.72	\$ -239,115.28	-43.68%

MONO COUNTY BUDGET ADJUSTMENT

Department: Election Budget: 200

Justification for budget adjustment:

Shortfall in election fees collected; receipt of unanticipated HAVA funds. Of the HAVA reimbursement, \$5,000 was reimbursed to help cover expenditures made by the Public Works Department to upgrade restrooms in the Walker Community Center to meet accessibility requirements; therefore, \$5,000 was transferred to the Public Works Department.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
15200-15820-22010	Federal HAVA Reimbursement pass-through from Secretary of State	-	6,141	6,141
15200-16410	Election Fees	1,500	610	(890)
				-
				-
TOTAL REVENUE CHANGES				<u>5,251</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
15200-33120-2201	Special Dept Expense HAVA 2 (transfer to Public Works)	-	5,000	5,000
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>5,000</u>

Preparer Signature _____

Title: Registrar

Auditor Review _____

Date: January 15, 2013

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

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DEPT 200: ELECTION DIVISION

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-15200-15820-22000000	FED: HAVA REIMBURSEMENTS- PASS	\$ 0	\$ 0	\$ 0	0.00%
100-15200-15820-22010000	FED: HAVA REIMBURSEMENTS- PASS	0	6,140.75	-6,140.75	0.00%
100-15200-15820-22020000	FED: HAVA REIMBURSEMENTS- PASS	0	0	0	0.00%
100-15200-15821-00000000	ST: ELECTION REIMBURSEMENT	0	0	0	0.00%
100-15200-15850-00000000	ST: ELECTION REIMBURSEMENT PRI	0	0	0	0.00%
100-15200-16410-00000000	ELECTION FEES	1,500.00	610.35	889.65	59.31%
Total Revenues		\$ 1,500.00	\$ 6,751.10	\$ -5,251.10	-350.07%
EXPENDITURES					
100-15200-21100-00000000	SALARY AND WAGES	\$ 129,091.00	\$ 53,957.39	\$ 75,133.61	58.20%
100-15200-21120-00000000	OVERTIME	0	28.21	-28.21	0.00%
100-15200-22100-00000000	EMPLOYEE BENEFITS	52,758.00	25,122.44	27,635.56	52.38%
100-15200-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
100-15200-31200-00000000	EQUIP MAINTENANCE & REPAIR	23,660.00	12,564.10	11,095.90	46.90%
100-15200-31700-00000000	MEMBERSHIP FEES	500	0	500	100.00%
100-15200-32000-00000000	OFFICE EXPENSE	17,000.00	7,789.07	9,210.93	54.18%
100-15200-32000-22000000	OFFICE EXPENSE - HAVA	0	0	0	0.00%
100-15200-32000-22010000	OFFICE EXPENSE - HAVA 2	0	0	0	0.00%
100-15200-32000-22020000	OFFICE EXPENSE - HAVA 3	0	0	0	0.00%
100-15200-32800-00000000	PUBLICATIONS & LEGAL NOTICES	3,700.00	1,859.46	1,840.54	49.74%
100-15200-32960-00000000	A-87 INDIRECT COSTS	10,757.00	10,757.00	0	0.00%
100-15200-33120-00000000	SPECIAL DEPARTMENT EXPENSE	50,000.00	18,960.50	31,039.50	62.08%
100-15200-33120-22000000	SPEC DEPT EXP - HAVA	0	0	0	0.00%
100-15200-33120-22010000	SPEC DEPT EXP - HAVA 2	0	5,000.00	-5,000.00	0.00%
100-15200-33120-22020000	SPEC DEPT EXP - HAVA 3	0	0	0	0.00%
100-15200-33122-00000000	POLL WORKER EXPENSES	7,000.00	5,049.66	1,950.34	27.86%
100-15200-33123-00000000	PRECINCT EXPENSES	1,000.00	205.55	794.45	79.44%
100-15200-33124-00000000	BALLOT EXPENSES	30,000.00	14,080.98	15,919.02	53.06%

100-15200-33350-00000000	TRAVEL & TRAINING EXPENSE	5,300.00	1,622.36	3,677.64	69.39%
100-15200-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-15200-53030-22000000	CAPITAL EQUIP-\$5,000+, HAVA	0	0	0	0.00%
100-15200-53030-22010000	CAPITAL EQUIP-\$5,000+, HAVA 2	0	0	0	0.00%
100-15200-53030-22020000	CAPITAL EQUIP-\$5,000+, HAVA 3	0	0	0	0.00%
Total Expenditures		\$ 330,766.00	\$ 156,996.72	\$ 173,769.28	52.54%
Excess (Deficiency) of Revenues over Expenditures		\$ -329,266.00	\$ -150,245.62	\$ -179,020.38	-54.37%
Total for DEPT 200: ELECTION DIVISION		\$ -329,266.00	\$ -150,245.62	\$ -179,020.38	-54.37%

DEPT 001: BOARD OF SUPERVISORS

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-11001-16010-00000000	PROP TAX ADMIN FEE- BOS	\$ 857	\$ 0	\$ 857	100.00%
Total Revenues		\$ 857	\$ 0	\$ 857	100.00%
EXPENDITURES					
100-11001-21100-00000000	SALARY AND WAGES	\$ 250,776.00	\$ 124,602.00	\$ 126,174.00	50.31%
100-11001-21120-00000000	OVERTIME	0	0	0	0.00%
100-11001-22100-00000000	EMPLOYEE BENEFITS	133,908.00	63,428.79	70,479.21	52.63%
100-11001-30280-00000000	TELEPHONE/COMMUNICATIONS	2,220.00	1,110.00	1,110.00	50.00%
100-11001-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-11001-31700-00000000	MEMBERSHIP FEES	15,500.00	14,042.00	1,458.00	9.41%
100-11001-32000-00000000	OFFICE EXPENSE	13,300.00	7,425.51	5,874.49	44.17%
100-11001-32500-00000000	PROFESSIONAL & SPECIALIZED SER	3,000.00	919.68	2,080.32	69.34%
100-11001-32800-00000000	PUBLICATIONS & LEGAL NOTICES	5,500.00	1,428.75	4,071.25	74.02%
100-11001-32860-00000000	RENTS & LEASES - OTHER	2,160.00	0	2,160.00	100.00%
100-11001-32950-00000000	RENTS & LEASES - REAL PROPERTY	2,500.00	985.46	1,514.54	60.58%
100-11001-32960-00000000	A-87 INDIRECT COSTS	348,208.00	348,208.00	0	0.00%
100-11001-33120-00000000	SPECIAL DEPARTMENT EXPENSE	6,500.00	2,403.09	4,096.91	63.03%
100-11001-33350-00000000	TRAVEL & TRAINING EXPENSE	50,000.00	30,112.56	19,887.44	39.77%
100-11001-33351-00000000	VEHICLE FUEL COSTS	2,500.00	1,116.02	1,383.98	55.36%
100-11001-33360-00000000	MOTOR POOL EXPENSE	2,600.00	1,189.00	1,411.00	54.27%
100-11001-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-1,931.09	1,931.09	0.00%
Total Expenditures		\$ 838,672.00	\$ 595,039.77	\$ 243,632.23	29.05%
Excess (Deficiency) of Revenues over Expenditures		\$ -837,815.00	\$ -595,039.77	\$ -242,775.23	-28.98%
Total for DEPT 001: BOARD OF SUPERVISORS		\$ -837,815.00	\$ -595,039.77	\$ -242,775.23	-28.98%



COMMUNITY DEVELOPMENT

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

Mid-Year Review of 12/13 Goals & Objectives

(Status noted in bold italics)

- Conduct Bridgeport Main Street Revitalization Project. **Significant progress - lane reduction complete, RPAC/Caltrans monitoring, final report in February, linkage to BP Facilities Plan**
- Conduct Hwy 395 Scenic Byway Corridor Enhancement Plan. **Significant progress - GIS & parking inventory complete, marketing component draft underway, RPAC/agency outreach on-going; parking regulation revisions workshop**
- Process planning applications/EIRs in a timely manner, including geothermal EIRs, reclamation plans and specific plan updates. **Significant progress – Rock Creek Canyon, Rock Creek Ranch, & White Mt Estates updates as example, MP-I Geothermal EIR certified/appealed – legal challenge**
- Continue to integrate building, planning, environmental review & enforcement processes with other departments via permit software, formalized project development process and ongoing coordination. **Significant Progress – software adjustments; monthly coordination meetings, project development process refined, on-going enforcement process, LDTAC**
- Using Sustainable Communities grant and LTC funding, update Mono County General Plan (GP), including Housing Element, Regional Transportation Plan (RTP), other mandated elements and policy priorities (energy, telecommunications, capital facilities & sage grouse); develop supporting comprehensive Environmental Impact Report (EIR), including Master Environmental Assessment; integrate area plan updates for Antelope Valley, Bridgeport, Bodie, Mono Basin, June Lake, Upper Owens, Mammoth Vicinity, Long Valley and Oasis; GP update to emphasize RPAC review, streamlined processing, innovative easy-to-use format, and action plans. **Moderate progress – area plan policy updates, Planning Commission workshops, Board of Supervisors grant contract approval and update initiation; Accessory Unit amendment & Transient Rental Overlay adopted**
- Staff Local Transportation Commission, including related committees, Overall Work Program implementation and update RTP. **Ongoing progress**
- Staff Airport Land Use Commission and pursue Airport Land Use Compatibility Plan funding for Mammoth-Yosemite Airport. **Limited progress**
- Staff Planning Commission, Regional Planning Advisory Committees, LDTAC, and CPT. **Ongoing progress**
- Staff the Local Agency Formation Commission and integrate update of spheres of influence with general plan update. **Ongoing progress – processing Bridgeport PUD annexation, review of all Spheres of Influence**
- Continue to staff enforcement functions, including reclamation plan compliance. **Significant progress – reclamation compliance review ongoing, substantial response to Mines and Geology Board; strengthening of transient rental enforcement tools; day-to-day enforcement**
- In concert with Public Works & County Counsel, conclude subdivision ordinance, special events and grading ordinance updates. **Limited progress**
- Continue to provide broad range of customer services at South County counter and daily planning assistance in Bridgeport. **Ongoing progress**
- Conclude trails planning for Paradise/Rock Creek and Bridgeport, integrate bike plan with RTP and pursue grant funding for Eastern Sierra Regional Trail. **Significant progress – trail plans drafted & outreach continuing, grant for ESRT secured**
- Refine environmental review for county projects in concert with Public Works and Economic Development – **Significant progress; ongoing**

MONO COUNTY BUDGET ADJUSTMENT

Department: PLANNING Budget: GENERAL FUND

Justification for budget adjustment:

Revenue-Scenic byway grant-adjust between two line items, no net change add additional revenue and expenditures for new Strategic Growth Council Grant

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1REV158198002PLN	FED-MISC FED GRANTS-SCENIC BYWAY GRANT	-	110,000	110,000
100-27660-15900-000	OTHER GOVT AGENCIES-SCENIC BYWAY GRANT	110,000	-	(110,000)
1REV1590????????	OTHER GOVT AGENCIES-SGC GRANT (NEW PROJECT NEEDED)	-	71,000	71,000
TOTAL REVENUE CHANGES				<u>71,000</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1PLAN3245-????	CONTRACT SERVICES-SGC GRANT (NEW PROJECT NEEDED)	-	35,000	35,000
1PLAN3200-????	OFFICE SUPPLIES-SGC GRANT (NEW PROJECT NEEDED)	-	1,000	1,000
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>36,000</u>

Preparer Signature Mary Booher

Title: Administrative Services Manager

Auditor Review _____

Date 9-Jan-13

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: / /

BOS CAO AUD

DEPT 660: PLANNING & TRANSPORTATION

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-12660-15819-00008002	FED: MISC FED GRANTS	\$ 0	\$ 0	\$ 0	0.00%
100-27660-15819-00008002	FED: MISC FED GRANTS	0	2,148.45	-2,148.45	0.00%
100-27660-15900-00008002	OTH: OTHER GOVT AGENCIES-SCENIC BY	110,000.00	0	110,000.00	100.00%
100-27660-15900-00008003	OTH: OTHER GOVT AGENCIES-LTC MAIN	124,000.00	8,820.19	115,179.81	92.89%
100-27660-15900-60550000	OTH: OTHER GOVT AG- EASTERN SIERRA	0	0	0	0.00%
100-27660-16060-00000000	PLANNING/ENGINEERING SERVE	60,000.00	16,157.32	43,842.68	73.07%
100-27660-16220-00000000	TRANSPORTATION PLANNING SERVIC	100,000.00	31,291.65	68,708.35	68.71%
100-27660-17010-06600000	MISCELLANEOUS REVENUE	0	3.8	-3.8	0.00%
100-27660-17020-00000000	PRIOR YEAR REVENUE	0	0	0	0.00%
Total Revenues		\$ 394,000.00	\$ 58,421.41	\$ 335,578.59	85.17%
EXPENDITURES					
100-12660-32000-00008002	OFFICE EXPENSE- SCENIC BYWAY GRANT	\$ 0	\$ 0	\$ 0	0.00%
100-12660-32450-00008002	CONTRACT SERVICES-SCENIC BYWAY	0	0	0	0.00%
100-12660-32500-00008002	PROF & SPECIAL SER- SCENIC BYWAY	0	0	0	0.00%
100-12660-47010-00008002	CONTRIB TO OTHER GOVT- SCENIC	0	0	0	0.00%
100-27660-21100-00000000	SALARY AND WAGES	520,414.00	261,006.39	259,407.61	49.85%
100-27660-21120-00000000	OVERTIME	8,000.00	1,032.60	6,967.40	87.09%
100-27660-22100-00000000	EMPLOYEE BENEFITS	284,417.00	135,068.98	149,348.02	52.51%
100-27660-30280-00000000	TELEPHONE/COMMUNICATIONS	500	189.25	310.75	62.15%
100-27660-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	1,565.00	-1,565.00	0.00%
100-27660-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	0	0	0.00%
100-27660-31700-00000000	MEMBERSHIP FEES	2,600.00	2,445.00	155	5.96%
100-27660-32000-00000000	OFFICE EXPENSE	16,500.00	9,311.13	7,188.87	43.57%
100-27660-32000-00008002	OFFICE EXPENSE- SCENIC BYWAY GRANT	500	169.6	330.4	66.08%
100-27660-32000-00008003	OFFICE EXPENSE - LTC MAIN ST	500	227.37	272.63	54.53%
100-27660-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
100-27660-32450-00000000	CONTRACT SERVICES	40,000.00	13,572.00	26,428.00	66.07%
100-27660-32450-00008002	CONTRACT SERVICES-SCENIC BYWAY	25,000.00	0	25,000.00	100.00%
100-27660-32450-00008003	CONTRACT SERVICES - LTC MAIN ST	118,000.00	40,611.09	77,388.91	65.58%
100-27660-32450-60550000	CONTRACT SERVICES- ES LAND TENURE	0	0	0	0.00%

100-27660-32500-00008002	PROF & SPECIAL SER- SCENIC BYWAY	0	0	0	0.00%
100-27660-32800-00000000	PUBLICATIONS & LEGAL NOTICES	1,100.00	276.25	823.75	74.89%
100-27660-32950-00000000	RENTS & LEASES - REAL PROPERTY	61,887.00	28,784.95	33,102.05	53.49%
100-27660-32960-00000000	A-87 INDIRECT COSTS	236,667.00	236,667.00	0	0.00%
100-27660-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
100-27660-33350-00000000	TRAVEL & TRAINING EXPENSE	17,912.00	4,253.09	13,658.91	76.26%
100-27660-33351-00000000	VEHICLE FUEL COSTS	5,000.00	2,049.83	2,950.17	59.00%
100-27660-33360-00000000	MOTOR POOL EXPENSE	6,002.00	3,373.06	2,628.94	43.80%
100-27660-47010-00008002	CONTRIB TO OTHER GOVT- SCENIC	30,000.00	-678.14	30,678.14	102.26%
100-27660-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-27660-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-27660-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-1,052.62	1,052.62	0.00%
Total Expenditures		\$ 1,374,999.00	\$ 738,871.83	\$ 636,127.17	46.26%
Excess (Deficiency) of Revenues over Expenditures		\$ -980,999.00	\$ -680,450.42	\$ -300,548.58	-30.64%
Total for DEPT 660: PLANNING & TRANSPORTATION		\$ -980,999.00	\$ -680,450.42	\$ -300,548.58	-30.64%

MONO COUNTY BUDGET ADJUSTMENT

Department: HOUSING Budget: GENERAL FUND

Justification for budget adjustment:
revenue and expenditures for CDBG grant adjusted to meet actuals

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
100-27661-15501-60250000	FED: CDBG HOUSING GRANT	155,000	347,000	192,000
				-
				-
				-
TOTAL REVENUE CHANGES				<u>192,000</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
100-27661-33120-60250000	SPEC DEPT EXPENSE-LOANS	150,000	305,000	155,000
100-27661-47020-60250000	CONT TO OTHER NON-PROFIT-ADMIN COSTS	5,000	42,000	37,000
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>192,000</u>

Preparer Signature _____ Mary Booher

Title: Administrative Services Manager

Auditor Review _____
REQUIRES BOARD ACTION ___YES ___ NO

Date 7-Jan-13

Approved by Board of Supervisors on: ___/___/_____

BOS CAO AUD

DEPT 661: HOUSING DEVELOPMENT

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
100-17661-14100-00000000	HOUSING RENT	\$ 0	\$ 0	\$ 0	0.00%
100-17661-14100-60100000	HOUSING RENT-36 CHRISTY LN	9,000.00	4,500.00	4,500.00	50.00%
100-17661-14100-60150000	HOUSING RENT-40 CHRISTY LN	9,000.00	3,000.00	6,000.00	66.67%
100-17661-14100-60200000	HOUSING RENT-BIRCH CRK CONDO	10,200.00	4,775.82	5,424.18	53.18%
100-27661-15501-00007002	FED: HOME GRANT	0	0	0	0.00%
100-27661-15501-60250000	FED: CDBG HOUSING GRANT	155,000.00	165,978.00	-10,978.00	-7.08%
100-27661-15503-00007001	FED: USDA RURAL DEVELOPMENT	0	0	0	0.00%
100-27661-17160-00000000	HOUSING MITIGATION/FUND 99	0	0	0	0.00%
100-27661-18100-06610000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 183,200.00	\$ 178,253.82	\$ 4,946.18	2.70%
EXPENDITURES					
100-27661-21100-00000000	SALARY AND WAGES	\$ 5,608.00	\$ 1,284.54	\$ 4,323.46	77.09%
100-27661-21120-00000000	OVERTIME	0	0	0	0.00%
100-27661-22100-00000000	EMPLOYEE BENEFITS	3,432.00	709.38	2,722.62	79.33%
100-27661-30280-00000000	TELEPHONE/COMMUNICATIONS	0	11.3	-11.3	0.00%
100-27661-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-27661-31400-00000000	BUILDING/LAND MAINT & REPAIR	15,000.00	318.62	14,681.38	97.88%
100-27661-32000-00000000	OFFICE EXPENSE	300	0	300	100.00%
100-27661-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
100-27661-32450-00000000	CONTRACT SERVICES	29,380.00	2,730.00	26,650.00	90.71%
100-27661-32450-00007001	CONTRACT SERVICES-USDA RURAL DEV	0	0	0	0.00%
100-27661-32800-00000000	PUBLICATIONS & LEGAL NOTICES	0	0	0	0.00%
100-27661-32960-00000000	A-87 INDIRECT COSTS	2,220.00	2,220.00	0	0.00%
100-27661-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	1,255.03	-1,255.03	0.00%
100-27661-33120-00007001	SPECIAL DEPARTMENT EXPENSE-HPG	0	0	0	0.00%
100-27661-33120-00007002	SPECIAL DEPARTMENT EXPENSE	95,000.00	0	95,000.00	100.00%
100-27661-33120-60250000	SPEC DEPT EXP- CDBG GRANT	150,000.00	303,500.00	-153,500.00	-102.33%
100-27661-33350-00000000	TRAVEL & TRAINING EXPENSE	0	117.55	-117.55	0.00%
100-27661-33600-00000000	UTILITIES	0	-90.48	90.48	0.00%
100-27661-47010-00000000	CONTRIBUTIONS TO OTHER GOVERNMENT	0	0	0	0.00%
100-27661-47020-00007001	CONTRIBUTIONS TO NON-PROFIT OR	0	0	0	0.00%

100-27661-47020-00007002	CONTRIBUTIONS TO NON-PROFIT OR	0	0	0	0.00%
100-27661-47020-60250000	CONTRIBUTIONS TO NON-PROFIT OR	5,000.00	46,078.00	-41,078.00	-821.56%
Total Expenditures		\$ 305,940.00	\$ 358,133.94	\$ -52,193.94	-17.06%
Excess (Deficiency) of Revenues over Expenditures		\$ -122,740.00	\$ -179,880.12	\$ 57,140.12	46.55%
Total for DEPT 661: HOUSING DEVELOPMENT		\$ -122,740.00	\$ -179,880.12	\$ 57,140.12	46.55%

DEPT 664: CODE ENFORCEMENT

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-27664-12021-00000000	BUSINESS LICENSE - CODE ENF	\$ 2,500.00	\$ 3,427.49	\$ -927.49	-37.10%
100-27664-16030-00000000	CODE ENFORCEMENT FEES	5,000.00	0	5,000.00	100.00%
Total Revenues		\$ 7,500.00	\$ 3,427.49	\$ 4,072.51	54.30%
EXPENDITURES					
100-27664-21100-00000000	SALARY AND WAGES	\$ 64,524.00	\$ 32,221.62	\$ 32,302.38	50.06%
100-27664-21120-00000000	OVERTIME	0	0	0	0.00%
100-27664-22100-00000000	EMPLOYEE BENEFITS	33,084.00	16,007.42	17,076.58	51.62%
100-27664-30280-00000000	TELEPHONE/COMMUNICATIONS	1,150.00	420.55	729.45	63.43%
100-27664-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-27664-31700-00000000	MEMBERSHIP FEES	75	0	75	100.00%
100-27664-32000-00000000	OFFICE EXPENSE	600	0	600	100.00%
100-27664-32450-00000000	CONTRACT SERVICES	0	0	0	0.00%
100-27664-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
100-27664-32960-00000000	A-87 INDIRECT COSTS	135,896.00	135,896.00	0	0.00%
100-27664-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
100-27664-33350-00000000	TRAVEL & TRAINING EXPENSE	2,000.00	1,960.97	39.03	1.95%
100-27664-33351-00000000	VEHICLE FUEL COSTS	2,200.00	813.67	1,386.33	63.02%
100-27664-33360-00000000	MOTOR POOL EXPENSE	1,820.00	1,251.43	568.57	31.24%
100-27664-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
Total Expenditures		\$ 241,349.00	\$ 188,571.66	\$ 52,777.34	21.87%
Excess (Deficiency) of Revenues over Expenditures		\$ -233,849.00	\$ -185,144.17	\$ -48,704.83	-20.83%
Total for DEPT 664: CODE ENFORCEMENT		\$ -233,849.00	\$ -185,144.17	\$ -48,704.83	-20.83%

DEPT 666: LAFCO

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-27666-15902-00000000	OTH: LAFCO - REVENUE FROM OTHE	\$ 8,090.00	\$ 0	\$ 8,090.00	100.00%
100-27666-16190-00000000	PLANNING SERVICES - LAFCO	0	0	0	0.00%
Total Revenues		\$ 8,090.00	\$ 0	\$ 8,090.00	100.00%
EXPENDITURES					
100-27666-21100-00000000	SALARY AND WAGES	\$ 5,704.00	\$ 2,520.87	\$ 3,183.13	55.81%
100-27666-21120-00000000	OVERTIME	0	0	0	0.00%
100-27666-22100-00000000	EMPLOYEE BENEFITS	3,029.00	1,268.52	1,760.48	58.12%
100-27666-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
100-27666-31700-00000000	MEMBERSHIP FEES	800	741	59	7.38%
100-27666-32000-00000000	OFFICE EXPENSE	200	0	200	100.00%
100-27666-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
100-27666-32450-00000000	CONTRACT SERVICES	0	0	0	0.00%
100-27666-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
100-27666-32800-00000000	PUBLICATIONS & LEGAL NOTICES	300	0	300	100.00%
100-27666-32960-00000000	A-87 INDIRECT COSTS	602	602	0	0.00%
100-27666-33350-00000000	TRAVEL & TRAINING EXPENSE	1,500.00	727.82	772.18	51.48%
100-27666-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
Total Expenditures		\$ 12,135.00	\$ 5,860.21	\$ 6,274.79	51.71%
Excess (Deficiency) of Revenues over Expenditures		\$ -4,045.00	\$ -5,860.21	\$ 1,815.21	44.88%
Total for DEPT 666: LAFCO		\$ -4,045.00	\$ -5,860.21	\$ 1,815.21	44.88%

DEPT 620: PLANNING COMMISSION

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
Total Revenues		\$ 0	\$ 0	\$ 0	0.00%
EXPENDITURES					
100-27620-21100-00000000	SALARY AND WAGES	\$ 6,300.00	\$ 2,750.00	\$ 3,550.00	56.35%
100-27620-22100-00000000	EMPLOYEE BENEFITS	659	391.58	267.42	40.58%
100-27620-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
100-27620-31700-00000000	MEMBERSHIP FEES	60	0	60	100.00%
100-27620-32000-00000000	OFFICE EXPENSE	300	100	200	66.67%
100-27620-32800-00000000	PUBLICATIONS & LEGAL NOTICES	1,500.00	383.6	1,116.40	74.43%
100-27620-32960-00000000	A-87 INDIRECT COSTS	31,107.00	31,107.00	0	0.00%
100-27620-33350-00000000	TRAVEL & TRAINING EXPENSE	2,100.00	788.1	1,311.90	62.47%
Total Expenditures		\$ 42,026.00	\$ 35,520.28	\$ 6,505.72	15.48%
Excess (Deficiency) of Revenues over Expenditures		\$ -42,026.00	\$ -35,520.28	\$ -6,505.72	-15.48%
Total for DEPT 620: PLANNING COMMISSION		\$ -42,026.00	\$ -35,520.28	\$ -6,505.72	-15.48%

Mono County Community Development Department

PO Box 3569
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
inspection hotline: 760.924.1827
commdev@mono.ca.gov

Building Division

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

MONO COUNTY BUILDING DIVISION ACCOMPLISHMENTS AND GOALS:

FISCAL YEAR 2010/2011 ACCOMPLISHMENTS:

- Created and implemented a construction stimulus program in May of 2011 in an effort to assist members of the public with construction projects by waiving permit and plan check fees.
- Conducted a total of four (4) public outreach meetings with various members of the local construction community on the building code changes specific to the 2010 code cycle. Outreach meetings were conducted in both Mammoth Lakes and Bridgeport.
- Conducted a power point presentation to the Board of Supervisors in January of 2011 in regards to the new building codes that took effect statewide as of January 1, 2011.
- Implemented new permitting computer program in order to increase efficiency within the Building Division and to facilitate multi- department coordination in regards to county project reviews and permits.
- Building Division staff obtained International Code Council (ICC) professional certifications for both inspection and plans examination. Staff also attended instructional classes on accessibility, solar photovoltaic systems, and residential fire sprinkler systems.

FISCAL YEAR 2011/2012 ACCOMPLISHMENTS:

- Created and established a construction board of appeals pursuant to information contained in the 2010 California Building Code. The purpose of the construction board of appeals is to provide an independent, unbiased panel of construction industry professionals to hear and decide on determinations by the Building Official, and to pass on matters pertaining to building construction.
- Formed an ADA task force with other county staffers in order to address accessibility concerns with county facilities.
- Implemented a credit card payment process in the Mammoth Lakes and Bridgeport offices for permit payments.
- Participated in monthly coordination meetings with the Public Works department.
- Ongoing training for new front counter staff to provide an acceptable level of service to the public.
- Conducted a series of workshops with the Board of Supervisors toward establishing a 'limited density owner built rural dwelling' ordinance that substantially relaxes standards found in the current state building code.
- Worked with county staff to craft future transient rental ordinance language for the Board of Supervisor's consideration.
- Engaged in producing certain prescriptive designs for use by the public in order to defray the costs associated with professional engineering and architectural services.
- Initiated a request for qualifications (RFQ) process for professional architectural and engineering services for future design work and peer evaluations, and also for professional plan check and inspection services.
- Building Division staff obtained International Code Council (ICC) professional certifications specific to inspection and plans examination. Staff also attended instructional classes on accessibility.
- Conducted an educational public outreach presentation in regards to the aspects and benefits of residential geothermal heating and cooling systems.

FISCAL YEAR 2012/2013 GOALS:

- Continue and complete prescriptive designs already in process. Conduct presentation to the Board of Supervisors apprising them of the completion and availability of said designs, and receive direction should the Board want to pursue more such prescriptive designs. Update: Prescriptive designs are in plan review process, with another prescriptive design specific to roof top solar panel installations currently in the bid process amongst contract designers.
- Conduct more public educational outreach meetings on topics such as defensible space, fire resistive construction methods, solar photovoltaic energy systems, wind energy systems, and alternative cost effective construction methods and materials. Update: Conducted a public defensible space presentation with Cal Fire on September 27, 2012, and are currently engaged in attempting to host a solar photovoltaic permitting workshop in Mono County slated for early 2013. Will continue to pursue leads for other similar public presentations.
- Finalize and sign contracts with design professionals in order to provide design and peer review services, as well as an additional plan review firm to perform plan reviews for building permit submittals. Additional inspection services will also be included. Particular emphasis will be directed toward local professionals. Update: Contracts for one additional plan review firm, one additional contract inspection firm, and three additional architectural and engineering firms were finalized in the fall of 2012.
- Bring forward a draft ordinance specific to 'Limited Density Owner Built Rural Dwellings' for adoption into the Mono County Code. Update: Draft ordinance adopted by BOS on December 18, 2012, and will be included in the Mono County Code.
- Work with county staff and other interested parties to bring forth a draft ordinance specific to county wide transient rentals for adoption into the Mono County Code. Update: Draft ordinance adopted by BOS on December 11, 2012, and will be included in the General Plan.

MONO COUNTY BUILDING DIVISION
ACCOMPLISHMENTS AND GOALS (continued):

- Provide training for a new Community Development staff member for customer services at the Bridgeport office. Update: Authorization for a new staff person or a full time, singular customer service person at the Bridgeport permit counter has not been approved as of yet.
- Continue education and certifications for Building Division staff members. Update: Further certifications and training in process and scheduled for winter and spring of 2013, with possible additional training being attended as opportunities arise throughout the year.
- Stay in close contact with various state agencies to know the proposed code changes for the 2013 code cycle. New building codes take effect on January 1, 2014, with public outreach on the new codes tentatively scheduled for the late summer and fall of 2013. Update: Digital communications with major state agencies in regards to their proposed code changes have been and continue to be received and saved for a complete summary. Public outreach for code changes still tentatively scheduled for fall of 2013.
- Update and supplement informational hand outs at both the Bridgeport and Mammoth Lakes offices, including prescriptive designs and a comprehensive residential solar photovoltaic informational and design package. Update: Informational hand outs and designs still in process, with the goal of being complete by spring/early summer of 2013.
- Continue to provide good inspection services, plan review services, and customer service to the public.
- New goal: Re-configure existing Building Division website in conjunction with existing permit software to allow for greater on-line capabilities for the public and permit applicants. Such expanded on-line capabilities would include, but not be limited to, on-line submission of minor building permit applications with supporting documents, and on-line payments for such minor permits. Assessment of additional associated costs and technical scoping in process currently, with such information to be brought before the Board for approval. Goal is to have new web capabilities live by the spring/early summer of 2013.
- New goal: Review existing fee structure for valuations currently in place used to set building permit fees. The existing fee structure or a revised fee structure will be used to establish building permit fees, whichever is lower.

DEPT 560: BUILDING INSPECTOR

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-27560-12050-00000000	BUILDING PERMITS	\$ 110,000.00	\$ 36,190.53	\$ 73,809.47	67.10%
100-27560-16150-00000000	BUILDING DEPARTMENT FEES	20,000.00	11,391.04	8,608.96	43.04%
100-27560-16151-00000000	BUSINESS LICENSE CASp FEE	0	0	0	0.00%
Total Revenues		\$ 130,000.00	\$ 47,581.57	\$ 82,418.43	63.40%
EXPENDITURES					
100-27560-21100-00000000	SALARY AND WAGES	\$ 190,654.00	\$ 83,571.70	\$ 107,082.30	56.17%
100-27560-21120-00000000	OVERTIME	10,000.00	3,674.90	6,325.10	63.25%
100-27560-22100-00000000	EMPLOYEE BENEFITS	115,783.00	46,593.26	69,189.74	59.76%
100-27560-30280-00000000	TELEPHONE/COMMUNICATIONS	3,000.00	1,244.68	1,755.32	58.51%
100-27560-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-27560-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	0	0	0.00%
100-27560-31700-00000000	MEMBERSHIP FEES	1,500.00	0	1,500.00	100.00%
100-27560-32000-00000000	OFFICE EXPENSE	5,000.00	1,521.15	3,478.85	69.58%
100-27560-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
100-27560-32450-00000000	CONTRACT SERVICES	100,000.00	50,276.19	49,723.81	49.72%
100-27560-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
100-27560-32960-00000000	A-87 INDIRECT COSTS	403,407.00	403,407.00	0	0.00%
100-27560-33010-00000000	SMALL TOOLS & INSTRUMENTS	1,200.00	0	1,200.00	100.00%
100-27560-33120-00000000	SPECIAL DEPARTMENT EXPENSE	700	0	700	100.00%
100-27560-33350-00000000	TRAVEL & TRAINING EXPENSE	11,338.00	2,603.50	8,734.50	77.04%
100-27560-33351-00000000	VEHICLE FUEL COSTS	10,000.00	4,704.70	5,295.30	52.95%
100-27560-33360-00000000	MOTOR POOL EXPENSE	13,392.00	6,253.73	7,138.27	53.30%
100-27560-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-27560-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-27560-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
Total Expenditures		\$ 865,974.00	\$ 603,850.81	\$ 262,123.19	30.27%
Excess (Deficiency) of Revenues over Expenditures		\$ -735,974.00	\$ -556,269.24	\$ -179,704.76	-24.42%
Total for DEPT 560: BUILDING INSPECTOR		\$ -735,974.00	\$ -556,269.24	\$ -179,704.76	-24.42%

COUNTY ADMINISTRATIVE OFFICE



MONO COUNTY BUDGET ADJUSTMENT

Department: CAO Budget: _____

Justification for budget adjustment:

Salary & Benefits: Sick and vacation payout for employees leaving Mono County employment.

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				- <u> </u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1CAO2110	SALARY & WAGES	296,298	323,532	27,234
1CAO3236	CONSULTING SERVICES	125,000	90,000	(35,000)
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				(7,766) <u> </u>

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

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DEPT 020: ADMINISTRATIVE OFFICER

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-11020-16016-00210000	GENERAL SALE OF GOODS-CO MUGS	0	169.97	-169.97	0.00%
100-11020-16240-00000000	LABOR REIMBURSEMENT	0	0	0	0.00%
100-11020-18100-00200000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 0	\$ 169.97	\$ -169.97	0.00%
EXPENDITURES					
100-11020-21100-00000000	SALARY AND WAGES	296,298.00	148,981.53	147,316.47	49.72%
100-11020-21120-00000000	OVERTIME	1,500.00	0	1,500.00	100.00%
100-11020-22100-00000000	EMPLOYEE BENEFITS	151,851.00	72,909.97	78,941.03	51.99%
100-11020-30280-00000000	TELEPHONE/COMMUNICATIONS	975	487.5	487.5	50.00%
100-11020-31200-00000000	EQUIP MAINTENANCE & REPAIR	16,500.00	17,263.00	-763	-4.62%
100-11020-31700-00000000	MEMBERSHIP FEES	2,000.00	1,829.00	171	8.55%
100-11020-32000-00000000	OFFICE EXPENSE	18,500.00	7,834.43	10,665.57	57.65%
100-11020-32360-00000000	CONSULTING SERVICES	70,000.00	0	70,000.00	100.00%
100-11020-32390-00000000	LEGAL SERVICES	0	0	0	0.00%
100-11020-32450-00000000	CONTRACT SERVICES	35,000.00	4,080.00	30,920.00	88.34%
100-11020-32500-00000000	PROFESSIONAL & SPECIALIZED SER	125,000.00	40,218.55	84,781.45	67.83%
100-11020-32950-00000000	RENTS & LEASES - REAL PROPERTY	35,000.00	16,088.17	18,911.83	54.03%
100-11020-32960-00000000	A-87 INDIRECT COSTS	-628,094.00	-625,892.50	-2,201.50	-0.35%
100-11020-33120-00000000	SPECIAL DEPARTMENT EXPENSE	10,000.00	18,142.86	-8,142.86	-81.43%
100-11020-33120-00210000	SPEC DEPT EXP - COUNTY MUGS	0	0	0	0.00%
100-11020-33140-00000000	RECRUITING EXPENSES	20,000.00	9,416.77	10,583.23	52.92%
100-11020-33350-00000000	TRAVEL & TRAINING EXPENSE	12,500.00	6,215.65	6,284.35	50.27%
100-11020-33351-00000000	VEHICLE FUEL COSTS	2,500.00	1,305.20	1,194.80	47.79%
100-11020-33360-00000000	MOTOR POOL EXPENSE	3,000.00	1,601.10	1,398.90	46.63%
100-11020-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-11020-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-1,997.62	1,997.62	0.00%
Total Expenditures		\$ 172,530.00	\$ -281,516.39	\$ 454,046.39	263.17%
Excess (Deficiency) of Revenues over Expenditures		\$ -172,530.00	\$ 281,686.36	\$ -454,216.36	-263.27%
Total for DEPT 020: ADMINISTRATIVE OFFICER		\$ -172,530.00	\$ 281,686.36	\$ -454,216.36	-263.27%

MONO COUNTY BUDGET ADJUSTMENT

Department: Insurance Budget: _____

Justification for budget adjustment:

Salary & Benefits: Sick and vacation payout for employees leaving Mono County employment.

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				- <u> </u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1INS2110	SALARY & WAGES	115,882	133,862	17,980
				-
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				17,980 <u> </u>

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

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DEPT 280: INSURANCE

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
100-10280-12060-00000000	FILMING PERMITS	\$ 3,500.00	\$ 200	\$ 3,300.00	94.29%
100-10280-14050-00000000	RENTAL INCOME-COMMUNITY CENTER	5,500.00	2,575.00	2,925.00	53.18%
100-10280-16610-00000000	INSURANCE LOSS PREVENTION SUBS	62,800.00	56,284.00	6,516.00	10.38%
100-10280-16611-00000000	SPECIAL EVENT INSURANCE	1,000.00	534.1	465.9	46.59%
100-10280-17010-02800000	MISCELLANEOUS REVENUE	0	0	0	0.00%
100-10280-17100-00000000	INSURANCE REIMBURSEMENT	0	0	0	0.00%
100-10280-17110-10050000	EMPLOYEE WELLNESS CONTRIBUTION	51,000.00	23,018.00	27,982.00	54.87%
100-10280-17130-10050000	ELECTRONIC KEY DEPOSITS	0	0	0	0.00%
100-10280-17250-02800000	JUDGMENTS, DAMAGES & SETTLEMEN	0	0	0	0.00%
Total Revenues		\$ 123,800.00	\$ 82,611.10	\$ 41,188.90	33.27%
EXPENDITURES					
100-10280-21100-00000000	SALARY AND WAGES	\$ 115,882.00	\$ 37,499.37	\$ 78,382.63	67.64%
100-10280-21120-00000000	OVERTIME	0	0	0	0.00%
100-10280-22100-00000000	EMPLOYEE BENEFITS	56,449.00	17,783.06	38,665.94	68.50%
100-10280-30280-00000000	TELEPHONE/COMMUNICATIONS	825	262.5	562.5	68.18%
100-10280-30500-00000000	WORKERS' COMP INS EXPENSE	675,000.00	667,722.00	7,278.00	1.08%
100-10280-30510-00000000	LIABILITY INSURANCE EXPENSE	520,000.00	501,171.00	18,829.00	3.62%
100-10280-31700-00000000	MEMBERSHIP FEES	0	0	0	0.00%
100-10280-32000-00000000	OFFICE EXPENSE	0	0	0	0.00%
100-10280-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
100-10280-32450-00000000	CONTRACT SERVICES-INSURANCE	106,000.00	2,721.00	103,279.00	97.43%
100-10280-32450-10050000	CONTRACT SERVICES	0	35,567.00	-35,567.00	0.00%
100-10280-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
100-10280-32960-00000000	A-87 INDIRECT COSTS	-1,755,195.00	-1,752,319.50	-2,875.50	-0.16%
100-10280-33100-00000000	EDUCATION & TRAINING	0	0	0	0.00%
100-10280-33120-00000000	SPECIAL DEPARTMENT EXPENSE	500	0	500	100.00%
100-10280-33120-10050000	SPECIAL DEPARTMENT EXP-Wellness	0	0	0	0.00%
100-10280-33127-00000000	WC CLAIMS PAID	0	0	0	0.00%
100-10280-33128-10050000	ELECTRONIC KEY DEPOSIT REFUNDS	0	0	0	0.00%
100-10280-33151-00000000	SPECIAL EVENT INSURANCE COSTS	1,100.00	534.1	565.9	51.45%
100-10280-33350-00000000	TRAVEL & TRAINING EXPENSE	6,248.00	1,561.86	4,686.14	75.00%
100-10280-33351-00000000	VEHICLE FUEL COSTS	0	0	0	0.00%
100-10280-33360-00000000	MOTOR POOL EXPENSE	0	0	0	0.00%
100-10280-35100-00000000	LIABILITY CLAIMS	0	0	0	0.00%

100-10280-53030-00000000 CAPITAL EQUIPMENT, \$5,000+

Total Expenditures

Excess (Deficiency) of Revenues over Expenditures

Total for DEPT 280: INSURANCE

	0		0		0		0.00%
\$	-273,191.00	\$	-487,497.61	\$	214,306.61		78.45%
\$	396,991.00	\$	570,108.71	\$	-173,117.71		-43.61%
\$	396,991.00	\$	570,108.71	\$	-173,117.71		-43.61%

DEPT 240: COUNTY FACILITIES

Account Number	Account Name	Original Budget	Current Year to Date		Available Budget	% Remaining
			Actual			
REVENUES						
100-17240-16090-00000000	LABOR REIMBURSEMENT/FACILITIES	\$ 0	\$ 0	\$ 0	0	0.00%
100-17240-17050-00000000	DONATIONS & CONTRIBUTIONS-FAC	0	0	0	0	0.00%
100-17240-18100-00000000	OPERATING TRANSFERS IN-FACILITIES	50,000.00	0	50,000.00	50,000.00	100.00%
Total Revenues		\$ 50,000.00	\$ 0	\$ 50,000.00	50,000.00	100.00%
EXPENDITURES						
100-17240-21100-00000000	SALARY AND WAGES	\$ 882,102.00	\$ 462,646.46	\$ 419,455.54	419,455.54	47.55%
100-17240-21120-00000000	OVERTIME	1,000.00	2,526.55	-1,526.55	-1,526.55	-152.66%
100-17240-22100-00000000	EMPLOYEE BENEFITS	572,499.00	284,080.68	288,418.32	288,418.32	50.38%
100-17240-30120-00000000	UNIFORM ALLOWANCE	9,000.00	1,036.40	7,963.60	7,963.60	88.48%
100-17240-30280-00000000	TELEPHONE/COMMUNICATIONS	178,800.00	65,847.62	112,952.38	112,952.38	63.17%
100-17240-30280-14580000	TELEPHONE/COMMUN-MUSEUM	1,550.00	551.34	998.66	998.66	64.43%
100-17240-30350-00000000	HOUSEHOLD EXPENSES	36,200.00	15,150.45	21,049.55	21,049.55	58.15%
100-17240-31200-00000000	EQUIP MAINTENANCE & REPAIR	15,500.00	1,891.69	13,608.31	13,608.31	87.80%
100-17240-31400-00000000	BUILDING/LAND MAINT & REPAIR	201,000.00	57,980.21	143,019.79	143,019.79	71.15%
100-17240-31400-14580000	BLDG/LAND MAINT & REPAIR-MUSEUM	0	0	0	0	0.00%
100-17240-31700-00000000	MEMBERSHIP FEES	1,600.00	340	1,260.00	1,260.00	78.75%
100-17240-32000-00000000	OFFICE EXPENSE	5,850.00	3,213.81	2,636.19	2,636.19	45.06%
100-17240-32360-00000000	CONSULTING SERVICES	0	0	0	0	0.00%
100-17240-32450-00000000	CONTRACT SERVICES	354,000.00	44,615.06	309,384.94	309,384.94	87.40%
100-17240-32500-00000000	PROFESSIONAL & SPECIALIZED SER	17,700.00	2,945.15	14,754.85	14,754.85	83.36%
100-17240-32860-00000000	RENTS & LEASES - OTHER	3,700.00	923.47	2,776.53	2,776.53	75.04%
100-17240-32860-14580000	RENTS & LEASES-OTHER- MUSEUM	1,000.00	0	1,000.00	1,000.00	100.00%
100-17240-32950-00000000	RENTS & LEASES - REAL PROPERTY	6,000.00	1,860.00	4,140.00	4,140.00	69.00%
100-17240-32960-00000000	A-87 INDIRECT COSTS	-1,147,813.00	-1,145,447.00	-2,366.00	-2,366.00	0.21%
100-17240-33010-00000000	SMALL TOOLS & INSTRUMENTS	14,500.00	7,696.40	6,803.60	6,803.60	46.92%

100-17240-33120-00000000	SPECIAL DEPARTMENT EXPENSE	4,500.00	3,648.75	851.25	18.92%
100-17240-33350-00000000	TRAVEL & TRAINING EXPENSE	22,177.00	10,270.81	11,906.19	53.69%
100-17240-33351-00000000	VEHICLE FUEL COSTS	60,000.00	27,833.86	32,166.14	53.61%
100-17240-33360-00000000	MOTOR POOL EXPENSE	51,748.00	23,203.80	28,544.20	55.16%
100-17240-33600-00000000	UTILITIES	390,000.00	129,974.40	260,025.60	66.67%
100-17240-33600-14580000	UTILITIES - MUSEUM	1,750.00	851.37	898.63	51.35%
100-17240-52010-00000000	LAND & IMPROVEMENTS	50,000.00	52,054.94	-2,054.94	-4.11%
100-17240-53010-00000000	CAPITAL EQUIPMENT: VEHICLES	0	0	0	0.00%
100-17240-53020-00000000	CAPITAL EQUIPMENT, CONSTRUCTIO	0	0	0	0.00%
100-17240-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	5,000.00	0	5,000.00	100.00%
100-17240-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-17240-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
Total Expenditures		\$ 1,739,363.00	\$ 55,696.22	\$ 1,683,666.78	96.80%
Excess (Deficiency) of Revenues over Expenditures		\$ -1,689,363.00	\$ 55,696.22	\$ 1,633,666.78	-96.70%
Total for DEPT 240: COUNTY FACILITIES		\$ -1,689,363.00	\$ 55,696.22	\$ 1,633,666.78	-96.70%

COUNTY COUNSEL



County Counsel
Marshall Rudolph

Assistant County Counsel
Stacey Simon

Deputy County Counsels
Tara McKenzie
John-Carl Vallejo

**OFFICE OF THE
COUNTY COUNSEL**

Mono County
South County Offices
P.O. BOX 2415
MAMMOTH LAKES, CALIFORNIA 93546

Telephone
760-924-1700
Facsimile
760-924-1701

The County Counsel's Office primarily supports and assists other departments in accomplishing their projects. Thus, our "goals and objectives" are not exclusively our own department's projects, but rather are other department's projects with respect to which we expect to play a significant role. Here is the status of those projects:

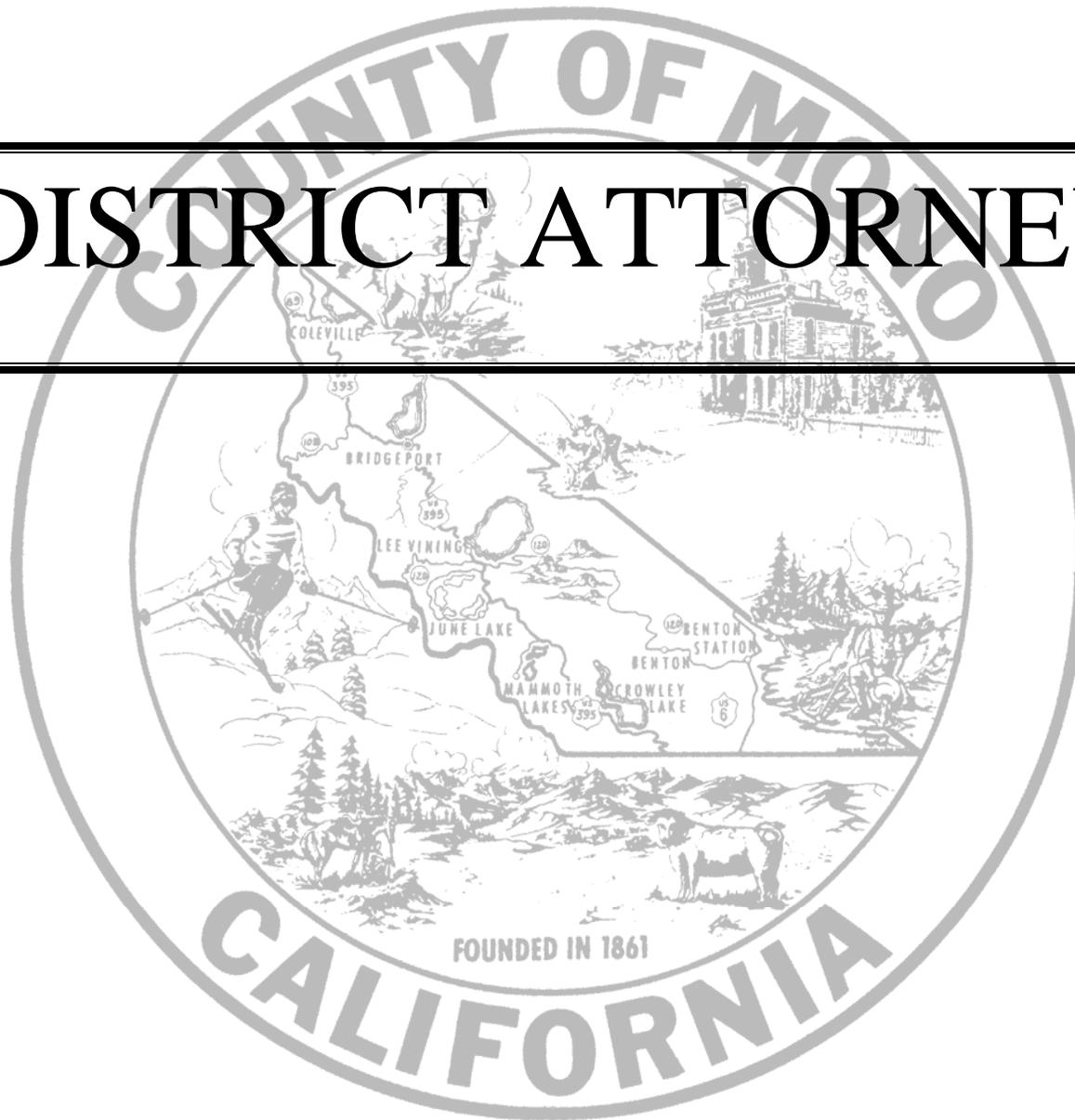
2012-13 Goals and Objectives	Status
MOU and personnel rule negotiations	Completed with some bargaining units, ongoing with others
Sheriff's substation lease issues	Partially completed, ongoing
Gateway monument sign	Completed
Digital 395 issues	Ongoing
Geothermal Plant expansion	Approved, now in litigation
DTT litigation	Settled
Landfill issues	Ongoing
Walker River representation	Ongoing
Davison St. Property sale	Ongoing
Conway Ranch issues	Ongoing
Routine Activities*	Ongoing

*Routine activities account for the vast majority of time spent. They include the following: drafting and reviewing contracts, leases, resolutions, and other legal documents; litigation, including juvenile dependency (CPS), conservatorships, writs, and code enforcement; legal research and advice; grievances, claims, and complaints; subpoenas and requests for public records; workshops and training; and assisting special districts, county boards, and commissions.

DEPT 120: COUNTY COUNSEL

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
100-13120-16010-00000000	PROP TAX ADMIN FEE- CO COUNSEL	\$ 5,000.00	\$ 0	\$ 5,000.00	100.00%
100-13120-16371-00000000	PROFESSIONAL SERVICE FEES	2,000.00	8,142.94	-6,142.94	-307.15%
100-13120-17010-01200000	MISC REVENUE-CO COUNSEL	0	11.55	-11.55	0.00%
Total Revenues		\$ 7,000.00	\$ 8,154.49	\$ -1,154.49	-16.49%
EXPENDITURES					
100-13120-21100-00000000	SALARY AND WAGES	\$ 493,224.00	\$ 247,160.53	\$ 246,063.47	49.89%
100-13120-22100-00000000	EMPLOYEE BENEFITS	270,789.00	129,811.42	140,977.58	52.06%
100-13120-30280-00000000	TELEPHONE/COMMUNICATIONS	3,600.00	1,833.55	1,766.45	49.07%
100-13120-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-13120-31700-00000000	MEMBERSHIP FEES	5,500.00	5,172.00	328	5.96%
100-13120-32000-00000000	OFFICE EXPENSE	10,000.00	4,423.41	5,576.59	55.77%
100-13120-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
100-13120-32390-00000000	LEGAL SERVICES	10,000.00	1,257.00	8,743.00	87.43%
100-13120-32450-00000000	CONTRACT SERVICES	10,000.00	0	10,000.00	100.00%
100-13120-32500-00000000	PROFESSIONAL & SPECIALIZED SER	10,000.00	4,607.07	5,392.93	53.93%
100-13120-32950-00000000	RENTS & LEASES - REAL PROPERTY	78,709.00	36,897.28	41,811.72	53.12%
100-13120-32960-00000000	A-87 INDIRECT COSTS	-727,511.00	-702,643.50	-24,867.50	-3.42%
100-13120-33120-00000000	SPECIAL DEPARTMENT EXPENSE	17,000.00	6,089.63	10,910.37	64.18%
100-13120-33350-00000000	TRAVEL & TRAINING EXPENSE	44,000.00	23,586.42	20,413.58	46.39%
100-13120-33351-00000000	VEHICLE FUEL COSTS	0	0	0	0.00%
100-13120-33360-00000000	MOTOR POOL EXPENSE	0	0	0	0.00%
100-13120-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-13120-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
Total Expenditures		\$ 225,311.00	\$ -241,805.19	\$ 467,116.19	207.32%
Excess (Deficiency) of Revenues over Expenditures		\$ -218,311.00	\$ 249,959.68	\$ -468,270.68	-214.50%
Total for DEPT 120: COUNTY COUNSEL		\$ -218,311.00	\$ 249,959.68	\$ -468,270.68	-214.50%

DISTRICT ATTORNEY



County of Mono

Office of the District Attorney

DISTRICT ATTORNEY - MID-YEAR BUDGET REVIEW

The goals and objectives of the District Attorney's Office remain the same and we are on target to meet many of those goals.

We are in the beginning stages of implementing our case management / paperless system with stage one which includes the purchase of the equipment and software. Stage two – in April, will begin the installation and training and stage three - by May or June, we should be completed with the complete transition to paperless and fully functional at that time. The monies for the system and three years of maintenance will be taken from stimulus monies that we were awarded last year and covered in this year's budget. We project that by going green/paperless the yearly office savings will exceed the maintenance cost in future years.

Our budgeted numbers v. our expenses are currently consistent with our needs.

One area of surplus is our witness/jury fees however, with the current scheduled cases set for trial we anticipate that those monies will be expended by year's end. The only other area of surplus is our Training and Travel expenses and likewise with the schedule training and our vehicle allowances that too will be expended by year's end.

All other budgeted categories are consistent with our foreseeable expenses.

DEPT 430: DISTRICT ATTORNEY-PROSECUTION

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-21430-15091-00000000	ST: MOTOR VEH-THEFT PREVENTION	\$ 14,500.00	\$ 7,492.41	\$ 7,007.59	48.33%
100-21430-15300-04310000	ST: COPS-DA	3,000.00	1,406.21	1,593.79	53.13%
100-21430-15310-04300000	ST: PUB SAFETY-PROP 172 SALES	184,000.00	99,840.57	84,159.43	45.74%
100-21430-15315-00000000	ST: STATUTORY RAPE VERTICAL PR	0	1,393.00	-1,393.00	0.00%
100-21430-16251-00000000	DISTRICT ATTORNEY - NSF FEES	0	0	0	0.00%
100-21430-16270-00000000	WELFARE FRAUD INVESTIGATION RE	25,000.00	12,500.00	12,500.00	50.00%
100-21430-16280-00000000	DISCOVERY FEES	400	235	165	41.25%
100-21430-17010-04300000	MISCELLANEOUS REVENUE	0	0	0	0.00%
100-21430-17200-00000000	DA ASSET FORFEITURE FUNDS	0	0	0	0.00%
100-21430-18100-04300000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 226,900.00	\$ 122,867.19	\$ 104,032.81	45.85%
EXPENDITURES					
100-21430-21100-00000000	SALARY AND WAGES	\$ 815,101.00	\$ 414,658.47	\$ 400,442.53	49.13%
100-21430-21120-00000000	OVERTIME	22,000.00	935.01	21,064.99	95.75%
100-21430-22100-00000000	EMPLOYEE BENEFITS	556,068.00	269,498.15	286,569.85	51.54%
100-21430-30280-00000000	TELEPHONE/COMMUNICATIONS	15,000.00	6,730.05	8,269.95	55.13%
100-21430-31010-00000000	JURY AND WITNESS EXPENSE	30,000.00	4,963.14	25,036.86	83.46%
100-21430-31200-00000000	EQUIP MAINTENANCE & REPAIR	3,000.00	0	3,000.00	100.00%
100-21430-31700-00000000	MEMBERSHIP FEES	5,000.00	3,278.00	1,722.00	34.44%
100-21430-32000-00000000	OFFICE EXPENSE	20,000.00	10,331.12	9,668.88	48.34%
100-21430-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
100-21430-32450-00000000	CONTRACT SERVICES	12,000.00	6,279.25	5,720.75	47.67%
100-21430-32500-00000000	PROFESSIONAL & SPECIALIZED SER	1,500.00	0	1,500.00	100.00%
100-21430-32800-00000000	PUBLICATIONS & LEGAL NOTICES	20,000.00	8,391.56	11,608.44	58.04%
100-21430-32950-00000000	RENTS & LEASES - REAL PROPERTY	118,418.00	55,025.04	63,392.96	53.53%
100-21430-32960-00000000	A-87 INDIRECT COSTS	256,248.00	256,248.00	0	0.00%
100-21430-33120-00000000	SPECIAL DEPARTMENT EXPENSE	10,000.00	1,895.00	8,105.00	81.05%
100-21430-33125-00000000	SPEC DEPT-DA PUBLIC RELATIONS	0	0	0	0.00%
100-21430-33126-00000000	SPEC DEPT-DA LEGAL PUBLICATION	0	0	0	0.00%
100-21430-33350-00000000	TRAVEL & TRAINING EXPENSE	65,000.00	27,684.79	37,315.21	57.41%
100-21430-33351-00000000	VEHICLE FUEL COSTS	200	433.53	-233.53	-116.76%

100-21430-33360-00000000	MOTOR POOL EXPENSE	3,432.00	2,128.66	1,303.34	37.98%
100-21430-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-21430-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-6,075.92	6,075.92	0.00%
Total Expenditures		<u>\$ 1,952,967.00</u>	<u>\$ 1,062,403.85</u>	<u>\$ 890,563.15</u>	<u>45.60%</u>
Excess (Deficiency) of Revenues over Expenditures		<u>\$ -1,726,067.00</u>	<u>\$ -939,536.66</u>	<u>\$ -786,530.34</u>	<u>-45.57%</u>
Total for DEPT 430: DISTRICT ATTORNEY-PROSECUTION		<u>\$ -1,726,067.00</u>	<u>\$ -939,536.66</u>	<u>\$ -786,530.34</u>	<u>-45.57%</u>

MONO COUNTY BUDGET ADJUSTMENT

Department: District Attorney's Office Budget: Drug Task Force

Justification for budget adjustment:

No need to have two different account numbers for basically the same line item. Combined both line items into the one account. Stimulus grant purchased new software and a new vehicle. With the new vehicle, fuel costs increased.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1REV158054301	CAL EMA GRANT REVENUE	-	53,225	53,225
				-
				-
				-
TOTAL REVENUE CHANGES				<u>53,225</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1DOG3310	TRAINING	10,000	-	(10,000)
1DOG33350	TRAVEL AND TRAINING	10,000	20,000	10,000
1EMA5303	CAPITAL EXPENDITURES	-	53,225	53,225
1DA33351	FUEL EXPENSE	200	1,000	800
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>54,025</u>

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

AUD

DEPT 460: DRUG TASK

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-22460-15805-00000000	FED: DRUG TASK GRANT	\$ 85,179.00	\$ 0	\$ 85,179.00	100.00%
100-22460-15805-00004301	FED: DRUG TASK GRANT-CAL EMA	85,000.00	0	85,000.00	100.00%
Total Revenues		\$ 170,179.00	\$ 0	\$ 170,179.00	100.00%
EXPENDITURES					
100-22460-21100-00000000	SALARY AND WAGES	\$ 3,900.00	\$ 0	\$ 3,900.00	100.00%
100-22460-21120-00000000	OVERTIME	23,400.00	4,782.34	18,617.66	79.56%
100-22460-21120-00004301	OVERTIME	0	0	0	0.00%
100-22460-22100-00000000	EMPLOYEE BENEFITS	0	0	0	0.00%
100-22460-30280-00000000	TELEPHONE/COMMUNICATIONS	5,903.00	2,291.54	3,611.46	61.18%
100-22460-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-22460-32000-00000000	OFFICE EXPENSE	7,722.00	1,362.14	6,359.86	82.36%
100-22460-32000-00004301	OFFICE EXPENSE	0	13,139.48	-13,139.48	0.00%
100-22460-32860-00000000	RENTS & LEASES - OTHER	0	0	0	0.00%
100-22460-32860-00004301	RENTS & LEASES-OTHER - EMA	0	969.75	-969.75	0.00%
100-22460-32950-00000000	RENTS & LEASES - REAL PROPERTY	8,715.00	5,200.54	3,514.46	40.33%
100-22460-32960-00000000	A-87 INDIRECT COSTS	7,411.00	7,441.00	-30	-0.40%
100-22460-33010-00004301	SMALL TOOLS & INSTRUMENTS - EMA	0	0	0	0.00%
100-22460-33100-43990000	EDUCATION & TRAINING- DRUG DOG	10,000.00	0	10,000.00	100.00%
100-22460-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	200.86	-200.86	0.00%
100-22460-33120-43990000	SPECIAL DEPT EXP- DRUG DOG	19,000.00	4,427.60	14,572.40	76.70%
100-22460-33129-00000000	K-9 EXPENDITURES	0	0	0	0.00%
100-22460-33131-00000000	SPEC DEPT - DARE P/D	0	0	0	0.00%
100-22460-33132-00000000	SPEC DEPT - DARE PROG	0	0	0	0.00%
100-22460-33137-00000000	SPEC DEPT - TESTING	3,120.00	1,292.36	1,827.64	58.58%
100-22460-33141-00000000	CONFIDENTIAL FUNDS	15,382.00	1,063.75	14,318.25	93.08%
100-22460-33350-00000000	TRAVEL & TRAINING EXPENSE	10,195.00	4,219.21	5,975.79	58.61%
100-22460-33350-00004301	TRAVEL & TRAINING EXPENSE - EMA	0	0	0	0.00%
100-22460-33350-43990000	TRAVEL & TRAINING EXP- DRUG DOG	10,000.00	9,678.81	321.19	3.21%

100-22460-33351-00000000	VEHICLE FUEL COSTS	6,823.00	7,742.37	-919.37	-13.47%
100-22460-47010-00000000	CONTRIBUTIONS TO OTHER GOVERNMENT	0	4,306.58	-4,306.58	0.00%
100-22460-47010-00004301	CONTRIBUTIONS TO OTHER GOVT - EMA	0	0	0	0.00%
100-22460-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-22460-53030-00004301	CAPITAL EQUIPMENT, \$5,000+ - EMA	0	53,221.70	-53,221.70	0.00%
100-22460-53030-43990000	CAP EQUIPMENT, \$5,000+ - DRUG DOG	10,000.00	7,829.25	2,170.75	21.71%
100-22460-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
Total Expenditures		\$ 141,571.00	\$ 129,169.28	\$ 12,401.72	8.76%
Excess (Deficiency) of Revenues over Expenditures		\$ 28,608.00	\$ -129,169.28	\$ 157,777.28	551.51%
Total for DEPT 460: DRUG TASK		\$ 28,608.00	\$ -129,169.28	\$ 157,777.28	551.51%

DEPT 425: VICTIM/WITNESS

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-56425-15803-04250000	FED: VICTIM/WITNESS GRANT	\$ 74,729.00	\$ 24,298.00	\$ 50,431.00	67.49%
Total Revenues		\$ 74,729.00	\$ 24,298.00	\$ 50,431.00	67.49%
EXPENDITURES					
100-56425-21100-00000000	SALARY AND WAGES	\$ 31,788.00	\$ 15,975.47	\$ 15,812.53	49.74%
100-56425-21120-00000000	OVERTIME	0	0	0	0.00%
100-56425-22100-00000000	EMPLOYEE BENEFITS	31,678.00	18,305.65	13,372.35	42.21%
100-56425-30280-00000000	TELEPHONE/COMMUNICATIONS	99	-2,720.10	2,819.10	2847.58%
100-56425-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-56425-31700-00000000	MEMBERSHIP FEES	0	0	0	0.00%
100-56425-32000-00000000	OFFICE EXPENSE	0	80	-80	0.00%
100-56425-32450-00000000	CONTRACT SERVICES	0	0	0	0.00%
100-56425-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
100-56425-32950-00000000	RENTS & LEASES - REAL PROPERTY	0	0	0	0.00%
100-56425-32960-00000000	A-87 INDIRECT COSTS	11,164.00	11,164.00	0	0.00%
100-56425-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
100-56425-33350-00000000	TRAVEL & TRAINING EXPENSE	0	181.76	-181.76	0.00%
100-56425-33351-00000000	VEHICLE FUEL COSTS	0	1,132.58	-1,132.58	0.00%
100-56425-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
Total Expenditures		\$ 74,729.00	\$ 44,119.36	\$ 30,609.64	40.96%
Excess (Deficiency) of Revenues over Expenditures		\$ 0	\$ -19,821.36	\$ 19,821.36	0.00%
Total for DEPT 425: VICTIM/WITNESS		\$ 0	\$ -19,821.36	\$ 19,821.36	0.00%

ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT/TOURISM

Fiscal Year 2012/13 Goals – Mid-year Accomplishments

Collateral – Produced the 5th edition of Mono County 2013 Visitor Guide; advertising revenues exceeded 2012. Completed RTM grant for Motor Touring Guides reprint (40,000) and distribution on behalf of both Mono and Inyo counties.

Website / Online / Email Marketing – Website traffic increasing year-over-year through Organic search results, Paid Search campaigns, and monthly email marketing. Multi-Device Platform is in development.

Print Advertising – California Visitor Guide ad and cooperative Yosemite Gateway Partners Insert complete. Proposing cooperative advertising to regional and tourism partners for new Yosemite Journal.

PR/Social Media – Received 6th place on Lonely Planet’s Top 10 US Destinations for 2013; working closely with East River PR to generate media exposure. Facebook advertising has increased Fan base from 1800 to 4000 since July.

Trade Shows – Attended LA Travel Show (1100 leads) and ISE in Sacramento (425 leads); next are Bay Area Travel Show, Fred Hall Fishing Shows in Long Beach & San Diego, Reno Outdoor Show; FLICS California Locations, and California State Fair. Also representing the High Sierra Visitor Council at ITB in Berlin, Germany. Visitor database now over 11,000.

Mono County Economic Development Strategic Plan – Hired Strategic Marketing Group to create a county-wide Economic Development Strategic plan, and the Marketing Plan Element for the Corridor Management Plan and application for the National Scenic Byway. SMG has completed broad-based Visitor Survey and stakeholder interviews; draft plan expected by end of February.

Air Alliance – Fall/Winter air service reporting increase in enplanements over last year. Sustainable fundraising initiatives for long-term air service include the launch of a Tourism Business Improvement District by Mammoth Lakes Tourism for Mammoth Lakes.

Film Commission – Developing marketing plan to promote and increase filming business in the region.

June Lake Winter Campaign – In close cooperation with the June Lake Revitalization Committee, developed winter strategy – created VisitJune.com website, Visitor Guide/Map, PR campaign, Advertising (billboard, newsprint, radio, social), as well as ESTA bus schedule, event/activity/trail development. Christmas holiday was a success with full shuttle buses and busy lodging properties.

Conway Ranch – The 1600 Agreement with California Department of Fish & Game was completed and an Irrigation Enhancement Plan has been prepared. The Virginia Creek water diversion issue has been successfully resolved. Negotiations with Caltrans are close to completion, with the ultimate goal of a partial buy-out of grant conditions on the portion of the ranch where fish are reared, and the future construction of a hatchery building. The California Department of Parks & Recreation and the National Fish & Wildlife Foundation have been apprised of a possible Conservation Easement for this portion of the ranch. Negotiations with these two agencies will commence subsequent to finalizing the buy-out with Caltrans. The Bell Diversion Pipeline was finally completed in November, 2012, and is operating successfully.

MP-I Geothermal Power Plant Project – The EIR has been challenged and a potential Writ of Mandamus Appeal is pending.

CD-4 Geothermal Power Plant – Working with BLM and GBAPCD on ensuring consistency with the environmental documents proposed for this project and those prepared for the MP-I project. The Long Valley Hydrological Advisory Committee will also be involved in potential hydrologic monitoring issues.

DEPT 190: ECONOMIC DEVELOPMENT

Account Number	Account Name	Original Budget	Current Year to Date		Available Budget	% Remaining
			Actual			
REVENUES						
100-19190-15504-00008000	FED: CDBG HOUSING & COMM DEVEL	0	0		0	0.00%
Total Revenues		\$ 0	\$ 0		\$ 0	0.00%
EXPENDITURES						
100-19190-21100-00000000	SALARY AND WAGES	\$ 304,449.00	\$ 125,230.20		\$ 179,218.80	58.87%
100-19190-21120-00000000	OVERTIME	0	50.34		-50.34	0.00%
100-19190-22100-00000000	EMPLOYEE BENEFITS	130,396.00	61,252.17		69,143.83	53.03%
100-19190-30280-00000000	TELEPHONE/COMMUNICATIONS	900	375		525	58.33%
100-19190-32000-00000000	OFFICE EXPENSE	900	27.59		872.41	96.93%
100-19190-32360-00000000	CONSULTING SERVICES	0	0		0	0.00%
100-19190-32450-00000000	CONTRACT SERVICES-ECOND	25,000.00	85,000.00		-60,000.00	-240.00%
100-19190-32500-00008000	PROFESSIONAL & SPECIALIZED SER-CDBG	0	0		0	0.00%
100-19190-32800-00000000	PUBLICATIONS & LEGAL NOTICES	0	0		0	0.00%
100-19190-32950-00000000	RENTS & LEASES - REAL PROPERTY	18,100.00	8,410.71		9,689.29	53.53%
100-19190-32960-00000000	A-87 INDIRECT COSTS	99,054.00	99,054.00		0	0.00%
100-19190-33350-00000000	TRAVEL & TRAINING EXPENSE	20,000.00	9,573.92		10,426.08	52.13%
100-19190-33351-00000000	VEHICLE FUEL COSTS	0	0		0	0.00%
100-19190-33360-00000000	MOTOR POOL EXPENSE	0	0		0	0.00%
100-19190-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0		0	0.00%
100-19190-60100-00000000	OPERATING TRANSFERS OUT	0	0		0	0.00%
100-19190-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0		0	0.00%
Total Expenditures		\$ 598,799.00	\$ 388,973.93		\$ 209,825.07	35.04%
Excess (Deficiency) of Revenues over Expenditures		\$ -598,799.00	\$ -388,973.93		\$ -209,825.07	-35.04%
Total for DEPT 190: ECONOMIC DEVELOPMENT		\$ -598,799.00	\$ -388,973.93		\$ -209,825.07	-35.04%

**FUND 106: TOURISM COMMISSION
DEPT 261: TOURISM**

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
106-19261-10100-01900000	TRANSIENT OCCUPANCY TAX - TOURISM	\$ 191,000.00	\$ 101,196.84	\$ 89,803.16	47.02%
106-19261-14010-00000000	INTEREST INCOME	400	1,150.39	-750.39	-187.60%
106-19261-15476-00001060	ST: DEPT OF PARKS & REC- TRAILS GRANT	4,887.00	0	4,887.00	100.00%
106-19261-15900-00000000	OTH: OTHER GOVT AGENCIES	0	0	0	0.00%
106-19261-16016-02630000	GENERAL SALE OF GOODS-CALENDARS	0	0	0	0.00%
106-19261-16500-00000000	FEES FOR ADVERTISING SPACE	22,000.00	1,300.00	20,700.00	94.09%
106-19261-17010-00000000	MISCELLANEOUS REVENUE	0	965.61	-965.61	0.00%
106-19261-17050-00000000	DONATIONS & CONTRIBUTIONS	0	0	0	0.00%
106-19261-18100-00000000	OPERATING TRANSFERS IN	207,000.00	207,000.00	0	0.00%
Total Revenues		\$ 425,287.00	\$ 311,612.84	\$ 113,674.16	26.73%
EXPENDITURES					
106-19261-15900-00001061	DEPT OF INTERIOR- NATL PARK SERVICE	\$ 0	\$ -24,974.51	\$ 24,974.51	0.00%
106-19261-30280-00000000	TELEPHONE/COMMUNICATIONS	2,650.00	390.23	2,259.77	85.27%
106-19261-31700-00000000	MEMBERSHIP FEES	1,640.00	1,640.00	0	0.00%
106-19261-32000-00000000	OFFICE EXPENSE	2,725.00	2,992.95	-267.95	-9.83%
106-19261-32450-00000000	CONTRACT SERVICES	44,560.00	4,299.70	40,260.30	90.35%
106-19261-32500-00000000	PROFESSIONAL & SPECIALIZED SER	112,725.00	68,734.55	43,990.45	39.02%
106-19261-32500-00001060	PROF & SPEC SER- TRAILS GRANT	4,887.00	9,814.35	-4,927.35	-100.83%
106-19261-32960-00000000	A-87 INDIRECT COSTS	0	0	0	0.00%
106-19261-33010-00000000	SMALL TOOLS & INSTRUMENTS	0	0	0	0.00%
106-19261-33120-00000000	SPECIAL DEPARTMENT EXPENSE	49,125.00	23,014.25	26,110.75	53.15%
106-19261-33350-00000000	TRAVEL & TRAINING EXPENSE	11,700.00	675.93	11,024.07	94.22%
106-19261-33351-00000000	VEHICLE FUEL COSTS	0	0	0	0.00%
106-19261-47010-00000000	CONTRIBUTIONS TO OTHER GOVERNMENT	5,000.00	0	5,000.00	100.00%
106-19261-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
106-19261-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-6,296.12	6,296.12	0.00%
Total Expenditures		\$ 235,012.00	\$ 80,291.33	\$ 154,720.67	65.84%
Excess (Deficiency) of Revenues over Expenditures		\$ 190,275.00	\$ 231,321.51	\$ -41,046.51	-21.57%
Total for DEPT 261: TOURISM		\$ 190,275.00	\$ 231,321.51	\$ -41,046.51	-21.57%

DEPT 262: FISH ENHANCEMENT

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
102-19262-14010-00000000	INTEREST INCOME	\$ 800	\$ 715.05	\$ 84.95	10.62%
102-19262-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
102-19262-18100-00000000	OPERATING TRANSFERS IN	123,000.00	123,000.00	0	0.00%
Total Revenues		\$ 123,800.00	\$ 123,715.05	\$ 84.95	0.07%
EXPENDITURES					
102-19262-32000-00000000	OFFICE EXPENSE	\$ 100	\$ 0	\$ 100	100.00%
102-19262-32450-00000000	CONTRACT SERVICES	100,850.00	63,743.50	37,106.50	36.79%
102-19262-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
102-19262-32960-00000000	A-87 INDIRECT COSTS	0	0	0	0.00%
102-19262-33120-00000000	SPECIAL DEPARTMENT EXPENSE	25,000.00	10,284.37	14,715.63	58.86%
102-19262-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
Total Expenditures		\$ 125,950.00	\$ 74,027.87	\$ 51,922.13	41.22%
Excess (Deficiency) of Revenues over Expenditures		\$ -2,150.00	\$ 49,687.18	\$ -51,837.18	-2411.03%
Total for DEPT 262: FISH ENHANCEMENT		\$ -2,150.00	\$ 49,687.18	\$ -51,837.18	-2411.03%

**FUND 108: CONWAY RANCH
DEPT 290: CONWAY/MATLY RANCH PROPERTY**

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
108-17290-14010-00000000	INTEREST INCOME	\$ 200	\$ 181.69	\$ 18.31	9.15%
108-17290-14050-00000000	RENTAL INCOME	17,000.00	0	17,000.00	100.00%
108-17290-15900-00000000	OTH: OTHER GOVT AGENCIES	0	0	0	0.00%
108-17290-17010-00000000	MISCELLANEOUS REVENUE	29,000.00	0	29,000.00	100.00%
108-17290-18100-00000000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 46,200.00	\$ 181.69	\$ 46,018.31	99.61%
EXPENDITURES					
108-17290-21100-00000000	SALARY AND WAGES	\$ 0	\$ 0	\$ 0	0.00%
108-17290-21120-00000000	OVERTIME	0	0	0	0.00%
108-17290-22100-00000000	EMPLOYEE BENEFITS	0	0	0	0.00%
108-17290-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
108-17290-31400-00000000	BUILDING/LAND MAINT & REPAIR	1,000.00	487.5	512.5	51.25%
108-17290-32000-00000000	OFFICE EXPENSE	0	0	0	0.00%
108-17290-32450-00000000	CONTRACT SERVICES	46,500.00	6,870.00	39,630.00	85.23%
108-17290-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
108-17290-33120-00000000	SPECIAL DEPARTMENT EXPENSE	5,500.00	150.83	5,349.17	97.26%
108-17290-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
108-17290-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
Total Expenditures		\$ 53,000.00	\$ 7,508.33	\$ 45,491.67	85.83%
Excess (Deficiency) of Revenues over Expenditures		\$ -6,800.00	\$ -7,326.64	\$ 526.64	7.74%
Total for DEPT 290: CONWAY/MATLY RANCH PROPERTY		\$ -6,800.00	\$ -7,326.64	\$ 526.64	7.74%

EMERGENCY MEDICAL SERVICES



EMS DEPARTMENT

Fiscal Year 2012/2013 Goals

- Finish MOU Negotiations. [Still in process.](#)
- Implement MOU, including developing related policies. [Awaiting finish of MOU Negotiations.](#)
- Update job descriptions to reflect new MOU. [Awaiting finish of MOU Negotiations.](#)
- Implement recommendations from Fitch report as approved by Board. [Awaiting finish of MOU Negotiations.](#)
- Revise policies to enhance FY 11/12 implementation of ePCR, including being ready for software upgrade. [Completed. New ePCR version to be implemented by spring, 2013.](#)

DEPT 855: PARAMEDIC PROGRAM

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-42855-10100-08550000	TRANS OCCUPANCY TAX-PARAMEDICS	\$ 382,000.00	\$ 204,515.21	\$ 177,484.79	46.46%
100-42855-15340-00000000	ST: MADDY FUND REVENUE - PARAM	10,000.00	0	10,000.00	100.00%
100-42855-15445-00000000	ST: REALIGNMENT-AMBULANCE	0	0	0	0.00%
100-42855-16350-00000000	AMBULANCE FEES	1,200,000.00	116,961.82	1,083,038.18	90.25%
100-42855-16360-00000000	PROFESSIONAL FEES (PARAMEDICS)	0	0	0	0.00%
100-42855-17010-08550000	MISCELLANEOUS REVENUE	0	0	0	0.00%
100-42855-18100-00000000	OPERATING TRANSFERS IN (PARAMEDICS)	0	0	0	0.00%
Total Revenues		\$ 1,592,000.00	\$ 321,477.03	\$ 1,270,522.97	79.81%
EXPENDITURES					
100-42855-21100-00000000	SALARY AND WAGES	\$ 1,805,332.00	\$ 882,217.61	\$ 923,114.39	51.13%
100-42855-21120-00000000	OVERTIME	339,000.00	173,627.90	165,372.10	48.78%
100-42855-21410-00000000	HOLIDAY PAY	134,842.00	67,474.72	67,367.28	49.96%
100-42855-22100-00000000	EMPLOYEE BENEFITS	1,258,480.00	610,816.36	647,663.64	51.46%
100-42855-30120-00000000	UNIFORM ALLOWANCE	28,950.00	19,809.63	9,140.37	31.57%
100-42855-30122-00000000	UNIFORM/SAFETY GEAR	0	0	0	0.00%
100-42855-30280-00000000	TELEPHONE/COMMUNICATIONS	16,000.00	8,095.77	7,904.23	49.40%
100-42855-30350-00000000	HOUSEHOLD EXPENSES	4,000.00	3,171.23	828.77	20.72%
100-42855-30510-00000000	LIABILITY INSURANCE EXPENSE	3,200.00	1,909.67	1,290.33	40.32%
100-42855-31200-00000000	EQUIP MAINTENANCE & REPAIR	19,000.00	10,563.22	8,436.78	44.40%
100-42855-31400-00000000	BUILDING/LAND MAINT & REPAIR	1,500.00	10.54	1,489.46	99.30%
100-42855-31530-00000000	MEDICAL/DENTAL & LAB SUPPLIES	42,000.00	15,540.34	26,459.66	63.00%
100-42855-31700-00000000	MEMBERSHIP FEES	0	0	0	0.00%
100-42855-32000-00000000	OFFICE EXPENSE	9,000.00	3,380.32	5,619.68	62.44%
100-42855-32450-00000000	CONTRACT SERVICES	8,000.00	1,800.00	6,200.00	77.50%
100-42855-32500-00000000	PROFESSIONAL & SPECIALIZED SER	65,000.00	26,321.23	38,678.77	59.51%
100-42855-32800-00000000	PUBLICATIONS & LEGAL NOTICES	0	0	0	0.00%
100-42855-32860-00000000	RENTS & LEASES - OTHER	0	0	0	0.00%
100-42855-32950-00000000	RENTS & LEASES - REAL PROPERTY	12,500.00	3,964.73	8,535.27	68.28%
100-42855-32960-00000000	A-87 INDIRECT COSTS	255,776.00	255,776.00	0	0.00%
100-42855-33010-00000000	SMALL TOOLS & INSTRUMENTS	0	0	0	0.00%

100-42855-33100-00000000	EDUCATION & TRAINING	12,000.00	2,156.00	9,844.00	82.03%
100-42855-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
100-42855-33350-00000000	TRAVEL & TRAINING EXPENSE	7,000.00	3,697.89	3,302.11	47.17%
100-42855-33351-00000000	VEHICLE FUEL COSTS	45,000.00	15,933.30	29,066.70	64.59%
100-42855-33360-00000000	MOTOR POOL EXPENSE	98,576.00	64,265.11	34,310.89	34.81%
100-42855-33600-00000000	UTILITIES	30,000.00	10,265.14	19,734.86	65.78%
100-42855-47010-00000000	CONTRIBUTIONS TO OTHER GOVERNMENT	20,756.00	0	20,756.00	100.00%
100-42855-47020-00000000	CONTRIBUTIONS TO NON-PROFIT OR	150,000.00	0	150,000.00	100.00%
100-42855-53010-00000000	CAPITAL EQUIPMENT: VEHICLES	0	0	0	0.00%
100-42855-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-42855-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-42855-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-265.26	265.26	0.00%
Total Expenditures		\$ 4,365,912.00	\$ 2,180,531.45	\$ 2,185,380.55	50.06%
Excess (Deficiency) of Revenues over Expenditures		\$ -2,773,912.00	\$ -1,859,054.42	\$ -914,857.58	-32.98%
Total for DEPT 855: PARAMEDIC PROGRAM		\$ -2,773,912.00	\$ -1,859,054.42	\$ -914,857.58	-32.98%

DEPARTMENT OF FINANCE





DEPARTMENT OF FINANCE

COUNTY OF MONO

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Vacant
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

P.O. Box 495
Bridgeport, California 93517
(760) 932-5480
Fax (760) 932-5481

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

Fiscal Year 2012-13 Goals

- Complete financial audit and have County Fiscal Year 2011-12 audited financial statements available prior to December 31, 2012
 - While the audit was performed on schedule, the County received only a preliminary draft for review and completion on January 2, 2012, and the County cannot complete their portion until a complete draft is received.
- Continue to provide meaningful, professional training for department personnel
 - An ongoing process of training
- Continue emphasis on reducing Finance Department's error rates
 - This is an ongoing process. Data input errors are almost non-existent.
- Implement attendance enterprise tracking if funding approved
 - This item has not yet been approved by the Board of Supervisors
- Complete claims interface and implement payroll interface with Public Works cost account system (CAMS)
 - This project has been put on hold pending approval of the attendance enterprise. We did not want to spend the money programming if we implement the attendance enterprise. We want to spend the money only once
- Continue to improve fiscal services provided to LTC, Community Development and Public Works Department
 - This is an ongoing process
- Maintain quality results in the Treasury Pool in a difficult economic market
 - The pool has continued to maintain its high standards performing above both LAIF and Treasury bonds.

MONO COUNTY BUDGET ADJUSTMENT

Department: Department of Finance Budget: _____

Justification for budget adjustment:

Salary & Benefits: Sick and vacation payout for employees leaving Mono County employment. Internal adjustments.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1REV1657	5% SUPPLEMENTAL COLLECTION FEE	35,000	20,000	(15,000)
1REV16470	ACCOUNTING SERVICES	20,000	40,000	20,000
				-
				-
TOTAL REVENUE CHANGES				<u>5,000</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1FIN2110	SALARY & BENEFITS	976,968	1,010,088	33,120
1FIN2210	BENEFITS	519,432	521,237	1,805
1FIN3120	EQUIPMENT	80,000	105,000	25,000
1FIN5303	CAPITAL EQUIPMENT	75,000	55,000	(20,000)
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>39,925</u>

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

AUD

DEPT 070: DEPARTMENT OF FINANCE

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-12070-12020-00000000	BUSINESS LICENSE FEES	\$ 15,000.00	\$ 13,447.99	\$ 1,552.01	10.35%
100-12070-16010-00000000	PROP TAX ADMIN FEE- FINANCE	120,000.00	0	120,000.00	100.00%
100-12070-16040-00000000	RESEARCH FEES	10,000.00	4,842.89	5,157.11	51.57%
100-12070-16180-00000000	TAX BILL CHANGES/SPEC ASSESSME	0	0	0	0.00%
100-12070-16381-00000000	SALE-EXCESS PROCEEDS	0	0	0	0.00%
100-12070-16460-00000000	FINANCE ADMINISTRATION FEES	2,000.00	0	2,000.00	100.00%
100-12070-16470-00000000	ACCOUNTING SERVICE FEES	20,000.00	27,562.80	-7,562.80	-37.81%
100-12070-16503-00000000	COLLECTION REVENUE	17,000.00	6,623.68	10,376.32	61.04%
100-12070-16550-00000000	PARCEL SPLIT/CHG OF OWNERSHIP&	0	636.57	-636.57	0.00%
100-12070-16560-00000000	REDEMPTION FEES	0	0	0	0.00%
100-12070-16570-00000000	5% SUPPLEMENTAL COLLECTION FEE	35,000.00	9,926.18	25,073.82	71.64%
100-12070-17010-00200000	MISCELLANEOUS REVENUE	0	143.96	-143.96	0.00%
100-12070-17010-00700000	MISCELLANEOUS REVENUE	1,000.00	2,877.31	-1,877.31	-187.73%
100-12070-17030-00000000	CAL-CARD REBATE	5,000.00	3,084.42	1,915.58	38.31%
100-12070-17500-00000000	LOAN REPAYMENTS	228,000.00	97,500.00	130,500.00	57.24%
100-12070-18100-00700000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 453,000.00	\$ 166,645.80	\$ 286,354.20	63.21%
EXPENDITURES					
100-12070-21100-00000000	SALARY AND WAGES	\$ 976,968.00	\$ 488,019.14	\$ 488,948.86	50.05%
100-12070-21120-00000000	OVERTIME	5,000.00	3,228.80	1,771.20	35.42%
100-12070-22100-00000000	EMPLOYEE BENEFITS	519,432.00	245,727.26	273,704.74	52.69%
100-12070-30000-00000000	INVESTMENT EXPENSE	0	0	0	0.00%
100-12070-30280-00000000	TELEPHONE/COMMUNICATIONS	1,300.00	362.58	937.42	72.11%
100-12070-31200-00000000	EQUIP MAINTENANCE & REPAIR	80,000.00	68,177.87	11,822.13	14.78%
100-12070-31700-00000000	MEMBERSHIP FEES	3,500.00	1,050.00	2,450.00	70.00%
100-12070-32000-00000000	OFFICE EXPENSE	63,000.00	35,083.50	27,916.50	44.31%
100-12070-32350-00000000	ANNUAL AUDIT	70,000.00	42,000.00	28,000.00	40.00%
100-12070-32360-00000000	CONSULTING SERVICES	17,000.00	2,924.40	14,075.60	82.80%
100-12070-32500-00000000	PROFESSIONAL & SPECIALIZED SER	30,000.00	6,831.80	23,168.20	77.23%
100-12070-32800-00000000	PUBLICATIONS & LEGAL NOTICES	2,000.00	1,305.73	694.27	34.71%

100-12070-32960-00000000	A-87 INDIRECT COSTS	-1,352,353.00	-1,348,217.50	-4,135.50	-0.31%
100-12070-33120-00000000	SPECIAL DEPARTMENT EXPENSE	29,500.00	539.46	28,960.54	98.17%
100-12070-33350-00000000	TRAVEL & TRAINING EXPENSE	45,000.00	16,145.24	28,854.76	64.12%
100-12070-33351-00000000	VEHICLE FUEL COSTS	1,500.00	731.43	768.57	51.24%
100-12070-33360-00000000	MOTOR POOL EXPENSE	1,500.00	227.82	1,272.18	84.81%
100-12070-35210-00000000	BOND/LOAN INTEREST-FINANCE	0	0	0	0.00%
100-12070-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	75,000.00	7,718.00	67,282.00	89.71%
100-12070-60045-00000000	BOND/LOAN PRINCIPLE REPAYMENT-	0	0	0	0.00%
100-12070-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-809.65	809.65	0.00%
Total Expenditures		\$ 568,347.00	\$ -428,954.12	\$ 997,301.12	175.47%
Excess (Deficiency) of Revenues over Expenditures		\$ -115,347.00	\$ 595,599.92	\$ -710,946.92	-616.35%
Total for DEPT 070: DEPARTMENT OF FINANCE		\$ -115,347.00	\$ 595,599.92	\$ -710,946.92	-616.35%

MONO COUNTY BUDGET ADJUSTMENT

Department: COPIER POOL Budget: _____

Justification for budget adjustment:

Replacement copier for Sheriff's Department Administration. All Administration will be hooked up to use it rather than desktop color printers. While there will be a per/copy-print charge thus generating revenue for the pool, there will be an overall savings to the General Fund from the reduction of print cartridges purchased. Replacement copier for the new Animal Control/Public Health/Sheriff Command Center building. Money for the purchase comes from the copier pool. This is a budget adjustment only

Account Number	Description	Amount Budgeted	Revised Amount	Change
655REV16950	INTER-FUND REVENUE	92,000	108,700	16,700
				-
				-
				-
TOTAL REVENUE CHANGES				<u>16,700</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
655COPY5303	Capital Equipment, \$5,000+	27,000	42,500	15,500
				-
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>15,500</u>

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

AUD

FUND 655: COPIER POOL
DEPT 335: COPIER POOL

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
655-10335-14010-00000000	INTEREST INCOME	\$ -200	\$ -110.56	\$ -89.44	-44.72%
655-10335-16950-00000000	INTER-FUND REVENUE	92,000.00	54,538.47	37,461.53	40.72%
655-10335-18010-00000000	SALE OF SURPLUS ASSETS	0	499	-499	0.00%
Total Revenues		\$ 91,800.00	\$ 54,926.91	\$ 36,873.09	40.17%
EXPENDITURES					
655-10335-31200-00000000	EQUIP MAINTENANCE & REPAIR	\$ 49,500.00	\$ 22,312.04	\$ 27,187.96	54.93%
655-10335-32000-00000000	OFFICE EXPENSE	15,000.00	6,887.05	8,112.95	54.09%
655-10335-32860-00000000	RENTS & LEASES - OTHER	0	0	0	0.00%
655-10335-32960-00000000	A-87 INDIRECT COSTS	5,615.00	5,615.00	0	0.00%
655-10335-39000-00000000	DEPRECIATION EXPENSE	35,000.00	0	35,000.00	100.00%
655-10335-39005-00000000	CAPITAL ASSET OFFSET	0	0	0	0.00%
655-10335-39010-00000000	NET BOOK RETIRED ASSETS	0	0	0	0.00%
655-10335-39015	NET BOOK TRANSFERED ASSETS	0	0	0	0.00%
655-10335-39015-00000000	NET BOOK TRANSFERED ASSETS	0	0	0	0.00%
655-10335-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	27,000.00	34,273.63	-7,273.63	-26.94%
Total Expenditures		\$ 132,115.00	\$ 69,087.72	\$ 63,027.28	47.71%
Excess (Deficiency) of Revenues over Expenditures		\$ -40,315.00	\$ -14,160.81	\$ -26,154.19	-64.87%
Total for DEPT 335: COPIER POOL		\$ -40,315.00	\$ -14,160.81	\$ -26,154.19	-64.87%



INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY COUNTY OF MONO

P.O. BOX 556, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5500 • FAX (760) 932-5506 • it@mono.ca.gov

Clay Neely
Information Technology Director

Goals progress:

- DA servers and software Install – **Complete**
- Web host move – **Complete**
- New WEB Pages – **In Process**
- PGP upgrade (Security)- **Complete**
- MCSD Exchange cut over - **Complete**
- VMware upgrade and configuration to Esxi 5 at 3 locations – 2/3 Complete
- November Election – **Complete**
- Maintain existing Infrastructure and PC's – **On going**
- Setup Domain Trust for Town access to our lazerfiche - **Complete**
- Assist with Radio cutover to narrowband – **Complete**

GIS:

- Complete development and integration of BasicGov into County/Town GIS, including TOT & application driven GIS. Expand product reach and effectiveness – **In Process**
- Continue planning & development of Land Records Portal – **In Process**
- Train GIS Specialist to manage and oversee 75% of County/Town GIS Systems. Empower GIS Specialist to manage projects and serve as front-line support – **On-Going**
- Develop data management standards, performance measures, & workflows - **Complete**
- Empower staff to meet data management standards & measures. See an improvement in quality & accuracy of GIS data & response time to known issues. – **On-Going**
- Complete updates to GIS Strategic Plan & Operating Policies, including Web Services Use Cases, Data Management Policies, and ROI – **Complete except ROI**

MONO COUNTY BUDGET ADJUSTMENT

Department: Information Technology Budget: _____

Justification for budget adjustment:

This amount was in last years budget and encumbered by contract. It was not carried over to this years budget because of a miscommunication. We still have to fulfill the contract.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				- =====

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
100-17300-32360-0000	Consulting Services	-	25,000	25,000
				-
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				25,000 =====

Preparer Signature _____

Title: IT Director

Auditor Review _____

Date: 1/10/2013

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

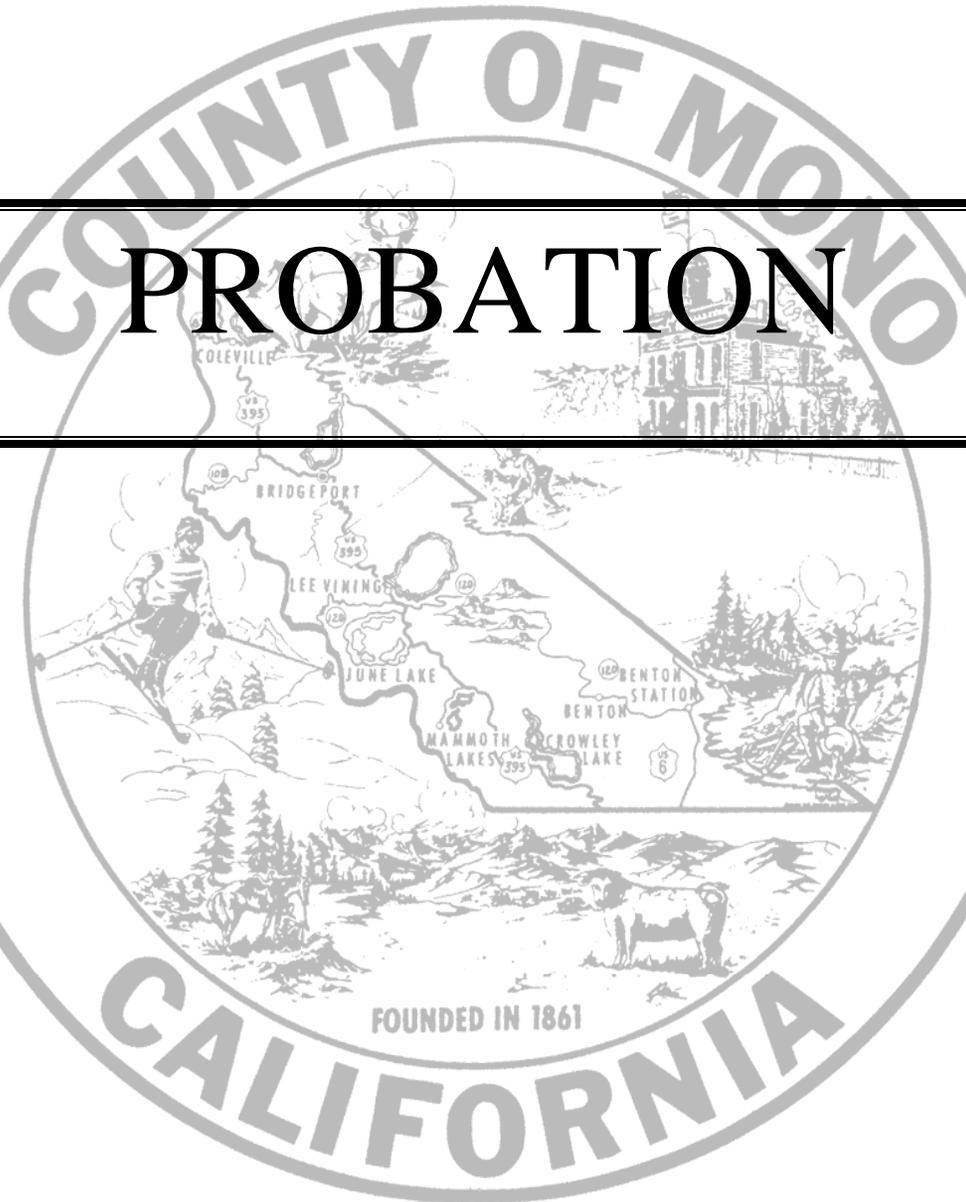
CAO

AUD

DEPT 300: INFORMATION TECHNOLOGY

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-17300-14080-00000000	REPEATER TOWER RENT	\$ 0	\$ 0	\$ 0	0.00%
100-17300-15819-00008002	FED: MISC FED GRANTS	50,000.00	1,770.44	48,229.56	96.46%
100-17300-15901-03000000	OTH: INFO TECH MISC GRANTS	0	0	0	0.00%
100-17300-16951-00000000	IT SERVICE CONTRACTS	82,845.00	33,422.44	49,422.56	59.66%
100-17300-16960-00000000	GIS FEES	2,000.00	97	1,903.00	95.15%
Total Revenues		\$ 134,845.00	\$ 35,289.88	\$ 99,555.12	73.83%
EXPENDITURES					
100-10300-32360-00000000	CONSULTING SERVICES	\$ 0	\$ 0	\$ 0	0.00%
100-17300-21100-00000000	SALARY AND WAGES	698,536.00	365,938.83	332,597.17	47.61%
100-17300-21120-00000000	OVERTIME	3,500.00	1,628.00	1,872.00	53.49%
100-17300-22100-00000000	EMPLOYEE BENEFITS	380,498.00	188,214.84	192,283.16	50.53%
100-17300-30280-00000000	TELEPHONE/COMMUNICATIONS	7,200.00	3,450.00	3,750.00	52.08%
100-17300-31200-00000000	EQUIP MAINTENANCE & REPAIR	12,900.00	1,305.00	11,595.00	89.88%
100-17300-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	0	0	0.00%
100-17300-32000-00000000	OFFICE EXPENSE	4,700.00	1,530.13	3,169.87	67.44%
100-17300-32001-00000000	INFO TECH BASIC STOCK SUPPLIES	25,000.00	15,175.39	9,824.61	39.30%
100-17300-32360-00000000	CONSULTING SERVICES	0	15,350.00	-15,350.00	0.00%
100-17300-32860-00000000	RENTS & LEASES - OTHER	84,250.00	37,270.79	46,979.21	55.76%
100-17300-32950-00000000	RENTS & LEASES - REAL PROPERTY	43,800.00	20,327.86	23,472.14	53.59%
100-17300-32960-00000000	A-87 INDIRECT COSTS	-835,370.00	-830,860.00	-4,510.00	-0.54%
100-17300-33010-00000000	SMALL TOOLS & INSTRUMENTS	1,000.00	10.75	989.25	98.92%
100-17300-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
100-17300-33350-00000000	TRAVEL & TRAINING EXPENSE	20,200.00	9,490.44	10,709.56	53.02%
100-17300-33351-00000000	VEHICLE FUEL COSTS	2,000.00	1,124.15	875.85	43.79%
100-17300-33360-00000000	MOTOR POOL EXPENSE	1,536.00	1,387.35	148.65	9.68%
100-17300-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	15,000.00	8,344.19	6,655.81	44.37%

100-17300-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-17300-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-12,773.35	12,773.35	0.00%
Total Expenditures		\$ 464,750.00	\$ -173,085.63	\$ 637,835.63	137.24%
Excess (Deficiency) of Revenues over Expenditures		\$ -329,905.00	\$ 208,375.51	\$ -538,280.51	-163.16%
Total for DEPT 300: INFORMATION TECHNOLOGY		\$ -329,905.00	\$ 208,375.51	\$ -538,280.51	-163.16%



PROBATION

PROBATION DEPARTMENT

Fiscal Year 2012/2013

- **Hire a Deputy Probation Officer to fill our vacancy and provide with CORE training and 832PC training as mandated by the State.** Two recently hired DPO's have completed CORE, one completed 832PC training and the other will complete next quarter.
- **Assure that all staff meets annual training requirements thereby maximizing State Standards and Training for Corrections Program (STC) reimbursement.** This goal is on-going.
- **Continue to review and update Department Policy and Procedure Manual.** This goal is on-going given procedures are always changing and/or reach their review date.
- **Implement Assessment.com risk/needs tool for juvenile probationers (PACT).** The remaining three probation officers will attend this training in late January 2013. The objective will then be to complete PACT for all youth and ensure all incoming juveniles have a risk assessment completed within the first five (5) days of receipt. Policy and procedure will be prepared and implemented so as to ensure consistent application.
- **Continue trainings on Evidenced Based Practices (EBP) and Motivational Interviewing.** This goal is on-going given EBP research is in flux. However, all staff has received training in EBP concepts as well as have received training in Motivational Interviewing.
- **Continue to implement EBP treatment programs within our department. Expand our treatment programs to include Aggression Replacement groups.** This goal is on-going. Beginning third quarter, two new EBP groups will be added: Girl's Circle and a 52 week domestic violence delivered locally.
- **Train a DPO on SARATSO, an evidence-based, state authorized risk assessment tools used for evaluating sex offenders and the Containment Model in order to provide the appropriate level of probation supervision.** Training and certification on these two models is State-mandated every two (2) years. Complete with training on-going annually.
- **Partner with other County agencies to bring Standards and Training for Corrections Program (STC) training to Mono County to minimize out of County travel for staff.** At the end of the calendar year (December), over 40 hours of training had been provided not only in Mono County but Inyo as well. This goal is on-going.
- **Continue to provide quality and timely probation services to clients and the Court.** This goal should be quantified and qualified by adding sub-objectives. Our department will participate in a strategic goal setting exercise to better define this goal.
- **Continue to chair the Community Corrections Committee and revise Mono County's Community Corrections Partnership (CCP) plan in order to assure appropriate services are being delivered to this population.** This goal is on-going and the revised plan will be submitted to the Board of Supervisors once reviewed by the Executive Committee.
- **Refine and update our department's case management system (JUSTWARE) to meet the department's needs and to improve data collection.** JUSTWARE does not meet the needs of the department nor does it have the technological capability to create needed reports for State-mandated data collection such as SB678 and AB109. Other case management software is being reviewed.

DEPT 520: PROBATION DEPARTMENT

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-23520-13090-00000000	LAB -H & S 11372.5	\$ 700	\$ 232.54	\$ 467.46	66.78%
100-23520-13100-00000000	DRUG PROG -H&S 11372.7	1,700.00	591.65	1,108.35	65.20%
100-23520-13120-00000000	FINES, FORFEITS & PENALTIES	1,600.00	127.4	1,472.60	92.04%
100-23520-15160-52010000	ST: JCPF - YOUTH	68,600.00	30,404.19	38,195.81	55.68%
100-23520-15160-52020000	ST: JCPF - CAMPS	0	0	0	0.00%
100-23520-15299-00000000	ST: JUVENILE JUSTICE	0	0	0	0.00%
100-23520-15299-52020000	ST: JUVENILE JUSTICE - CAMPS/JJCPA	40,747.00	0	40,747.00	100.00%
100-23520-15310-05200000	ST: PUB SAFETY-PROP 172 SALES	122,600.00	66,560.40	56,039.60	45.71%
100-23520-15330-00000000	ST: RESTITUTION 10% REBATE	5,000.00	867.47	4,132.53	82.65%
100-23520-15443-52040000	ST: REALIGNMENT AB109 PLANNING	0	0	0	0.00%
100-23520-15471-00000000	ST:STC TRAINING REIMBURSE-PROB	6,303.00	907.5	5,395.50	85.60%
100-23520-15620-00000000	FED: PROBATION IV-E & IV-EA	18,000.00	0	18,000.00	100.00%
100-23520-15903-52030000	CAL EMA: SB 678	210,192.00	18,535.97	191,656.03	91.18%
100-23520-16385-00000000	PROBATION GIS MONITORING FEE	0	802	-802	0.00%
100-23520-16390-00000000	PROBATION JUVENILE TRAFFIC HEA	7,500.00	0	7,500.00	100.00%
100-23520-16402-00000000	PROBATION FEES	6,635.00	5,097.00	1,538.00	23.18%
100-23520-16420-00000000	STEP PARENT ADOPTION RPT FEES	200	0	200	100.00%
100-23520-16430-00000000	DISMISSAL FEES (PC 1203.4)	300	50	250	83.33%
100-23520-18100-05200000	OPERATING TRANSFERS IN	0	0	0	0.00%
100-23520-18100-52045000	OP TRAN IN- AB109 PLANNING GRNT	60,000.00	-13,337.78	73,337.78	122.23%
100-23520-18100-52220000	OP TRAN IN- AB109 PLANNING GRNT	0	13,337.78	-13,337.78	0.00%
Total Revenues		\$ 550,077.00	\$ 124,176.12	\$ 425,900.88	77.43%
EXPENDITURES					
100-23520-21100-00000000	SALARY AND WAGES	\$ 560,792.00	\$ 250,101.75	\$ 310,690.25	55.40%
100-23520-21100-52010000	SALARY AND WAGES - YOUTH BG	0	0	0	0.00%
100-23520-21100-52020000	SALARY AND WAGES - CAMP	0	0	0	0.00%
100-23520-21100-52030000	SALARY AND WAGES - SB678	0	0	0	0.00%
100-23520-21100-52045000	SALARY- AB109 PLANNING GRNT	0	0	0	0.00%
100-23520-21120-00000000	OVERTIME	3,000.00	624	2,376.00	79.20%
100-23520-21410-00000000	HOLIDAY PAY	0	0	0	0.00%

100-23520-22100-00000000	EMPLOYEE BENEFITS	568,281.00	211,809.07	356,471.93	62.73%
100-23520-22100-52030000	EMPLOYEE BENEFITS- SB678	0	0	0	0.00%
100-23520-30120-00000000	UNIFORM ALLOWANCE	0	1,526.93	-1,526.93	0.00%
100-23520-30122-52045000	UNIFORM/SAFETY GEAR- AB109 PLN GRT	20,000.00	-7,109.94	27,109.94	135.55%
100-23520-30122-52220000	UNIFORM/SAFETY GEAR-AB109 PLN GRT	0	9,016.10	-9,016.10	0.00%
100-23520-30122-52230000	UNIFORM/SAFETY GEAR-AB109 COM COR	0	0	0	0.00%
100-23520-30280-00000000	TELEPHONE/COMMUNICATIONS	9,500.00	3,709.91	5,790.09	60.95%
100-23520-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-23520-31700-00000000	MEMBERSHIP FEES	900	0	900	100.00%
100-23520-32000-00000000	OFFICE EXPENSE	9,691.00	641.72	9,049.28	93.38%
100-23520-32000-52020000	OFFICE EXPENSE - CAMP	0	0	0	0.00%
100-23520-32000-52030000	OFFICE EXP - SB678	0	0	0	0.00%
100-23520-32000-52045000	OFFICE SUPPLIES- AB109 PLN GRNT	5,000.00	-1,862.88	6,862.88	137.26%
100-23520-32000-52220000	OFFICE SUPPLIES- AB109 PLN GRNT	0	3,586.85	-3,586.85	0.00%
100-23520-32450-00000000	CONTRACT SERVICES	7,000.00	0	7,000.00	100.00%
100-23520-32500-00000000	PROFESSIONAL & SPECIALIZED SER	56,000.00	0	56,000.00	100.00%
100-23520-32500-52010000	PROF & SPECIALIZED SER- YOUTH BG	0	0	0	0.00%
100-23520-32500-52030000	PROF & SPECIALIZED SER- SB678	62,721.00	0	62,721.00	100.00%
100-23520-32950-00000000	RENTS & LEASES - REAL PROPERTY	84,831.00	39,418.19	45,412.81	53.53%
100-23520-32960-00000000	A-87 INDIRECT COSTS	237,517.00	237,517.00	0	0.00%
100-23520-33010-00000000	SMALL TOOLS & INSTRUMENTS	1,000.00	21.44	978.56	97.86%
100-23520-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	9,198.49	-9,198.49	0.00%
100-23520-33120-52010000	SPEC DEPT EXP - YOUTH BG	222,182.00	0	222,182.00	100.00%
100-23520-33120-52030000	SPEC DEPT EXP - SB678	306,628.00	825	305,803.00	99.73%
100-23520-33120-52045000	SPECIAL DEPT- AB109 PLANNING GRNT	23,000.00	-946.79	23,946.79	104.12%
100-23520-33120-52220000	SPECIAL DEPT- AB109 PLANNING GRNT	0	946.79	-946.79	0.00%
100-23520-33350-00000000	TRAVEL & TRAINING EXPENSE	35,000.00	18,387.85	16,612.15	47.46%
100-23520-33350-52010000	TRAVEL & TRAINING EXP - YOUTH BG	10,000.00	0	10,000.00	100.00%
100-23520-33350-52020000	TRAVEL & TRAINING EXP - CAMP	0	0	0	0.00%
100-23520-33350-52030000	TRAVEL & TRAINING EXP - SB678	5,000.00	467.48	4,532.52	90.65%
100-23520-33350-52045000	TRAVEL & TRAINING- AB109 PLN GRNT	12,000.00	-3,490.59	15,490.59	129.09%
100-23520-33350-52220000	TRAVEL & TRAINING- AB109 PLN GRNT	0	3,749.50	-3,749.50	0.00%

100-23520-33351-00000000	VEHICLE FUEL COSTS	7,700.00	4,947.52	2,752.48	35.75%
100-23520-33360-00000000	MOTOR POOL EXPENSE	13,960.00	6,960.63	6,999.37	50.14%
100-23520-41100-00000000	SUPPORT & CARE OF PERSONS	0	0	0	0.00%
100-23520-41100-52010000	SUPPORT&CARE OF PERSONS-YOUTH BG	49,000.00	36,240.00	12,760.00	26.04%
100-23520-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-23520-53030-52010000	CAPITAL EQUIP, \$5,000+ - YOUTH BG	0	0	0	0.00%
100-23520-53030-52020000	CAPITAL EQUIP, \$5,000+ - CAMP	0	0	0	0.00%
100-23520-60100-52010000	OPERATING TRANSFERS OUT- YOUTH BG	0	0	0	0.00%
100-23520-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-1,448.90	1,448.90	0.00%
Total Expenditures		\$ 2,310,703.00	\$ 824,837.12	\$ 1,485,865.88	64.30%
Excess (Deficiency) of Revenues over Expenditures		\$ -1,760,626.00	\$ -700,661.00	\$ -1,059,965.00	-60.20%
Total for DEPT 520: PROBATION DEPARTMENT		\$ -1,760,626.00	\$ -700,661.00	\$ -1,059,965.00	-60.20%

DEPT 500: JUVENILE HALL

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-23500-16440-00000000	JUVENILE DETENTION REIMBURSEME	\$ 500	\$ 0	\$ 500	100.00%
Total Revenues		\$ 500	\$ 0	\$ 500	100.00%
EXPENDITURES					
100-23500-21100-00000000	SALARY AND WAGES	\$ 12,000.00	\$ 5,545.50	\$ 6,454.50	53.79%
100-23500-21120-00000000	OVERTIME	0	0	0	0.00%
100-23500-22100-00000000	EMPLOYEE BENEFITS	13,000.00	4,006.00	8,994.00	69.18%
100-23500-30110-00000000	CLOTHING/PERSONAL SUPPLIES	100	0	100	100.00%
100-23500-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
100-23500-30300-00000000	FOOD EXPENSES	500	146.25	353.75	70.75%
100-23500-30350-00000000	HOUSEHOLD EXPENSES	250	0	250	100.00%
100-23500-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
100-23500-32000-00000000	OFFICE EXPENSE	0	0	0	0.00%
100-23500-32260-00000000	MEDICAL/DENTAL SERVICES	1,000.00	1,462.72	-462.72	-46.27%
100-23500-32960-00000000	A-87 INDIRECT COSTS	6,352.00	6,352.00	0	0.00%
100-23500-33350-00000000	TRAVEL & TRAINING EXPENSE	5,700.00	1,019.66	4,680.34	82.11%
100-23500-33351-00000000	VEHICLE FUEL COSTS	4,500.00	1,029.03	3,470.97	77.13%
100-23500-41100-00000000	SUPPORT & CARE OF PERSONS	11,000.00	6,885.00	4,115.00	37.41%
100-23500-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
Total Expenditures		\$ 54,402.00	\$ 26,446.16	\$ 27,955.84	51.39%
Excess (Deficiency) of Revenues over Expenditures		\$ -53,902.00	\$ -26,446.16	\$ -27,455.84	-50.94%
Total for DEPT 500: JUVENILE HALL		\$ -53,902.00	\$ -26,446.16	\$ -27,455.84	-50.94%



PUBLIC WORKS

DEPT 720: PUBLIC WORKS

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
100-17720-16100-00000000	ENGINEERING SERVICES-PW	\$ 125,548.00	\$ 6,934.00	\$ 118,614.00	94.48%
100-17720-17300-00000000	RESTITUTION	0	0	0	0.00%
Total Revenues		\$ 125,548.00	\$ 6,934.00	\$ 118,614.00	94.48%
EXPENDITURES					
100-17720-21100-00000000	SALARY AND WAGES	\$ 353,552.00	\$ 174,748.26	\$ 178,803.74	50.57%
100-17720-21120-00000000	OVERTIME	2,500.00	0	2,500.00	100.00%
100-17720-22100-00000000	EMPLOYEE BENEFITS	195,510.00	88,370.93	107,139.07	54.80%
100-17720-30120-00000000	UNIFORM ALLOWANCE	0	0	0	0.00%
100-17720-30280-00000000	TELEPHONE/COMMUNICATIONS	1,500.00	946.99	553.01	36.87%
100-17720-31200-00000000	EQUIP MAINTENANCE & REPAIR	1,000.00	216	784	78.40%
100-17720-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	0	0	0.00%
100-17720-31700-00000000	MEMBERSHIP FEES	2,700.00	1,095.00	1,605.00	59.44%
100-17720-32000-00000000	OFFICE EXPENSE	13,000.00	7,149.68	5,850.32	45.00%
100-17720-32360-00000000	CONSULTING SERVICES	5,000.00	0	5,000.00	100.00%
100-17720-32450-00000000	CONTRACT SERVICES	7,000.00	583.51	6,416.49	91.66%
100-17720-32500-00000000	PROFESSIONAL & SPECIALIZED SER	42,500.00	4,037.82	38,462.18	90.50%
100-17720-32800-00000000	PUBLICATIONS & LEGAL NOTICES	1,000.00	0	1,000.00	100.00%
100-17720-32860-00000000	RENTS & LEASES - OTHER	0	0	0	0.00%
100-17720-32950-00000000	RENTS & LEASES - REAL PROPERTY	0	0	0	0.00%
100-17720-32960-00000000	A-87 INDIRECT COSTS	437,116.00	437,116.00	0	0.00%
100-17720-33120-00000000	SPECIAL DEPARTMENT EXPENSE	600	0	600	100.00%
100-17720-33350-00000000	TRAVEL & TRAINING EXPENSE	23,507.00	9,350.91	14,156.09	60.22%
100-17720-33351-00000000	VEHICLE FUEL COSTS	2,700.00	1,604.65	1,095.35	40.57%
100-17720-33360-00000000	MOTOR POOL EXPENSE	3,057.00	1,599.37	1,457.63	47.68%
100-17720-33600-00000000	UTILITIES	0	0	0	0.00%
100-17720-33600-70030000	UTILITIES-STREET LIGHTING	35,000.00	13,759.58	21,240.42	60.69%
100-17720-53010-00000000	CAPITAL EQUIPMENT: VEHICLES	0	0	0	0.00%
100-17720-53021-00000000	CAPITAL ASSET, LEASE PURCHASE	0	0	0	0.00%
100-17720-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%

100-17720-53030-39000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-17720-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-2,855.04	2,855.04	0.00%
Total Expenditures		<u>\$ 1,127,242.00</u>	<u>\$ 737,723.66</u>	<u>\$ 389,518.34</u>	<u>34.55%</u>
Excess (Deficiency) of Revenues over Expenditures		<u>\$ -1,001,694.00</u>	<u>\$ -730,789.66</u>	<u>\$ -270,904.34</u>	<u>-27.04%</u>
Total for DEPT 720: PUBLIC WORKS		<u>\$ -1,001,694.00</u>	<u>\$ -730,789.66</u>	<u>\$ -270,904.34</u>	<u>-27.04%</u>

**FUND 195: CAPITAL IMPROVEMENT PROJECTS
DEPT 000: GENERAL**

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
195-18000-01702-00000000	PRIOR YEAR REVENUE	\$ 0	\$ 0	\$ 0	0.00%
195-18000-15504-00008001	FED: CDBG HOUSING & COMM DEVEL-	0	0	0	0.00%
195-18000-15900-00000000	OTH: OTHER GOVT AGENCIES	0	40,000.00	-40,000.00	0.00%
195-18000-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
195-18000-17050-00000000	DONATIONS & CONTRIBUTIONS	0	400	-400	0.00%
195-18000-18100-00000000	OPERATING TRANSFERS IN	180,000.00	180,000.00	0	0.00%
Total Revenues		\$ 180,000.00	\$ 220,400.00	\$ -40,400.00	-22.44%
EXPENDITURES					
195-18000-31400-00000000	BUILDING/LAND MAINT & REPAIR	\$ 0	\$ 0	\$ 0	0.00%
195-18000-32500-00000000	PROFESSIONAL & SPECIALIZED SER	24,219.00	0	24,219.00	100.00%
195-18000-32500-00008001	PROFESSIONAL & SPECIALIZED SER -	0	0	0	0.00%
195-18000-52011-00000000	BUILDINGS & IMPROVEMENTS	557,650.00	272,220.76	285,429.24	51.18%
195-18000-53022-00000000	FIXED ASSETS: BUILDINGS	0	0	0	0.00%
195-18000-53023-00000000	FIXED ASSETS: LAND	0	0	0	0.00%
195-18000-60100-00000000	OPERATING TRANSFERS OUT	0	90,664.09	-90,664.09	0.00%
Total Expenditures		\$ 581,869.00	\$ 362,884.85	\$ 218,984.15	37.63%
Excess (Deficiency) of Revenues over Expenditures		\$ -401,869.00	\$ -142,484.85	\$ -259,384.15	-64.54%
Total for DEPT 000: GENERAL		\$ -401,869.00	\$ -142,484.85	\$ -259,384.15	-64.54%

FUND 600: AIRPORT ENTERPRISE FUND
DEPT 760: AIRPORTS

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
600-32760-14010-00000000	INTEREST INCOME	\$ 2,500.00	\$ -2,163.24	\$ 4,663.24	186.53%
600-32760-15010-70010000	ST: STATE AID-AIRPORTS/LEE VINING	10,000.00	0	10,000.00	100.00%
600-32760-15010-70020000	ST: STATE AID-AIRPORTS/BRYANT FIELD	56,750.00	0	56,750.00	100.00%
600-32760-15011-70010000	ST: STATE GRANTS-AIRPORTS/LEE VINING	0	0	0	0.00%
600-32760-15011-70020000	ST: STATE GRANTS-AIRPORTS/BRYANT	118,742.00	0	118,742.00	100.00%
600-32760-15650-70010000	FED: FEDERAL AID-AIRPORTS LV	0	14,168.00	-14,168.00	0.00%
600-32760-15650-70020000	FED: FEDERAL AID-AIRPORTS-BRYANT	2,374,835.00	2,105,856.78	268,978.22	11.33%
600-32760-16415-00000000	AIRPORT FEES	13,500.00	4,418.53	9,081.47	67.27%
600-32760-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
600-32760-18100-00000000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 2,576,327.00	\$ 2,122,280.07	\$ 454,046.93	17.62%
EXPENDITURES					
600-32760-21100-00000000	SALARY AND WAGES	\$ 0	\$ 0	\$ 0	0.00%
600-32760-22100-00000000	EMPLOYEE BENEFITS	0	0	0	0.00%
600-32760-30270-00000000	ADMINISTRATION EXPENSE	105,548.00	0	105,548.00	100.00%
600-32760-30280-00000000	TELEPHONE/COMMUNICATIONS	2,000.00	1,023.22	976.78	48.84%
600-32760-30510-00000000	LIABILITY INSURANCE EXPENSE	4,000.00	2,987.00	1,013.00	25.32%
600-32760-31400-00000000	BUILDING/LAND MAINT & REPAIR	27,800.00	37,035.54	-9,235.54	-33.22%
600-32760-32002-00000000	AVIATION FUEL	15,000.00	3,209.14	11,790.86	78.61%
600-32760-32950-00000000	RENTS & LEASES - REAL PROPERTY	2,300.00	1,000.00	1,300.00	56.52%
600-32760-32960-00000000	A-87 INDIRECT COSTS	2,615.00	2,615.00	0	0.00%
600-32760-33120-00000000	SPECIAL DEPARTMENT EXPENSE	1,400.00	430.5	969.5	69.25%
600-32760-33350-00000000	TRAVEL & TRAINING EXPENSE	0	746.75	-746.75	0.00%
600-32760-33600-00000000	UTILITIES	5,000.00	2,004.89	2,995.11	59.90%
600-32760-52011-70010000	BUILDINGS & IMPROVEMENTS-LEE VINING	0	3,760.16	-3,760.16	0.00%
600-32760-52011-70020000	BUILDINGS & IMPROVEMENTS-BRYANT	2,638,705.00	2,381,801.66	256,903.34	9.74%
600-32760-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
600-32760-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
Total Expenditures		\$ 2,804,368.00	\$ 2,436,613.86	\$ 367,754.14	13.11%
Excess (Deficiency) of Revenues over Expenditures		\$ -228,041.00	\$ -314,333.79	\$ 86,292.79	37.84%
Total for DEPT 760: AIRPORTS		\$ -228,041.00	\$ -314,333.79	\$ 86,292.79	37.84%

FUND 605: CAMPGROUND ENTERPRISE FUND
DEPT 899: CAMPGROUNDS

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
605-71899-14010-00000000	INTEREST INCOME	\$ 400	\$ 304.19	\$ 95.81	23.95%
605-71899-16401-00000000	CAMPGROUND FEES	30,000.00	21,841.75	8,158.25	27.19%
Total Revenues		\$ 30,400.00	\$ 22,145.94	\$ 8,254.06	27.15%
EXPENDITURES					
605-71899-30280-00000000	TELEPHONE/COMMUNICATIONS	\$ 0	\$ 0	\$ 0	0.00%
605-71899-30350-00000000	HOUSEHOLD EXPENSES	700	0	700	100.00%
605-71899-31400-00000000	BUILDING/LAND MAINT & REPAIR	9,500.00	3,696.91	5,803.09	61.09%
605-71899-32000-00000000	OFFICE EXPENSE	500	0	500	100.00%
605-71899-32450-00000000	CONTRACT SERVICES	20,100.00	9,320.92	10,779.08	53.63%
605-71899-32860-00000000	RENTS & LEASES - OTHER	0	0	0	0.00%
605-71899-32950-00000000	RENTS & LEASES - REAL PROPERTY	600	0	600	100.00%
605-71899-32960-00000000	A-87 INDIRECT COSTS	631	631	0	0.00%
605-71899-33119-00000000	TOT EXPENSES	0	2,270.37	-2,270.37	0.00%
605-71899-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
605-71899-33350-00000000	TRAVEL & TRAINING EXPENSE	0	0	0	0.00%
605-71899-39000-00000000	DEPRECIATION EXPENSE	0	0	0	0.00%
605-71899-39005-00000000	CAPITAL ASSET OFFSET	0	0	0	0.00%
605-71899-39010-00000000	NET BOOK RETIRED ASSETS	0	0	0	0.00%
605-71899-39015-00000000	NET BOOK TRANSFERED ASSETS	0	0	0	0.00%
605-71899-60100-00000000	OPERATING TRANSFERS OUT	3,600.00	0	3,600.00	100.00%
Total Expenditures		\$ 35,631.00	\$ 15,919.20	\$ 19,711.80	55.32%
Excess (Deficiency) of Revenues over Expenditures		\$ -5,231.00	\$ 6,226.74	\$ -11,457.74	-219.04%
Total for DEPT 899: CAMPGROUNDS		\$ -5,231.00	\$ 6,226.74	\$ -11,457.74	-219.04%

FUND 610: CEMETERY ENTERPRISE FUND
DEPT 700: CEMETERIES

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
610-27700-14010-00000000	INTEREST INCOME	\$ 700	\$ 471.07	\$ 228.93	32.70%
610-27700-16400-00000000	CEMETERY PLOT FEES	3,800.00	0	3,800.00	100.00%
610-27700-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
610-27700-17050-00000000	DONATIONS & CONTRIBUTIONS	0	0	0	0.00%
610-27700-18100-00000000	OPERATING TRANSFERS IN	25,000.00	25,000.00	0	0.00%
Total Revenues		\$ 29,500.00	\$ 25,471.07	\$ 4,028.93	13.66%
EXPENDITURES					
610-27700-30350-00000000	HOUSEHOLD EXPENSES	\$ 100	\$ 0	\$ 100	100.00%
610-27700-31400-00000000	BUILDING/LAND MAINT & REPAIR	20,144.00	6,776.63	13,367.37	66.36%
610-27700-32450-00000000	CONTRACT SERVICES	60,000.00	12,000.00	48,000.00	80.00%
610-27700-32960-00000000	A-87 INDIRECT COSTS	67	0	67	100.00%
610-27700-33600-00000000	UTILITIES	200	0	200	100.00%
610-27700-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
610-27700-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
Total Expenditures		\$ 80,511.00	\$ 18,776.63	\$ 61,734.37	76.68%
Excess (Deficiency) of Revenues over Expenditures		\$ -51,011.00	\$ 6,694.44	\$ -57,705.44	-113.12%
Total for DEPT 700: CEMETERIES		\$ -51,011.00	\$ 6,694.44	\$ -57,705.44	-113.12%



SHERIFF



Ralph Obenberger
Sheriff/Coroner

MONO COUNTY SHERIFF'S OFFICE

Robert Weber
Undersheriff

MID YEAR BUDGET REVIEW 2012 / 2013

We have reviewed our initial goals stated at the beginning of this fiscal year, and I am proud to state that our office has met all goals, other than staffing for patrol, we set for ourselves. Our budget numbers are within limits and I expect to remain there throughout the rest of the fiscal year.

- We remained fully staffed within Custody Operations but we still remain shorthanded in Patrol Operations due to various factors. We appreciate the Board granting us a new deputy position in the first part of the fiscal year. This position will help our office better serve the public. It allows us to put more manpower on the streets and assists us in keeping the manpower level at a more stable level.
- We continue to provide quality responsive law enforcement services to the residents and visitors of Mono County.
- The radio Narrow Banding Project was completed this past fall with tremendous efforts from our staff, along with Neilsen's Radio Communications.
- We are continually working with various agencies and departments relating to AB109 issues. This will be an ongoing situation for all involved as the inmate population is constant and/or increasing.
- We have met all POST and STC training requirements and have added several new 'in-house' trainings, which were POST approved. These new training classes allow us to train our employees within our own office, not having to send them out of county, ultimately reducing costs.
- We are operating our Boating, OHV and Court Operations within budgetary limits. We have also upgraded our Snowmobile fleet this past fall using grant funds.

MONO COUNTY BUDGET ADJUSTMENT

Department: SHERIFF (440) Budget: 2012-13

Justification for budget adjustment:

**PURCHASED NEW GLOCKS HANDGUNS AND SOLD THE HK HANDGUNS. THE REVENUE RECEIVED IN THE SALE OF HK HANDGUNS IS APPROXIMATELY \$15,000 WHICH WE WOULD LIKE TO USE TO MAKE RANGE SUPPLY PURCHASES.

**TRANSFER FUNDS FROM THE SHERIFF DEPT NARCOTIC ASSET FORFEITURE ACCOUNT TO USE FOR THE SHERIFF OFFICE REMODEL PROJECT.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1REV18440	NARCOTIC ASSET FORFEITURE TRANSFER - OFFICE REMODEL	40,500	45,500	5,000
1REV1701440	ADJUSTMENT TO REVENUE - HK PURCHASES	5,000	20,000	15,000
				-
				-
TOTAL REVENUE CHANGES				<u>20,000</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1SH33130	RANGE BUDGET INCREASE-OFFSET BY HK PURCHASES	68,000	83,000	15,000
1SH3140	NARCOTIC ASSET FORFEITURE TRANSFER - OFFICE REMODEL	17,500	22,500	5,000
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>20,000</u>

Preparer Signature _____

Title: Finance Officer

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

AUD

DEPT 440: SHERIFF

Account Number	Account Name	Original Budget	Current Year to Date		% Remaining
			Actual	Available Budget	
REVENUES					
100-22440-13031-00000000	PARKING FINES	\$ 0	\$ 0	\$ 0	0.00%
100-22440-14010-04400000	INTEREST INCOME	3	0	3	100.00%
100-22440-14050-04400000	RENTAL INCOME	21,000.00	8,400.00	12,600.00	60.00%
100-22440-15300-04410000	ST: COPS-SHERIFF	80,000.00	14,853.38	65,146.62	81.43%
100-22440-15310-00000000	ST: PUB SAFETY-PROP 172 SALES	920,000.00	499,202.93	420,797.07	45.74%
100-22440-15350-45040000	ST: RURAL LAW ENFORCE ASST (AB	500,000.00	169,563.41	330,436.59	66.09%
100-22440-15410-45050000	ST: OFF-HWY VEHICLE GRANT	32,012.00	39,151.00	-7,139.00	-22.30%
100-22440-15470-00000000	ST: SHERIFF POST REIMBURSEMENT	30,000.00	36,258.03	-6,258.03	-20.86%
100-22440-15500-45000000	FED: CAL-SIP INTEROPERABLE GRA	0	0	0	0.00%
100-22440-15530-45020000	FED: OES MARIJUANA GRANT (DEA-	10,000.00	0	10,000.00	100.00%
100-22440-15802-45030000	FED: OES CAL-MMET GRANT	122,558.00	143,607.30	-21,049.30	-17.17%
100-22440-15802-45036001	FED: OES CAL-MMET GRANT -ARRA	4,500.00	10,482.00	-5,982.00	-132.93%
100-22440-15819-00000000	FED: MISC FED GRANTS	3,500.00	0	3,500.00	100.00%
100-22440-16120-00000000	CIVIL PROCESS SERVICE	3,500.00	1,415.00	2,085.00	59.57%
100-22440-16140-00000000	CONCEALED WEAPONS PERMIT FEES	2,000.00	276	1,724.00	86.20%
100-22440-16230-00000000	LAW ENFORCEMENT SERVICES	408,000.00	142,091.86	265,908.14	65.17%
100-22440-16231-00000000	LAW ENFORCE FED LAND SERVICES	20,000.00	24,300.19	-4,300.19	-21.50%
100-22440-17010-04400000	MISCELLANEOUS REVENUE	5,000.00	17,232.91	-12,232.91	-244.66%
100-22440-17100-00000000	INSURANCE REIMBURSEMENT	0	4,382.55	-4,382.55	0.00%
100-22440-17120-00000000	MISCELLANEOUS REIMBURSEMENTS	0	0	0	0.00%
100-22440-18010-45050000	SALE OF SURPLUS ASSETS	6,500.00	3,515.00	2,985.00	45.92%
100-22440-18100-04400000	OPERATING TRANSFERS IN	40,500.00	0	40,500.00	100.00%
Total Revenues		\$ 2,209,073.00	\$ 1,114,731.56	\$ 1,094,341.44	49.54%
EXPENDITURES					
100-22440-21100-00000000	SALARY AND WAGES	\$ 2,360,722.00	\$ 1,076,239.08	\$ 1,284,482.92	54.41%
100-22440-21120-00000000	OVERTIME	300,000.00	153,228.13	146,771.87	48.92%
100-22440-21120-45010000	OVERTIME - MONET	0	0	0	0.00%
100-22440-21120-45030000	OVERTIME - OES CAL-MMET	0	1,116.32	-1,116.32	0.00%
100-22440-21410-00000000	HOLIDAY PAY	172,858.00	80,676.89	92,181.11	53.33%
100-22440-22100-00000000	EMPLOYEE BENEFITS	1,606,763.00	743,101.41	863,661.59	53.75%

100-22440-30120-00000000	UNIFORM ALLOWANCE	23,200.00	11,359.92	11,840.08	51.03%
100-22440-30121-00000000	SPECIAL UNIFORM SUPPLIES	30,000.00	18,917.83	11,082.17	36.94%
100-22440-30121-45020000	SPECIAL UNIFORM SUPPLIES -	0	0	0	0.00%
100-22440-30121-45040000	SPECIAL UNIFORM SUPPLIES - RURAL	0	0	0	0.00%
100-22440-30280-00000000	TELEPHONE/COMMUNICATIONS	105,000.00	40,902.29	64,097.71	61.05%
100-22440-31200-00000000	EQUIP MAINTENANCE & REPAIR	20,000.00	22.37	19,977.63	99.89%
100-22440-31200-45030000	EQUIP MAINTENANCE & REPAIR -CAL-	0	0	0	0.00%
100-22440-31200-45036001	EQUIP MAINTENANCE & REPAIR-CAL-	0	0	0	0.00%
100-22440-31200-45050000	EQUIP MAINTENANCE & REPAIR-OFF HWY	0	0	0	0.00%
100-22440-31400-00000000	BUILDING/LAND MAINT & REPAIR	17,500.00	332.64	17,167.36	98.10%
100-22440-31700-00000000	MEMBERSHIP FEES	5,000.00	830	4,170.00	83.40%
100-22440-32000-00000000	OFFICE EXPENSE	60,000.00	29,546.52	30,453.48	50.76%
100-22440-32000-45030000	OFFICE EXPENSE - CAL-MMET	0	81.18	-81.18	0.00%
100-22440-32000-45036001	OFFICE EXPENSE - CAL-MMET ARRA	0	27.3	-27.3	0.00%
100-22440-32000-45040000	OFFICE EXPENSE - OFF HWY VEH GRANT	0	0	0	0.00%
100-22440-32450-00000000	CONTRACT SERVICES	4,000.00	16,180.00	-12,180.00	-304.50%
100-22440-32450-45040000	CONTRACT SERVICES	0	0	0	0.00%
100-22440-32500-00000000	PROFESSIONAL & SPECIALIZED SER	30,000.00	11,864.32	18,135.68	60.45%
100-22440-32500-45030000	PROFESSIONAL & SPECIALIZED SER-	0	0	0	0.00%
100-22440-32500-45040000	PROFESSIONAL & SPECIALIZED SER-	0	0	0	0.00%
100-22440-32500-45060000	PROFESSIONAL & SPECIALIZED SER-	35,000.00	10,776.02	24,223.98	69.21%
100-22440-32800-00000000	PUBLICATIONS & LEGAL NOTICES	3,000.00	996.18	2,003.82	66.79%
100-22440-32950-00000000	RENTS & LEASES - REAL PROPERTY	7,500.00	3,177.20	4,322.80	57.64%
100-22440-32950-45050000	RENTS & LEASES-REAL PROP OHV	1,320.00	0	1,320.00	100.00%
100-22440-32960-00000000	A-87 INDIRECT COSTS	814,083.00	814,083.00	0	0.00%
100-22440-32960-45030000	A-87 INDIRECT COSTS - CAL-MMET	0	0	0	0.00%
100-22440-32960-45036001	A-87 INDIRECT COSTS - CAL-MMET ARRA	0	0	0	0.00%
100-22440-33010-00000000	SMALL TOOLS & INSTRUMENTS	2,000.00	253.3	1,746.70	87.34%
100-22440-33010-45030000	SMALL TOOLS & INSTRUMENTS-CALMMET	0	0	0	0.00%
100-22440-33010-45036001	SMALL TOOLS & INSTRUMENTS-CALMMET	0	0	0	0.00%
100-22440-33010-45040000	SMALL TOOLS & INSTRUMENTS-RURAL	0	0	0	0.00%
100-22440-33100-00000000	EDUCATION & TRAINING	0	0	0	0.00%
100-22440-33100-45010000	EDUCATION & TRAINING-MONET	0	0	0	0.00%
100-22440-33100-45020000	EDUCATION & TRAINING-MARIJUANA	0	0	0	0.00%
100-22440-33100-45030000	EDUCATION & TRAINING-CALMMET	0	0	0	0.00%

100-22440-33100-45036001	EDUCATION & TRAINING-CALMMET ARRA	0	0	0	0.00%
100-22440-33120-00000000	SPECIAL DEPARTMENT EXPENSE	100,000.00	44,255.26	55,744.74	55.74%
100-22440-33120-45020000	SPEC DEPT EXP- MARIJANNA	0	0	0	0.00%
100-22440-33120-45030000	SPECIAL DEPARTMENT EXPENSE-	0	0	0	0.00%
100-22440-33120-45036001	SPECIAL DEPARTMENT EXPENSE-	0	0	0	0.00%
100-22440-33120-45040000	SPECIAL DEPARTMENT EXPENSE-RURAL	0	0	0	0.00%
100-22440-33120-45050000	SPECIAL DEPARTMENT EXPENSE-OFF	0	895.96	-895.96	0.00%
100-22440-33120-45060000	SPECIAL DEPARTMENT EXPENSE-	3,000.00	3,991.38	-991.38	-33.05%
100-22440-33120-45070000	SPECIAL DEPARTMENT EXPENSE-SHERIFF	1,000.00	0	1,000.00	100.00%
100-22440-33130-00000000	SPEC DEPT EXPENSE-AMMUNITION	68,000.00	53,652.47	14,347.53	21.10%
100-22440-33132-00000000	SPEC DEPT- DARE PROGRAM	1,000.00	85	915	91.50%
100-22440-33133-00000000	SPEC DEPT EXP-IDENTITY UNIT	9,000.00	80.16	8,919.84	99.11%
100-22440-33350-00000000	TRAVEL & TRAINING EXPENSE	81,470.00	41,734.05	39,735.95	48.77%
100-22440-33350-45020000	TRAVEL & TRAINING EXPENSE-	0	0	0	0.00%
100-22440-33350-45050000	TRAVEL & TRAINING EXPENSE-OFF HWY	0	0	0	0.00%
100-22440-33351-00000000	VEHICLE FUEL COSTS	215,000.00	108,058.70	106,941.30	49.74%
100-22440-33351-45050000	VEHICLE FUEL COSTS- OHV FUEL	5,000.00	498.91	4,501.09	90.02%
100-22440-33360-00000000	MOTOR POOL EXPENSE	205,000.00	106,560.90	98,439.10	48.02%
100-22440-33600-00000000	UTILITIES	95,000.00	32,876.13	62,123.87	65.39%
100-22440-47010-45000000	CONTRIBUTIONS TO OTHER GOVERNMENT	0	0	0	0.00%
100-22440-47010-45030000	CONTRIBUTIONS TO OTHER GOVERNMENT	33,250.00	0	33,250.00	100.00%
100-22440-47010-45036001	CONTRIBUTIONS TO OTHER GOVERNMENT	0	0	0	0.00%
100-22440-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	102,400.00	27,817.43	74,582.57	72.83%
100-22440-53030-45000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-22440-53030-45010000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-22440-53030-45030000	CAPITAL EQUIPMENT, \$5,000+	0	2,276.00	-2,276.00	0.00%
100-22440-53030-45036001	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-22440-53030-45040000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-22440-53030-45050000	CAPITAL EQUIPMENT, \$5,000+	0	209.92	-209.92	0.00%
100-22440-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-22440-60100-45040000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-22440-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-5,555.11	5,555.11	0.00%
Total Expenditures		\$ 6,517,066.00	\$ 3,431,149.06	\$ 3,085,916.94	47.35%
Excess (Deficiency) of Revenues over Expenditures		\$ -4,307,993.00	\$ -2,316,417.50	\$ -1,991,575.50	-46.23%
Total for DEPT 440: SHERIFF		\$ -4,307,993.00	\$ -2,316,417.50	\$ -1,991,575.50	-46.23%

MONO COUNTY BUDGET ADJUSTMENT

Department: JAIL (480)

Budget: 2012-13

Justification for budget adjustment:

**SCAAP GRANT REVENUE WAS UNEXPECTED AT BUDGET TIME.

**PURCHASE OF INMATE TRANSPORT VAN & TRANSFER FOR ADDTL BLDG MAINTENANCE.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1REV15804	SCAAP GRANT REVENUE	-	28,716	28,716
1REV18189	INMATE WELFARE FUND TRANSFER - INMATE VAN PURCHASE	5,000	31,300	26,300
1REV18189	INMATE WELFARE FUND TRANSFER - BLDG MAINT	5,000	5,500	500
				-
TOTAL REVENUE CHANGES				<u>55,516</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1INMATE5303	INMATE WELFARE - INMATE VAN PURCHASE	-	55,000	55,000
1INMATE3140	INMATE WELFARE - BLDG MAINT	1,000	1,500	500
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>55,500</u>

Preparer Signature _____

Title: Finance Officer

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

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DEPT 480: JAIL

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-23480-15300-04810000	ST: COPS-JAIL	\$ 3,000.00	\$ 1,406.21	\$ 1,593.79	53.13%
100-23480-15471-00000000	ST:STC TRAINING REIMBURSEMNT-JAIL	11,000.00	1,732.50	9,267.50	84.25%
100-23480-15804-00000000	FED: SCAAP GRANT - STATE CRIMI	0	28,716.00	-28,716.00	0.00%
100-23480-16750-00000000	JAIL PROVIDED MEALS	2,500.00	632.5	1,867.50	74.70%
100-23480-18100-00890000	OPERATING TRNS IN- INMATE WELFARE	5,000.00	503.56	4,496.44	89.93%
100-23480-18100-04800000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 21,500.00	\$ 32,990.77	\$ -11,490.77	-53.45%
EXPENDITURES					
100-23480-21100-00000000	SALARY AND WAGES	\$ 1,056,450.00	\$ 538,631.39	\$ 517,818.61	49.01%
100-23480-21120-00000000	OVERTIME	80,000.00	33,091.97	46,908.03	58.64%
100-23480-21410-00000000	HOLIDAY PAY	103,950.00	51,086.42	52,863.58	50.85%
100-23480-22100-00000000	EMPLOYEE BENEFITS	781,775.00	399,462.09	382,312.91	48.90%
100-23480-30110-00000000	CLOTHING/PERSONAL SUPPLIES	6,500.00	3,276.78	3,223.22	49.59%
100-23480-30120-00000000	UNIFORM ALLOWANCE	19,500.00	14,750.00	4,750.00	24.36%
100-23480-30122-00000000	UNIFORM/SAFETY GEAR	5,000.00	564.34	4,435.66	88.71%
100-23480-30280-00000000	TELEPHONE/COMMUNICATIONS	2,500.00	150	2,350.00	94.00%
100-23480-30280-00890000	TELEPHONE/COMMUNICATIONS- INMATE	1,300.00	1,087.44	212.56	16.35%
100-23480-30300-00000000	FOOD EXPENSES	123,000.00	61,810.76	61,189.24	49.75%
100-23480-30350-00000000	HOUSEHOLD EXPENSES	10,000.00	1,341.72	8,658.28	86.58%
100-23480-31200-00000000	EQUIP MAINTENANCE & REPAIR	4,000.00	1,950.71	2,049.29	51.23%
100-23480-31200-00890000	EQUIP MAINTENANCE & REPAIR- INMATE	0	40.35	-40.35	0.00%
100-23480-31400-00000000	BUILDING/LAND MAINT & REPAIR	8,000.00	1,386.14	6,613.86	82.67%
100-23480-31400-00890000	BUILDING/LAND MAINT & REPAIR-	1,000.00	822.96	177.04	17.70%
100-23480-31530-00000000	MEDICAL/DENTAL & LAB SUPPLIES	101,500.00	12,122.84	89,377.16	88.06%
100-23480-32000-00000000	OFFICE EXPENSE	30,000.00	12,898.61	17,101.39	57.00%
100-23480-32500-00000000	PROFESSIONAL & SPECIALIZED SER	15,000.00	7,414.33	7,585.67	50.57%
100-23480-32500-00890000	PROFESSIONAL & SPECIALIZED SER-	15,000.00	0	15,000.00	100.00%
100-23480-32501-00000000	INMATE TRANSPORTATION SERVICES	10,500.00	1,706.37	8,793.63	83.75%
100-23480-32502-00000000	CRITICAL INCIDENT STRESS SERVI	0	0	0	0.00%
100-23480-32960-00000000	A-87 INDIRECT COSTS	500,261.00	500,261.00	0	0.00%
100-23480-33010-00000000	SMALL TOOLS & INSTRUMENTS	2,000.00	1,843.17	156.83	7.84%
100-23480-33010-00890000	SMALL TOOLS & INSTRUMENTS-INMATE	600	0	600	100.00%
100-23480-33100-00000000	EDUCATION & TRAINING	0	0	0	0.00%

100-23480-33120-00000000	SPECIAL DEPARTMENT EXPENSE	6,000.00	424.2	5,575.80	92.93%
100-23480-33120-00890000	SPECIAL DEPT EXP- INMATE WELFARE	1,000.00	19.68	980.32	98.03%
100-23480-33350-00000000	TRAVEL & TRAINING EXPENSE	67,350.00	18,699.55	48,650.45	72.24%
100-23480-33351-00000000	VEHICLE FUEL COSTS - JAIL	0	0	0	0.00%
100-23480-33360-00000000	MOTOR POOL EXPENSE	0	0	0	0.00%
100-23480-33400-00000000	INMATE TRAVEL	0	0	0	0.00%
100-23480-33600-00000000	UTILITIES	0	0	0	0.00%
100-23480-52011-39000000	BUILDINGS & IMPROVEMENTS	0	0	0	0.00%
100-23480-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-23480-53030-00890000	CAP EQUIPMNT, \$5,000+ - INMATE WELF	0	0	0	0.00%
100-23480-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
100-23480-60100-00890000	OPERATING TR OUT- INMATE WELFARE	0	0	0	0.00%
100-23480-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
Total Expenditures		\$ 2,952,186.00	\$ 1,664,842.82	\$ 1,287,343.18	43.61%
Excess (Deficiency) of Revenues over Expenditures		\$ -2,930,686.00	\$ -1,631,852.05	\$ -1,298,833.95	-44.32%
Total for DEPT 480: JAIL		\$ -2,930,686.00	\$ -1,631,852.05	\$ -1,298,833.95	-44.32%

MONO COUNTY BUDGET ADJUSTMENT

Department: OES (600)

Budget: 2012-13

Justification for budget adjustment:
 MAKING ADJUSTMENTS FOR REALLOCATION OF EXPENSES

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				-

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1EM3028	COMMUNICATIONS	1,300	8,300	7,000
1EM3312	SPECIAL DEPT	25,000	59,000	34,000
1EM3200	OFFICE EXPENSE	19,000	1,000	(18,000)
1EM3250	PROFESSIONAL SERVICES	15,000	1,000	(14,000)
1EM33350	TRAVEL AND TRAINING EXPENSE	10,000	1,000	(9,000)
				-
				-
TOTAL EXPENDITURE CHANGES				-

Preparer Signature _____

Title: Finance Officer

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

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DEPT 600: EMERGENCY SERVICES

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-27600-15499-00000000	ST: OFFICE OF EMERGENCY SERVIC	\$ 127,898.00	\$ 0	\$ 127,898.00	100.00%
Total Revenues		\$ 127,898.00	\$ 0	\$ 127,898.00	100.00%
EXPENDITURES					
100-27600-21100-00000000	SALARY AND WAGES	\$ 96,708.00	\$ 48,354.00	\$ 48,354.00	50.00%
100-27600-21120-00000000	OVERTIME	27,000.00	16,310.34	10,689.66	39.59%
100-27600-21410-00000000	HOLIDAY PAY	9,671.00	4,835.40	4,835.60	50.00%
100-27600-22100-00000000	EMPLOYEE BENEFITS	51,396.00	25,413.89	25,982.11	50.55%
100-27600-30120-00000000	UNIFORM ALLOWANCE	1,000.00	499.98	500.02	50.00%
100-27600-30280-00000000	TELEPHONE/COMMUNICATIONS	1,300.00	6,931.51	-5,631.51	-433.19%
100-27600-31200-00000000	EQUIP MAINTENANCE & REPAIR	161,750.00	35,700.00	126,050.00	77.93%
100-27600-32000-00000000	OFFICE EXPENSE	19,000.00	0	19,000.00	100.00%
100-27600-32450-00000000	CONTRACT SERVICES	12,500.00	0	12,500.00	100.00%
100-27600-32500-00000000	PROFESSIONAL & SPECIALIZED SER	15,000.00	0	15,000.00	100.00%
100-27600-32860-00000000	RENTS & LEASES - OTHER	10,000.00	5,839.84	4,160.16	41.60%
100-27600-32960-00000000	A-87 INDIRECT COSTS	17,840.00	17,840.00	0	0.00%
100-27600-33120-00000000	SPECIAL DEPARTMENT EXPENSE	25,000.00	7,969.56	17,030.44	68.12%
100-27600-33350-00000000	TRAVEL & TRAINING EXPENSE	10,000.00	209.21	9,790.79	97.91%
100-27600-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
100-27600-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
Total Expenditures		\$ 458,165.00	\$ 169,903.73	\$ 288,261.27	62.92%
Excess (Deficiency) of Revenues over Expenditures		\$ -330,267.00	\$ -169,903.73	\$ -160,363.27	-48.56%
Total for DEPT 600: EMERGENCY SERVICES		\$ -330,267.00	\$ -169,903.73	\$ -160,363.27	-48.56%

MONO COUNTY BUDGET ADJUSTMENT

Department: BOATING (445) Budget: 2012-13

Justification for budget adjustment:
OVERTIME ADJUSTMENT TO ACCOUNT FOR BOAT TAX REVENUE AND UNREIMBURSABLE A87 COSTS.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				- <u> </u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1BOAT2112	OVERTIME ADJUSTMENT	18,000	33,624	15,624
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				15,624 <u> </u>

Preparer Signature _____

Title: Finance Officer

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

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DEPT 445: BOATING LAW ENFORCEMENT

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-22445-15420-00000000	ST: BOAT SAFETY	\$ 131,065.00	\$ 45,284.38	\$ 85,780.62	65.45%
100-22445-15801-00004401	CA DEPT OF BOATING & WATERWAYS-	32,161.00	65,900.00	-33,739.00	-104.91%
Total Revenues		\$ 163,226.00	\$ 111,184.38	\$ 52,041.62	31.88%
EXPENDITURES					
100-22445-21100-00000000	SALARY AND WAGES	\$ 36,500.00	\$ 27,973.74	\$ 8,526.26	23.36%
100-22445-21120-00000000	OVERTIME	18,000.00	19,089.01	-1,089.01	-6.05%
100-22445-21410-00000000	HOLIDAY PAY	4,500.00	2,732.98	1,767.02	39.27%
100-22445-22100-00000000	EMPLOYEE BENEFITS	42,873.00	29,346.99	13,526.01	31.55%
100-22445-30120-00000000	UNIFORM ALLOWANCE	550	421.65	128.35	23.34%
100-22445-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
100-22445-30510-00000000	LIABILITY INSURANCE EXPENSE	550	556	-6	-1.09%
100-22445-31200-00000000	EQUIP MAINTENANCE & REPAIR	2,467.00	1,925.39	541.61	21.95%
100-22445-31200-00004401	EQUIP MAINTENANCE & REPAIR-FED	5,905.00	0	5,905.00	100.00%
100-22445-32000-00000000	OFFICE EXPENSE	200	62.89	137.11	68.56%
100-22445-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
100-22445-32860-00000000	RENTS & LEASES - OTHER	3,960.00	3,960.00	0	0.00%
100-22445-32960-00000000	A-87 INDIRECT COSTS	10,010.00	10,010.00	0	0.00%
100-22445-33120-00000000	SPECIAL DEPARTMENT EXPENSE	250	21.43	228.57	91.43%
100-22445-33350-00000000	TRAVEL & TRAINING EXPENSE	3,000.00	563.16	2,436.84	81.23%
100-22445-33351-00000000	VEHICLE FUEL COSTS	3,000.00	1,808.16	1,191.84	39.73%
100-22445-33352-00000000	BOAT FUEL COSTS	3,000.00	1,748.00	1,252.00	41.73%
100-22445-33360-00000000	MOTOR POOL EXPENSE	3,000.00	1,264.43	1,735.57	57.85%
100-22445-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	25,461.00	0	25,461.00	100.00%
Total Expenditures		\$ 163,226.00	\$ 101,483.83	\$ 61,742.17	37.83%
Excess (Deficiency) of Revenues over Expenditures		\$ 0	\$ 9,700.55	\$ -9,700.55	0.00%
Total for DEPT 445: BOATING LAW ENFORCEMENT		\$ 0	\$ 9,700.55	\$ -9,700.55	0.00%

MONO COUNTY BUDGET ADJUSTMENT

Department: COURT (444)

Budget: 2012-13

Justification for budget adjustment:
 MAKING ADJUSTMENTS FOR REALLOCATION OF EXPENSES

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				- =====

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
1COURT2110	WAGES ALLOCATION ADJUSTMENT	248,750	255,750	7,000
1COURT2112	OVERTIME ALLOCATION ADJUSTMENT	11,200	12,200	1,000
1COURT33350	TRAVEL/TRAINING ALLOCATION ADJUSTMENT	1,100	2,502	1,402
1COURT3012	UNIFORM ALLOCATION ADJUSTMENT	3,100	5,300	2,200
1COURT3200	OFFICE ALLOCATION ADJUSTMENT	1,509	300	(1,209)
1COURT3250	PROFESSIONAL SERVICES ALLOCATION ADJUSTMENT	7,500	800	(6,700)
1COURT3120	EQUIPMENT ALLOCATION ADJUSTMENT	2,700	700	(2,000)
1COURT3336	MOTOR POOL ALLOCATION ADJUSTMENT	9,100	7,407	(1,693)
TOTAL EXPENDITURE CHANGES				- =====

Preparer Signature _____

Title: Finance Officer

Auditor Review _____

Date

REQUIRES BOARD ACTION ___ YES ___ NO

Approved by Board of Supervisors on: ___ / ___ / _____

BOS

CAO

AUD

DEPT 444: COURT SECURITY

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-22444-15360-00000000	ST: AOC COURT SCREENER CONTRAC	\$ 475,100.00	\$ 0	\$ 475,100.00	100.00%
100-22444-18100-00000000	OPERATING TRANSFERS IN- CT SCRNRS	0	120,464.69	-120,464.69	0.00%
Total Revenues		\$ 475,100.00	\$ 120,464.69	\$ 354,635.31	74.64%
EXPENDITURES					
100-22444-21100-00000000	SALARY AND WAGES	\$ 248,750.00	\$ 169,939.41	\$ 78,810.59	31.68%
100-22444-21120-00000000	OVERTIME	11,200.00	11,580.48	-380.48	-3.40%
100-22444-21410-00000000	HOLIDAY PAY	14,150.00	5,957.20	8,192.80	57.90%
100-22444-22100-00000000	EMPLOYEE BENEFITS	126,800.00	52,816.79	73,983.21	58.35%
100-22444-30120-00000000	UNIFORM ALLOWANCE	3,100.00	5,121.20	-2,021.20	-65.20%
100-22444-30280-00000000	TELEPHONE/COMMUNICATIONS	300	150	150	50.00%
100-22444-31200-00000000	EQUIP MAINTENANCE & REPAIR	2,700.00	383.59	2,316.41	85.79%
100-22444-32000-00000000	OFFICE EXPENSE	1,509.00	0	1,509.00	100.00%
100-22444-32500-00000000	PROFESSIONAL & SPECIALIZED SER	7,500.00	395	7,105.00	94.73%
100-22444-32960-00000000	A-87 INDIRECT COSTS	39,591.00	39,591.00	0	0.00%
100-22444-33120-00000000	SPECIAL DEPARTMENT EXPENSE	5,000.00	0	5,000.00	100.00%
100-22444-33350-00000000	TRAVEL & TRAINING EXPENSE	1,100.00	1,800.85	-700.85	-63.71%
100-22444-33351-00000000	VEHICLE FUEL COSTS	4,200.00	2,072.66	2,127.34	50.65%
100-22444-33360-00000000	MOTOR POOL EXPENSE	9,100.00	3,471.89	5,628.11	61.85%
100-22444-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
Total Expenditures		\$ 475,000.00	\$ 293,280.07	\$ 181,719.93	38.26%
Excess (Deficiency) of Revenues over Expenditures		\$ 100	\$ -172,815.38	\$ 172,915.38	172915.38%
Total for DEPT 444: COURT SECURITY		\$ 100	\$ -172,815.38	\$ 172,915.38	172915.38%

DEPT 461: SEARCH AND RESCUE

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
100-27461-16260-00000000	SAR RECOVERY FEES	\$ 0	\$ 0	\$ 0	0.00%
100-27461-17020-00000000	PRIOR YEAR REVENUE	0	0	0	0.00%
100-27461-17050-04610000	DONATIONS & CONTRIBUTIONS	0	0	0	0.00%
Total Revenues		\$ 0	\$ 0	\$ 0	0.00%
EXPENDITURES					
100-27461-30280-00000000	TELEPHONE/COMMUNICATIONS - SAR	\$ 0	\$ 0	\$ 0	0.00%
100-27461-30300-00000000	FOOD EXPENSES	4,000.00	958.16	3,041.84	76.05%
100-27461-31200-00000000	EQUIP MAINTENANCE & REPAIR	4,000.00	1.83	3,998.17	99.95%
100-27461-31400-00000000	BUILDING/LAND MAINT & REPAIR	3,000.00	0	3,000.00	100.00%
100-27461-32950-00000000	RENTS & LEASES - REAL PROPERTY	1,000.00	468	532	53.20%
100-27461-32960-00000000	A-87 INDIRECT COSTS	4,621.00	4,621.00	0	0.00%
100-27461-33120-00000000	SPECIAL DEPARTMENT EXPENSE	10,340.00	888.85	9,451.15	91.40%
100-27461-33350-00000000	TRAVEL & TRAINING EXPENSE	7,500.00	3,583.23	3,916.77	52.22%
100-27461-33351-00000000	VEHICLE FUEL COSTS	9,000.00	1,085.73	7,914.27	87.94%
100-27461-33360-00000000	MOTOR POOL EXPENSE	1,400.00	840.93	559.07	39.93%
100-27461-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
Total Expenditures		\$ 44,861.00	\$ 12,447.73	\$ 32,413.27	72.25%
Excess (Deficiency) of Revenues over Expenditures		\$ -44,861.00	\$ -12,447.73	\$ -32,413.27	-72.25%
Total for DEPT 461: SEARCH AND RESCUE		\$ -44,861.00	\$ -12,447.73	\$ -32,413.27	-72.25%

OTHER BUDGETS



DEPT 860: BRIDGEPORT CLINIC

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
100-41860-17050-08600000	DONATIONS & CONTRIBUTIONS	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues		\$ 0	\$ 0	\$ 0	0.00%
EXPENDITURES					
100-41860-22100-00000000	EMPLOYEE BENEFITS	\$ 0	\$ 0	\$ 0	0.00%
100-41860-30280-00000000	TELEPHONE/COMMUNICATIONS	4,500.00	1,838.78	2,661.22	59.14%
100-41860-32450-00000000	CONTRACT SERVICES	123,000.00	42,766.41	80,233.59	65.23%
100-41860-32960-00000000	A-87 INDIRECT COSTS	230,852.00	230,852.00	0	0.00%
100-41860-33600-00000000	UTILITIES	70,000.00	8,227.47	61,772.53	88.25%
Total Expenditures		\$ 428,352.00	\$ 283,684.66	\$ 144,667.34	33.77%
Excess (Deficiency) of Revenues over Expenditures		\$ -428,352.00	\$ -283,684.66	\$ -144,667.34	-33.77%
Total for DEPT 860: BRIDGEPORT CLINIC		\$ -428,352.00	\$ -283,684.66	\$ -144,667.34	-33.77%

DEPT 878: VETERANS SERVICES OFFICER

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
100-55878-15475-00000000	ST: OFFICE OF VETERAN AFFAIRS	\$ 15,000.00	\$ 8,257.00	\$ 6,743.00	44.95%
Total Revenues		\$ 15,000.00	\$ 8,257.00	\$ 6,743.00	44.95%
EXPENDITURES					
100-55878-47010-00000000	CONTRIBUTIONS TO OTHER GOVERNMENT	\$ 43,082.00	\$ 0	\$ 43,082.00	100.00%
Total Expenditures		\$ 43,082.00	\$ 0	\$ 43,082.00	100.00%
Excess (Deficiency) of Revenues over Expenditures		\$ -28,082.00	\$ 8,257.00	\$ -36,339.00	-129.40%
Total for DEPT 878: VETERANS SERVICES OFFICER		\$ -28,082.00	\$ 8,257.00	\$ -36,339.00	-129.40%

DEPT 896: FARM ADVISOR

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-63896-15029-00000000	FED: AG GRAZING PERMITS	\$ 1,800.00	\$ 0	\$ 1,800.00	100.00%
Total Revenues		\$ 1,800.00	\$ 0	\$ 1,800.00	100.00%
EXPENDITURES					
100-63896-32450-00000000	CONTRACT SERVICES	\$ 38,322.00	\$ 37,758.00	\$ 564	1.47%
100-63896-32960-00000000	A-87 INDIRECT COSTS	0	0	0	0.00%
Total Expenditures		\$ 38,322.00	\$ 37,758.00	\$ 564	1.47%
Excess (Deficiency) of Revenues over Expenditures		\$ -36,522.00	\$ -37,758.00	\$ 1,236.00	3.38%
Total for DEPT 896: FARM ADVISOR		\$ -36,522.00	\$ -37,758.00	\$ 1,236.00	3.38%

DEPT 580: SEALER WEIGHTS- MEASURES/AG CO

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-26580-15430-00000000	ST: AG COMM/WEIGHTS & MEASURES	\$ 128,049.00	\$ 0	\$ 128,049.00	100.00%
Total Revenues		\$ 128,049.00	\$ 0	\$ 128,049.00	100.00%
EXPENDITURES					
100-26580-32500-00000000	PROFESSIONAL & SPECIALIZED SER	\$ 147,632.00	\$ 147,631.00	\$ 1	0.00%
100-26580-32960-00000000	A-87 INDIRECT COSTS	0	0	0	0.00%
Total Expenditures		\$ 147,632.00	\$ 147,631.00	\$ 1	0.00%
Excess (Deficiency) of Revenues over Expenditures		\$ -19,583.00	\$ -147,631.00	\$ 128,048.00	653.87%
Total for DEPT 580: SEALER WEIGHTS- MEASURES/AG CO		\$ -19,583.00	\$ -147,631.00	\$ 128,048.00	653.87%

DEPT 999: GF OPERATING TRANSFERS

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-00999-18100-00000000	OPERATING TRANSFERS IN	\$ 0	\$ 0	\$ 0	0.00%
100-10999-16371-00000000	PROFESSIONAL SERVICE FEES	0	0	0	0.00%
100-10999-18100-00000000	OPERATING TRANSFERS IN	0	8,567.00	-8,567.00	0.00%
Total Revenues		\$ 0	\$ 8,567.00	\$ -8,567.00	0.00%
EXPENDITURES					
100-00999-60100-00000000	OPERATING TRANSFERS OUT	\$ 0	\$ 0	\$ 0	0.00%
100-10999-32960-00000000	A-87 INDIRECT COSTS	0	0	0	0.00%
100-10999-47010-00000000	CONTRIBUTIONS TO OTHER GOVERNMENT	0	0	0	0.00%
100-10999-47020-00000000	CONTRIBUTIONS TO NON-PROFIT OR	75,000.00	26,000.00	49,000.00	65.33%
100-10999-60100-00000000	OPERATING TRANSFERS OUT	2,145,685.00	1,920,655.00	225,030.00	10.49%
Total Expenditures		\$ 2,220,685.00	\$ 1,946,655.00	\$ 274,030.00	12.34%
Excess (Deficiency) of Revenues over Expenditures		\$ -2,220,685.00	\$ -1,938,088.00	\$ -282,597.00	-12.73%
Total for DEPT 999: GF OPERATING TRANSFERS		\$ -2,220,685.00	\$ -1,938,088.00	\$ -282,597.00	-12.73%

DEPT 360: GRAND JURY

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
Total Revenues		\$ 0	\$ 0	\$ 0	0.00%
EXPENDITURES					
100-00360-30280-00000000	TELEPHONE/COMMUNICATIONS	\$ 0	\$ 0	\$ 0	0.00%
100-21360-31010-00000000	JURY AND WITNESS EXPENSE	9,600.00	1,938.80	7,661.20	79.80%
100-21360-32000-00000000	OFFICE EXPENSE	800	395.43	404.57	50.57%
100-21360-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	0	0	0.00%
Total Expenditures		\$ 10,400.00	\$ 2,334.23	\$ 8,065.77	77.56%
Excess (Deficiency) of Revenues over Expenditures		\$ -10,400.00	\$ -2,334.23	\$ -8,065.77	-77.56%
Total for DEPT 360: GRAND JURY		\$ -10,400.00	\$ -2,334.23	\$ -8,065.77	-77.56%

DEPT 431: LAW LIBRARY

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
Total Revenues		\$ 0	\$ 0	\$ 0	0.00%
EXPENDITURES					
100-21431-60100-00000000	OPERATING TRANSFERS OUT	\$ 15,000.00	\$ 15,000.00	\$ 0	0.00%
Total Expenditures		\$ 15,000.00	\$ 15,000.00	\$ 0	0.00%
Excess (Deficiency) of Revenues over Expenditures		\$ -15,000.00	\$ -15,000.00	\$ 0	0.00%
Total for DEPT 431: LAW LIBRARY		\$ -15,000.00	\$ -15,000.00	\$ 0	0.00%

DEPT 435: PUBLIC DEFENDER

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
100-21435-13070-00000000	SMALL CLAIMS ADVICE -COURT FIN	\$ 600	\$ 218	\$ 382	63.67%
100-21435-16050-00000000	LEGAL SERVICES	10,000.00	5,499.00	4,501.00	45.01%
100-21435-16980-00000000	PUBLIC DEFENDER CONTRACT FEES	30,000.00	0	30,000.00	100.00%
Total Revenues		\$ 40,600.00	\$ 5,717.00	\$ 34,883.00	85.92%
EXPENDITURES					
100-21435-32390-00000000	LEGAL SERVICES	\$ 50,000.00	\$ 23,475.73	\$ 26,524.27	53.05%
100-21435-32450-00000000	CONTRACT SERVICES	558,000.00	272,529.00	285,471.00	51.16%
100-21435-32500-00000000	PROFESSIONAL & SPECIALIZED SER	70,000.00	12,351.00	57,649.00	82.36%
100-21435-32960-00000000	A-87 INDIRECT COSTS	16,854.00	16,854.00	0	0.00%
Total Expenditures		\$ 694,854.00	\$ 325,209.73	\$ 369,644.27	53.20%
Excess (Deficiency) of Revenues over Expenditures		\$ -654,254.00	\$ -319,492.73	\$ -334,761.27	-51.17%
Total for DEPT 435: PUBLIC DEFENDER		\$ -654,254.00	\$ -319,492.73	\$ -334,761.27	-51.17%

DEPT 437: COUNTY MOE

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
Total Revenues		\$ 0	\$ 0	\$ 0	0.00%
EXPENDITURES					
100-21437-32960-00000000	A-87 INDIRECT COSTS	\$ 192,966.00	\$ 192,966.00	\$ 0	0.00%
100-21437-38000-00000000	REVENUE MOE	530,000.00	313,990.50	216,009.50	40.76%
100-21437-38001-00000000	COUNTY FACILITIES MOE	209,132.00	156,849.00	52,283.00	25.00%
100-21437-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
Total Expenditures		\$ 932,098.00	\$ 663,805.50	\$ 268,292.50	28.78%
Excess (Deficiency) of Revenues over Expenditures		\$ -932,098.00	\$ -663,805.50	\$ -268,292.50	-28.78%
Total for DEPT 437: COUNTY MOE		\$ -932,098.00	\$ -663,805.50	\$ -268,292.50	-28.78%

SOCIAL SERVICES FUND





Office of the ... DEPARTMENT OF SOCIAL SERVICES

C O U N T Y O F M O N O

P.O. Box 576 • Bridgeport • California • 93517-0576

JULIE TIEDE
Director

BRIDGEPORT OFFICE
(760) 932-5600
FAX (760) 932-5287

MAMMOTH LAKES OFFICE
(760) 924-1770
FAX (760) 924-5431



FISCAL YEAR 2012/13 MID YEAR STATUS

As indicated in its Fiscal Year 2012/2013 Goals, Mono County Department of Social Services has been closely monitoring revenues that may be impacted by Realignment. To date revenues seem adequate and appropriate in relationship to the need for services. We have been additionally, reviewing potential business impacts of Health Care reform that is in the process of implementation. It has been determined to successfully implement such reform additional staffing is appropriate. Accordingly, after the Board of Supervisor's Approval, Social Services has begun the recruitment process for an additional Eligibility Worker. Finally, as indicated on the Fiscal Year 2012/2013 Goals, the Department has been involved with the mandated Child Welfare Services Five (5) Year System improvement plan Development, the first part of such being the County Self Assessment. Child Welfare Services completed the Peer Quality Case Review the week of January 7th 2013. The State, together with staff from different 3 counties, as well as Mono County staff spent several days reviewing specified cases and child welfare processes in attempt to identify needs and patterns in the Community to assure the highest level of services to the Community. The findings of such will be the foundation for the upcoming mandated County System Improvement Plan to be submitted to the Board of Supervisors for approval in Fiscal Year 13/14.

MONO COUNTY BUDGET ADJUSTMENT

Department: Social Services Budget: Social Services Admin

Justification for budget adjustment: Excess funds in Motor Pool. Adjustment will insure better use of funds.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				- =====

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
103-DSS-3336	Motor Pool	55,000	50,000	(5,000)
103-DSS-3200	Office Expense	60,000	65,000	5,000
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				- =====

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

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FUND 103: SOCIAL SERVICES
DEPT 868: SOCIAL SERVICES DEPARTMENT

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
103-51868-01702-00000000	PRIOR YEAR REVENUE	\$ 0	\$ 0	\$ 0	0.00%
103-51868-14010-00000000	INTEREST INCOME	4,761.00	295.4	4,465.60	93.80%
103-51868-14050-00000000	RENTAL INCOME	1,320.00	809	511	38.71%
103-51868-15110-00000000	ST: PUBLIC ASSIST-ADMIN	488,103.00	256,005.48	232,097.52	47.55%
103-51868-15120-00000000	ST: PUBLIC ASSIST-PROGRAMS	0	22,251.05	-22,251.05	0.00%
103-51868-15440-00000000	ST: REALIGNMENT-WELFARE TRUST	485,000.00	368,849.29	116,150.71	23.95%
103-51868-15550-00001200	FED: ARRA REVENUE-AMERICAN REC	0	0	0	0.00%
103-51868-15602-00000000	FED: PUBLIC ASSIST-ADMIN	1,725,873.00	520,206.06	1,205,666.94	69.86%
103-51868-15610-00000000	FED: PUBLIC ASSIST-PROGRAMS	197,998.00	32,689.00	165,309.00	83.49%
103-51868-15611-00000000	FED: AID RECOUPMENT	15,000.00	58.8	14,941.20	99.61%
103-51868-16160-00000000	BIRTH CERTIFICATE FEES (CCTF)	0	0	0	0.00%
103-51868-17010-00000000	MISCELLANEOUS REVENUE	0	123.28	-123.28	0.00%
103-51868-17050-00000000	DONATIONS & CONTRIBUTIONS	0	0	0	0.00%
103-51868-17151-00000000	CMSP INCENTIVE PAYMENTS	600	0	600	100.00%
103-51868-17260-00000000	JUDGMENTS, DAMAGES & SETTLEMEN	0	0	0	0.00%
103-51868-18100-00000000	OPERATING TRANSFERS IN	1,356,013.00	573,117.29	782,895.71	57.74%
Total Revenues		\$ 4,274,668.00	\$ 1,774,404.65	\$ 2,500,263.35	58.49%
EXPENDITURES					
103-51868-21100-00000000	SALARY AND WAGES	\$ 1,205,904.00	\$ 538,128.75	\$ 667,775.25	55.38%
103-51868-21120-00000000	OVERTIME	65,000.00	32,916.74	32,083.26	49.36%
103-51868-22100-00000000	EMPLOYEE BENEFITS	770,319.00	296,373.64	473,945.36	61.53%
103-51868-30270-00000000	ADMINISTRATION EXPENSE	0	0	0	0.00%
103-51868-30280-00000000	TELEPHONE/COMMUNICATIONS	16,000.00	6,255.42	9,744.58	60.90%
103-51868-30280-12080000	TELEPHONE/COMMUNICATIONS-ADV BRD	2,800.00	1,233.13	1,566.87	55.96%
103-51868-31200-00000000	EQUIP MAINTENANCE & REPAIR	500	0	500	100.00%
103-51868-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	0	0	0.00%
103-51868-31700-00000000	MEMBERSHIP FEES	14,700.00	14,375.00	325	2.21%
103-51868-32000-00000000	OFFICE EXPENSE	60,000.00	26,134.23	33,865.77	56.44%

103-51868-32000-12080000	OFFICE EXPENSE-ADV BRD	0	0	0	0.00%
103-51868-32450-00000000	CONTRACT SERVICES	68,200.00	20,424.00	47,776.00	70.05%
103-51868-32450-12050000	CONTRACT SERVICES - PSSF-LIFE SKILLS	10,000.00	0	10,000.00	100.00%
103-51868-32450-12060000	CONTRACT SERVICES - IHSS-CSS	120,201.00	48,635.00	71,566.00	59.54%
103-51868-32450-12070000	CONTRACT SERVICES - IHSS ADVISORY	5,916.00	1,479.00	4,437.00	75.00%
103-51868-32500-00000000	PROFESSIONAL & SPECIALIZED SER	65,000.00	17,337.50	47,662.50	73.33%
103-51868-32600-00000000	INFORMATION TECHNOLOGY SERVICE	33,000.00	31,639.39	1,360.61	4.12%
103-51868-32950-00000000	RENTS & LEASES - REAL PROPERTY	253,364.00	118,580.25	134,783.75	53.20%
103-51868-32960-00000000	A-87 INDIRECT COSTS	462,687.00	462,686.67	0.33	0.00%
103-51868-33100-00000000	EDUCATION & TRAINING	7,500.00	1,751.00	5,749.00	76.65%
103-51868-33100-12010000	EDUCATION & TRAINING - UC DAVIS	42,000.00	7,106.00	34,894.00	83.08%
103-51868-33120-00000000	SPECIAL DEPARTMENT EXPENSE	3,000.00	0	3,000.00	100.00%
103-51868-33120-00001200	SPECIAL DEPARTMENT EXPENSE	0	0	0	0.00%
103-51868-33120-12150000	SPECIAL DEPT EXP - WTW CHILD CARE	15,000.00	5,501.25	9,498.75	63.32%
103-51868-33120-12160000	SPECIAL DEPT EXP -WTW CLIENT	15,000.00	1,534.03	13,465.97	89.77%
103-51868-33350-00000000	TRAVEL & TRAINING EXPENSE	15,000.00	9,713.72	5,286.28	35.24%
103-51868-33351-00000000	VEHICLE FUEL COSTS	18,000.00	8,947.56	9,052.44	50.29%
103-51868-33360-00000000	MOTOR POOL EXPENSE	55,000.00	12,774.24	42,225.76	76.77%
103-51868-33600-00000000	UTILITIES	1,500.00	549.61	950.39	63.36%
103-51868-41101-12100000	CWS PROGRAM - TRAVEL	9,000.00	7,277.11	1,722.89	19.14%
103-51868-41101-12110000	CWS PROGRAM - ILP INCENTIVE	5,100.00	798.57	4,301.43	84.34%
103-51868-41101-12120000	CWS PROGRAM - ILP-TLP	1,900.00	0	1,900.00	100.00%
103-51868-41101-12130000	CWS PROGRAM - ILP WORK PROGRAM	1,300.00	25	1,275.00	98.08%
103-51868-41101-12140000	CWS PROGRAM - DIRECT MEDICAL	20,000.00	663.11	19,336.89	96.68%
103-51868-41130-00000000	ADULT PROTECTIVE SERVICES	4,000.00	1,062.33	2,937.67	73.44%
103-51868-41131-00000000	ADULT SERVICES IHSS-SOC SERV	0	0	0	0.00%
103-51868-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
103-51868-60100-00000000	OPERATING TRANSFERS OUT	241,510.00	14,755.00	226,755.00	93.89%
103-51868-70250-00000000	PRIOR PERIOD ADJUSTMENTS	0	0	0	0.00%
103-51868-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-2,743.08	2,743.08	0.00%
103-56868-21100-00000000	SALARY AND WAGES	0	0	0	0.00%

103-56868-21120-00000000	OVERTIME	0	0	0	0.00%
103-56868-22100-00000000	EMPLOYEE BENEFITS	0	0	0	0.00%
103-56868-30280-00000000	TELEPHONE/COMMUNICATIONS	0	0	0	0.00%
Total Expenditures		\$ 3,608,401.00	\$ 1,685,914.17	\$ 1,922,486.83	53.28%
Excess (Deficiency) of Revenues over Expenditures		\$ 666,267.00	\$ 88,490.48	\$ 577,776.52	86.72%
Total for DEPT 868: SOCIAL SERVICES DEPARTMENT		\$ 666,267.00	\$ 88,490.48	\$ 577,776.52	86.72%

DEPT 870: AID PROGRAMS

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
103-52870-16014-00000000	AID REPAYMENTS	\$ 0	\$ 150	\$ -150	0.00%
Total Revenues		\$ 0	\$ 150	\$ -150	0.00%
EXPENDITURES					
103-52870-32960-00000000	A-87 INDIRECT COSTS	\$ 0	\$ 0	\$ 0	0.00%
103-52870-41100-00000000	SUPPORT & CARE OF PERSONS	601,267.00	266,848.68	334,418.32	55.62%
103-52870-41102-00000000	IN HOME SUPPORT SERVS-IHSS	65,000.00	28,382.00	36,618.00	56.34%
Total Expenditures		\$ 666,267.00	\$ 295,230.68	\$ 371,036.32	55.69%
Excess (Deficiency) of Revenues over Expenditures		\$ -666,267.00	\$ -295,080.68	\$ -371,186.32	-55.71%
Total for DEPT 870: AID PROGRAMS		\$ -666,267.00	\$ -295,080.68	\$ -371,186.32	-55.71%

DEPT 874: AID TO INDIGENTS

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
103-53874-16015-00000000	GENERAL ASSISTANCE REPAYMENTS	\$ 0	\$ 335.63	\$ -335.63	0.00%
103-53874-18100-00000000	OPERATING TRANSFERS IN	21,978.00	21,978.00	0	0.00%
Total Revenues		\$ 21,978.00	\$ 22,313.63	\$ -335.63	-1.53%
EXPENDITURES					
103-53874-32960-00000000	A-87 INDIRECT COSTS	\$ -1,022.00	\$ -1,022.00	\$ 0	0.00%
103-53874-41100-00000000	SUPPORT & CARE OF PERSONS	20,000.00	7,014.41	12,985.59	64.93%
103-53874-41120-00000000	SHELTER SUPPLIES	3,000.00	0	3,000.00	100.00%
103-53874-41210-00000000	INDIGENT CARE	0	0	0	0.00%
Total Expenditures		\$ 21,978.00	\$ 5,992.41	\$ 15,985.59	72.73%
Excess (Deficiency) of Revenues over Expenditures		\$ 0	\$ 16,321.22	\$ -16,321.22	0.00%
Total for DEPT 874: AID TO INDIGENTS		\$ 0	\$ 16,321.22	\$ -16,321.22	0.00%

MONO COUNTY BUDGET ADJUSTMENT

Department: Social Services Budget: Senior Services

Justification for budget adjustment: Excess funds in Motor Pool. Adjustment will insure better use of funds.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
				-
				-
				-
				-
TOTAL REVENUE CHANGES				- =====

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
103-SENIOR-3336	Motor Pool	8,000	6,000	(2,000)
103-SENIOR-3312	Special Department Expense	4,500	5,500	1,000
103-SENIOR-3200	Office Expense	2,500	3,500	1,000
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				- =====

Preparer Signature _____

Title:

Auditor Review _____

Date

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: ___/___/_____

BOS

CAO

AUD

DEPT 875: SENIOR SERVICES - IMAAA

Account Number	Account Name	Current Year to Date		Available Budget	% Remaining
		Original Budget	Actual		
REVENUES					
103-56875-15261-00000000	ST: MEDICAL TRANSPORTS (LTC)-SENIOR	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	50.00%
103-56875-16502-00000000	ESAAA CONTRACT REVENUE	108,680.00	13,922.00	94,758.00	87.19%
103-56875-16600-00000000	CUSTOMER SERVICE FEES	7,699.00	4,290.11	3,408.89	44.28%
103-56875-18100-00000000	OPERATING TRANSFERS IN	159,000.00	159,000.00	0	0.00%
Total Revenues		\$ 295,379.00	\$ 187,212.11	\$ 108,166.89	36.62%
EXPENDITURES					
103-56875-21100-00000000	SALARY AND WAGES	\$ 105,273.00	\$ 49,831.31	\$ 55,441.69	52.66%
103-56875-21120-00000000	OVERTIME	0	0	0	0.00%
103-56875-22100-00000000	EMPLOYEE BENEFITS	80,649.00	32,903.52	47,745.48	59.20%
103-56875-30280-00000000	TELEPHONE/COMMUNICATIONS	2,500.00	1,178.88	1,321.12	52.84%
103-56875-30300-00000000	FOOD EXPENSES	40,000.00	14,258.26	25,741.74	64.35%
103-56875-30350-00000000	HOUSEHOLD EXPENSES	1,000.00	142.65	857.35	85.74%
103-56875-31200-00000000	EQUIP MAINTENANCE & REPAIR	0	0	0	0.00%
103-56875-31700-00000000	MEMBERSHIP FEES	0	0	0	0.00%
103-56875-32000-00000000	OFFICE EXPENSE	2,500.00	1,816.28	683.72	27.35%
103-56875-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
103-56875-32450-00000000	CONTRACT SERVICES	0	0	0	0.00%
103-56875-32500-00000000	PROFESSIONAL & SPECIALIZED SER	10,000.00	5,693.18	4,306.82	43.07%
103-56875-32950-00000000	RENTS & LEASES - REAL PROPERTY	0	0	0	0.00%
103-56875-32960-00000000	A-87 INDIRECT COSTS	35,457.00	35,457.00	0	0.00%
103-56875-33120-00000000	SPECIAL DEPARTMENT EXPENSE	4,500.00	3,979.00	521	11.58%
103-56875-33350-00000000	TRAVEL & TRAINING EXPENSE	500	0	500	100.00%
103-56875-33351-00000000	VEHICLE FUEL COSTS	5,000.00	1,959.71	3,040.29	60.81%
103-56875-33360-00000000	MOTOR POOL EXPENSE	8,000.00	1,904.92	6,095.08	76.19%
103-56875-33600-00000000	UTILITIES	0	0	0	0.00%
103-56875-47010-00000000	CONTRIBUTIONS TO OTHER GOVERNMENT	0	0	0	0.00%
103-56875-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%

103-56875-60100-00000000	OPERATING TRANSFERS OUT- SENIOR	0	0	0	0.00%
103-56875-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-321.16	321.16	0.00%
Total Expenditures		<u>\$ 295,379.00</u>	<u>\$ 148,803.55</u>	<u>\$ 146,575.45</u>	<u>49.62%</u>
Excess (Deficiency) of Revenues over Expenditures		<u>\$ 0</u>	<u>\$ 38,408.56</u>	<u>\$ -38,408.56</u>	<u>0.00%</u>
Total for DEPT 875: SENIOR SERVICES - IMAAA		<u>\$ 0</u>	<u>\$ 38,408.56</u>	<u>\$ -38,408.56</u>	<u>0.00%</u>

MENTAL HEALTH



BEHAVIORAL HEALTH DEPARTMENT

Fiscal Year 2012/2013 Goals

- Maximize Medi-Cal billings, including EPSDT for children; use information collected at our triennial audit to increase number of billable hours.
- **All staff has been trained in keeping proper notes for Medi-Cal billing. Some clinical staff has begun to use new billing codes which will increase the billable hours.**
- To provide services to clients with private insurance, CMSP, and private pay.
- **We are continuing to do this.**
- Continue Wellness activities three days a week in Walker – **In progress**
- Continue Wellness activities five partial days a week in Mammoth Lakes – **In progress**
- Restart our Wrap-Around Program with Social Services, Probation and Public Health to provide mandated services to clients who would otherwise be in the Group Home/Foster Care system.
- **We have completed our WRAP Around Program agreement between all agencies. WRAP services will begin in the year 2013.**
- Institute ongoing revenue tracking for all funding streams- **In progress**
- Increase the use of lower level staff to provide care management to lessen hospitalizations and free up licensed staff to provide billable services.
- **With the addition of two case managers we are able to provide intensive case management and crisis stabilization.**
- Continue our outreach and prevention with the schools to promote positive choices by students – **In progress**
- Collaborate with Probation and the Jail/Sheriff department regarding AB109 service - **Completed**
- Meet our cultural competence requirements and increase our billable services in part by hiring a bi-lingual case manager and a contract Spanish speaking MFT - Completed
- Continue to collaborate with the Water District to provide EAP services for their employees; complete contract negotiations with Mammoth Mountain EAP by November 2012.
- **Have current contract with Mammoth Mountain EAP.**
- Continue our AOD/DUI revenue collection process - **Completed**
- Ensure that all staff are up-to-date with notes and entries into both CalOMS and ShareCare our electronic data management systems.
- **We continue to perfect our systems to assure this is up to date.**
- Continue to work with Mammoth Hospital and Emergency Department on our MOU for Crisis Services in order to lessen psychiatric hospitalizations – **In progress**

FUND 104: MENTAL HEALTH
DEPT 840: COMMUNITY MENTAL HEALTH

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
104-41840-01702-08400000	PRIOR YEAR REVENUE	\$ 0	\$ 0	\$ 0	0.00%
104-41840-13065-00000000	SPECIAL ALCOHOL FINES	0	0	0	0.00%
104-41840-14010-00000000	INTEREST INCOME	0	692.58	-692.58	0.00%
104-41840-14050-00000000	RENTAL INCOME	0	0	0	0.00%
104-41840-15200-00000000	ST: MEDI-CAL REVENUE	188,512.00	39,152.09	149,359.91	79.23%
104-41840-15220-00000000	ST: MENTAL HEALTH	131,010.00	0	131,010.00	100.00%
104-41840-15231-00000000	ST: ALC & DRUG PROG-MH	0	0	0	0.00%
104-41840-15251-00000000	ST: EPSDT REVENUE	27,600.00	0	27,600.00	100.00%
104-41840-15290-00000000	ST: CMSP GRANT	0	0	0	0.00%
104-41840-15442-00000000	ST: REALIGNMENT-MH	417,342.00	277,241.81	140,100.19	33.57%
104-41840-16054-00000000	CLIENT FEES	9,312.00	2,328.00	6,984.00	75.00%
104-41840-16101-00000000	INSURANCE PROCEEDS	0	0	0	0.00%
104-41840-16160-00000000	BIRTH CERTIFICATE FEES (CCTF)	0	0	0	0.00%
104-41840-16301-00000000	MENTAL HEALTH SERVICE FEES	28,215.00	9,334.13	18,880.87	66.92%
104-41840-16310-00000000	DRUG AND ALCOHOL FEES	0	0	0	0.00%
104-41840-16330-00000000	SOBER LIVING FEES	0	0	0	0.00%
104-41840-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
104-41840-18100-00000000	OPERATING TRANSFERS IN	23,000.00	7,149.00	15,851.00	68.92%
Total Revenues		\$ 824,991.00	\$ 335,897.61	\$ 489,093.39	59.28%
EXPENDITURES					
104-41840-21100-00000000	SALARY AND WAGES	\$ 320,484.00	\$ 164,305.94	\$ 156,178.06	48.73%
104-41840-21120-00000000	OVERTIME	0	745.14	-745.14	0.00%
104-41840-22100-00000000	EMPLOYEE BENEFITS	176,848.00	78,218.03	98,629.97	55.77%
104-41840-30280-00000000	TELEPHONE/COMMUNICATIONS	900	796.45	103.55	11.51%
104-41840-30350-00000000	HOUSEHOLD EXPENSES	200	113.66	86.34	43.17%
104-41840-30510-00000000	LIABILITY INSURANCE EXPENSE	3,137.00	1,909.66	1,227.34	39.12%
104-41840-31200-00000000	EQUIP MAINTENANCE & REPAIR	1,500.00	158.28	1,341.72	89.45%

104-41840-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	39.52	-39.52	0.00%
104-41840-31700-00000000	MEMBERSHIP FEES	5,200.00	6,271.00	-1,071.00	-20.60%
104-41840-32000-00000000	OFFICE EXPENSE	8,114.00	3,007.13	5,106.87	62.94%
104-41840-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
104-41840-32450-00000000	CONTRACT SERVICES	78,305.00	28,642.73	49,662.27	63.42%
104-41840-32500-00000000	PROFESSIONAL & SPECIALIZED SER	0	50	-50	0.00%
104-41840-32950-00000000	RENTS & LEASES - REAL PROPERTY	117,135.00	54,429.20	62,705.80	53.53%
104-41840-32960-00000000	A-87 INDIRECT COSTS	150,816.00	150,815.67	0.33	0.00%
104-41840-33100-00000000	EDUCATION & TRAINING	7,500.00	2,781.97	4,718.03	62.91%
104-41840-33120-00000000	SPECIAL DEPARTMENT EXPENSE	6,500.00	4,496.52	2,003.48	30.82%
104-41840-33350-00000000	TRAVEL & TRAINING EXPENSE	7,500.00	4,001.59	3,498.41	46.65%
104-41840-33351-00000000	VEHICLE FUEL COSTS	1,500.00	1,588.30	-88.3	-5.89%
104-41840-33360-00000000	MOTOR POOL EXPENSE	4,000.00	167.95	3,832.05	95.80%
104-41840-33600-00000000	UTILITIES	500	0	500	100.00%
104-41840-41100-00000000	SUPPORT & CARE OF PERSONS	0	0	0	0.00%
104-41840-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
104-41840-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
104-41840-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-1,946.15	1,946.15	0.00%
Total Expenditures		\$ 890,139.00	\$ 500,592.59	\$ 389,546.41	43.76%
Excess (Deficiency) of Revenues over Expenditures		\$ -65,148.00	\$ -164,694.98	\$ 99,546.98	152.80%
Total for DEPT 840: COMMUNITY MENTAL HEALTH		\$ -65,148.00	\$ -164,694.98	\$ 99,546.98	152.80%

DEPT 845: ALCOHOL & DRUG ABUSE SERVICES

Account Number	Account Name	Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
104-41845-01702-08450000	PRIOR YEAR REVENUE	\$ 0	\$ 0	\$ 0	0.00%
104-41845-13065-00000000	SPECIAL ALCOHOL FINES	9,500.00	3,966.03	5,533.97	58.25%
104-41845-15150-00000000	ST: SAFE & DRUG FEE SCHOOL GRA	0	0	0	0.00%
104-41845-15161-00000000	ST: INCENTIVE GRANT A&D	0	0	0	0.00%
104-41845-15231-00000000	ST: ALC & DRUG PROG-MH	0	0	0	0.00%
104-41845-15280-00000000	ST: PROP 36	0	0	0	0.00%
104-41845-15652-00000000	FED: ALC & DRUG PROGRAM	391,898.00	99,014.00	292,884.00	74.73%
104-41845-15700-00001315	FED: CAL-EMA: ARRA FUNDING REV	0	0	0	0.00%
104-41845-16310-00000000	DRUG AND ALCOHOL FEES	95,689.00	42,149.24	53,539.76	55.95%
104-41845-16320-00000000	FED: PROBATION IV-E & IV-EA	0	0	0	0.00%
104-41845-16330-00000000	SOBER LIVING FEES	0	0	0	0.00%
104-41845-17010-08450000	MISCELLANEOUS REVENUE	0	0	0	0.00%
104-41845-17020-08450000	PRIOR YEAR REVENUE	0	0	0	0.00%
104-41845-18100-00000000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 497,087.00	\$ 145,129.27	\$ 351,957.73	70.80%
EXPENDITURES					
104-41845-21100-00000000	SALARY AND WAGES	\$ 206,708.00	\$ 98,283.71	\$ 108,424.29	52.45%
104-41845-21100-00001315	SALARY AND WAGES	0	0	0	0.00%
104-41845-21120-00000000	OVERTIME	0	558.86	-558.86	0.00%
104-41845-22100-00000000	EMPLOYEE BENEFITS	124,457.00	54,476.02	69,980.98	56.23%
104-41845-22100-00001315	EMPLOYEE BENEFITS	0	0	0	0.00%
104-41845-30280-00000000	TELEPHONE/COMMUNICATIONS	600	426.33	173.67	28.94%
104-41845-30350-00000000	HOUSEHOLD EXPENSES	1,000.00	0	1,000.00	100.00%
104-41845-31200-00000000	EQUIP MAINTENANCE & REPAIR	500	36.47	463.53	92.71%
104-41845-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	0	0	0.00%
104-41845-31700-00000000	MEMBERSHIP FEES	3,000.00	2,797.50	202.5	6.75%
104-41845-32000-00000000	OFFICE EXPENSE	6,886.00	1,450.52	5,435.48	78.94%
104-41845-32450-00000000	CONTRACT SERVICES	45,555.00	16,321.75	29,233.25	64.17%
104-41845-32450-00001315	CONTRACT SERVICES	0	0	0	0.00%
104-41845-32950-00000000	RENTS & LEASES - REAL PROPERTY	96,766.00	44,964.22	51,801.78	53.53%

104-41845-32960-00000000	A-87 INDIRECT COSTS	-9,885.00	-9,885.00	0	0.00%
104-41845-33100-00000000	EDUCATION & TRAINING	5,000.00	290	4,710.00	94.20%
104-41845-33120-00000000	SPECIAL DEPARTMENT EXPENSE	1,000.00	55	945	94.50%
104-41845-33350-00000000	TRAVEL & TRAINING EXPENSE	2,500.00	334.52	2,165.48	86.62%
104-41845-33351-00000000	VEHICLE FUEL COSTS	1,000.00	592.52	407.48	40.75%
104-41845-33360-00000000	MOTOR POOL EXPENSE	4,000.00	0	4,000.00	100.00%
104-41845-33600-00000000	UTILITIES	500	0	500	100.00%
104-41845-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
104-41845-60100-00000000	OPERATING TRANSFERS OUT	7,500.00	2,206.25	5,293.75	70.58%
Total Expenditures		\$ 497,087.00	\$ 212,908.67	\$ 284,178.33	57.17%
Excess (Deficiency) of Revenues over Expenditures		\$ 0	\$ -67,779.40	\$ 67,779.40	0.00%
Total for DEPT 845: ALCOHOL & DRUG ABUSE SERVICES		\$ 0	\$ -67,779.40	\$ 67,779.40	0.00%

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

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
107-17173-14050-00000000	RENTAL INCOME	\$ 0	\$ 0	\$ 0	0.00%
107-17173-15230-00000000	ST: MENTAL HEALTH SERVICES ACT	0	0	0	0.00%
107-17173-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
107-17173-18100-00000000	OPERATING TRANSFERS IN	0	0	0	0.00%
107-41173-14010-00000000	INTEREST INCOME	20,000.00	15,034.09	4,965.91	24.83%
107-41173-14050-00000000	RENTAL INCOME	0	0	0	0.00%
107-41173-15230-00000000	ST: MENTAL HEALTH SERVICES ACT	1,004,800.00	737,247.48	267,552.52	26.63%
107-41173-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
107-41173-17555-00001316	PRIVATE ORG GRANTS-SIERRA HLTH FND	0	24,854.00	-24,854.00	0.00%
107-41173-18020-00000000	SALE OF SURPLUS SUPPLIES/EQUIP	0	0	0	0.00%
107-41173-18100-00000000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 1,024,800.00	\$ 777,135.57	\$ 247,664.43	24.17%
EXPENDITURES					
107-41173-21100-00000000	SALARY AND WAGES	\$ 405,987.00	\$ 206,254.28	\$ 199,732.72	49.20%
107-41173-21120-00000000	OVERTIME	0	558.85	-558.85	0.00%
107-41173-22100-00000000	EMPLOYEE BENEFITS	233,664.00	106,444.56	127,219.44	54.45%
107-41173-30280-00000000	TELEPHONE/COMMUNICATIONS	4,432.00	2,185.51	2,246.49	50.69%
107-41173-30350-00000000	HOUSEHOLD EXPENSES	2,700.00	71.5	2,628.50	97.35%
107-41173-31200-00000000	EQUIP MAINTENANCE & REPAIR	2,100.00	403.02	1,696.98	80.81%
107-41173-31400-00000000	BUILDING/LAND MAINT & REPAIR	0	0	0	0.00%
107-41173-31700-00000000	MEMBERSHIP FEES	0	0	0	0.00%
107-41173-32000-00000000	OFFICE EXPENSE	6,820.00	2,836.36	3,983.64	58.41%
107-41173-32450-00000000	CONTRACT SERVICES	114,915.00	28,628.50	86,286.50	75.09%
107-41173-32500-00000000	PROFESSIONAL & SPECIALIZED SERVICES	0	100,000.00	-100,000.00	0.00%
107-41173-32950-00000000	RENTS & LEASES - REAL PROPERTY	29,737.00	10,696.42	19,040.58	64.03%
107-41173-32960-00000000	A-87 INDIRECT COSTS	89,076.00	89,076.00	0	0.00%
107-41173-33100-00000000	EDUCATION & TRAINING	4,000.00	90.91	3,909.09	97.73%
107-41173-33120-00000000	SPECIAL DEPARTMENT EXPENSE	500	121.13	378.87	75.77%
107-41173-33121-00000000	SPECIAL DEPT-STUDENT LOAN REIM	30,000.00	5,000.00	25,000.00	83.33%
107-41173-33150-00000000	LOAN INTEREST EXPENSE	0	0	0	0.00%
107-41173-33350-00000000	TRAVEL & TRAINING EXPENSE	5,500.00	2,050.51	3,449.49	62.72%
107-41173-33351-00000000	VEHICLE FUEL COSTS	1,500.00	578.54	921.46	61.43%
107-41173-33360-00000000	MOTOR POOL EXPENSE	4,000.00	0	4,000.00	100.00%
107-41173-33600-00000000	UTILITIES	13,600.00	1,182.13	12,417.87	91.31%
107-41173-53022-00000000	FIXED ASSETS: BUILDINGS	0	0	0	0.00%

107-41173-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
107-41173-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
107-41173-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
107-41173-91010-00000000	CONTINGENCY-MHSA PRUDENT RESERVE	76,269.00	0	76,269.00	100.00%
Total Expenditures		\$ 1,024,800.00	\$ 556,178.22	\$ 468,621.78	45.73%
Excess (Deficiency) of Revenues over Expenditures		\$ 0	\$ 220,957.35	\$ -220,957.35	0.00%
Total for DEPT 173: MENTAL HEALTH SERVICES ACT MHS		\$ 0	\$ 220,957.35	\$ -220,957.35	0.00%

PUBLIC HEALTH FUNDS



Public Health
Fiscal Year 2012/2013 Goals

- Complete data input into the automated immunization registry, going back to the beginning of record keeping in the 1970's. **40% Completed.**
- Finish the transition to Envision Connect, automated record keeping for CUPA, in compliance with state requirements. **Go Live date, March 1, 2013.**
- Support the school districts in complying with AB 354, which requires all incoming 7th grade students to provide proof of the Pertussis vaccine. **Ongoing, but 95% compliance.**
- Expand communicable disease surveillance reporting utilizing CalREDIE, the State of California Communicable Disease Reporting System. **Complete.**
- Enhance outreach to all available providers to assist CCS and CHDP children and families to access necessary care. **Ongoing.**
- Support programs within MCAH that reduce childhood obesity and high risk adolescent health behaviors. **Ongoing.**
- Work more closely with Community Development and other partners to include "Health In All Planning". **Ongoing.**
- Implement changes related to the Affordable Care Act into Public Health infrastructure. **Ongoing.**
- Maintain the integrity of core Public Health services in the face of minimal staff, realignment shortfall, and program funding adjustments. **Ongoing.**

FUND 105: PUBLIC HEALTH

DEPT 800: PUBLIC HEALTH

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
105-41800-01702-00000000	PRIOR YEAR REVENUE	\$ 0	\$ 0	\$ 0	0.00%
105-41800-12020-00000000	BUSINESS LICENSE FEES	1,500.00	707.52	792.48	52.83%
105-41800-12070-00000000	CAMP PERMITS	0	2,041.20	-2,041.20	0.00%
105-41800-12091-00000000	MAPS - USE PERMITS	0	0	0	0.00%
105-41800-12100-00000000	SEPTIC PERMITS	10,000.00	5,789.50	4,210.50	42.10%
105-41800-12112-00000000	WELL PERMITS	13,000.00	4,613.00	8,387.00	64.52%
105-41800-12120-00000000	FOOD PERMITS	76,500.00	73,364.15	3,135.85	4.10%
105-41800-12130-00000000	POOL PERMITS	51,000.00	55,914.57	-4,914.57	-9.64%
105-41800-12140-00000000	UNDERGROUND TANK PERMITS	53,000.00	50,519.75	2,480.25	4.68%
105-41800-12150-00000000	SMALL WATER SYSTEM PERMITS	47,000.00	45,208.60	1,791.40	3.81%
105-41800-12180-00000000	LANDFILL PERMITS	18,000.00	12,393.00	5,607.00	31.15%
105-41800-13020-00000000	CAR SEAT SAFETY -VC27360	0	521.86	-521.86	0.00%
105-41800-14010-00000000	INTEREST INCOME	-3,500.00	-1,834.63	-1,665.37	-47.58%
105-41800-15060-00000000	ST: HOME VISIT PROP 10	0	0	0	0.00%
105-41800-15070-00000000	ST: HMEP GRANT	0	0	0	0.00%
105-41800-15080-00000000	ST: AST GRANT	0	0	0	0.00%
105-41800-15121-00000000	ST: LEA GRANT	16,625.00	16,852.00	-227	-1.37%
105-41800-15151-00000000	ST: MATERNAL CHILD HEALTH	128,563.00	0	128,563.00	100.00%
105-41800-15171-00000000	ST: CHDP GRAN	86,609.00	16,375.00	70,234.00	81.09%
105-41800-15180-00000000	ST: HIV TESTING GRANT	0	0	0	0.00%
105-41800-15190-00000000	ST: HIV SURVEILLANCE	3,000.00	-10	3,010.00	100.33%
105-41800-15201-00000000	ST: RYAN WHITE HIV GRANT	45,000.00	4,966.83	40,033.17	88.96%
105-41800-15202-00000000	ST: MISC STATE GRANTS	26,780.00	0	26,780.00	100.00%
105-41800-15202-00008500	ST: MISC STATE GRANTS	0	6,055.75	-6,055.75	0.00%
105-41800-15240-00000000	ST: SUBVENTION FUND	0	0	0	0.00%
105-41800-15260-00000000	ST: FOSTER CARE	11,747.00	0	11,747.00	100.00%
105-41800-15270-00000000	ST: MTP	3,566.00	0	3,566.00	100.00%
105-41800-15351-00000000	ST: CVIIS GRANT	0	0	0	0.00%
105-41800-15352-00000000	ST: IMMUNIZATION GRANT	25,000.00	0	25,000.00	100.00%
105-41800-15441-00000000	ST: REALIGNMENT-PUBHEALTH	1,531,723.00	603,171.49	928,551.51	60.62%
105-41800-15444-00000000	ST: REALIGNMENT CCS	0	0	0	0.00%
105-41800-15571-80010000	FED: WIC-WOMEN INFANT & CHILD	235,400.00	64,645.78	170,754.22	72.54%
105-41800-16240-00000000	LABOR REIMBURSEMENT	0	6,313.19	-6,313.19	0.00%
105-41800-16300-00000000	SOCIAL SERVICES CSS FEES	0	0	0	0.00%
105-41800-16380-00000000	ADMINISTRATIVE-CCS	208,507.00	58,268.00	150,239.00	72.05%

105-41800-16501-00000000	ADULT IMMUNIZATIONS	25,000.00	8,445.00	16,555.00	66.22%
105-41800-16601-00000000	MISC CLINICAL SERVICES	11,760.00	7,674.75	4,085.25	34.74%
105-41800-16605-00000000	SOLID WASTE SERVICE FEES	74,761.00	20,958.53	53,802.47	71.97%
105-41800-16650-00000000	MEDICAL MJ ID CARD APPLICATION	1,500.00	444	1,056.00	70.40%
105-41800-16901-00000000	CCS CLIENT FEES	80	40	40	50.00%
105-41800-16952-00000000	HOME VISITING CLIENT FEES	0	0	0	0.00%
105-41800-17010-00000000	MISCELLANEOUS REVENUE	0	-322	322	0.00%
105-41800-18020-00000000	SALE OF SURPLUS SUPPLIES/EQUIP	0	0	0	0.00%
105-41800-18100-00000000	OPERATING TRANSFERS IN	79,052.00	14,755.00	64,297.00	81.34%
Total Revenues		\$ 2,781,173.00	\$ 1,077,871.84	\$ 1,703,301.16	61.24%
EXPENDITURES					
105-41800-21100-00000000	SALARY AND WAGES	\$ 1,146,811.00	\$ 568,787.64	\$ 578,023.36	50.40%
105-41800-21100-80010000	SALARY AND WAGES-WIC	0	0	0	0.00%
105-41800-21120-00000000	OVERTIME	0	0	0	0.00%
105-41800-22100-00000000	EMPLOYEE BENEFITS	619,769.00	291,173.36	328,595.64	53.02%
105-41800-22100-80010000	EMPLOYEE BENEFITS-WIC	0	0	0	0.00%
105-41800-30280-00000000	TELEPHONE/COMMUNICATIONS	13,915.00	7,281.68	6,633.32	47.67%
105-41800-30280-80010000	TELEPHONE/COMMUNICATIONS-WIC	0	0	0	0.00%
105-41800-30510-00000000	LIABILITY INSURANCE EXPENSE	3,150.00	1,909.67	1,240.33	39.38%
105-41800-31200-00000000	EQUIP MAINTENANCE & REPAIR	40,155.00	2,091.02	38,063.98	94.79%
105-41800-31200-80010000	EQUIP MAINTENANCE & REPAIR-WIC	0	0	0	0.00%
105-41800-31530-00000000	MEDICAL/DENTAL & LAB SUPPLIES	25,800.00	12,706.35	13,093.65	50.75%
105-41800-31700-00000000	MEMBERSHIP FEES	7,050.00	5,809.19	1,240.81	17.60%
105-41800-32000-00000000	OFFICE EXPENSE	18,725.00	14,333.37	4,391.63	23.45%
105-41800-32000-80010000	OFFICE EXPENSE - WIC	0	0	0	0.00%
105-41800-32450-00000000	CONTRACT SERVICES	394,309.00	1,425.50	392,883.50	99.64%
105-41800-32450-80010000	CONTRACT SERVICES - WIC	0	0	0	0.00%
105-41800-32500-00000000	PROFESSIONAL & SPECIALIZED SER	1,398.00	0	1,398.00	100.00%
105-41800-32510-00000000	CSS TREATMENT SER	43,000.00	3,331.86	39,668.14	92.25%
105-41800-32950-00000000	RENTS & LEASES - REAL PROPERTY	85,381.00	48,445.17	36,935.83	43.26%
105-41800-32950-80010000	RENTS & LEASES - REAL PROPERTY-WIC	0	0	0	0.00%
105-41800-32960-00000000	A-87 INDIRECT COSTS	206,921.00	206,921.66	-0.66	0.00%
105-41800-32960-80010000	A-87 INDIRECT COSTS - WIC	0	0	0	0.00%
105-41800-33010-00000000	SMALL TOOLS & INSTRUMENTS	850	275.92	574.08	67.54%
105-41800-33100-00000000	EDUCATION & TRAINING	0	0	0	0.00%
105-41800-33120-00000000	SPECIAL DEPARTMENT EXPENSE	30,039.00	636.14	29,402.86	97.88%
105-41800-33120-80010000	SPECIAL DEPARTMENT EXPENSE - WIC	0	0	0	0.00%
105-41800-33350-00000000	TRAVEL & TRAINING EXPENSE	20,505.00	19,995.45	509.55	2.49%
105-41800-33350-80010000	TRAVEL & TRAINING EXPENSE - WIC	0	0	0	0.00%
105-41800-33351-00000000	VEHICLE FUEL COSTS	6,000.00	4,071.95	1,928.05	32.13%

105-41800-33360-00000000	MOTOR POOL EXPENSE	0	16.06	-16.06	0.00%
105-41800-33600-00000000	UTILITIES	0	0	0	0.00%
105-41800-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
105-41800-60100-00000000	OPERATING TRANSFERS OUT	117,395.00	117,395.00	0	0.00%
105-41800-70250-00000000	PRIOR PERIOD ADJUSTMENTS	0	0	0	0.00%
105-41800-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	-2,383.64	2,383.64	0.00%
Total Expenditures		\$ 2,781,173.00	\$ 1,304,223.35	\$ 1,476,949.65	53.11%
Excess (Deficiency) of Revenues over Expenditures		\$ 0	\$ -226,351.51	\$ 226,351.51	0.00%
Total for DEPT 800: PUBLIC HEALTH		\$ 0	\$ -226,351.51	\$ 226,351.51	0.00%



**ROAD DEPARTMENT
MOTOR POOL**

MONO COUNTY BUDGET ADJUSTMENT

Department: ROAD Budget: FUND 700

Justification for budget adjustment:

HUTA-adjust to projected actual. Overpayment from March 2012 was withheld in November, 2012 (\$147,695) FOREST RESERVE revenue increase based on new resolution 12-63 approved by Board on 9/11/12. INTERFUND REVENUE increase based on year-to-date trend. HOUSEHOLD EXPENSE increased for tipping fees associated with cleaning up Road Shop sites. RENTS/LEASES OTHER EXPENSE due to cost of renting MT Trackless before purchasing (reduced purchase price). SPECIAL DEPT EXPENSE increased for Sonora Pit inspection bill from state (\$1,500) and settlement payoff (18,000),-requesting General Fund reimbursement, CRACK SEAL (\$10,000) and CalFire Assistance for cleanup (\$3,000). EQUIPMENT REPLACEMENT EXPENSE reduced since staff was able to obtain a slighly-used boom flail mower. Net of adjustments reduce projected year-end cash balance to \$25,117.

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
700REV1502	HUTA	2,438,917	2,056,000	(382,917)
700REV1568	FOREST RESERVE	215,000	264,650	49,650
700REV1695	INTER-FUND REVENUE	600,000	700,000	100,000
				-
TOTAL REVENUE CHANGES				<u>(233,267)</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
700ROAD3035	HOUSEHOLD EXPENSES	4,700	15,000	10,300
700ROAD3286	RENTS/LEASES OTHER	1,500	4,000	2,500
700ROAD3312	SPECIAL DEPARTMENT EXPENSE	114,045	146,545	32,500
700ROAD5303	EQUIPMENT REPLACEMENT	27,000	15,300	(11,700)
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>33,600</u>

Preparer Signature Mary Booher

Title: Administrative Services Manager

Auditor Review _____

Date 9-Jan-13

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: / /

 BOS CAO AUD

**FUND 700: ROAD FUND
DEPT 725: ROAD**

Account Number	Account Name	(Current Year to Date			
		Original Budget	Actual	Available Budget	% Remaining
REVENUES					
700-31725-12090-00000000	ROAD PRIVILEGES & PERMITS	\$ 5,000.00	\$ 3,168.00	\$ 1,832.00	36.64%
700-31725-13010-00000000	VEHICLE CODE FINES	50,000.00	26,258.49	23,741.51	47.48%
700-31725-14010-00000000	INTEREST INCOME	1,000.00	2,458.06	-1,458.06	-145.81%
700-31725-15020-00000000	ST: HWY USERS TAX 2104	2,438,917.00	582,767.10	1,856,149.90	76.11%
700-31725-15040-00000000	ST: PROP 1B ROAD CONSTRUCTION	0	0	0	0.00%
700-31725-15090-00000000	ST: MOTOR VEHICLE IN LIEU (MVI	0	0	0	0.00%
700-31725-15100-00000000	ST: RSTP - MATCHING FUNDS	329,725.00	0	329,725.00	100.00%
700-31725-15170-00000000	ST: STIP-AID FOR CONSTRUCTION	4,268,000.00	19,705.64	4,248,294.36	99.54%
700-31725-15651-00000000	FED: AID FOR CONSTRUCTION (GTI	0	37,810.73	-37,810.73	0.00%
700-31725-15680-00000000	FED: FOREST RESERVE	215,000.00	0	215,000.00	100.00%
700-31725-15900-00000000	OTH: OTHER GOVT AGENCIES	595,000.00	309,783.93	285,216.07	47.94%
700-31725-16090-00000000	LABOR REIMBURSEMENT/FACILITIES	0	0	0	0.00%
700-31725-16250-00000000	ROAD AND STREET SERVICES	98,000.00	47,708.71	50,291.29	51.32%
700-31725-16950-00000000	INTER-FUND REVENUE	600,000.00	387,685.40	212,314.60	35.39%
700-31725-17010-00000000	MISCELLANEOUS REVENUE	0	50	-50	0.00%
700-31725-17020-00000000	PRIOR YEAR REVENUE	0	0	0	0.00%
700-31725-18000-00000000	OTHER FINANCING SOURCES	0	0	0	0.00%
700-31725-18010-00000000	SALE OF SURPLUS ASSETS	12,500.00	1,235.00	11,265.00	90.12%
700-31725-18100-00000000	OPERATING TRANSFERS IN	550,000.00	550,000.00	0	0.00%
Total Revenues		\$ 9,163,142.00	\$ 1,968,631.06	\$ 7,194,510.94	78.52%
EXPENDITURES					
700-31725-21100-00000000	SALARY AND WAGES	\$ 1,605,576.00	\$ 766,983.09	\$ 838,592.91	52.23%
700-31725-21120-00000000	OVERTIME	57,000.00	2,694.71	54,305.29	95.27%
700-31725-22100-00000000	EMPLOYEE BENEFITS	1,057,792.00	476,447.79	581,344.21	54.96%
700-31725-30120-00000000	UNIFORM ALLOWANCE	20,100.00	4,614.27	15,485.73	77.04%
700-31725-30280-00000000	TELEPHONE/COMMUNICATIONS	21,000.00	8,626.62	12,373.38	58.92%
700-31725-30350-00000000	HOUSEHOLD EXPENSES	4,700.00	8,069.97	-3,369.97	-71.70%
700-31725-30500-00000000	WORKERS' COMP INS EXPENSE	0	0	0	0.00%
700-31725-30510-00000000	LIABILITY INSURANCE EXPENSE	15,929.00	9,724.00	6,205.00	38.95%
700-31725-31200-00000000	EQUIP MAINTENANCE & REPAIR	231,000.00	76,692.12	154,307.88	66.80%
700-31725-31400-00000000	BUILDING/LAND MAINT & REPAIR	6,000.00	138.9	5,861.10	97.68%
700-31725-31700-00000000	MEMBERSHIP FEES	300	45	255	85.00%
700-31725-32000-00000000	OFFICE EXPENSE	11,450.00	5,229.47	6,220.53	54.33%

700-31725-32360-00000000	CONSULTING SERVICES	0	0	0	0.00%
700-31725-32450-00000000	CONTRACT SERVICES	188,500.00	21,818.58	166,681.42	88.43%
700-31725-32500-00000000	PROFESSIONAL & SPECIALIZED SER	7,500.00	781.85	6,718.15	89.58%
700-31725-32800-00000000	PUBLICATIONS & LEGAL NOTICES	75	0	75	100.00%
700-31725-32860-00000000	RENTS & LEASES - OTHER	1,500.00	3,198.64	-1,698.64	-113.24%
700-31725-32960-00000000	A-87 INDIRECT COSTS	285,631.00	285,631.00	0	0.00%
700-31725-33010-00000000	SMALL TOOLS & INSTRUMENTS	5,000.00	3,228.03	1,771.97	35.44%
700-31725-33120-00000000	SPECIAL DEPARTMENT EXPENSE	114,045.00	55,873.93	58,171.07	51.01%
700-31725-33350-00000000	TRAVEL & TRAINING EXPENSE	8,424.00	-1,572.10	9,996.10	118.66%
700-31725-33351-00000000	VEHICLE FUEL COSTS	750,000.00	330,759.02	419,240.98	55.90%
700-31725-33355-00000000	MEALS - MOU	0	0	0	0.00%
700-31725-33360-00000000	MOTOR POOL EXPENSE	68,806.00	38,394.55	30,411.45	44.20%
700-31725-33600-00000000	UTILITIES	192,915.00	29,347.81	163,567.19	84.79%
700-31725-33699-00000000	INVENTORY DEPLETED/ADDED	0	0	0	0.00%
700-31725-52010-00000000	LAND & IMPROVEMENTS	4,823,000.00	212,228.07	4,610,771.93	95.60%
700-31725-53010-00000000	CAPITAL EQUIPMENT: VEHICLES	0	0	0	0.00%
700-31725-53020-00000000	CAPITAL EQUIPMENT, CONSTRUCTIO	300,000.00	299,403.39	596.61	0.20%
700-31725-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	27,000.00	15,229.50	11,770.50	43.59%
700-31725-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
700-31725-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
700-31725-91010-00000000	CONTINGENCY	0	0	0	0.00%
Total Expenditures		\$ 9,803,243.00	\$ 2,653,588.21	\$ 7,149,654.79	72.93%
Excess (Deficiency) of Revenues over Expenditures		\$ -640,101.00	\$ -684,957.15	\$ 44,856.15	7.01%
Total for DEPT 725: ROAD		\$ -640,101.00	\$ -684,957.15	\$ 44,856.15	7.01%

MONO COUNTY BUDGET ADJUSTMENT

Department: ROAD Budget: Motor Pool - Fund 650

Justification for budget adjustment:
To adjust for a new vehicle purchased for the District Attorney with Grant Money

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
650REV1590	OTHER GOVERNMENT AGENCIES	-	26,647	26,647
				-
				-
				-
TOTAL REVENUE CHANGES				<u>26,647</u>

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
650MOTOR5301	CAPITAL EQUIPMENT: VEHICLES	546,000	572,647	26,647
				-
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				<u>26,647</u>

Preparer Signature Mary Booher

Title: Administrative Services Manager

Auditor Review _____

Date 9-Jan-13

REQUIRES BOARD ACTION YES NO

Approved by Board of Supervisors on: / /

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FUND 650: MOTOR POOL
DEPT 723: MOTOR POOL

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
650-10723-14010-00000000	INTEREST INCOME	\$ 5,000.00	\$ 4,290.95	\$ 709.05	14.18%
650-10723-15900-00000000	OTH: OTHER GOVT AGENCIES	0	26,647.70	-26,647.70	0.00%
650-10723-16950-00000000	INTER-FUND REVENUE	327,168.00	302,506.72	24,661.28	7.54%
650-10723-17010-00000000	MISCELLANEOUS REVENUE	0	0	0	0.00%
650-10723-18010-00000000	SALE OF SURPLUS ASSETS	5,000.00	31,065.00	-26,065.00	-521.30%
650-10723-18100-00000000	OPERATING TRANSFERS IN	0	0	0	0.00%
Total Revenues		\$ 337,168.00	\$ 364,510.37	\$ -27,342.37	-8.11%
EXPENDITURES					
650-10723-30270-00000000	ADMINISTRATION EXPENSE	\$ 10,000.00	\$ 0	\$ 10,000.00	100.00%
650-10723-30510-00000000	LIABILITY INSURANCE EXPENSE	0	0	0	0.00%
650-10723-31200-00000000	EQUIP MAINTENANCE & REPAIR	296,000.00	102,213.20	193,786.80	65.47%
650-10723-32000-00000000	OFFICE EXPENSE	1,000.00	20	980	98.00%
650-10723-32500-00000000	PROFESSIONAL & SPECIALIZED SER	1,000.00	0	1,000.00	100.00%
650-10723-32960-00000000	A-87 INDIRECT COSTS	5,570.00	5,570.00	0	0.00%
650-10723-33120-00000000	SPECIAL DEPARTMENT EXPENSE	0	1,750.00	-1,750.00	0.00%
650-10723-33351-00000000	VEHICLE FUEL COSTS	11,000.00	5,751.30	5,248.70	47.72%
650-10723-39000-00000000	DEPRECIATION EXPENSE	380,000.00	0	380,000.00	100.00%
650-10723-39005-00000000	CAPITAL ASSET OFFSET	0	0	0	0.00%
650-10723-39010-00000000	NET BOOK RETIRED ASSETS	0	0	0	0.00%
650-10723-53010-00000000	CAPITAL EQUIPMENT: VEHICLES	546,000.00	26,647.70	519,352.30	95.12%
650-10723-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
650-10723-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
Total Expenditures		\$ 1,250,570.00	\$ 141,952.20	\$ 1,108,617.80	88.65%
Excess (Deficiency) of Revenues over Expenditures		\$ -913,402.00	\$ 222,558.17	\$ -1,135,960.17	-124.37%
Total for DEPT 723: MOTOR POOL		\$ -913,402.00	\$ 222,558.17	\$ -1,135,960.17	-124.37%

SOLID WASTE FUND





MONO COUNTY DEPARTMENT OF PUBLIC WORKS SOLID WASTE DIVISION

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • FAX 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Mid Year Status

As of Dec 31, 2012, the Solid Waste Enterprise Fund and Budget are progressing as anticipated. Revenues are on target, and with the recent gate fee increase revenues are expected to at least meet and possibly surpass projections for the fiscal year. Expenses have been relatively stable, with some unexpected expenses being offset by unexpected savings. There do not appear to be any critical budgetary issues at this time.

For accurate bookkeeping, it is recommended to move \$8,400 to the line item of “Holiday Pay” to cover additional staff costs on holidays.

The FY 12/13 Budget included a loan request of \$450,000, of which \$225,000 was authorized by the Board. Due to the recent increase in fees and the continuation of a conservative approach to department expenses, it is staff’s view that the authorized loan of \$225,000 is unnecessary at this time. Should unanticipated circumstances cause budgetary impacts, staff will immediately alert the Board to the matter and propose solutions.

Aside from these mid-year observations, the Goals and Objectives from the FY 12/13 budget remain:

Fiscal Year 12/13 Goals and Objectives

GOAL: Improve compliance

Identify existing compliance issues at 6 Mono County landfills

Completed

Make substantive progress toward resolving existing compliance issues

Some completed, some in progress

Put programs in place to ensure full compliance in the future

In progress

GOAL: Plan for the long term future of the Solid Waste Program

Complete lease agreement and Solid Waste Facility Permit at Benton Crossing Landfill

1 year lease complete; long-term lease in progress

Continue to work with Town of Mammoth Lakes to solve diversion compliance issues

In progress

Begin lease negotiations and Solid Waste Facility Permit at Pumice Valley Landfill

Process is underway

Continue stakeholder discussions of long term solid waste planning for Mono County

In progress

GOAL: Reduce costs

Evaluate existing contracts for potential reductions in cost and/or scope

Complete

Identify budget cost saving measures that can be implemented during FY 13-14 budget

Some identified, still in progress

GOAL: Increase revenue

Research and develop potential markets for diverted materials

In progress

Conduct general audit of Solid Waste Parcel fees to ensure accuracy of assessment

Nearing completion

Identify any additional measures to increase revenue

Fee increase complete

Identify and pursue appropriate grant opportunities

In progress

GOAL: Improve public awareness of Solid Waste Program and Services

Increase distribution of educational materials at the county landfills

Complete, ongoing

Provide educational materials for franchisees to include in their billing cycles

Complete, ongoing

Develop press releases for Solid Waste issues and opportunities

Complete, ongoing

Continue public outreach at local events

In progress

FUND 615: SOLID WASTE ENTERPRISE FUND
DEPT 905: SOLID WASTE

Account Number	Account Name	Original Budget	Current Year to Date	Available Budget	% Remaining
REVENUES					
615-44905-01702-00000000	PRIOR YEAR REVENUE	\$ 0	\$ 0	\$ 0	0.00%
615-44905-12110-00000000	NON-RESIDENT LANDFILL PERMITS	15,000.00	880	14,120.00	94.13%
615-44905-12145-00000000	SOLID WASTE BUILDING PERMITS	0	0	0	0.00%
615-44905-12200-00000000	FRANCHISE PERMITS	140,000.00	78,717.61	61,282.39	43.77%
615-44905-13120-00000000	SOLID WASTE FINES	0	0	0	0.00%
615-44905-14010-00000000	INTEREST INCOME	-2,500.00	1,162.67	-3,662.67	-146.51%
615-44905-14020-00000000	UNREALIZED GAIN/LOSS	0	0	0	0.00%
615-44905-15082-18900000	ST: HAZARDOUS WASTE GRANT	0	0	0	0.00%
615-44905-15092-18920000	ST: USED OIL BLOCK GRANT	10,000.00	3,242.54	6,757.46	67.57%
615-44905-15094-18940000	ST: BOTTLE BILL GRANT	10,000.00	0	10,000.00	100.00%
615-44905-15380-00000000	ST: OIL OPPORTUNITY GRANT	0	0	0	0.00%
615-44905-16020-00000000	SOLID WASTE PARCEL FEES	0	29,940.00	-29,940.00	0.00%
615-44905-16023-00000000	SOLID WASTE TIPPING FEES	1,200,000.00	612,866.20	587,133.80	48.93%
615-44905-16024-00000000	SW WHITE GOODS DISPOSAL FEES	0	0	0	0.00%
615-44905-16025-00000000	SLUDGE MAINTENANCE FEE	140,000.00	58,757.95	81,242.05	58.03%
615-44905-17010-00000000	MISCELLANEOUS REVENUE	40,000.00	40,942.04	-942.04	-2.36%
615-44905-17250-00000000	JUDGMENTS, DAMAGES & SETTLEMEN	0	0	0	0.00%
615-44905-18010-00000000	SALE OF SURPLUS ASSETS	0	0	0	0.00%
615-44905-18100-00000000	OPERATING TRANSFERS IN	880,698.00	69,225.00	811,473.00	92.14%
615-44905-18150-00000000	LONG TERM DEBT PROCEEDS	0	0	0	0.00%
Total Revenues		\$ 2,433,198.00	\$ 895,734.01	\$ 1,537,463.99	63.19%
EXPENDITURES					
615-44905-21100-00000000	SALARY AND WAGES	\$ 526,019.00	\$ 252,443.49	\$ 273,575.51	52.01%
615-44905-21120-00000000	OVERTIME	4,000.00	298.24	3,701.76	92.54%
615-44905-21410-00000000	HOLIDAY PAY	0	0	0	0.00%
615-44905-22100-00000000	EMPLOYEE BENEFITS	300,965.00	143,269.12	157,695.88	52.40%
615-44905-30000-00000000	INVESTMENT EXPENSE	0	0	0	0.00%
615-44905-30122-00000000	UNIFORM/SAFETY GEAR	6,000.00	2,756.71	3,243.29	54.05%
615-44905-30270-00000000	ADMINISTRATION EXPENSE	0	0	0	0.00%
615-44905-30280-00000000	TELEPHONE/COMMUNICATIONS	3,700.00	1,514.51	2,185.49	59.07%
615-44905-30350-00000000	HOUSEHOLD EXPENSES	1,900.00	214.5	1,685.50	88.71%
615-44905-30500-00000000	WORKERS' COMP INS EXPENSE	0	0	0	0.00%
615-44905-30510-00000000	LIABILITY INSURANCE EXPENSE	41,576.00	16,981.00	24,595.00	59.16%
615-44905-31200-00000000	EQUIP MAINTENANCE & REPAIR	109,200.00	41,659.30	67,540.70	61.85%
615-44905-31400-00000000	BUILDING/LAND MAINT & REPAIR	17,000.00	3,907.93	13,092.07	77.01%
615-44905-31700-00000000	MEMBERSHIP FEES	6,600.00	6,000.00	600	9.09%

615-44905-32000-00000000	OFFICE EXPENSE	13,300.00	1,828.34	11,471.66	86.25%
615-44905-32450-00000000	CONTRACT SERVICES	350,460.00	128,371.54	222,088.46	63.37%
615-44905-32500-00000000	PROFESSIONAL & SPECIALIZED SER	118,750.00	43,843.31	74,906.69	63.08%
615-44905-32800-00000000	PUBLICATIONS & LEGAL NOTICES	4,000.00	0	4,000.00	100.00%
615-44905-32860-00000000	RENTS & LEASES - OTHER	500	69.71	430.29	86.06%
615-44905-32950-00000000	RENTS & LEASES - REAL PROPERTY	4,200.00	4,960.00	-760	-18.10%
615-44905-32960-00000000	A-87 INDIRECT COSTS	69,225.00	69,225.00	0	0.00%
615-44905-33010-00000000	SMALL TOOLS & INSTRUMENTS	1,000.00	577.9	422.1	42.21%
615-44905-33120-00000000	SPECIAL DEPARTMENT EXPENSE	332,265.00	114,890.86	217,374.14	65.42%
615-44905-33120-18900000	SPEC DEPT EXP- HAZARDOUS MAT'LS	0	0	0	0.00%
615-44905-33120-18920000	SPEC DEPT EXP- USED OIL	10,000.00	4,462.68	5,537.32	55.37%
615-44905-33120-18940000	SPEC DEPT EXP- BOTTLE GRANT	1,350.00	4,224.00	-2,874.00	-212.89%
615-44905-33350-00000000	TRAVEL & TRAINING EXPENSE	27,538.00	1,393.72	26,144.28	94.94%
615-44905-33351-00000000	VEHICLE FUEL COSTS	75,000.00	28,117.68	46,882.32	62.51%
615-44905-33360-00000000	MOTOR POOL EXPENSE	12,125.00	7,128.96	4,996.04	41.20%
615-44905-33600-00000000	UTILITIES	2,000.00	555.29	1,444.71	72.24%
615-44905-35200-00000000	BOND EXPENSES	0	0	0	0.00%
615-44905-35210-00000000	BOND/LOAN INTEREST-SOLID WASTE	137,864.00	68,931.72	68,932.28	50.00%
615-44905-35215-00000000	COMPENSATED ABSENCES	0	0	0	0.00%
615-44905-39000-00000000	DEPRECIATION EXPENSE	25,000.00	0	25,000.00	100.00%
615-44905-39005-00000000	CAPITAL ASSET OFFSET	0	0	0	0.00%
615-44905-39010-00000000	NET BOOK RETIRED ASSETS	0	0	0	0.00%
615-44905-39015-00000000	NET BOOK TRANSFERED ASSETS	0	0	0	0.00%
615-44905-52010-00000000	LAND & IMPROVEMENTS	200,000.00	11,753.75	188,246.25	94.12%
615-44905-53010-00000000	CAPITAL EQUIPMENT: VEHICLES	0	0	0	0.00%
615-44905-53020-00000000	CAPITAL EQUIPMENT, CONSTRUCTIO	0	0	0	0.00%
615-44905-53030-00000000	CAPITAL EQUIPMENT, \$5,000+	0	0	0	0.00%
615-44905-60045-00000000	BOND/LOAN PRINCIPAL REPAYMENT	384,000.00	97,500.00	286,500.00	74.61%
615-44905-60100-00000000	OPERATING TRANSFERS OUT	0	0	0	0.00%
615-44905-70250-00000000	PRIOR PERIOD ADJUSTMENTS	0	0	0	0.00%
615-44905-70500-00000000	CREDIT CARD CLEARING ACCOUNT	0	0	0	0.00%
615-44905-91010-00000000	CONTINGENCY	0	0	0	0.00%
Total Expenditures		\$ 2,785,537.00	\$ 1,056,879.26	\$ 1,728,657.74	62.06%
Excess (Deficiency) of Revenues over Expenditures		\$ -352,339.00	\$ -161,145.25	\$ -191,193.75	-54.26%
Total for DEPT 905: SOLID WASTE		\$ -352,339.00	\$ -161,145.25	\$ -191,193.75	-54.26%



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Finance
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Roberta Reed
SUBJECT	Mono County Legal Publications		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Roberta Reed regarding Mono County legal publications.

RECOMMENDED ACTION:

Receive presentation on legal publications and provide any desired direction to staff.

FISCAL IMPACT:

Potential publication cost savings.

CONTACT NAME: Roberta Reed

PHONE/EMAIL: 760 935-5492 / rreed@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report](#)
- [Back-up Detail](#)

History

Time

Who

Approval

2/4/2013 1:25 PM	County Administrative Office	Yes
2/8/2013 2:08 PM	County Counsel	Yes
2/4/2013 12:00 PM	Finance	Yes



DEPARTMENT OF FINANCE COUNTY OF MONO

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Vacant
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

P.O. Box 495
Bridgeport, California 93517
(760) 932-5480
Fax (760) 932-5481

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

MEMORANDUM

TO: Honorable Board of Supervisors
FROM: Roberta Reed, Assistant Finance Director
DATE: February 4, 2013
SUBJECT: Legal Publications

RECOMMENDED ACTION:

Receive report and provide any direction to staff.

FISCAL IMPACT:

Potential publication cost savings.

DISCUSSION:

Several years ago, the County Clerk went out to bid for the publication of legal notices. At that time, the low bidder came in from a vendor who was different from the vendor who currently held the contract. At that time, the Board decided rather than to move the contract to the lower bidder, directed Staff to place legal notices in the publications of both vendors resulting in increasing the publication costs overall.

This issue has been discussed and reviewed by the Board of Supervisors numerous times with the result to push the review to a new date. The Board directed that this issue be brought up again at the time of mid-year review. One of the main reoccurring themes of each revisit is the scope and coverage that each vendor has in the marketplace.

As it stands, there is no contract for either vendor. Both vendors are used for mandated and non-mandated publication matters. Attached is a schedule of costs for each vendor for the first half of 2012-13.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Information Technology
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	20 minutes	PERSONS APPEARING BEFORE THE BOARD	Clay Neely, Kirk Hartstrom
SUBJECT	NetVanta Enterprise Communication Server		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed contract with Hula Networks / Adtran pertaining to NetVanta Enterprise Communication Server purchase and implementation. Proposed purchase order with Windstream for programming our Avaya system to integrate.

RECOMMENDED ACTION:

Contingent on approval of the related policy item in the 2012/2013 Mid-Year Budget, approve (1) County entry into a contract with Hula Network – a reseller of Adtran equipment, and authorize Clay Neely to execute said contract on behalf of the County, not to exceed \$27,000. (2) Approve proposed purchase order with Windstream – for integration hardware and programming of our Avaya system and authorize Clay Neely to execute said purchase order on behalf of the County not to exceed \$3,300

FISCAL IMPACT:

The cost for this project is \$30,950. The cost includes \$27,000 to Hula Networks for the purchase and installation of the Adtran system, \$650 in Microsoft licensing, and \$3,300 to Windstream for programming services and hardware for integration with our Avaya system. This expense will be partially offset by a \$2,120 rebate from Polycom's paid4trade program for our old phones.

CONTACT NAME: Kirk Hartstrom

PHONE/EMAIL: 760-932-5505 / kdhartstrom@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

Kirk Hartstrom

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [📄 Staff Report](#)
- [📄 Presentation](#)
- [📄 Spreadsheet of Options Reviewed](#)
- [📄 Quote - NetVanta ECM](#)
- [📄 Purchase Order - Windstream](#)

History

Time	Who	Approval
1/29/2013 3:15 PM	County Administrative Office	Yes
1/29/2013 5:28 PM	County Counsel	Yes
1/30/2013 8:04 AM	Finance	No
2/6/2013 11:17 AM	Information Technology	Yes
2/6/2013 2:04 PM	County Administrative Office	Yes
2/11/2013 12:24 PM	County Counsel	Yes
2/6/2013 1:56 PM	Finance	Yes



INFORMATION TECHNOLOGY COUNTY OF MONO

P.O. BOX 556, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5500 • FAX (760) 932-5506 • cneely@mono.ca.gov

Clay Neely
Information Technology Director

Staff Report

To: Board of Supervisors, Mono County
From: Clay Neely, Information Technology Director,
Kirk Hartstrom, Information Technology Specialist
Date: February 5, 2013
Subject: NetVanta Enterprise Communication Server

Discussion

Mono County currently owns an Avaya Definity phone system which was purchased and installed back in 2001/2002. We have 330 phones total in our core offices in Bridgeport and Mammoth. In Bridgeport we have a small subset of about 40 VoIP phones, which work over our data network. These 40 phones are in the Road Shop, Health Department/Animal Control, and Social Services buildings where IP network connectivity is the most practical due to infrastructure limitations. The rest of our phones in Bridgeport and in Mammoth are digital sets, which use dedicated wiring for each phone. These digital sets have been trouble free.

We are experiencing continued problems with the 40 VoIP phones. They are first generation VoIP equipment, and have a major design flaw that frequently requires County staff to use the speakerphone to carry out their business. The phones are covered under our Avaya maintenance agreement, and we have replaced them numerous times, but because this issue is a design flaw, the replacements soon display the same symptoms. We have looked into simply upgrading these phones with a newer model from Avaya, but our current Avaya phone system is too old to support any of the newer generation of IP phones.

In searching for a solution we considered many different options. We considered upgrading our current system, and we also looked at several other vendors and types of phone systems. We looked at complete replacement, and at just purchasing a small system to fix the 40 phones. Our two main considerations are cost and reliability. On the high end of the spectrum we ended up ruling out Avaya, and Mitel because of excessive licensing cost, and proprietary vendor lock in. On the lower end of the spectrum we ended up ruling out Fonality and Cudtel because they failed to have the ability to integrate with our existing Avaya system and provide all of the enterprise functionality we needed. Ultimately we identified Adtran and its' Enterprise Communication Server as the solution that best meets our needs.

We recommend purchasing a small system that will simply run the 40 IP phones that need replaced, and tie it back in with our existing Avaya system for communication with the rest of the County departments and the outside world. It also has the flexibility to grow and ultimately replace our Avaya system.

The Adtran Enterprise Communication Server phone system is a computer server based product, which integrates well with our existing server infrastructure. It is inexpensive to maintain because there is not a closet full of proprietary hardware to support. It also provides modern VoIP functionality that positions us to take advantage Digital 395 connectivity when it is installed later this year. It provides full “Unified Communication” functionality where all faxes, emails, and voicemails come to one inbox on your computer or smartphone. It also allows remote tele-worker connectivity for staff to remain connected and communicating even where they are away from their main desk.

Our current Avaya system is over 10 years old, and ultimately should be replaced to continue to provide reliable communication for county staff. We pay approx. \$25,000 per year for our maintenance agreement on the Avaya system. Our proposal is to start with the small system from Adtran, and see how well it works for us. If it works well, at a future date we will probably recommend expanding the Adtran system one building at a time and phasing out the old expensive Avaya system. Eventually we anticipate being able to save over \$19,000 per year on maintenance costs once the Avaya system is fully retired.

Fiscal Impact

The cost for this project is \$30,950. The cost includes \$27,000 to Hula Networks for the purchase and installation of the Adtran system, \$650 in Microsoft licensing, and \$3,300 to Windstream for programming services and hardware for integration with our Avaya system. This expense will be partially offset by a \$2,120 rebate from Polycom’s paid4trade program for our old phones.

Recommendation

Contingent on approval of the related policy item in the 2012/2013 Mid-Year Budget, approve County entry into a contract with Hula Network – a reseller of Adtran equipment, and authorize Clay Neely to execute said contract on behalf of the County, not to exceed \$27,000. Approve proposed purchase order with Windstream – for integration hardware and programming of our Avaya system and authorize Clay Neely to execute said purchase order on behalf of the County not to exceed \$3,300

Phone System

Headaches and Opportunities

Our Current System

- * Avaya Definity G3
- * Three separate systems:
Bridgeport / Minaret / Sierra
- * Turned on in 2002
- * About 174 phones in Bridgeport / 156 phones in
mammoth (330 phones total)

Costs

- * Approx \$25k / year for maintenance
- * Approx \$134k / year financed
(paid off 5/2010)
- * Since 7/2006 we have spent \$623.8k on Avaya

Headaches

- * Phones in Health / Animal Control / Social Services / Road Shop are poor design (40 phones)
 - * Bad hookswitch – Forces folks to use speakerphone
 - * Design flaw, replacements do the same thing
- * Unable to support paging system at Road Shop, or analog lines at remote sites
- * Doesn't support current IP standards

Opportunities

- * Put a “county” phone in every remote facility
- * Use IP based dial tone service for a significant savings on monthly telco expenses
- * Receive voicemail and faxes in our inbox, and use a cell phone as a county phone
- * Create a 24x7 service for citizens to look up if their taxes are paid, or other data inquiry...

Options

1. Do nothing
2. Purchase a separate small system
3. Purchase a system that can grow to serve everyone
Recommended Option
4. Completely replace or upgrade our existing system

1. Do Nothing

- * Poor customer service, dropped calls, privacy concerns for department heads for 40 phones
- * Continued \$25k annual maintenance expense for an aging system
- * Inability to take advantage of Digital 395's opportunities

2. Separate Small System

- * 40 phone small system
- * About \$25k
- * Will not integrate with our existing system, forcing the purchase of additional monthly phone service (\approx \$500/mo)

3. Small system that can grow

- * Between \$30k and \$55k
 - * Varies by vendor
 - * Purchase features now / later
 - * Could be configured to provide unified communication voicemail for everyone
- * Integrates with our existing system – no new phone service required
- * Provides structure for taking advantage of Digital 395

Recommended Option

4. Replace System

- * Between \$170k and \$220k
- * Adtran system could save \$19k / yr in maintenance charges
- * Avoids paying maintenance on two systems
- * Best unity – everyone on same platform
- * Provides structure for taking advantage of Digital 395

Distinctive Features

- * Unified Messaging – Faxes & Voicemail in your inbox
- * Cell Phone Find Me / Follow me
- * Presence / Chat – see status of coworkers
- * SIP Standards – No vendor lock-in
- * Remote Survivability – Capability to place equipment in each building that keeps phones working in event of network failure

Our Research

AVAYA

ADTRAN[®]

CUDATEL

Fonality

 **MITEL**

Detailed Analysis

Phone System Options

Feature	Fonality	Cudatel	Adtran - small	Adtran - vmai	Adtran - all	Mitel - small	Mitel - all	Avaya - small	Avaya - all
	Separate System	Separate System	Small -> Grow	Small -> Grow	Replace System	Small -> Grow	Replace System	Small -> Grow	Upgrade System
Unified Messaging	Yes	Yes	Yes	Yes	Yes	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)
Cell Find Me/Follow Me	Yes	Yes	Yes	Yes	Yes	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)
Open SIP Standards	Yes	Yes	Yes	Yes	Yes	no	no	no	no
Analog/Fax Ports	No	No	No	No	24	No	54	No	x
Integration with current system	No	No	Yes	Yes	n/a	Yes	n/a	Yes	n/a
Remote Survivability	No	No	(\$ to add)	(\$ to add)	Mam/BP	No	Mam/BP	no	Mam/BP
Phones	29 basic / 11 adv	40 mid	7 basic / 25 Adv	basic / 32 mid / 3 ac	5 basic / 320 mid	40 adv	215 mid / 51 adv	40 IP	40 IP / existing
County Adjustments									
POE Switches	\$ 2,200.00	\$ 2,200.00	(included)	\$ 2,200.00	\$ 29,200.00	\$ 2,200.00	\$ 29,200.00	\$ 2,200.00	\$ 2,200.00
T1 Card			\$ 900.00	\$ 1,800.00		\$ 900.00		\$ 900.00	
Avaya Programing			\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00		
Virtual Server(s)			\$ 650.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00		
Plycom Phone Credit	\$ (3,000.00)	\$ (3,000.00)	\$ (2,120.00)	\$ (3,000.00)	\$ (18,750.00)				
Separate Monthly Phone Service	\$ 500.00	\$ 500.00							
System	\$ 15,698.00	\$ 16,500.00	\$ 14,559.81	\$ 25,137.29	\$ 119,464.00	\$ 26,524.00	\$ 131,843.06	\$ 33,769.45	\$ 150,028.45
Install	\$ 3,398.00		\$ 9,872.00	\$ 14,160.00	\$ 30,560.00	\$ 8,963.00	\$ 37,775.00	\$ 15,443.60	\$ 34,008.80
Annual Maintenance	\$ 2,240.00	\$ 3,200.00	\$ 770.00	\$ 1,688.00	\$ 5,907.00	\$ 3,122.83	\$ 17,024.37		\$ 25,571.22
Tax	\$ 1,138.11	\$ 1,196.25	\$ 1,055.59	\$ 1,822.45	\$ 8,661.14	\$ 1,922.99	\$ 9,558.62	\$ 2,448.29	\$ 10,877.06
Total	\$ 22,174.11	\$ 20,596.25	\$ 28,087.40	\$ 46,857.74	\$ 178,742.14	\$ 46,682.82	\$ 229,101.05	\$ 54,761.34	\$ 222,685.53

Phone System Options

Feature	Fonality	Cudatel	Adtran - small	Adtran - vmail	Adtran - all	Mitel - small	Mitel - all	Avaya - small	Avaya - all
	Separate System	Separate System	Small -> Grow	Small -> Grow	Replace System	Small -> Grow	Replace System	Small -> Grow	Upgrade System
Unified Messaging	Yes	Yes	Yes	Yes	Yes	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)
Cell Find Me/Follow Me	Yes	Yes	Yes	Yes	Yes	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)	(\$\$ to add)
Open SIP Standards	Yes	Yes	Yes	Yes	Yes	no	no	no	no
Analog/Fax Ports	No	No	No	No	24	No	54	No	x
Integration with current system	No	No	Yes	Yes	n/a	Yes	n/a	Yes	n/a
Remote Surviveability	No	No	(\$ to add)	(\$ to add)	Mam/BP	No	Mam/BP	no	Mam/BP
Phones	29 basic / 11 adv	40 mid	7 basic / 25 Adv	5 basic / 32 mid/ 3 ad	5 basic / 320 mid	40 adv	215 mid / 51 adv	40 IP	40 IP / existing
County Adjustments									
POE Switches	\$ 2,200.00	\$ 2,200.00	(included)	\$ 2,200.00	\$ 29,200.00	\$ 2,200.00	\$ 29,200.00	\$ 2,200.00	\$ 2,200.00
T1 Card			\$ 900.00	\$ 1,800.00		\$ 900.00		\$ 900.00	
Avaya Programing			\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00		
Virtual Server(s)			\$ 650.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00		
Plycom Phone Credit	\$ (3,000.00)	\$ (3,000.00)	\$ (2,120.00)	\$ (3,000.00)	\$ (18,750.00)				
Separate Monthly Phone Service	\$ 500.00	\$ 500.00							
System	\$ 15,698.00	\$ 16,500.00	\$ 14,559.81	\$ 25,137.29	\$ 119,464.00	\$ 26,524.00	\$ 131,843.06	\$ 33,769.45	\$ 150,028.45
Install	\$ 3,398.00		\$ 9,872.00	\$ 14,160.00	\$ 30,560.00	\$ 8,963.00	\$ 37,775.00	\$ 15,443.60	\$ 34,008.80
Annual Maintenance	\$ 2,240.00	\$ 3,200.00	\$ 770.00	\$ 1,688.00	\$ 5,907.00	\$ 3,122.83	\$ 17,024.37		\$ 25,571.22
Tax	\$ 1,138.11	\$ 1,196.25	\$ 1,055.59	\$ 1,822.45	\$ 8,661.14	\$ 1,922.99	\$ 9,558.62	\$ 2,448.29	\$ 10,877.06
Total	\$ 22,174.11	\$ 20,596.25	\$ 28,087.40	\$ 46,857.74	\$ 178,742.14	\$ 46,682.82	\$ 229,101.05	\$ 54,761.34	\$ 222,685.53

Note: Replacing all switches to be POE+ is (7) 48 port, (9) 24 port, (3) 24 port Gig for \$29,200. To upgrade everything to Gig is \$46,800.

Note: Polycom Cudatel prices from list prices online for our phones - up to 250 phones

Provides new Unified Messaging system for all county users



Quote

Date	Quote #
1/14/2013	Q19014

Hula Networks, Inc.

1153 Tasman Drive
Sunnyvale CA 94089
US
650-625-4100

Bill To	Ship To
Mono County P.O. Box 696 Bridgeport CA 93517	Mono County PO Box 556, 25 Bryant Street Bridgeport CA 93517

Sales Rep	Sales Rep Phone #	Expiry Date	Quote/Delivery Contact
Jared Garcia		2/13/2013	

Project Memo

Mono County Adtran 40 User w/ ECS Standard Licensing

Item	QTY	Description	Units List	Unit Price	Ext Price
1951500BG1	1	The NetVanta Enterprise Communications Server Standard Bundle - 50 Basic User License provides you with a low cost Windows-based, Active Directory enabled, fully featured all-in-one unified communications software solution. Also adds UC to your PBXs. Great for small organizations or departmental use. Licenses included in this bundle include: 50 basic SIP users, 16 application channels, 5 SIP identity expansion licenses, 6 meet-me conference channels, 1 broadcast paging. Partner must hold UC specialization or sell ACES UC installation services and software assurance in conjunction with this product.	5,600.00	3,680.00	3,680.00
1202752G1	7	IP 335 Two-line entry level HD Voice SIP phone, with a full duplex speaker phone and enterprise grade feature set. Comes with dedicated feature keys (of which there are 2 line keys, 3 soft keys) and a full-duplex speakerphone. Provides two 10/100 Mbps switched Ethernet ports, support for G.711 and G.729 codecs, and a RJ-22 headset jack. Includes	169.00	110.32	772.24

Total List Price	\$35,543.00
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Returns and Exchanges: If you are not 100% satisfied with your purchase and it is within 30 days of delivery, and the product was sold from existing stock, we will accept the return of the working item in the same condition and packaging it was received subject to a 20% restocking fee. If a product was purchased specifically to fill your order and was not available in our inventory at that time, it is non-returnable. Customer is responsible for any freight charges on all returns. All sales are final. Completeness: Each box contains a PACKING SLIP indicating what is in the box. It is the customer's responsibility to check the items received against the pack slip, and notify Hula Networks regarding discrepancies immediately upon receipt of the equipment. Packaging: We use foam, bubble rap, sturdy boxes and pack items well. In the event the item arrives damaged, it is the responsibility of the customer to immediately notify FED-EX regarding the damaged items. Hula Networks will work with the customer and FED-EX to resolve the issue as soon as possible. Shipping: We ship primarily via FED-EX per the customer's account number. FOB Mountain View CA Prepaid & Add Sales Tax: CA customers are subject to the sales tax rate per their region. Tax exempt organizations must provide us with their tax number when placing an order or will be charged sales tax. Condition/Warranty/Exchange: We sell used, unused in original box, and new equipment. New equipment is covered under each manufacturer's own warranty. Used products carry a 30-day warranty, with one year warranties available. Warranty covers DOA equipment or equipment failing to perform to manufacturer's specifications. Warranty does not cover misuse and/or damage due to improper installation and/or operation of the equipment. No item can be returned without prior authorization. We will repair, exchange, or refund the equipment under warranty within 5 working days after its receipt at our warehouse. All equipment is subject to prior sale. Software re-licensing is the responsibility of the end user. Credit Cards: Charges are subject to Transaction fees.



Quote

Hula Networks, Inc.

1153 Tasman Drive
Sunnyvale CA 94089
US
650-625-4100

Date	Quote #
1/14/2013	Q19014

Item	QTY	Description	Units List	Unit Price	Ext Price
1200855G1	25	auto-sensing 802.3af PoE support. No separate wall mount needed, as the base stand doubles as a wall mount bracket. 1-year warranty. Does not include AC power supply. Co-branded ADTRAN-Polycom model.			
1700100G1	1	VVX 500 12-line Business Media Phone with HD Voice. Gesture-based, multitouch-capable, capacitive 3.5-inch Color, QVGA touchscreen. Adjustable base height.Screensaver and digital picture frame modeTwo-port Gigabit Ethernet switch. Includes auto-sensing 802.3at PoE support. Ships without power supply. 1-year warranty.	409.00	270.00	6,750.00
1700100G1	1	NETVANTA 6310 PRI	1,795.00	1,179.57	1,179.57
SERVER	0	“Rack Mount System Up to 400 Users, OS: Microsoft Server 2008, Processor: 1 x Core i3-540, RAM: 4G 1333MHz, Storage: RAID 5 3x500G 7200rpm, Dual Power Supply (Note: Server Operating System & Hardware Provided by end customer or VAR.)		0.00	0.00
1100ALS30002ECS	1	CES ECS Gold Install Package - ACES installation of NetVanta Enterprise Communication Server in accordance to package features M-F, 8am-5pm (must be sold in conjunction with ACES ECS Per User Phone Install)	3,325.00	3,325.00	3,325.00
1100ALS10025N	1	Hula Networks ACES On-Site Installation of NetVanta 6310	990.00	990.00	990.00
1100ALS10011UC	32	NetVanta ECS Per User Installation fee.	31.00	31.00	992.00
1100ALS10019UC	1	T1/PRI test and turn-up support	565.00	565.00	565.00
Installation	1	Hula Networks onsite project management and Installation services / end user training	5,400.00	2,500.00	2,500.00
Travel Expenses	1	estimated Travel Expenses but billed at actual	1,500.00	1,500.00	1,500.00
1951500BG1#SA12	1	This Software Assurance (SA) Subscription extends	560.00	560.00	560.00

Total List Price	\$35,543.00
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Quote

Hula Networks, Inc.

1153 Tasman Drive
Sunnyvale CA 94089
US
650-625-4100

Date	Quote #
1/14/2013	Q19014

Item	QTY	Description	Units List	Unit Price	Ext Price
1100AM580122N	1	your NetVanta UC SA coverage by 12 months for your NetVanta Enterprise Communications Server Standard Bundle - 50 Basic User License (p/n 1951500BG1). All licensed components in your NetVanta UC product must be covered by a Software Assurance subscription for Software Assurance coverage to be in effect for your system.			
		ACES 5x8xNBD 1YR 30 minute phone response; next business day delivery of replacement parts, available Monday - Friday 8 a.m. - 5 p.m. (local time) covers TA 904, 908, 912, 916, NetVanta 6310, NetVanta 6630 8FXS, NetVanta 6330 16FXS	210.00	210.00	210.00
J9625A#ABA	2	HP J9625A#ABA Managed 10/100Mbps + 1000Mbps 2620-24-PoE+ Switch	1,599.00	1,089.00	2,178.00
				Subtotal	25,201.81
				Tax Total	1,055.59
				Total	\$26,257.40
			<i>Total List Price</i>	\$35,543.00	

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**MONO COUNTY PURCHASE ORDER AGREEMENT -
SERVICES**

By the signature of its Purchasing Agent appearing below, Mono County retains the services of Windstream Corporation of Little Rock, AR (Contractor) to provide the services and associated materials, if any, for the prices or at the rates, and within the time period, specified below or in the attached quote:

Remote Software support - RMATS at \$150/hour.
Program Definity DS1 interface to provide 4 digit dialing,
and incoming / outgoing call routing to new NetVanta VoIP
system. Purchase TN464HP & 120A CSU per attached quote.
Service and parts not to exceed \$3,300.

Clay Neely, Information Technology Director

Dated: _____ **Purchase Order No.** _____

All services and materials must be delivered within 120 days of the above date, after which this contract will be void. Contractor's provision of such services and materials is subject to the terms and conditions set forth on the reverse side of this Agreement.

Send invoices to: Mono County Information Technology
Attn: Kirk Hartstrom
PO Box 556 / 25 Bryant Street
Bridgeport, CA 93517

Accepted:

Contractor

Mono County Purchase Order Agreement-Services

The Purchase Order Agreement ("PO") is made by and between the County of Mono ("County") and the party to which this PO is addressed ("Contractor"), effective as of the date set forth above.

1. Contractor shall provide to County all services and associated materials, if any, as described, for the compensation, and within the time period specified or referenced on the reverse side of this Agreement.
2. County shall make payment to Contractor for such services in accordance with the terms set forth herein within thirty (30) days after its receipt of an accurate, itemized written statement or invoice from Contractor.
3. Contractor shall comply with all applicable laws in the provision of services and associated materials, if any, pursuant to this PO. Further, Contractor shall obtain and maintain all such licenses and permits, or other authorizations, as are required for it to provide the services and associated materials, if any, as have been requested of it by County pursuant to this PO.
4. Contractor waives any right to, and shall deliver possession and title to County of, all publications, computer programs, inventions, or other property which result from the Contractor's performance of services pursuant to this PO unless otherwise expressly agreed in writing by County.
5. Contractor shall, and shall require its agents, officers and employees to, maintain the confidentiality of any and all proprietary, privileged, or otherwise confidential information in County's possession and obtained by Contractor et al. as the result of their performance of this PO, and shall refrain from disclosing or using such information except as necessary to provide the services and associated materials, if any, pursuant to this PO.
6. Contractor shall maintain workers' compensation insurance to the extent required by law, and shall maintain at least the minimum types and amounts of other insurance coverage as are usually and customarily maintained by persons or firms engaged in the provision of the same or similar type of services and associated materials, if any, as called for by this PO.
7. Contractor shall defend, indemnify, and hold harmless County, its agents, officers, employees and volunteers from and against any and all claims, liability, and other costs, including litigation costs and attorney's fees, arising out of or resulting from acts or omissions of Contractor, or Contractor's agents, officers, employees, or volunteers, or any person for whose acts or omission any of them may be liable, in the provision of services and associated materials, if any, hereunder. County agrees to defend, indemnify, and hold harmless Contractor and Contractor's agents, officers, and employees from and against any and all claims, liability, and other costs, including litigation costs and reasonable attorney's fees, arising out of or resulting from the active negligence or wrongful acts of County or County's agents, officers, employees, or volunteers in carrying out this PO.
8. Contractor shall prepare and maintain such records as may be required by law or this PO regarding the Contractor's provision of services and associated materials, if any, pursuant to this PO, and shall make such records available for inspection by County and other authorized entities and persons for reasonable requested audit or evaluation purposes.
9. Contractor shall refrain from, and require its agents, officers, and employees to refrain from, discriminating in violation of applicable federal or state law against any person in the course of providing services and associated materials, if any, pursuant to this PO.
10. Contractor shall provide to County all warranties for all materials provided pursuant to this PO which are impliedly or expressly provided by law or which the manufacturer customarily provides to purchasers or users.
11. This PO may be terminated by either party upon at least ten (10) days prior written notice. Contractor shall be entitled to payment for services and associated materials, if any, provided prior to its receipt of notice of termination in accordance with terms and condition of this PO.
12. This PO may be amended only by mutual written consent of the parties; it is intended as the entire agreement between the parties, superseding all previous agreements between them. If any portion of this PO is determined to be invalid, the remaining portions shall continue in full force and effect.
13. This PO is governed by California law. Venue for any legal proceeding arising out of or related to it shall be in Mono County, California. If either party initiates legal proceedings against the other party with respect to the PO, the non-prevailing party shall pay the prevailing party's costs and expenses (including reasonable attorney's fees).
14. The parties are independent contractors, and the employees, officers, and agents of one party shall not be deemed to be employees of the other party for any purpose.
15. By Contractor's signature on this PO and/or Contractor's provision of services and associated materials, if any, pursuant to this PO shall constitute Contractor's agreement to its terms and conditions. County's issuance of this PO constitutes County's agreement to its terms and conditions.
16. Notwithstanding the above, this Purchase Agreement is subject to and incorporates herein the terms of such bid specifications, if any, issued by County concerning the services rendered by Contractor.
17. In accordance with § 1720 et seq. of the California Labor Code, Contractor is advised that some or all of the services Contractor is to provide County pursuant to this PO may constitute a "public work." Accordingly, Contractor, and any subcontractor retained by Contractor, shall pay to all workers employed in the performance of those services that constitute a public work not less than the general prevailing rate of per diem wages for regular, holiday, and overtime work. These general prevailing rates of per diem wages have been determined by the Director of the California Department of Industrial Relations; copies of the Director's determinations are on file at the Mono County Department of Public Works, 74 N. School Street, Bridgeport and are available upon request.



Platinum
BUSINESS PARTNER

Quotation

Customer **Mono County**
 Contact **Kirk Hartstrom**
 Phone **760-932-5505**
 Address **PO Box 556**
Bridgeport, CA 93517

website www.windstreambusiness.com
 Contact Jacqueline Promotico
 Phone 714-855-8189
 Address 90 Blue Ravine Road, Folsom CA 95630
 Quote Date 11/29/12
 Engineer Mike Bennett

Scope of Work

Equipment Drop-Ship Only

Qty	Description	Unit Disc. Price	Extended Disc. Price
Equipment			
1	TN464HP - Certified Refurb	\$ 455.00	\$ 455.00
1	120A CSU with cable and clip - Certified Refurb	\$ 423.00	\$ 423.00
	Total Equipment		\$ 878.00
Services			
			\$ -
	Services Total		\$ -
	Solution Totals:		
	Equipment		\$ 878.00
	Services		\$ -
	Total Project		\$ 878.00

** Quote does not include applicable taxes or shipping
 ** Quote valid for 60 days.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	February 19, 2013	DEPARTMENT	Clerk-Recorder
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Lynda Roberts
SUBJECT	County Records Restoration and Preservation		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

The Clerk-Recorder's Office is the custodian of many old and historic records that are priceless and irreplaceable. Two sets of records, Bodie Records and Old Mining Indexes, need to be restored and preserved as soon as possible in order to stop deterioration, which in the near future will render them unsalvageable. Funding for the restoration will come from the Micrographics Trust Fund, which is dedicated funding for the purpose of record-keeping.

RECOMMENDED ACTION:

Authorize the transfer of up to \$40,000 from the Micrographics Trust Fund to the General Fund to be used to preserve Bodie Records and Old Mining Indexes.

FISCAL IMPACT:

Up to \$40,000 from the Micrographics Trust Fund.

CONTACT NAME: Lynda Roberts

PHONE/EMAIL: 760-932-5538 / lroberts@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Records Preservation](#)

History

Time	Who	Approval
2/8/2013 5:11 PM	County Administrative Office	Yes
2/8/2013 4:09 PM	County Counsel	Yes
2/8/2013 6:38 PM	Finance	Yes



CLERK-RECORDER-REGISTRAR COUNTY OF MONO

P.O. BOX 237, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5530 • FAX (760) 932-5531

Lynda Roberts
Clerk-Recorder
760-932-5538
lroberts@mono.ca.gov

Linda Romero
Assistant Clerk-Recorder
760-932-5534
lromero@mono.ca.gov

To: Honorable Board of Supervisors
From: Lynda Roberts, Clerk-Recorder
Date: February 19, 2013

Subject

County Records Restoration and Preservation

Recommendation

Authorize the transfer of up to \$40,000 from the Micrographics Trust Fund to the General Fund to be used to preserve Bodie Records and Old Mining Indexes.

Discussion

The Clerk-Recorder's Office is the custodian of many old and historic records that are priceless and irreplaceable. Records preservation is an on-going project that was started many years ago by the previous Clerk-Recorder.

A recent assessment of County records under the care of the Clerk-Recorder's Office provided a plan of action for continuing to preserve these valuable records. The assessment concluded that based on the deteriorated and fragile condition of Bodie Records and Old Mining Indexes (some dating back to 1861), these records should be preserved as soon as possible. With the passing of time, records will continue to become more fragile and once the paper reaches a 90 percent loss of strength, the records will not be salvageable; the paper of the Bodie records has only about 20 percent of its original strength. Part of the restoration work will include producing microfilm so records can be viewed without the need to handle the actual books.

Part of the recording fee collected by the Clerk-Recorder's Office includes \$1.00 for every recorded document, which is deposited in the Micrographics Trust Fund. The purpose of this fund is for record-keeping, and the money collected can only be used for this purpose.

It is imperative to restore and preserve these records now. Thank you for considering the urgency of this request.

Fiscal Impact

Up to \$40,000 from the Micrographics Trust Fund.