



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 Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

May 14, 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 **CLOSED SESSION**
10:30 a.m.

BOARD OF SUPERVISORS

- 1a) **Closed Session - Animal Control Director** - PUBLIC EMPLOYMENT. Government Code Section 54957. Title: Animal Control Director.
- 1b) **Closed Session - CAO Position** - PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrative Officer.
- 1c) **Closed Session - Conference with Real Property Negotiators** - CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Government Code section 54956.8. Property: APN: 015-010-065 ("Rodeo Grounds"). Agency negotiators: Supervisors Johnston and Alpers. Negotiating parties: Mono County and Intrawest. Under negotiation: price and terms of payment.
- 1d) **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 Special Meeting held on May 2, 2013.

B. Approve minutes of the Special Meeting held on May 3, 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.

10:30 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.)

CLERK OF THE BOARD

- 5a) **Bridgeport PUD Request for Waiver of Fees** - The Bridgeport Public Utility District has discovered a break in the district sewer pipe joint on Bryant Street. This needs to be repaired. The District has been informed that the county permitting fee is \$520.00. Additionally, the District will be required to have signage at the work area. Supervisor Fesko has agreed to sponsor this item.

Recommended Action: Authorize the Board of Supervisors to waive permitting fees for the Bridgeport Utility District for work to be done on the Bryant Street sewer line and allow the District to borrow the necessary signs from the County to place at the work site as required to meet safety standards.

Fiscal Impact: The county would lose \$520.00 in permitting fees.

CLERK-RECORDER

- 6a) Senate Bill 391, California Homes and Jobs Act of 2013** - If passed, Senate Bill 391 will impose an additional \$75 fee on recorded documents, except those recorded in connection with a real estate purchase or transfer. The \$75 fee would impact a variety of documents, including those recorded for refinancing transactions, affidavits of death, and liens.

Recommended Action: Approve a letter of opposition to Senate Bill 391.

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

- 7a) Sharon Clark Concerns about MMSA and USFS Land Swap** - Letter dated April 27, 2013 from Sharon Clark of Mammoth Lakes, expressing concern about the possible Land Swap between Mammoth Lakes Ski Area and the US Forest Service. This is informational only.
- 7b) Nancy Boardman Resignation Letter** - Correspondence from Nancy Boardman, Animal Control Director, dated 04/23/13 announcing her resignation from her position effective 06/30/13.

COUNTY COUNSEL

Additional Departments: Economic Development

- 8a) Caltrans MOU (Marshall Rudolph)** - Proposed Memorandum of Understanding (MOU) between the California Department of Transportation (Caltrans) and Mono County. The MOU would potentially resolve certain issues that have arisen between the parties regarding current and future uses of the Conway Ranch property, particularly with respect to fish-rearing on the property.

15 minutes

Recommended Action: Approve County entry into proposed MOU and authorize the Board Chair to sign said MOU on behalf of the County.

Fiscal Impact: \$113,300, payable if and when the MOU parties are ultimately able to arrive at mutually-acceptable terms for a Conservation Easement pursuant to the MOU.

FINANCE

- 9a) March 2013 Quarterly Investment Report (Rosemary Glazier)** - Report on quarterly investment activity for quarter ending 3-31-2013. Report March 3-2013 treasury transactions.

15 minutes

Recommended Action: None. Information only.

Fiscal Impact: None.

COMMUNITY DEVELOPMENT - PLANNING DIVISION

Additional Departments: Public Works, Finance

- 10a) Bridgeport Facilities Plan (Wendy Sugimura)** - Presentation by Wendy Sugimura regarding County facilities report for Bridgeport.

30 minutes

Recommended Action: Make any desired modifications to the report, accept the report, and direct staff to implement the following report recommendations: 1. Priority project concepts for further development and programming. 2. General maintenance and space program needs. 3. Energy efficiency and utility cost reduction concepts. 4. Development of a multi-agency office space and visitor center project. 5. Enhanced design work to encourage building and public space appearance consistent with community character.

Fiscal Impact: None at this time.

PUBLIC WORKS - FACILITIES DIVISION

Additional Departments: Community Development

11a)
30 minutes

Workshop Projects Process (Joe Blanchard, Mary Booher) - Presentation by Joe Blanchard, Mary Booher regarding the identification of a Board approved process for projects to progress from a concept to a project.

Recommended Action: None (informational only). Provide any desired direction to staff.

Fiscal Impact: None at this time.

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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.)

PUBLIC WORKS - ROAD DIVISION

12a)
10 minutes

Re-allocation of Capital Improvement Project funds (Jeff Walters and Mary Booher) - The Lower Rock Creek Road Guard Rail project in Paradise will require approximately \$30,000 to construct. Another Capital Improvement Project, the Mono General Hospital Boiler Replacement in Bridgeport, originally budgeted at \$125,000 has been completed for \$63,062. Sufficient funds remain from this Capital Project to cover the costs expected on the Guardrail Project. This action requires a 4/5 vote.

Recommended Action: The Board of Supervisors authorize the closure of the Boiler Replacement Capital Improvement Project; reallocate \$30,000 of the funds to a new CIP project for the Lower Rock Creek Road Guard Rail and reallocate the balance of \$31,938 back to the contingency fund in the General Fund.

Fiscal Impact: This action will result in the allocation of \$30,000 for the Lower Rock Creek Guard Rail Project and \$31,938 increase in the general fund contingency.

COUNTY ADMINISTRATIVE OFFICE

Additional Departments: County Counsel; Community Development

13a)
45 minutes

Special Event Ordinance Workshop (Sarah Messerlian) - Presentation by Sarah Messerlian regarding Special Event Ordinance.

Recommended Action: Provide any desired direction to staff regarding content of Special Event Ordinance.

Fiscal Impact: None at this time.

BOARD OF SUPERVISORS

14a)
45 minutes

Board of Supervisors Planning Workshop (Board of Supervisors) - The Board of Supervisors will hold a workshop to continue their strategic planning process by prioritizing their projects list. This item was requested by Supervisor Hunt.

Recommended Action: Review updated projects list from the April 9, 2013, public input workshop. Begin process of prioritizing projects. Provide direction to staff.

Fiscal Impact: None.

AMBULANCE PARAMEDICS

15a)
1.5 hours

Mono County Paramedic Fire Rescue Association Workshop (Rick Mitchell, President, Alex Johnson, Secretary/Treasurer, Jim DeGraffenreid, Steward) - Educational workshop about the Mono County EMS program, and discussion by the Paramedic Association about the future of the EMS program. At the regular meeting of February 19, 2013, members of the Board of Supervisors invited the Paramedic Association to schedule this workshop.

Recommended Action: None; informational only.

Fiscal Impact: None.

ADJOURNMENT

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

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Closed Session - Animal Control Director		

AGENDA DESCRIPTION:

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

PUBLIC EMPLOYMENT. Government Code Section 54957. Title: Animal Control Director.

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:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
5/8/2013 4:34 PM	County Administrative Office	Yes
5/8/2013 4:19 PM	County Counsel	Yes
5/8/2013 1:25 PM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 14, 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
4/30/2013 2:57 PM	Clerk of the Board	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Closed Session - Conference with Real Property Negotiators		

AGENDA DESCRIPTION:

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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Government Code section 54956.8. Property: APN: 015-010-065 ("Rodeo Grounds"). Agency negotiators: Supervisors Johnston and Alpers. Negotiating parties: Mono County and Intrawest. Under negotiation: price and terms of payment.

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
5/8/2013 4:34 PM	County Administrative Office	Yes
5/8/2013 4:19 PM	County Counsel	Yes
5/8/2013 1:25 PM	Finance	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 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
4/30/2013 2:58 PM	Clerk of the Board	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 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 Special Meeting held on May 2, 3013.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Lynda Roberts
PHONE/EMAIL: x5538 / 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:

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 [05/02/13 draft](#)

History

Time	Who	Approval
5/8/2013 4:32 PM	County Administrative Office	Yes
5/8/2013 4:18 PM	County Counsel	Yes
5/6/2013 3:55 PM	Finance	Yes



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

Special Meeting

May 2, 2013

MEETING LOCATION

Board Chambers, 2nd Fl.,
County Courthouse,
278 Main St., Bridgeport, CA
93517

Flash Drive	Not Recorded
Minute Orders	None
Resolutions	None
Ordinance	None

1:00 PM

Meeting Called to Order by Chairman Hunt

- Supervisors Present: Alpers, Fesko, Hunt, Johnston, Stump
- Supervisors Absent: None

Pledge of Allegiance led by Supervisor Hunt

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD
No one spoke.

Board Comments

- Supervisor Stump: At the last meeting (closed session), the Board discussed the idea of Supervisors Fesko and Stump meeting again with the At-Will contract group. Stump and Fesko believe that prior to another meeting the Board needs to define parameters which can be discussed with the At-Will group.
 - Supervisor Fesko: Has not yet received input from the At-Will group. He would like changes to be mutually agreed upon rather than imposed.
- Supervisor Hunt: Each Supervisor agreed to contribute \$50 towards the employee picnic. The HR Department needs the checks as soon as possible.

Closed Session: 1:04 p.m.

Adjourn: 6:10 p.m.

CLOSED SESSION

There was nothing to report out of closed session.

Note

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

BOARD OF SUPERVISORS

- 1a) PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrative Officer.

ADJOURN: 6:10 p.m.

ATTEST:

BYNG HUNT
CHAIR

LYNDA ROBERTS
CLERK OF THE BOARD

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Note

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



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 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)

B. Approve minutes of the Special Meeting held on May 3, 2013.

RECOMMENDED ACTION:

FISCAL IMPACT:

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:

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[Draft Minutes](#)

History

Time	Who	Approval
5/6/2013 3:32 PM	Clerk of the Board	Yes



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

Special Meeting

May 3, 2013

MEETING LOCATION

Board Chambers, 2nd Fl.,
County Courthouse,
278 Main St., Bridgeport, CA
93517

Flash Drive	Not Recorded
Minute Orders	None
Resolutions	None
Ordinance	None

1:02 PM

Meeting Called to Order by Chairman Hunt

- Supervisors Present: Alpers, Fesko, Hunt, Johnston, Stump
- Supervisors Absent: None

Pledge of Allegiance led by Supervisor Hunt

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD
No one spoke.

Closed Session: 1:03 p.m.
Adjourn: 6:15 p.m.

CLOSED SESSION

There was nothing to report out of Closed Session.

1a)

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

ADJOURN: 6:15 p.m.

ATTEST:

BYNG HUNT
CHAIR

Note

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

LYNDA ROBERTS
CLERK OF THE BOARD

§§§§§

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



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Clerk of the Board
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Bridgeport PUD Request for Waiver of Fees		

AGENDA DESCRIPTION:

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

The Bridgeport Public Utility District has discovered a break in the district sewer pipe joint on Bryant Street. This needs to be repaired. The District has been informed that the county permitting fee is \$520.00. Additionally, the District will be required to have signage at the work area. Supervisor Fesko has agreed to sponsor this item.

RECOMMENDED ACTION:

Authorize the Board of Supervisors to waive permitting fees for the Bridgeport Utility District for work to be done on the Bryant Street sewer line and allow the District to borrow the necessary signs from the County to place at the work site as required to meet safety standards.

FISCAL IMPACT:

The county would lose \$520.00 in permitting fees.

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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[BPUD Staff](#)

History

Time	Who	Approval
5/8/2013 4:33 PM	County Administrative Office	Yes
5/8/2013 4:19 PM	County Counsel	Yes
5/6/2013 3:39 PM	Finance	Yes

BRIDGEPORT PUBLIC UTILITY DISTRICT

P.O. BOX 473

BRIDGEPORT, CA 93517

TEL: (760) 932-7251 FAX: (760)932-9992

E-MAIL BPUD@Qnet.com

May 6, 2013

Presentation to the Mono County Board of Supervisors

By: Erinn Wells, President, and Bridgeport Public Utility District

Discussion: The Bridgeport Public Utility District has discovered a break in the district sewer pipe joint on Bryant St. in the area behind the Oak Valley Community Bank. The Road Department has informed us of several requirements that we must meet before commencing work on this project. One of the requirements is a permitting fee in the amount of \$520.00.

Also, we are required to have signage at our work area, which we agree is necessary. At this time we do not have signs and would like to borrow them from the county if possible. This would save the District \$578.00.

We are trying diligently to find a solution to the Arsenic Problem we are dealing with and in doing so are trying to curtail as many extra expenses as possible. Any consideration you could give us would be very much appreciated.

Recommendation: Waive the permitting fee for the Bridgeport Public Utility District for work to be done on Bryant St. sewer line.
Allow the District to borrow necessary signs from the County to place at work site as required to meeting safety standards.

Fiscal Impact: \$520.00



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Clerk-Recorder
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Senate Bill 391, California Homes and Jobs Act of 2013		

AGENDA DESCRIPTION:

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

If passed, Senate Bill 391 will impose an additional \$75 fee on recorded documents, except those recorded in connection with a real estate purchase or transfer. The \$75 fee would impact a variety of documents, including those recorded for refinancing transactions, affidavits of death, and liens.

RECOMMENDED ACTION:

Approve a letter of opposition to Senate Bill 391.

FISCAL IMPACT:

None.

CONTACT NAME: Lynda Roberts

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

SUBMIT THE ORIGINAL DOCUMENT WITH
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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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[Letter of Opposition](#)

[Senate Bill 391](#)

History

Time	Who	Approval
5/8/2013 4:35 PM	County Administrative Office	Yes
5/8/2013 4:19 PM	County Counsel	Yes
5/8/2013 1:25 PM	Finance	Yes



Larry Johnston ~ District One Fred Stump ~ District Two Tim Alpers ~ District Three
Tim Fesko ~ District Four Byng Hunt ~ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5538 • FAX (760) 932-5531

Lynda Roberts, Clerk of the Board

May 14, 2013

The Honorable Mark DeSaulnier
Chair, Senate Transportation and Housing Committee
State Capitol, Room 5035
Sacramento, CA 95814

Re: Opposition to Senate Bill 391

Dear Senator DeSaulnier,

On behalf of Mono County, I am writing to respectfully oppose Senate Bill 391—California Homes and Jobs Act of 2013. While affordable housing is a concern in Mono County, the Board of Supervisors believes that SB 391 is not the best way to create a funding source dedicated to affordable housing development since it would impose a hefty fee targeting one segment of the population.

This bill would have several harmful effects that include:

- increasing the cost of a typical refinancing transaction by \$300;
- burdening a widow with an additional \$75 to record an affidavit of her husband's death;
- adding financial costs to a contractor recording a lien for unpaid services, or to a miner recording his annual work assessments;
- increasing the cost for homeowners who are already in default, a process that requires on average the recording of five documents;
- acting as a disincentive to record property documents, thus hindering citizen's ability to obtain a complete record pertaining to home ownership.

Additionally, county recorders will have to deal with public inquiries and differentiate what is considered "in connection with" a real estate purchase or transfer. For example, if there is an assignment or financial instrument recorded one month after the sale of a property, can it still be considered "in connection with" the transfer and, therefore, exempt from the \$75 fee? Recorders will also become the overseers of a program that does not relate to their mandated function.

Because of the potentially harmful impact to one group of citizens, as well as the other issues outlined above, we urge you to reconsider using this fee as a permanent and ongoing funding source for affordable housing.

Sincerely,

Byng Hunt, Chair
Mono County Board of Supervisors

Cc: Senator Tom Berryhill
Assembly Member Frank Bigelow
Senate Transportation and Housing Committee



California
LEGISLATIVE INFORMATION

SB-391 California Homes and Jobs Act of 2013. (2013-2014)

SECTION 1. *This act shall be known as the California Homes and Jobs Act of 2013.*

SEC. 2. *The Legislature finds and declares that having a healthy housing market that provides an adequate supply of homes affordable to Californians at all income levels is critical to the economic prosperity and quality of life in the state. The Legislature further finds and declares all of the following:*

(a) Funding approved by the state's voters in 2002 and 2006, as of June 2011, has financed the construction, rehabilitation, and preservation of over 11,600 shelter spaces and 57,220 affordable apartments, including 2,500 supportive homes for people experiencing homelessness. In addition, these funds have helped 57,290 families become or remain homeowners. Nearly all of the voter-approved funding for affordable housing was awarded by the beginning of 2012.

(b) The requirement in the Community Redevelopment Law that redevelopment agencies set aside 20 percent of tax increment for affordable housing generated roughly one billion dollars (\$1,000,000,000) per year. With the elimination of redevelopment agencies, this funding stream has disappeared.

(c) California has 12 percent of the United States population, but 21.4 percent of its homeless population. Seventy-three

percent of people experiencing homelessness in California fell into it because they could not afford a place to live. Sixty-two percent of homeless Californians are unsheltered, 14 percent are veterans, and 20 percent are families.

(d) Furthermore, 4 of the top 10 metropolitan areas in the country for homeless are in the following metropolitan areas in California: San Jose-Sunnyvale-Santa Clara, Los Angeles-Long Beach-Santa Ana, Fresno, and Stockton.

(e) California continues to have the second lowest homeownership rate in the nation, and minimum wage earners have to work 120 hours per week to afford the average two-bedroom apartment.

(f) Millions of Californians are affected by the state's chronic housing shortage, including seniors, veterans, people experiencing chronic homelessness, working families, people with mental, physical, or developmental disabilities, agricultural workers, people exiting jails, prisons, and other state institutions, survivors of domestic violence, and former foster and transition-aged youth.

(g) While the current credit and foreclosure crisis has resulted in reductions in home prices in some areas, it has increased pressure on the rental housing market and slowed new housing production of all types, exacerbating the mismatch between the ever-increasing number of households that need housing they can afford and the supply.

(h) California's workforce continues to experience longer commute times as persons in the workforce seek affordable housing outside the areas in which they work. If California is unable to support the construction of affordable housing in these areas, congestion problems will strain the state's

transportation system and exacerbate greenhouse gas emissions.

(i) Many economists agree that the state's higher than average unemployment rate is due in large part to massive shrinkage in the construction industry from 2005 to 2009, including losses of nearly 700,000 construction-related jobs, a 60-percent decline in construction spending, and an 83-percent reduction in residential permits. Restoration of a healthy construction sector will significantly reduce the state's unemployment rate.

(j) The lack of sufficient housing impedes economic growth and development by making it difficult for California employers to attract and retain employees.

(k) To keep pace with continuing demand, the state should identify and establish a permanent, ongoing source or sources of funding dedicated to affordable housing development. Without a reliable source of funding for housing affordable to the state's workforce and most vulnerable residents, the state and its local and private housing development partners will not be able to continue increasing the supply of housing after existing housing bond resources are depleted.

(l) The investment will leverage billions of dollars in private investment, lessen demands on law enforcement and dwindling health care resources as fewer people are forced to live on the streets or in dangerous substandard buildings, and increase businesses' ability to attract and retain skilled workers.

(m) In order to promote housing and homeownership opportunities, the recording fee imposed by this act should

not be applied to any recordings made in connection with a sale of real property. Purchasing housing is likely the largest purchase made by Californians, and it is the intent of this act not to increase transaction costs associated with these transfers.

SEC. 3. *Section 27388.1 is added to the Government Code, to read:*

27388.1. *(a) (1) Commencing January 1, 2014, and except as provided in paragraph (2), in addition to any other recording fees specified in this code, a fee of seventy-five dollars (\$75) shall be paid at the time of recording of every real estate instrument, paper, or notice required or permitted by law to be recorded except those expressly exempted from payment of recording fees. "Real estate instrument, paper, or notice" means a document relating to real property, including, but not limited to, the following: deed, grant deed, trustee's deed, deed of trust, reconveyance, quit claim deed, fictitious deed of trust, assignment of deed of trust, request for notice of default, abstract of judgment, subordination agreement, declaration of homestead, abandonment of homestead, notice of default, release or discharge, easement, notice of trustee sale, notice of completion, UCC financing statement, mechanic's lien, maps, and covenants, conditions, and restrictions.*

(2) The fee described in paragraph (1) shall not be imposed on any real estate instrument, paper, or notice recorded in connection with a transfer subject to the imposition of a documentary transfer tax as defined in Section 11911 of the Revenue and Taxation Code.

(b) The fees, after deduction of any actual and necessary administrative costs incurred by the county recorder in

carrying out this section, shall be sent quarterly to the Department of Housing and Community Development for deposit in the California Homes and Jobs Trust Fund established by Section 50471 of the Health and Safety Code, to be expended for the purposes set forth in that section. In addition, the county shall pay to the Department of Housing and Community Development interest, at the legal rate, on any funds not paid to the Controller within 30 days of the end of a quarter.

SEC. 4. Chapter 2.5 (commencing with Section 50470) is added to Part 2 of Division 31 of the Health and Safety Code, to read:

CHAPTER 2.5. California Homes and Jobs Trust Fund

Article 1. General Provisions

50470. This chapter shall be known, and may be cited, as the California Homes and Jobs Act of 2013.

50471. (a) There is hereby created in the State Treasury the California Homes and Jobs Trust Fund. All interest or other increments resulting from the investment of moneys in the fund shall be deposited in the fund, notwithstanding Section 16305.7 of the Government Code. Moneys in the California Homes and Jobs Trust Fund shall not be subject to transfer to any other fund pursuant to any provision of Part 2 (commencing with Section 16300) of Division 4 of Title 2 of the Government Code, except to the Surplus Money Investment Fund. Upon appropriation by the Legislature, moneys in the fund may be expended for the following purposes:

(1) Supporting the development, acquisition, rehabilitation, and preservation of housing affordable to low- and moderate-income households, including, but not limited to, emergency

shelters; transitional and permanent rental housing, including necessary service and operating subsidies; foreclosure mitigation; and homeownership opportunities.

(2) Administering housing programs that receive an appropriation from the fund. Moneys expended for this purpose shall not exceed 5 percent of the moneys in the fund.

(3) The cost of periodic audits required by Section 50475.

(b) Both of the following shall be paid and deposited in the fund:

(1) Any moneys appropriated and made available by the Legislature for purposes of the fund.

(2) Any other moneys that may be made available to the department for the purposes of the fund from any other source or sources.

Article 2. Audits and Reporting

50475. *The California State Auditor's Office shall conduct periodic audits to ensure that the annual allocation to individual programs is awarded by the department in a timely fashion consistent with the requirements of this chapter. The first audit shall be conducted no later than 24 months from the effective date of this section.*

50476. *In its annual report to the Legislature pursuant to Section 50408, the department shall report how funds that were made available pursuant to this chapter and allocated in the prior year were expended, including efforts to promote a geographically balanced distribution of funds. The department shall make the report available to the public on its Internet Web site.*

SEC. 5. *No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code.*

SEC. 6. *This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:*

In order to provide affordable housing opportunities at the earliest possible time, it is necessary for this act to take effect immediately.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 14, 2013 **DEPARTMENT** Clerk of the Board
ADDITIONAL DEPARTMENTS
TIME REQUIRED
SUBJECT Sharon Clark Concerns about MMSA and USFS Land Swap **PERSONS APPEARING BEFORE THE BOARD**

AGENDA DESCRIPTION:

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

Letter dated April 27, 2013 from Sharon Clark of Mammoth Lakes, expressing concern about the possible Land Swap between Mammoth Lakes Ski Area and the US Forest Service. This is informational only.

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:

Click to download

[Clark Letter](#)

History

Time	Who	Approval
5/3/2013 9:06 AM	Clerk of the Board	Yes

Lynda Roberts

From: Sharon Clark [srclark@npgcable.com]
Sent: Saturday, April 27, 2013 6:43 PM
To: Lynda Roberts
Subject: to: BOS

RECEIVED

APR 29 2013

RE: Land Swap

OFFICE OF THE CLERK

Hi Lynda,

Would you please see that the following email is part of the public record.

Thank you,
Sharon R. Clark

The Honorable Board of Supervisors:

I have some real concerns about a possible Land Swap between Mammoth Mountain Ski Area (MMSA) and the US Forest Service.

In June, 2012, MMSA announced that June Mountain Ski Area would not open for the ski season. In April, 2013, MMSA listed a Three Point Plan to improve and reopen June Mountain Ski Area. Why wasn't the Three Point Plan presented in June, 2012? This information would have helped the public comprehend what was happening. For MMSA to appear to do an abrupt about-face sounds like a "spin" and conjures up doubt about any genuine commitment.

MMSA's relationship with the Town of Mammoth Lakes has been bumpy, i.e., MMSA has done some good things and some bad things here. Junites care about June Lake as much as Mammothites care about Mammoth Lakes. We all care about Mono County. If the Board of Supervisors support the Land Swap between MMSA and the US Forest Service, please, please do so with carefully thought out parameters that are tied directly to the completion of the Three Point Plan presented by MMSA. The improvements, the Three Point Plan, to June Mountain Ski Area should and must be part of any Land Swap, not just a future possible plan. Alternatively, the Land Swap could occur after the Three Point Plan is accomplished.

Thank you for being a public servant,
Sharon R. Clark
760-924-5639
637 John Muir Road
P. O. Box 3328
Mammoth Lakes, CA 93546



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

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Clerk of the Board
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	Nancy Boardman Resignation Letter		

AGENDA DESCRIPTION:

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

Correspondence from Nancy Boardman, Animal Control Director, dated 04/23/13 announcing her resignation from her position effective 06/30/13.

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

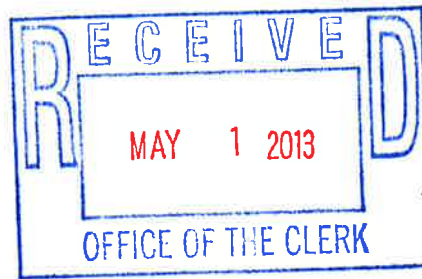
ATTACHMENTS:

Click to download

[Boardman Ltr](#)

History

Time	Who	Approval
5/1/2013 4:12 PM	Clerk of the Board	Yes



April 23, 2013

Dear Marshall;

As acting C.A.O., I respectfully advise you that after careful consideration, some anxiety and a lot of eagerness, I have made a life altering decision to submit this letter of intention to you stating that I shall retire from my position as Mono County Animal Control Director as of June 30th, 2013. At the time of my retirement from public service I will have served countless Mono County residents, Board members, C.A.O.'s and many, many animals residing in or visiting this beautiful County for 32 years and 8 months.

Although I continue to thoroughly enjoy what I do and take a tremendous amount of pride in all that I have accomplished, I feel that now is the time to expand my horizon by traveling more extensively and spending more time with my son and daughter, four grandchildren and one great grandchild. My interests and hobbies, to include volunteer work, were mainly set aside while I pursued my career and now I will be able to move them to the forefront once again!

I take a tremendous amount of pride in saying that the Animal Control Department has come a very long way with many goals and accomplishments achieved from the moment that I was handed two boxes of records that had been stored at the Tax Collector's office. The boxes held all that remained of the Animal Control department as there was no longer a Director or any field personnel and only a janitor who from time to time was asked to pick up a stray animal. When I was handed those boxes, my job was dedicated to working alongside the Health Officer in Public Health and also as a support person for the Environmental Health division. As I received the boxes, I was issued the challenge "*see what you can do with the Animal Control Department*". I took on that challenge and for almost 3 decades I never looked back as I set goals, realized dreams and strived for excellence while serving and protecting the animals, citizens and visitors of this great County.

I will miss the folks that I have worked with over the years and will truly miss my amazing and loyal staff. In closing, I am eternally appreciative for the kindness, support and trust that has always been bestowed upon me throughout my career and will be forever grateful for the strangers that I met along my journey that always left as my friends. As I travel through the next chapter of my life, I will take with me wonderful memories, friendships and accomplishments of my life in Mono County public service.

Respectfully,

Nancy Boardman, Animal Control Director



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	County Counsel
ADDITIONAL DEPARTMENTS	Economic Development		
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Marshall Rudolph
SUBJECT	Caltrans MOU		

AGENDA DESCRIPTION:

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

Proposed Memorandum of Understanding (MOU) between the California Department of Transportation (Caltrans) and Mono County. The MOU would potentially resolve certain issues that have arisen between the parties regarding current and future uses of the Conway Ranch property, particularly with respect to fish-rearing on the property.

RECOMMENDED ACTION:

Approve County entry into proposed MOU and authorize the Board Chair to sign said MOU on behalf of the County.

FISCAL IMPACT:

\$113,300, payable if and when the MOU parties are ultimately able to arrive at mutually-acceptable terms for a Conservation Easement pursuant to the MOU.

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:

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[Cal Trans MOU](#)

[CalTrans MOU](#)

History

Time	Who	Approval
5/8/2013 4:33 PM	County Administrative Office	Yes
5/8/2013 4:21 PM	County Counsel	Yes
5/8/2013 5:06 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: Marshall Rudolph
DATE: May 14, 2013
RE: Proposed MOU with Caltrans

Recommendation:

Approve County entry into proposed Memorandum of Understanding (MOU) between the California Department of Transportation and Mono County, and authorize the Board Chair to sign said MOU on behalf of the County.

Fiscal/Mandates Impact:

\$113,300, payable if and when the MOU parties are ultimately able to arrive at mutually-acceptable terms for a Conservation Easement pursuant to the MOU.

Discussion:

The proposed MOU is the result of months of discussions between the County and Caltrans in an effort to amicably resolve certain issues that have arisen between the parties regarding current and future uses of the Conway Ranch property, particularly with respect to fish-rearing activity on the property. The MOU includes the following primary features, which are interrelated:

- Caltrans' removal of certain grant conditions applicable to a 75-acre portion of the property, including the area where fish-rearing has been occurring. Removal of those restrictions would allow the County greater flexibility to fully develop the fish-rearing potential of that portion of the property, such as eventual construction of a permanent "barn" structure. Note: the 75-acre portion would still be subject to the requirements or restrictions of two other grants not administered by Caltrans: namely, a

National Fish and Wildlife Foundation (NFWF) grant and a Habitat Conservation Fund (HCF) grant administered by the State Department of Parks and Recreation. Discussions thus far with those other granting agencies regarding the MOU and possible future ideas for utilizing the 75 acres have been promising. See below.

- The County's payment of \$95,800 to Caltrans and grant of a Conservation Easement over the remaining portion of the property (outside of the 75 acres) to the Eastern Sierra Land Trust (ESLT). The Conservation Easement would only be required to include provisions reiterating and potentially clarifying the existing restrictions and requirements of the Caltrans-administered grants that will still apply to the portions of the property outside of the 75 acres, and ESLT would only be responsible for ensuring that future uses and management of the property are consistent with those existing restrictions and requirements.
- Each party's one-time payment of \$17,500 for a Stewardship Fund to cover ESLT's costs of administering the Conservation Easement in perpetuity.
- Resolution of any existing issues or allegations by Caltrans regarding non-compliance by the County with grant conditions on the entire property.

The MOU provides a timeframe of 180 days to implement all provisions. Any proposed Conservation Easement would come back to the Board for consideration and possible approval through an open, public process. If the parties are unable to reach mutually-acceptable terms for a Conservation Easement despite good-faith efforts, then either party may rescind the MOU.

It is important to note, and the MOU expressly provides, that the County will retain all of its current authority over the property (including its water rights). The Conservation Easement will not confer on ESLT any authority to manage any portion of the Conway Ranch property nor to direct or compel the County or any third party to engage in any activity on the property (except to remedy violations of easement restrictions and requirements), nor to permit any third party to enter or occupy the property or to perform any activity there without County consent.

It is also important to note that the County will be required to provide notice and/or seek approval of the Conservation Easement from one or more of the other agencies or entities who provided grant funding for the County's purchase of Conway Ranch property portions (e.g., the California Department of Parks and Recreation and the National Fish & Wildlife Foundation). If any such agency or entity objects to the Conservation Easement, then the parties will meet and confer in an effort to resolve the

situation, and neither party would be in breach of the MOU. If the parties are unable to satisfactorily resolve the situation, then either party could rescind the MOU.

It is possible that one or more of the other agencies or entities who provided grant funding may wish for the County to incorporate into the Conservation Easement provisions reiterating and potentially clarifying the restrictions and requirements imposed by their respective grants, and the MOU provides for Caltrans' consent to the County's inclusion of such provisions. County staff has already been in touch with those other granting agencies, by phone and e-mail, regarding the MOU concepts and no entity has thus far expressed a concern regarding ideas for the 75-acre portion, such as the construction of a "barn" structure.

In the regard, while not an MOU requirement, it is contemplated that the County should retain a consultant to prepare an aquaculture facility plan for the 75 acres, detailing possible future uses to maximize the property in a manner that would not violate the remaining HCF (State Parks) and NFWF grants. County representatives could provide the plan to those other granting agencies and, hopefully, obtain their written concurrence that the plan would not violate any provisions of their grants. It is obviously advisable to obtain such concurrence, in some written form, before proceeding with any formal implementation of an aquaculture plan. And as noted above, it is possible that one or both of those agencies will request to have their grant restrictions rolled into the Conservation Easement, just as Caltrans has done. And in that event, while neither required nor prohibited by the MOU, the Conservation Easement would also apply in the 75 acre portion (but only as to those non-Caltrans grant restrictions).

The MOU concept and deal points discussed above were presented in April to the Fisheries Commission and the Mono Basin Regional Planning Advisory Committee (RPAC). In attendance at those meetings were representatives from County staff, the Board of Supervisors, Caltrans, and ESLT. The MOU document itself was not yet ready for public dissemination; it has more recently been sent to both entities. But both the Fisheries Commission and the RPAC were supportive of the MOU concepts.

If you have any questions or comments regarding the foregoing, please contact me at (760) 924-1707.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION AND
MONO COUNTY**

This Memorandum of Understanding (MOU) is entered into, by, and between the California Department of Transportation (Caltrans) and the County of Mono, a political subdivision of the State of California (sometimes referred to herein as “Mono County” or “the County”).

RECITALS

Caltrans and Mono County wish to address land management and fish rearing issues at Conway and Mattly Ranches located in the County (and also described as including APNs 019-100-008, 019-100-019, 019-100-020, 019-110-016, 019-110-018, 011-200-010, 011-200-009, 011-280-021 and lots within the Conway Ranch subdivision also known as lots A, B, 5 through 14, inclusive, 17 through 21 inclusive and lots 24 through 108, inclusive, in tract number 34-13, in book 9, pages 53 to 53H, inclusive, of maps in the office of the County of Mono Recorder). Mono County purchased the Conway and Mattly Ranches (sometimes referred to collectively herein as “Conway Ranch” or “the property”) in part using grants from Caltrans that identify certain restrictions and allowable uses of the land, some of which are set forth in an *Agreement Declaring Restrictive Covenants* that was recorded against a portion of the Conway Ranch property.

Through discussions with Mono County, it has become apparent that the restrictions imposed by the grants received by Mono County for the purchase of the property do not allow for full realization of the potential and needs of the fish rearing operation.

The current fish rearing facility located on Conway Ranch falls within a 185 acre area that was purchased with Environmental Enhancement and Mitigation Program (EEMP) Cycle 7 funding. The County’s acceptance of the grant funds for use in purchase of the ranches came with certain resource protections and restrictions.

To help the County in realizing both the economic and tourist based fish rearing potential the ranches offer and to address land management concerns, Caltrans proposes to allow for repayment of a portion of the EEMP Cycle 7 grant received by Mono County, thereby removing approximately 75 acres of the Conway Ranch from the delineated grant area and freeing current restrictions imposed by the grant (see Exhibit A).

ROLES AND RESPONSIBILITIES

As a condition of approval by Caltrans for the removal of 75 acres from the grant restrictions and as agreed to by both parties, Mono County will grant a conservation easement for the remaining portions of both the Conway and Mattly Ranches to the Eastern Sierra Land Trust (see Exhibit A). For purposes of satisfying this condition, Mono County is only required to include in the *Conservation Easement* provisions reiterating and potentially clarifying the existing restrictions and requirements of the Caltrans-administered grants that will still be applicable to various

portions of the property (outside of the 75 acres) and the Eastern Sierra Land Trust will only be responsible for ensuring that future uses and management of the property are consistent with those existing restrictions and requirements.

The County will retain all of its current authority and control over the property (including its water rights). It is understood that the *Conservation Easement* will not confer on the Eastern Sierra Land Trust any authority to manage any portion of the Conway Ranch property nor to direct or compel the County or any third party to engage in any activity on the property (except to remedy violations of easement restrictions and requirements), nor to permit any third party to enter or occupy the property or to perform any activity there without County consent, in accordance with the *Conservation Easement*.

Caltrans understands that Mono County will be required to provide notice and/or seek approval of the *Conservation Easement* from one or more of the other agencies or entities who provided grant funding for the County's purchase of Conway Ranch property portions (e.g., the California Department of Parks and Recreation and the National Fish & Wildlife Foundation). If any such agency or entity objects to the *Conservation Easement*, then the parties shall meet and confer in an effort to resolve the situation, and neither party shall be deemed in breach of this MOU. If the parties are unable to satisfactorily resolve the situation, then either party may rescind this MOU. Caltrans also understands that one or more of the other agencies or entities who provided grant funding may wish for the County to incorporate into the *Conservation Easement* provisions reiterating and potentially clarifying the restrictions and requirements imposed by their respective grants, and Caltrans hereby consents to the County's inclusion of such provisions.

The cost of repayment for the 75 acres of the Conway Ranch that includes the fish rearing portion is \$95,800. The sum will not be due and payable unless and until Caltrans has approved the terms of the *Conservation Easement* as described below. The County will provide said payment by check payable to "the State of California Department of Transportation" and delivered in person or by mail to:

State of California
Department of Transportation
Cashiering Office - MS 58
P.O. Box 168019
Sacramento, CA 95816-8019

no later than 30 days after Caltrans has notified the County of its approval of the terms of the proposed *Conservation Easement*.

Caltrans will fund half of the cost of the Stewardship Fund to the Eastern Sierra Land Trust, which is not to exceed \$17,500, and will be payable directly to ESLT from Mono County from the \$95,800 due to Caltrans, thereby reducing the amount payable to Caltrans to \$78,300. Mono County is responsible for the remainder (also not to exceed \$17,500). It is understood that the cost of the Stewardship Fund is a one-time expense and that neither Mono County nor Caltrans will be obligated to fund any ongoing or future costs to the Eastern Sierra Land Trust related to the purposes of the Stewardship Fund. Funding of the Stewardship Fund shall occur within 30 days after recording of the *Conservation Easement*.

The existing *Agreement Declaring Restrictive Covenants* will be amended to change the legal description of the real property encumbered by said agreement (in order to exclude the subject 75-acre portion). Said amendment will be recorded against the affected portion of the Property either on the same day or prior to the recording of the *Conservation Easement*.

Caltrans must approve the *Conservation Easement* prior to amending the *Agreement Declaring Restrictive Covenants*. In the event that Caltrans and the County are unable to mutually agree to all of the terms of the *Conservation Easement*, despite their best efforts, then either party may rescind this MOU. In that event, neither party shall have any rights or obligations under this MOU.

Provided the County fulfills its obligations under this MOU, Caltrans agrees to withdraw its notice of noncompliance (and associated letters) and demand for repayment to Mono County for the Conway Ranch. In other words, Caltrans agrees that any issues or allegations that Caltrans actually raised or could have raised regarding the County's compliance with any Caltrans-administered grants applicable to Conway Ranch prior to the parties' entry into this MOU are hereby fully resolved and shall not form the basis of any future allegations or notices of noncompliance by Caltrans nor by any person or entity ostensibly acting on its behalf (e.g., the Eastern Sierra Land Trust).

This MOU becomes effective when fully executed by all parties. The parties have 180 days to implement all provisions of this MOU upon execution. The parties may separately agree to use the services of a third party or escrow to facilitate and coordinate any of the foregoing details of this transaction. This MOU can be terminated, modified, or amended by mutual written consent of all parties. This MOU does not replace or modify any other preexisting MOU between any or all parties. Likewise, future MOUs may be entered into between any or all of the parties notwithstanding this MOU.

EXECUTION

The parties have executed and entered into this MOU through their authorized representatives whose signatures are below.

Mono County

Approved as to form:

By: Byng Hunt, Chair
Board of Supervisors

Marshall Rudolph, County Counsel

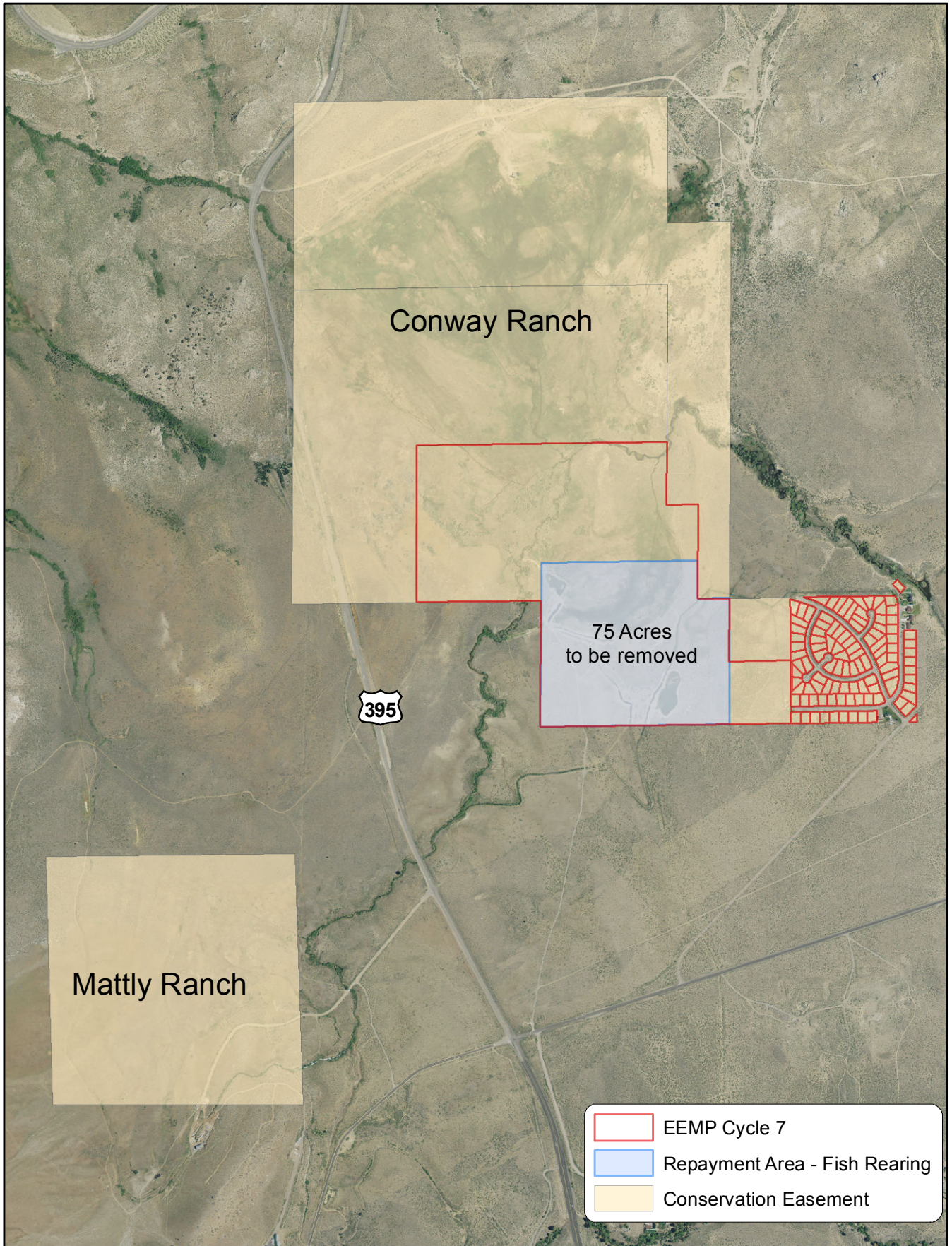
Dated: _____

California Department of Transportation

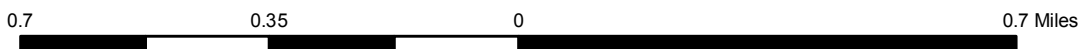
THOMAS P. HALLENBECK
District 9 Director

Dated: _____

Exhibit A



National Agricultural Imagery Program; U.S. Department of Agriculture, Farm Service Agency, Aerial Photography Field Office



Date: 3/13/2013



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Finance
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Rosemary Glazier
SUBJECT	March 2013 Quarterly Investment Report		

AGENDA DESCRIPTION:

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

Report on quarterly investment activity for quarter ending 3-31-2013. Report March 3-2013 treasury transactions.

RECOMMENDED ACTION:

None. Information only.

FISCAL IMPACT:

None.

CONTACT NAME: Rosemary Glazier

PHONE/EMAIL: 760-932-5483 / rglazier@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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[Investment Staff](#)

[Investment Pkg](#)

History

Time

Who

Approval

5/8/2013 4:34 PM	County Administrative Office	Yes
5/8/2013 4:16 PM	County Counsel	Yes
5/3/2013 1:58 PM	Finance	Yes



DEPARTMENT OF FINANCE COUNTY OF MONO TREASURER/TAX COLLECTOR

P.O. BOX 495 BRIDGEPORT, CALIFORNIA 93517
(760) 932-5480 • FAX (760) 932-5481

Director of Finance

Rosemary Glazier
Assistant Director of Finance Treasurer/Tax Collector

Date: April 19, 2013

To: Honorable Board of Supervisors
County Administrative Officer
Treasury Pool Participants

From: Rosemary Glazier, Assistant Director of Finance

Subject: Quarterly Investment Report

As required by Government Code Section 53646, attached is the Treasury Pool investment report for the quarter ending March 31, 2013. The report is presented at fair market value in accordance with Government Accounting Standards Board (GASB) Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Pools. On the last day of the quarter on a cost basis the portfolio totaled \$68,871,934.49, and the market value was \$69,413,831.39 or 100.7866% of cost. Market value does not include accrued interest. Accrued and unpaid interest on the last day of the quarter was \$249,296.14.

At the time of purchase, all investments were in compliance with State law and the Mono County Investment Policy as approved by the Board of Supervisors in a public meeting. To the best of my knowledge the investments of the Treasury Pool are structured in a manner so sufficient cash will be available to meet the normal projected requirements of the County of Mono and the Investment Pool participants during the next six months.

Investment Pool earnings are as shown below:

Quarter Ending	9/30/2012	12/31/2012	3/31/2013	6/30/2013
Average Daily Balance	\$61,440,916	\$65,865,560	\$67,660,568	
Earned Interest (including accruals)	\$141,842	\$135,469	\$144,704	
Earned Interest Rate	0.9159	0.816	0.8673%	
Number of Days in Quarter	92	92	90	91
Interest Received	\$139,652	\$237,753	\$111,712	
Administration Costs	\$11,126	\$11,116	\$10,115	
Net Interest for Apportionment	\$128,436	\$226,637	\$101,597	

Mono County
Quarterly Investment Report
 Report Format: By Transaction
 Group By: Security Sector
Portfolio/Report Group: All Portfolios
 As of 3/31/2013

Description	CUSIP/Ticker	Settlement Date	Book Value	Face Amount/Shares	Market Value	Coupon Rate	YTM @ Cost	Maturity Date	Days To Maturity	Days To Call/Maturity	Credit Rating 1	Accrued Interest	% of Portfolio
Cash													
Oak Valley Bank Cash	OAKVALLEY0670	2/28/2009	5,318,820.26	5,318,820.26	5,318,820.26	0.385	0.385	N/A	1	1	None		7.68
Sub Total / Average			5,318,820.26	5,318,820.26	5,318,820.26	0.385	0.385		1	1		0.00	7.68
Certificate Of Deposit													
Sallie Mae Bank Murray UT 0.85 9/19/2014	795450PF6	9/19/2012	250,000.00	250,000.00	250,787.50	0.850	0.850	9/19/2014	537	537	None	69.86	0.36
Sovereign Bank 0.75 10/14/2014	84603M2Z8	10/11/2012	250,000.00	250,000.00	250,765.00	0.750	0.750	10/14/2014	562	562	None	878.42	0.36
Goldman Sachs Bank 0.95 4/10/2015	38143AL37	10/10/2012	250,000.00	250,000.00	250,447.50	0.950	0.950	4/10/2015	740	740	None	1,119.18	0.36
GE Cap Bank 0.9 4/13/2015	36160XW29	10/12/2012	250,000.00	250,000.00	250,187.50	0.900	0.900	4/13/2015	743	743	None	1,047.95	0.36
Amer Ex Centn Bank 1 7/13/2015	02587DLG1	10/11/2012	250,000.00	250,000.00	250,860.00	1.000	1.000	7/13/2015	834	834	None	1,171.23	0.36
Ally Bank of Utah 1.1 9/21/2015	02005QS46	9/19/2012	250,000.00	250,000.00	251,310.00	1.100	1.100	9/21/2015	904	904	None	90.41	0.36
Sallie Mae Bank 1.05 10/26/2015	795450QA6	11/14/2012	250,000.00	250,000.00	250,912.50	1.050	1.050	10/26/2015	939	939	None	1,136.30	0.36
First Bank Puerto Rico 0.9 11/23/2015	33764JPM1	11/21/2012	250,000.00	250,000.00	250,842.50	0.900	0.900	11/23/2015	967	967	None	61.64	0.36
Discover Bank 1.25 9/19/2016	254671GK0	9/19/2012	250,000.00	250,000.00	252,330.00	1.250	1.250	9/19/2016	1268	1268	None	102.74	0.36
Sub Total / Average			2,250,000.00	2,250,000.00	2,258,442.50	0.972	0.972		833	833		5,677.73	3.25

Description	CUSIP/Ticker	Settlement Date	Book Value	Face Amount/Shares	Market Value	Coupon Rate	YTM @ Cost	Maturity Date	Days To Maturity	Days To Call/Maturity	Credit Rating 1	Accrued Interest	% of Portfolio
Corporate													
MetLife Global 5.125 4/10/2013	592179JG1	7/30/2010	500,436.40	500,000.00	500,470.00	5.125	1.839	4/10/2013	10	10	Moodys -Aa	12,171.88	0.72
Wachovia Corp Global 5.5 5/1/2013	92976WBJ4	8/30/2010	501,629.65	500,000.00	502,110.00	5.500	1.563	5/1/2013	31	31	Moodys -Aa	11,458.33	0.72
General Electric 4.8 5/1/2013	36962G3T9	12/7/2010	501,286.89	500,000.00	501,835.00	4.800	1.694	5/1/2013	31	31	Moodys -Aa	10,000.00	0.72
Jackson National Life 5.375 5/8/2013	46849LSB8	8/4/2010	501,753.16	500,000.00	502,425.00	5.375	1.900	5/8/2013	38	38	Moodys -Aa	10,675.35	0.72
Credit Suisse NY 5 5/15/2013	2254C0TC1	8/30/2010	501,970.17	500,000.00	502,910.00	5.000	1.713	5/15/2013	45	45	Moodys -Aa	9,444.44	0.73
Berkshire Hathaway 4.6 5/15/2013	084664BD2	5/7/2010	501,613.72	500,000.00	502,665.00	4.600	1.892	5/15/2013	45	45	Moodys -Aa	8,688.89	0.72
ANZ National Bank 6.2 7/19/2013	00182EAJ8	7/22/2010	505,717.89	500,000.00	508,715.00	6.200	2.251	7/19/2013	110	110	Moodys -Aa	6,200.00	0.73
HSBC Bank 1.625 8/12/2013	44328MAD6	9/2/2010	500,243.07	500,000.00	502,355.00	1.625	1.489	8/12/2013	134	134	Moodys -Aa	1,105.90	0.72
Canadian Imperial Bank 1.45 9/13/2013	136069DP3	9/27/2011	500,895.98	500,000.00	502,565.00	1.450	1.050	9/13/2013	166	166	Moodys -AA2	362.50	0.72
New York Life 1.85 12/13/2013	64952WAX1	8/30/2010	501,897.01	500,000.00	504,510.00	1.850	1.297	12/13/2013	257	257	Moodys -Aaa	2,775.00	0.72
Bank of Nova Scotia Halifax 2.375 12/17/2013	064149B97	4/28/2011	503,423.59	500,000.00	506,960.00	2.375	1.394	12/17/2013	261	261	Moodys -AA1	3,430.56	0.73
General Electric 2.1 1/7/2014	36962G4X9	9/27/2011	503,219.47	500,000.00	506,555.50	2.100	1.250	1/7/2014	282	282	Moodys -AA2	2,450.00	0.73
Royal Bank of Canada 1.125 1/15/2014	78008KNA7	5/3/2011	499,380.67	500,000.00	503,130.00	1.125	1.284	1/15/2014	290	290	Moodys -AA1	1,187.50	0.72

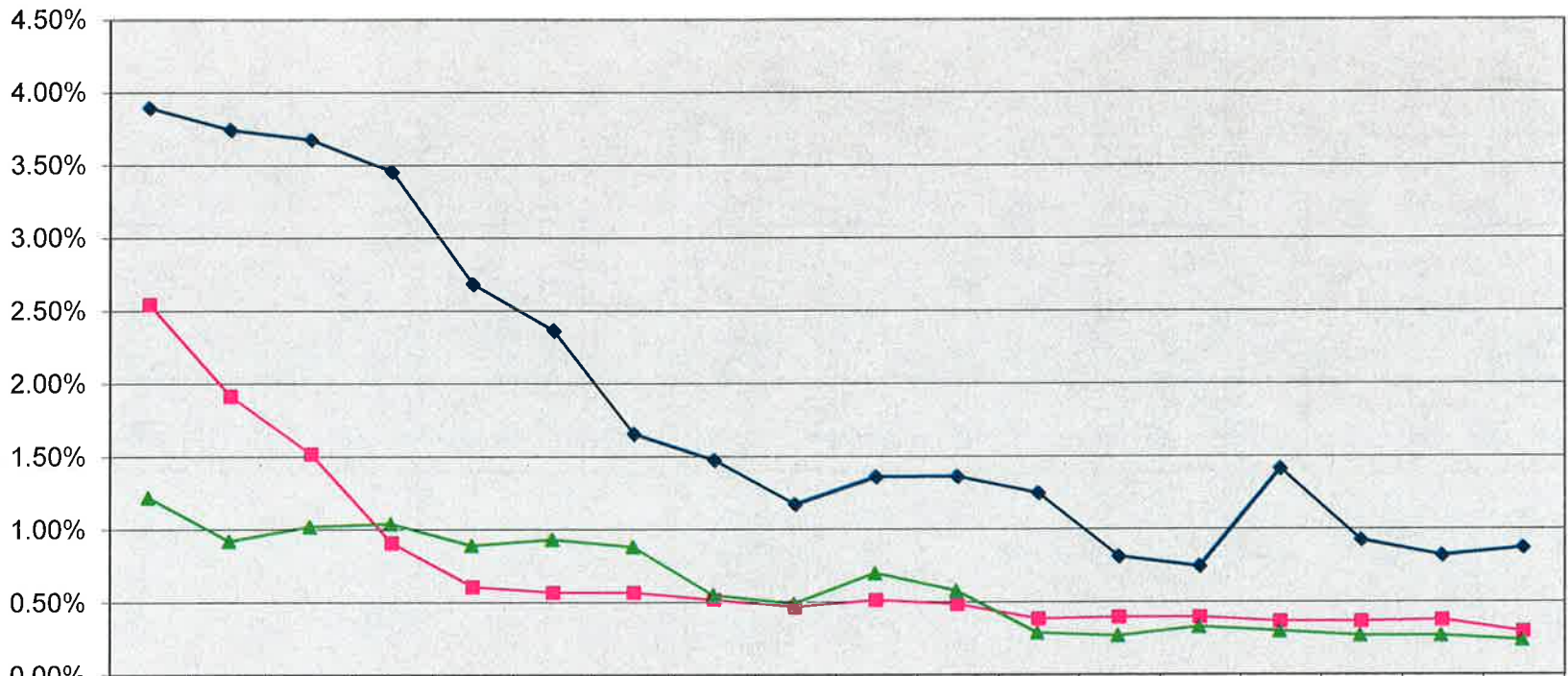
Description	CUSIP/Ticker	Settlement Date	Book Value	Face Amount/Shares	Market Value	Coupon Rate	YTM @ Cost	Maturity Date	Days To Maturity	Days To Call/Maturity	Credit Rating 1	Accrued Interest	% of Portfolio
JP Morgan Chase 2.05 1/24/2014	46623EJE0	5/15/2012	504,856.26	500,000.00	506,700.00	2.050	0.850	1/24/2014	299	299	Moody's -AA3	1,907.64	0.73
Cornell University 4.35 2/1/2014	219207AA5	2/16/2011	306,613.99	300,000.00	310,383.00	4.350	1.650	2/1/2014	307	307	S&P-A2	2,175.00	0.44
Commonwealth Bank of Australia 2.125 3/17/2014	2027A0FQ7	4/28/2011	501,058.99	500,000.00	507,495.00	2.125	1.897	3/17/2014	351	351	Moody's -AA1	413.19	0.72
MassMutual Global 2.875 4/21/2014	57629WBK5	5/25/2011	506,829.51	500,000.00	512,955.00	2.875	1.547	4/21/2014	386	386	Moody's -Aa	6,388.89	0.73
General Electric Cap Corp. 5.9 5/13/2014	36962G4C5	6/6/2011	523,528.51	500,000.00	529,785.00	5.900	1.574	5/13/2014	408	408	Moody's -AA2	11,308.33	0.76
CME Group Inc 5.75 5/15/2014	12572QAD7	8/30/2010	520,929.99	500,000.00	521,655.00	5.750	1.874	5/15/2014	410	410	Moody's -Aaa	3,673.61	0.75
Toronto-Dominion Bank 1.375 7/14/2014	89114QAA6	11/10/2011	502,932.09	500,000.00	505,280.00	1.375	0.913	7/14/2014	470	470	Moody's -Aaa	1,470.49	0.73
Wells Fargo CO 3.75 10/1/2014	94974BET3	10/12/2011	515,179.72	500,000.00	523,580.00	3.750	1.670	10/1/2014	549	549	Moody's -A2	9,375.00	0.74
Microsoft Corp 1.625 9/25/2015	594918AG9	5/1/2012	512,589.18	500,000.00	513,885.00	1.625	0.600	9/25/2015	908	908	Moody's -Aaa	135.42	0.74
MetLife Global 2.5 9/29/2015	59217GAC3	7/23/2012	612,251.90	595,000.00	618,395.40	2.500	1.310	9/29/2015	912	912	Moody's -AA3	82.64	0.88
General Electric Cap Corp 2.25 11/9/2015	36962G4T8	7/23/2012	512,342.06	500,000.00	517,095.00	2.250	1.280	11/9/2015	953	953	S&P- AA+	4,437.50	0.74
General Electric Cap Corp 2.25 11/9/2015	36962G4T8	10/10/2012	517,145.53	500,000.00	517,095.00	2.250	0.914	11/9/2015	953	953	S&P- AA+	4,437.50	0.75
General Electric Cap Corp 2.3 4/27/2017	36962G5W0	4/27/2012	502,880.66	500,000.00	517,425.00	2.300	2.150	4/27/2017	1488	1488	S&P- AA	4,919.44	0.73

Description	CUSIP/Ticker	Settlement Date	Book Value	Face Amount/Shares	Market Value	Coupon Rate	YTM @ Cost	Maturity Date	Days To Maturity	Days To Call/Maturity	Credit Rating 1	Accrued Interest	% of Portfolio
US Bancorp 1.65 5/15/2017	91159HHD5	5/11/2012	501,946.28	500,000.00	509,525.00	1.650	1.551	5/15/2017	1506	1506	S&P-A	3,116.67	0.72
UNION BK CA MED TERM 2.125 6/16/2017	90520EAE1	1/9/2013	516,386.97	500,000.00	514,640.00	2.125	1.322	6/16/2017	1538	1538	Moody's -A2	3,098.96	0.75
Sub Total / Average			14,080,939.31	13,895,000.00	14,173,098.90	3.197	1.486		477	477		136,890.63	20.34
Local Government Investment Pool													
Local Agency Investment Fund LGIP	LAIF6000	2/28/2009	14,368,114.23	14,368,114.23	14,368,114.23	0.285	0.285	N/A	1	1	None		20.75
Sub Total / Average			14,368,114.23	14,368,114.23	14,368,114.23	0.285	0.285		1	1		0.00	20.75
Municipal													
Fullerton Redev 3.5 9/1/2013	359817BQ5	11/4/2010	575,000.00	575,000.00	577,248.25	3.500	2.502	9/1/2013	154	154	Moody's -A	1,677.08	0.83
ORANGE CO CA PENS 0.8 9/1/2013	68428LBV5	10/10/2012	1,255,773.98	1,260,000.00	1,251,507.60	0.800	1.606	9/1/2013	154	154	Moody's -AA1	5,880.00	1.81
Pacifica Pension GO 4.053 6/1/2014	69511AAD6	9/17/2012	367,121.93	355,000.00	363,026.55	4.053	1.100	6/1/2014	427	427	Moody's -AA3	4,796.05	0.53
Fullerton Redev 4 9/1/2014	359817BR3	11/4/2010	1,434,375.71	1,425,000.00	1,439,193.00	4.000	3.502	9/1/2014	519	519	Moody's -A	4,750.00	2.07
Long Beach Ca Obligation 5.09 9/1/2014	54242VEK8	2/2/2011	515,734.79	500,000.00	524,100.00	5.090	2.750	9/1/2014	519	519	Moody's -Aaa	2,120.83	0.74
Gilroy Unif School 3.96 4/1/2015	376087CZ3	6/30/2011	493,737.96	485,000.00	506,795.90	3.960	3.002	4/1/2015	731	731	Moody's -AA3	9,603.00	0.71
Fresno Pension OB 4.408 8/15/2015	358266BU7	5/11/2012	531,131.20	500,000.00	518,620.00	4.408	1.700	8/15/2015	867	867	Fitch-A	2,816.22	0.77
Oceanside Ca Unified School Dist 4.5 5/1/2016	675383KK8	7/23/2012	1,090,535.74	995,000.00	1,097,415.35	4.500	1.300	5/1/2016	1127	1127	Moody's -AA3	18,656.25	1.58

Description	CUSIP/Ticker	Settlement Date	Book Value	Face Amount/Shares	Market Value	Coupon Rate	YTM @ Cost	Maturity Date	Days To Maturity	Days To Call/Maturity	Credit Rating 1	Accrued Interest	% of Portfolio
Oceanside Ca Unified School Dist 4.5 5/1/2016	675383KK8	6/3/2011	460,917.65	445,000.00	490,803.85	4.500	3.237	5/1/2016	1127	1127	Moody's -AA3	8,343.75	0.67
UNION SCH DIST CA GO BD 1.573 9/1/2017	906573FA3	11/29/2012	505,829.62	500,000.00	509,285.00	1.573	1.300	9/1/2017	1615	1615	Moody's -AA2	655.42	0.73
Sub Total / Average			7,230,158.58	7,040,000.00	7,277,995.50	3.450	2.248		669	669		59,298.60	10.44
US Agency													
FNMA 0.7 4/30/2015-12	3135G0KH5	4/30/2012	2,000,000.00	2,000,000.00	2,000,660.00	0.700	0.700	4/30/2015	760	30	Fitch-AAA	5,833.33	2.89
FNMA Step 11/21/2017-13	3136G04F5	11/21/2012	2,000,000.00	2,000,000.00	2,005,240.00	0.750	1.119	11/21/2017	1696	45	S&P-AA+	5,416.67	2.89
FNMA Step 11/15/2017-13	3136G03G4	11/15/2012	1,998,611.72	2,000,000.00	2,001,220.00	0.700	0.991	11/15/2017	1690	45	Moody's -Aaa	5,288.89	2.89
FNMA Step 6/12/2015-12	3136GOKR1	6/12/2012	2,000,000.00	2,000,000.00	2,000,840.00	0.500	0.996	6/12/2015	803	73	Moody's -Aaa	3,027.78	2.89
FNMA Step 1/22/2018-13	3136G1AP4	1/24/2013	1,998,554.28	2,000,000.00	1,992,360.00	0.700	1.124	1/22/2018	1758	113	S&P-AA+	2,683.33	2.89
FNMA Step 2/28/2018-13	3136G1DZ9	2/28/2013	1,999,016.98	2,000,000.00	2,004,300.00	0.700	1.222	2/28/2018	1795	150	Moody's -Aaa	1,166.67	2.89
FNMA Step 3/20/2018-13	3136G1G94	3/20/2013	2,000,000.00	2,000,000.00	2,001,080.00	0.500	1.814	3/20/2018	1815	173	Moody's -Aaa	305.56	2.89
FNMA Step 11/8/2017-13	3136G0Y39	11/8/2012	2,000,000.00	2,000,000.00	2,006,240.00	0.625	1.019	11/8/2017	1683	222	Moody's -Aaa	4,965.28	2.89
FNMA Step 12/13/2017-13	3136G07A3	12/13/2012	1,999,021.51	2,000,000.00	1,998,080.00	0.700	1.059	12/13/2017	1718	257	Moody's -Aaa	4,200.00	2.89
FNMA Step 12/26/2017-13	3136G1AA7	12/28/2012	2,000,000.00	2,000,000.00	2,004,380.00	0.625	1.044	12/26/2017	1731	270	Moody's -Aaa	3,298.61	2.89
FNMA Step 12/27/2017-13	3136G14Y2	12/27/2012	2,000,000.00	2,000,000.00	2,000,560.00	0.750	1.080	12/27/2017	1732	271	Moody's -Aaa	3,916.67	2.89
FNMA Step 1/30/2018-14	3136G1BZ1	2/25/2013	1,993,132.22	2,000,000.00	1,999,300.00	0.500	1.231	1/30/2018	1766	305	Moody's -Aaa	1,666.67	2.88
FHLMC 0.625 11/1/2016	3134G3S50	10/19/2012	1,997,847.61	2,000,000.00	2,003,100.00	0.625	0.655	11/1/2016	1311	1311	Moody's -Aaa	5,659.72	2.89
Sub Total / Average			25,986,184.32	26,000,000.00	26,017,360.00	0.644	1.081		1558	251		47,429.18	37.53

Description	CUSIP/Ticker	Settlement Date	Book Value	Face Amount/Shares	Market Value	Coupon Rate	YTM @ Cost	Maturity Date	Days To Maturity	Days To Call/Maturity	Credit Rating 1	Accrued Interest	% of Portfolio
Total / Average			69,234,216.70	68,871,934.49	69,413,831.39	1.373	1.063		779	289		249,296.14	100

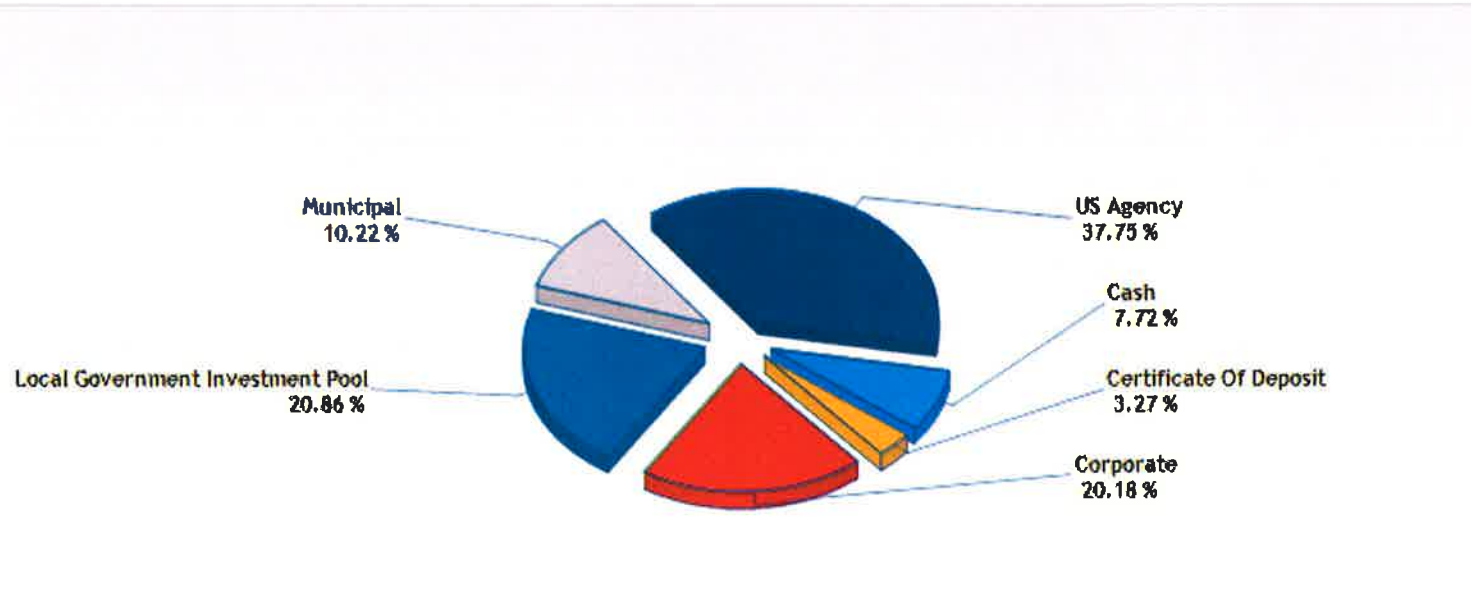
MONO COUNTY TREASURY POOL QUARTERLY YIELD COMPARISON



	12/31 2008	3/31 2009	6/30 2009	9/30 2009	12/31 2009	3/31 2010	6/30 2010	9/30 2010	12/31 2010	3/31 2011	6/30 2011	9/30 2011	12/31 2011	3/31 2012	6/30 2012	9/30 2012	12/31 2012	3/31 2013
◆ COUNTY	3.89%	3.74%	3.67%	3.45%	2.68%	2.36%	1.65%	1.47%	1.17%	1.36%	1.36%	1.24%	0.81%	0.74%	1.41%	0.92%	0.82%	0.87%
■ LAIF	2.54%	1.91%	1.51%	0.90%	0.60%	0.56%	0.56%	0.51%	0.46%	0.51%	0.48%	0.38%	0.39%	0.39%	0.36%	0.36%	0.37%	0.29%
▲ 2YR TREAS	1.21%	0.91%	1.01%	1.03%	0.88%	0.92%	0.87%	0.54%	0.48%	0.69%	0.57%	0.28%	0.26%	0.32%	0.29%	0.26%	0.26%	0.23%

Portfolio / Report Group: All Portfolios
 Report Date: 3/31/2013
 Group By: Security Sector
 Average By: Face Amount/Shares

Portfolio Holdings Distribution by Security Sector



Security Sector	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
Cash	5,318,820.26	0.385	5,318,820.26	1	7.72	5,318,820.26	5,318,820.26	0.00
Certificate Of Deposit	2,250,000.00	0.972	2,250,000.00	833	3.27	2,258,442.50	2,250,000.00	2.25
Corporate	13,895,000.00	1.486	14,567,095.25	475	20.18	14,173,098.90	14,080,939.31	1.26
Local Government Investment Pool	14,368,114.23	0.285	14,368,114.23	1	20.86	14,368,114.23	14,368,114.23	0.00
Municipal	7,040,000.00	2.260	7,336,718.90	661	10.22	7,277,995.50	7,230,158.58	1.73
US Agency	26,000,000.00	1.081	25,985,540.00	1558	37.75	26,017,360.00	25,986,184.32	4.19



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Community Development - Planning Division
ADDITIONAL DEPARTMENTS	Public Works, Finance		
TIME REQUIRED	30 minutes	PERSONS APPEARING BEFORE THE BOARD	Wendy Sugimura
SUBJECT	Bridgeport Facilities Plan		

AGENDA DESCRIPTION:

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

Presentation by Wendy Sugimura regarding County facilities report for Bridgeport.

RECOMMENDED ACTION:

Make any desired modifications to the report, accept the report, and direct staff to implement the following report recommendations: 1. Priority project concepts for further development and programming. 2. General maintenance and space program needs. 3. Energy efficiency and utility cost reduction concepts. 4. Development of a multi-agency office space and visitor center project. 5. Enhanced design work to encourage building and public space appearance consistent with community character.

FISCAL IMPACT:

None at this time.

CONTACT NAME: Wendy Sugimura

PHONE/EMAIL: 760.924.1814 / wsugimura@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:

Joe Blanchard
Mary Booher
Scott Burns
Jeff Walters

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

 [Attachment](#)

 [Attachment](#)

History

Time	Who	Approval
5/8/2013 4:33 PM	County Administrative Office	Yes
5/8/2013 4:18 PM	County Counsel	Yes
5/8/2013 4:26 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

May 14, 2013

To: Mono County Board of Supervisors
From: Wendy Sugimura, Associate Analyst
Re: Bridgeport Facilities Report

Action Requested

Make any desired modifications to the report, accept the report, and direct staff to implement the following report recommendations:

1. Priority project concepts for further development and programming,
2. General maintenance and space program needs,
3. Energy efficiency and utility cost reduction concepts,
4. Development of a multi-agency office space and visitor center project, and
5. Enhanced design work to encourage building and public space appearance consistent with community character.

Background

In the fall of 2012, the Board of Supervisors directed a Bridgeport Facilities Report to be completed, in part spurred by proposals for new County facilities and the new ideas raised by the recent Main Street Revitalization Design Fair. Land acquisition and facility proposals by the County Administration of the time raised a number of questions about the role of County facilities in the community and on Main Street, along with a great deal of change initiated by the Main Street redesign. Since that time, a majority of seats on the Board has changed and County Administrative positions were vacated and have not yet been filled, in addition to several Department Director vacancies. Therefore, little to no guidance has been available from Administration to craft this report during this transition period.

Fiscal Impact

Since the recommendations in this report are at a conceptual level, fiscal impacts are unknown until projects are further developed but would not be incurred until a funding source is identified and allocated.

Discussion

In order to respond to the issues perceived to be driving this report, detailed data and information normally handled at the staff level is presented. The "Conclusions" and "Recommendations" sections attempt to aggregate this information to the policy level for the Board of Supervisors to provide direction. In order to effectively implement recommendations dealing with space and maintenance needs identified by departments, along with the much larger-scale projects involving new construction, this information will need to be funneled into a process to identify priorities, further develop projects and costs, and match priorities with

funding. A more formalized Project Development Process will be presented to the Board for discussion and direction following this report.

The primary purpose of this report is to answer the following questions:

1. Should the County acquire more land in Bridgeport to accommodate staff and health clinic space needs? If so, is Main Street an appropriate location for County offices?
2. How does a multi-agency visitor's center and/or office complex fit with County facilities?
3. What foreseeable space needs exist in order for the County to effectively deliver high-quality public services, and comply with State or other legal requirements?
4. What options exist for accommodating identified space needs and the health clinic?
5. How should County facilities integrate with and support the local community?

The data-intensive effort undertaken to answer the above questions includes outreach to department directors, an inventory and analysis of Bridgeport buildings and utility costs, an identification of staffing and space needs, and public input on how facilities could better support the community. The attached report provides conclusions and recommendations for the Board's consideration and direction. The Planning Commission reviewed this report at their May 9, 2013 meeting and any input will be forwarded to the Board at the May 14 meeting.

In addition to the Bridgeport Facilities Report, a project concept for the Bridgeport Multi-Agency Offices and Visitor Center is in a very preliminary draft form. Agency participants are currently reviewing this document, and it will be presented in more detail to the Board of Supervisors at a future meeting for input and direction. The draft concept is included here to provide additional information about this project, which is referenced in conclusion #2 and recommendation #4 of the facilities report.

Since the recommendations in this report are at a conceptual level, the report is not subject to the California Environmental Quality Act. Subsequent actions following report recommendations, however, may trigger the need for environmental analysis.

This report has been reviewed by the Community Development Director. Please contact Wendy Sugimura at 760.924.1814 or wsugimura@mono.ca.gov with any questions.

Attachments:

1. Bridgeport Facilities Report
2. Multi-Agency Office and Visitor Center Complex Project Concept

BRIDGEPORT FACILITIES REPORT

Board of Supervisors Meeting

May 9, 2013

Introduction

In late August 2012, a community-based design fair was held in Bridgeport to explore options for revitalizing the town and Main Street. By late October, Bridgeport showcased a freshly paved Main Street featuring a reduction in vehicle lanes, the addition of bike lanes, and the inclusion of an innovative and progressive back-in angle parking design. Besides the unprecedented turnaround time from planning to implementation and impressive collaboration between the community, County, Caltrans, and consultants, the project also suggested building renovations and new construction ideas for revitalizing the Bridgeport community. Combined with proposals the County's executive administration (at the time) were bringing before the Board of Supervisors, the timing seemed appropriate to review County facilities in Bridgeport overall, evaluate information in past studies, and incorporate community input. Thus, the Board of Supervisors directed the Planning Division to report on Bridgeport facilities.

Purpose

The primary purpose of this planning effort is to answer the following questions raised by proposals of past executive administration and recommendations from the Bridgeport Main Street Revitalization Project:

1. Should the County acquire more land in Bridgeport to accommodate staff and health clinic space needs? If so, is Main Street an appropriate location for County offices?
2. How does a multi-agency visitor's center and/or office complex fit with County facilities?
3. What foreseeable space needs exist in order for the County to effectively deliver high-quality public services, and comply with State or other legal requirements?
4. What options exist for accommodating identified space needs and the health clinic?
5. How should County facilities integrate with and support the local community?

Methodology, Outreach & Data Sources

In order to systematically answer these questions, past facility studies and assessments were reviewed for data and relevancy, facilities were inventoried along with operational costs based on Fiscal Year (FY) 11-12 utility bills, facility users were interviewed to determine space needs in the current economic context, and then options were assembled to meet the identified needs and reduce operational costs.

The 2008 Countywide Preliminary Facility Condition Assessment by Vanir assessed the condition of existing building systems and provided facility maintenance/improvement recommendations for 44 County facilities in eight different communities. These recommendations have since been integrated into the regular work flow of the Public Works Department through annual building condition assessments and the Americans with Disabilities Act (ADA) Task Force. For the purposes of this report, only basic data for Bridgeport buildings such as square footage, year built, etc. were extracted in order to inventory and describe existing facilities.

The 2009 Needs Assessment by TRG Consulting developed a countywide space needs study with recommendations to improve County government-provided services to the citizens of Mono County, relieve crowding in County-owned spaces (in order to further increase and improve efficiency), and provide an ordered plan for future growth. Due to the dramatic downturn in the economy at about the same time, this assessment now has limited value for anticipating and planning future facility needs. Applicable data from this report for Bridgeport facilities has been extracted and carried forward in this report, and will also be integrated in the General Plan Update.

The 2010 Jail Needs Assessment by Kitchell CEM (Kitchell) was completed in order to apply for state funding from AB 900 and, more recently SB 1022, for a new jail. Since then, the County has learned that because the current jail facility is not at or over capacity, and is well-maintained and relatively new, the County does not compete well for these state funds. The assessment offers valuable insight into existing operation needs, design considerations for a future facility, and options for new construction. In conjunction with interviews of Mono County Sheriff Ralph Obenberger and Jail Commander Mike Booher, the relevant information has been extracted and carried forward to more clearly articulate reasonable options for a new jail facility.

The time and expertise needed to develop accurate staff level projections to update the 2009 TRG report within the ongoing economic uncertainty is outside the scope of work for this Bridgeport Facilities Report; therefore, various facility occupants and users were interviewed to understand staffing levels and determine space needs in the current economic context. The following persons were interviewed:

Stacey Adler (Mono County Office of Education)	Lynda Roberts (Clerk/Recorder)
Aimee Brewster (Assessor)	Lynda Salcido (Public Health/EMS/Interim CAO)
Clay Neely (Information Technology)	Marshall Rudolph (County Counsel)
Gary Myers (Mammoth Hospital CEO)	Mary Booher (Finance – Public Works)
Glen Halverson (Mammoth Hospital COO)	Mike Booher (Jail Commander/Bridgeport Fire)
Jeff Walters (Public Works)	Nancy Boardman (Animal Control)
Jim Arkens (CAO – former)	Ralph Obenberger (Sheriff)
Joe Blanchard (Public Works Facilities – current)	Rita Sherman (Public Works Facilities – former)
Julie Tiede (Social Services – former)	Roberta Reed (Finance)
Karin Humiston (Probation)	Scott Burns (Community Development)
Kathy Peterson (Social Services – current)	Tim Fesko (District 4 Supervisor)
Louis Molina (Environmental Health)	Tim Kendall (District Attorney)
Bridgeport community via a Regional Planning Advisory Committee (RPAC) workshop	

In addition to the 2008 Vanir assessment, facility inventory information was provided by the Public Works Facilities and administrative services staff, fiscal/administrative staff from other departments that handle the utility billing for various buildings in question, and the Bridgeport Public Utilities District. Special thanks are extended to everyone involved for their time and cooperation, and in particular to Cedar Barager, Community Development Department Administrative Assistant, for the many hours he spent tracking down data.

Conclusions

Because this report is highly data-intensive, the conclusions are offered up-front followed by recommendations, and then the supporting information that provides the basis for the conclusions and recommendations.

1. Should the County acquire more land in Bridgeport to accommodate staff and health clinic space needs? If so, is Main Street an appropriate location for County offices?

While the County and health clinic have facility improvement and space needs, the demands do not appear to justify the acquisition of additional property. Re-configuring existing property and buildings to be used more efficiently are anticipated to be sufficient for near- to mid- term.

The Main Street Revitalization Project final report concluded that entrepreneurs and new businesses are unlikely to fill vacant space on Main Street in the near- to mid- term based on current lack of market and economic development drivers. Under the circumstances, a well-managed and maintained property with activity, even office activity, is preferable to an unkempt property that lies vacant. However, given the conclusion of this report that additional property is not needed to accommodate County facilities, no action for County acquisition is recommended.

In a related matter, however, the opportunity exists to potentially site a multi-agency office and visitor center complex, which may include space for the medical clinic, on Main Street (see question #2).

2. How does a multi-agency visitor's center and/or office complex fit with County facilities?

A visitor center appears to have momentum with the multiple parties involved, and is being planned on a separate track. The visitor center, which is perhaps a livelier and more acceptable Main Street use than office space, could be sited on the street frontage with offices behind. A space programming concept has been identified, potential sites have been brainstormed, and the community design consultant from the Main Street Design Team is drafting preliminary concepts. A workshop will be scheduled with the Board at a future meeting to receive direction on the project and the County's involvement and support. A draft of the visitor center concept is provided to the Board under separate cover.

Depending on whether the medical clinic is included in this future facility, the County could incorporate space for Health and Human Services related departments. However, given the expectation that sufficient acreage exists if current buildings are reconfigured, no action for including County office space is recommended.

3. What foreseeable space needs exist in order for the County to effectively deliver high-quality public services, and comply with State or other legal requirements?

Various departments identified space adjustments associated with increased storage, increased office space for existing staff and if/when staff increases, and facility maintenance. These requests are inventoried in the document below and should be routed to Public Works for development and programming through a project development process.

The public identified needs associated with better signage and direction, office location directories, one-stop service desks, and customer service training to create a welcoming and service-oriented environment. As part of the Main Street Revitalization Project, design ideas for public realm signage and

wayfinding, and general building design characteristics will be forthcoming and reviewed separately with the Board.

The main legal compliance issues to be handled include the Probation office, future jail capacity issues, and compliance with the Americans with Disabilities Act (ADA). Options for these specific facilities are described in question #4.

4. What options exist for accommodating identified space needs, the health clinic?

County offices providing services accessible to the public are largely provided in two locations, which could be enhanced to feel more like “campuses.” The first location is in the central area of the town behind and to the west of the Courthouse where a variety of administrative, property related, and public safety services are provided. The second location is on Twin Lakes Road where a variety of public health and safety services are available. See the map on page 17 for facility and service locations.

General Office Space and Storage

Space needs identified for Annex #1 and #2 and the Courthouse, including one-stop service counters and a campus directory, can largely be addressed through space planning and remodeling projects. Maintenance projects identified for various departmental buildings should be reviewed by Public Works and incorporated into the regular work flow.

At the Twin Lakes Road property, relocation of the medical clinic would enable the construction of more practical and less utility-intensive facilities to provide additional space for Public Health, Environmental Health, Social Services, Behavioral Health, and Paramedics, as well as expanded storage space to eliminate the need for commercially rented storage. The co-location of Health & Human Services-related departments could increase service efficiency for the public and staff, even if the medical clinic is eventually moved off site permanently. Although not adequately analyzed in this report to constitute recommendations, additional suggestions for consideration are to relocate the animal shelter to be adjacent to the Animal Control Office, and to relocate the Mono County Office of Education to a building on this site to enable jail expansion (see below).

For efficiency purposes, the following departments should be co-located or in proximity:

- Assessor, Treasurer-Tax Collector, Auditor-Controller;
- Clerk-Recorder-Registrar-Clerk of the Board, Community Development, Public Works, and County Administrative Office, proximity to County Counsel would be ideal;
- Public Health, Behavioral Health, Social Services, Environmental Health, and Paramedics, proximity to the medical clinic would be ideal;
- Probation and the Courts, proximity to Social Services would be ideal;
- Sheriff's Administration and County Jail; and
- Animal Control Administration and the shelter should ideally be co-located.

County Jail

Based on the options analyzed within this report (beginning on p. 23), the most practical options for increasing the capacity of the jail appear to be a horizontal expansion into the area now leased to the Mono County Office of Education (MCOE), or contracting an engineer to investigate the possibility of a second floor. MCOE is willing to discuss relocating and modifying the lease contract, and options could include a building at the Twin Lakes Road property or consolidation with other public entities in Bridgeport. Alternatively, moving the jail to a new location in Bridgeport would include the cost of demolition of existing buildings, more extensive new construction for the Sheriff's office and jail, and the

demolition/renovation/new construction of the existing jail and Sheriff's office to re-purpose the existing buildings.

Medical Clinic/Hospital Site

The current General Hospital building costs over \$92,600 (\$5.50/square foot) annually in utility costs to operate an approximately 1,500 square foot medical clinic and storage space. Given these very high costs and poor quality of the building and space, the facility should be demolished¹ and replaced with a more practical and efficient structure(s). A possibility exists to relocate the clinic to a future multi-agency office and visitor center complex on US 395/Main Street; or, if the clinic remains in its present location, directional signage on US 395 should be pursued to provide greater visibility.

Once the General Hospital building is demolished, additional space will be available to accommodate Public Health, Environmental Health, Social Services, Behavioral Health, Paramedics, and storage (including the relocation of commercially-rented storage to this site). The current Social Services building could then be converted into storage or returned to the property owner.

Probation Office

Significant upgrades are needed at the Probation Office to meet state requirements and ensure staff safety. If the existing vehicle storage uses are relocated (site to be determined), the current office could be expanded into this current parking and storage area² and/or otherwise modified to meet the identified needs.

Americans with Disabilities Act (ADA) Compliance

ADA compliance projects are the focus of an inter-departmental ADA Task Force consisting of County Counsel, Public Works, Community Development – Building, and occasionally Planning. This group addresses projects on a prioritized basis as feasible, and is intending to assemble an ADA upgrade plan in the future.

5. How should County facilities integrate with and support the local community?

Public input indicates a need to provide better wayfinding and directional assistance, improve customer service, and centralize services through one-stop service counters, architectural theming, and a campus feel. Relocation of existing buildings into a single campus is not financially practical, but signage and wayfinding, architectural design, and remodeling to provide one-stop service counters within individual buildings should be considered.

The Bridgeport Main Street Revitalization Project final report will contain architectural and community design suggestions that can also inform future County facility projects.

¹ The 2008 Vanir and 2009 TRG reports also recommended demolition of the General Hospital.

² Expansion to the east of the existing building and parking/storage area could involve costly wetlands studies and mitigation, and was not explored given other available options.

Recommendations

Based on the above conclusions drawn from the data compilation and analysis, which follows this section, the following recommendations for County facilities located in Bridgeport are provided:

1. Direct the following priority project concepts to be developed, vetted and programmed through a project development process and/or Capital Facilities policies and program, and as feasible based on Public Works-Facilities work flow and capacity:
 - a. Twin Lakes Road property: Relocate the medical clinic (temporarily or permanently) in order to demolish the General Hospital facility, and then construct new facilities to accommodate Health & Human Services related departments (Public Health, Social Services, Behavioral Health, Environmental Health, and Paramedics) and storage, significantly reducing the \$92,600/year utility bill.
 - b. County Jail: Further develop the option to horizontally expand the jail into the area currently leased to the Mono County Office of Education, subject to lease contract negotiations and possibly including a relocation of MCOE, with exploration of the option to add a second floor as the next most feasible option.
 - c. Probation Office: Further develop the idea of relocating existing vehicle storage and modifying the existing facility.
2. Direct the general maintenance and space programming needs identified in this report to be integrated into regular staff work flow and/or through a project development process as appropriate and dependent on project costs.
 - a. Further develop space programming in current buildings to address identified needs,
 - b. Program identified maintenance needs,
 - c. Further develop a campus-feel to the two main locations through one-stop service counters (especially in Annex #1), directories, and signage and wayfinding.
3. Direct energy efficiency and utility cost reduction concepts to be explored through ongoing solarization efforts and the Resource Efficiency Plan to be completed with the General Plan Update. Depending on whether facilities are replaced through the above recommendations, other facilities besides the General Hospital that bear prioritized investigation into reducing operating costs include the Medic 7 trailer, Courthouse, and Annex #1 and #2. The Animal Shelter, Maintenance Shop, and Sheriff complex may bear further investigation, but other factors described in the data prevent the utility costs of these facilities from being directly comparable to other County facilities.
4. Continue to plan the multi-agency offices and visitor center project on a separate track, and consider inclusion of the medical clinic. A draft project description has been provided to the Board under separate cover and will be agendaized for discussion and direction at a future meeting.
5. Continue to supplement the design work included in the Bridgeport Main Street Project to encourage streetscaping, building appearance, and public realm signage and wayfinding consistent with community character.
6. The Board may wish to consider the following:
 - a. If reduction of storage space is desired, consider funding staff dedicated to digitizing files.
 - b. Consider taking action on the public's request for a customer service focus in County offices to improve interaction with and service provision for the public.

Staffing Levels & Space Needs

Due to the dramatic economic downturn at about the same time, the 2009 Needs Assessment by TRG Consulting now has limited value and growth projections are outdated. The time and expertise needed to develop accurate projections within the ongoing economic uncertainty is outside the scope of work for this Bridgeport Facilities Report; therefore, department directors were interviewed to provide an analysis of existing staffing levels, known personnel needs, space needs for operational effectiveness and efficiency, and quality service delivery. Space needs/improvements defined as high priority by directors are identified; the other needs are not prioritized.

Animal Control Administration

Currently, five staff provide seven day/week operating hours for this unfunded, state-mandated program. Animal Control Administration was recently moved into the renovated Twin Lakes Annex (formerly the Old Clinic), and current needs are met. To improve efficiency, however, the animal shelter should be co-located to provide full time coverage and improved supervision. Prior to moving, relocating adjacent to the current shelter location in Bridgeport was explored but was stalled by issues regarding a land lease for the site with the Bureau of Land Management.

Staff interacts at least once a week with the following departments: Auditor-Controller, Economic Development, Emergency Medical Services, Environmental Health, Human Resources/CAO, Public Health, Sheriff-Coroner, Treasurer-Tax collector, and animal control in surrounding counties.

Space Needs & Improvements:

- Improve the directional signage on US 395 and Twin Lakes Road for better public visibility.
- Co-location with Bridgeport Animal Shelter would improve service delivery and operational efficiency.

Animal Shelter

One full time staff is currently assigned to the Bridgeport shelter. The animal shelter should be co-located with the Animal Control administrative offices in Bridgeport, permitting full time coverage for and improved supervision of this shelter.

Space Needs & Improvements:

- **Priority:** The exterior kennel runs are in need of improvements such as new chain link fences, kennel partitions, and gates.
- **Priority:** A separate space to provide medical treatment and care is needed.
- Co-location with Animal Control Administration would improve service delivery and operational efficiency.
- Other improvements that would increase operational efficiency and quality of service:
 - Ideally, a connected outdoor feline area would be preferred over the current configuration which requires cats to be transported in carriers.
 - Permanent shade structure to provide protection from rain, wind, snow and other elements.
 - Additional animal enclosures for anticipated future population growth.

Assessor

Eight staff, nine when the vacant Assessor's position is filled, is assigned to the Bridgeport office full time. Ideally, the former staffing level of 12 would provide better service. While open to moving, availability to

the public and proximity to the Auditor/Controller and Tax Collector is critical. The closure of the dedicated Mammoth office was recommended by the Grand Jury.

Space Needs & Improvements:

- More counter space to provide customer service. A potential one-stop service counter for all the departments in Annex #2 could be designed and would address public concerns.
- Storage space in the office or the capacity to digitize.

Auditor-Controller

Seven staff, eight when the vacant Finance Director position is filled, is assigned to the Bridgeport office full time. In addition, six more Public Works Administrative Services staff is included in the department hierarchy although separate offices are maintained. An increase of 1-2 staff is anticipated in the next several years, but no additional work space exists in the current office. The current staff and anticipated increase is sufficient for time-sensitive, critical needs. Staffing is not sufficient for increased work load, such as developing the cost plan, bringing contracted services in house, or providing additional services to other entities. At this time, payroll for special districts is provided free of charge. A storage unit is commercially rented; payroll needs to be kept for 70 years. Digitizing records to minimize storage needs could be explored.

The long, narrow layout of the existing office is a challenge as desks are directly in the flow of traffic, confidential offices are not available, and some space is not usable. Proximity to the Assessor, IT, and Treasurer/Tax Collector is critical.

Space Needs & Improvements:

- Office space for 1-2 more staff.
- Conference room for meetings, public document viewing, and audits. Currently the Finance Director's office is used for this purpose
- Storage space to replace rented space, and possibly more space.

Behavioral Health

Behavioral Health, formerly mental health, does not currently have office space or assigned staff in Bridgeport but does provide service on an intermittent basis. Staff is primarily located in South County, and to some extent Walker, to be proximate to case load location.

Space Needs & Improvements:

- Confidential office for treatment/counseling for 4-10 hours/week. Shared space is acceptable; explore shared room with Environmental Health or Social Services.

Board of Supervisors

The number of Supervisors is set at five by law and is not expected to change. Supervisors representing primarily the South County are provided office space in Mammoth by request. Proximity to the Clerk of the Board, CAO and County Counsel are critical. No space needs or improvements were identified.

Clerk-Recorder-Registrar-Clerk of the Board

Five staff are assigned to the Bridgeport office full time. The current staffing level is sufficient for time-sensitive, critical needs, and work load can vary significantly with election cycles. Staffing is not sufficient for less urgent needs, including additional Board support, digitizing records, or special projects. Cross-training provides additional staff capacity as the Community Development Department provides basic Clerk functions at a one-stop service desk for more convenient access by South County residents.

Proximity to the Board of Supervisors, Community Development, CAO and County Counsel is ideal.

Space Needs & Improvements:

- At least one more office space.
- A secure computer work station, e.g. in a location without windows and public access.
- A one-stop service desk, possibly combined with Community Development, to provide more centralized customer service.
- Private space for the public to research records would improve customer service.
- Additional secured storage space is ideal, although lockable filing cabinets in shared space is acceptable. More storage space is anticipated unless records can be digitized.

County Counsel

At least one County Counsel staff is in Bridgeport daily; however, up to four staff may need office space at one time, as dictated by Board of Supervisors meetings. The current staffing level is sufficient for time-sensitive, critical needs. Staffing is not sufficient for less urgent needs, such as drafting and amending various County ordinances and policies, which would require additional staff and office space. County Counsel should be located in close proximity to the Board of Supervisors, County Administrative Office, and the Courts. The Mammoth office provides critical support to departments located in South County for service provision reasons, especially community development, social services and mental health.

Space Needs & Improvements:

- County Counsel would ideally like an additional office and is open to being relocated.

County Jail

Staffing levels were not evaluated as the location and configuration of a new jail would ultimately dictate staffing levels. See the section on the “County Jail Needs Assessment” (p. 21) for a discussion of options for a new jail.

Space Needs & Improvements:

- Maintenance system: the system that runs the building’s plumbing, electrical, etc. is obsolete and replacement parts are no longer available. Replacing the entire system is anticipated to cost approximately \$250,000.

County Administrative Officer

The CAO office currently consists of three full time staff, but will increase to five with the hiring of a Human Resources/Risk Manager and CAO. Proximity to the Board of Supervisors, Clerk of the Board, and Auditor/Controller are critical. No space needs or improvements were identified.

Community Development

The Bridgeport planner and front counter/permit technician positions are currently vacant, requiring staff to rotate from the South County office daily. The Building Official and cross-trained staff from Public Works Administrative Services provide regular front counter customer service. The current staffing level is sufficient for the current work load and time-sensitive, critical needs. Staffing will not be sufficient if development activity increases, more dedicated North County support is desired, or for less urgent needs. For permitting efficiency purposes, CDD should be located near Environmental Health and Public Works, and near the Clerk-Recorder-Registrar-Clerk of the Board and CAO for a coordinated reception counter. The Mammoth office provides Clerk services to South County

residents, as well as providing convenient service for development inquiries from Lee Vining to Swall Meadows, and Tri-Valley.

Space Needs & Improvements:

- **Priority:** A one-stop reception and customer service counter to serve all departments located in Annex #1, possibly on the north side by the library entrance. This configuration would also provide Americans with Disability Act compliance for the Public Works Department.

District Attorney

Three staff are assigned to the Bridgeport office, with up to seven on Tuesdays, and sometimes Wednesdays and Thursdays, depending on Court activity and case load. Staffing is anticipated to increase by two due to increased responsibilities associated with the reduction of the police force in the Town of Mammoth Lakes. While these staff additions would primarily be assigned to South County business, periodic work in Bridgeport would necessitate office accommodations for seven to nine staff. The District Attorney should be located in close proximity to the Courts, Sheriff, and Board of Supervisors.

Space Needs & Improvements:

Currently, an attorney and investigator share an office; however, staff should have separate and confidential office space due to the nature of work.

- One more confidential office is currently needed, and up to two more may be needed based on anticipated staff increases.
- Current storage of a vault and under stairwells is sufficient, although staff needs the combination to the vault. Records are slowly being digitized.

Environmental Health

One to two staff rotate to the Bridgeport offices on a regular basis. The current staffing level is sufficient for time-sensitive, critical needs. Adjacency to Public Health and the Community Development Department allows for efficient service delivery. Staff is primarily located in Mammoth as the majority of service requests are generated from South County.

Space Needs & Improvements:

- An additional office space for a total of two. Shared/rotational office space is acceptable (perhaps with Behavioral Health or Social Services).
- Additional storage space for office supplies and confidential file storage; could be shared with Public Health.

Information Technology

The general ratio for IT staffing is about one technician per 30 computers. Currently, 5 staff service about 150 computers in Bridgeport. The current staffing level is sufficient for time-sensitive, critical needs, but is not sufficient for less urgent needs. IT needs to be located in close proximity to main line terminations, which are currently in Annex #1 or #2. IT staff usually goes to other departments to provide service, so a central location is most efficient.

Space Needs & Improvements:

- A vacant desk space is currently available in Bridgeport, and possibly up to two more staff could be accommodated in existing space.
- The 2000 sf of equipment storage space currently located in the General Hospital building is critical.
- The addition of a testing/mini-network room of about 300 sf would be ideal.

Medical Clinic

Operated by Southern Mono Healthcare District (District) under contract with Mono County, 3,177 sf is available for use but only approximately 1,500 sf is needed. The County pays a monthly fee for clinic operation, which is reduced by a formula in the contract related to the amount of revenue collected by the clinic. The District is interested in greater visibility for the clinic to increase revenues, either by relocating to Main Street or improving directional signage on US 395. If the clinic were moved to a different location, proximity to the helipad is not a concern for the District. Bridgeport is small and compact enough that transportation would not be a problem.

Space Needs & Improvements (current building):

- Soundproofing of treatment rooms to provide for confidentiality.
- Improved energy efficiency to reduce utility bills (77% paid by District).
- General modernization and upkeep of building.

Paramedics

The current staffing level is sufficient. Adjacency to the EMS Chief, medical clinic, and health and human services departments allows for efficient delivery of service.

Space Needs & Improvements:

- Improved sleeping accommodations.
- Improved rig storage.
- As a potential relocation option, the Bridgeport Fire District expressed openness to locating the Paramedics at the fire station. Any Paramedic facilities would need to be constructed.

Public Health

One Public Health staff rotates to Bridgeport on a regular basis. The opinion that health services should be located in County-owned facilities was expressed. The current staffing level is sufficient for time-sensitive, critical needs. Adjacency to the medical health clinic and other related health and human services departments, such as environmental health, behavioral health, and social services, allows for efficient service delivery.

Space Needs & Improvements:

- Additional storage space for office supplies and confidential file storage; could be shared with Environmental Health.
- Separate staff office and clinic room.
- If relocated to a different facility, a conference room and office for fiscal staff would also be needed.

Public Works

Public Works staff has decreased significantly in the areas of engineering and facilities/project management to the point where handling the existing work load is a challenge and less urgent needs are simply not addressed. Staffing is augmented with consultants, which requires additional staff time to manage the work and product. Maintenance shop, parks and facilities shop, solid waste, and road shop staff are sufficient for the current work load.

Space Needs & Improvements:

- The maintenance shop may warrant additional consideration to reduce operating costs.
- Locate a suitable site in downtown and place receptacles for a local recycling station.

- Create more private office space on the second floor of Annex #1 to reduce ambient noise, allow for private conversations, and accommodate future staff increases.
- Per the Bridgeport Main Street Revitalization plan, screen the Bridgeport County Yard complex from US 395 to create a more aesthetic town entry corridor.

Probation

Additional staff is necessary in order to provide more supervision within communities, support intermediary and intervention services, reduce the reporting burden on officers, and upgrade to a standardized program of evidence-based practices using improved technology such as Smart Probation software. Probation should be located in close proximity to the Courts and District Attorney.

Space Needs & Improvements:

- **Priority:** Separate juvenile facilities. By law, juvenile detainees may not see or hear adult probationers. Currently, adult probationers must walk past the two special purpose rooms for juvenile detainees in order to access offices. The layout needs to be modified, and/or two new special purpose rooms compliant with American Correctional Association standards are needed in a different location.
- **Priority:** Separate confidential office for juvenile probation officer. The juvenile probation officer currently shares office space with the adult probation officers, making separation of the two detainee populations difficult.
- **Priority:** Secure file storage. Confidential files are currently stored in areas accessible to the public with no room to store elsewhere.
- **Priority:** Security for the CLETZ computer. State law may govern the security standards; requirements known at this time are to have the system in a locked space that the public cannot access, and any proximate window must have bars.
- **Priority:** Security for public entrance. A physical barrier at the front desk, remote operation of the front door, and the ability to see outside the door prior to unlocking would improve staff safety.
- **Priority:** Security for detainee entrance. A separate, locked entrance for detainees with the ability to see outside the door prior to unlocking would improve staff safety.
- **Priority:** Safety improvements to bathroom. More open space is needed in the bathroom currently used for detainees to enable probation officers to be arm's length from the detainee and easily access urinary test supplies.
- **Priority:** Inadequate climate control. Building heat is inconsistent and air conditioning is not available.
- **Priority:** As more probation officers are added, provide a separate, confidential office for each.
- Group meeting space for programs.
- Separate staff meeting and break room.
- Separate office for probation aide (currently in the meeting and break room).
- Building upgrades: replace inefficient single-paned windows, install new carpet, paint.

Sheriff's Administration

Current Sheriff's Administration staff is 19 and is expected to increase in the near future, possibly to 25 by 2020. No immediate needs were identified for the current facility, although new facilities are being considered in conjunction with a new jail. See the section on the "County Jail Needs Assessment" (p. 22) for a discussion of options for a new jail.

Social Services

One staff is currently assigned to Bridgeport on a regular basis, and one eligibility worker rotates through one day a week. Staffing is expected remain the same in the near term, and will not be eliminated as previously indicated in the 2009 TRG report. The main case load is handled by Mammoth and Walker. Adjacency to other health and human services departments (Behavioral Health, Public Health) and Probation would be ideal for efficient service delivery.

Space Needs & Improvements:

- Current facility: significant building maintenance upgrades. The building has had gas leaks and other problems impacting health.
- A new facility: main intake office, two staff offices, confidential interview room (explore sharing with Behavioral Health), access to a conference room, storage, and sufficient security, including a physical barrier at front desk, secured storage for servers, and an alarmed building.

Treasurer-Tax Collector

A current staff of five is assigned full time to Bridgeport, and one more person is desirable to better handle increasing collection duties. The current vault is sufficient for confidential storage, and commercial storage space is rented. Proximity to the Auditor-Controller and Assessor allow for efficient service delivery.

Space Needs & Improvements:

- More common area for scanning projects.
- Break room with a sink, running water, and small kitchen.

Community Input

A workshop was held with the Bridgeport Valley Regional Planning Advisory Committee (RPAC) on March 21, 2013 to receive input on County facilities in Bridgeport. Outreach for the workshop consisted of a boxholder mailing and standard e-mail distribution of the RPAC agenda.

The public envisions centralized and customer-focused service provision, a central directory with good signage to help locate services and departments, well-maintained buildings, and a campus feel integrated with a public plaza and cohesive architectural themes. The architecture should identify the government buildings while also blending with the community and contributing to the local character.

The current perception of County facilities is that they are old, inefficient, and in some cases decrepit. The services are difficult to access due to fragmentation, poor or non-existent signage, and lack of a one-stop service desk, as well as not being user friendly due to safety barriers (e.g. safety glass) and confusing floor plans. On the flip side, the historic nature of some buildings is highly valued and some public have found some County staff to be very friendly and helpful.

Suggestions to improve County services and integrate with and support the Bridgeport community better include the following:

- Provide a central directory and possibly a greeter, along with directional signage to improve user friendliness.
- Focus on improving customer service by setting uniform expectations of friendliness and helpfulness within County staff. Customers are not an interruption of work; they are the reason for it. Suggestions include: customer service training, service counters open to the public (e.g. not separating the customer with safety glass), and cross-train front desk staff in order to provide better information to the public.
- Incorporating local community art, such as art through the schools, as interior office decorations could create a better connection with the community.
- Relocate the visitor center to Main Street to improve visibility and provide a greater economic development impact.

Input was specifically requested about the potential for relocating the medical clinic to Main Street. A concern about privacy and confidentiality had been raised outside the meeting, and meeting feedback included the following:

- Ensure adequate parking,
- May fit well with interagency offices and a visitor center,
- County may not need to provide as much subsidy if the clinic was more visible,
- Ensure adequate access and proximity to the helipad for LifeFlights, and
- Ensure good signage.

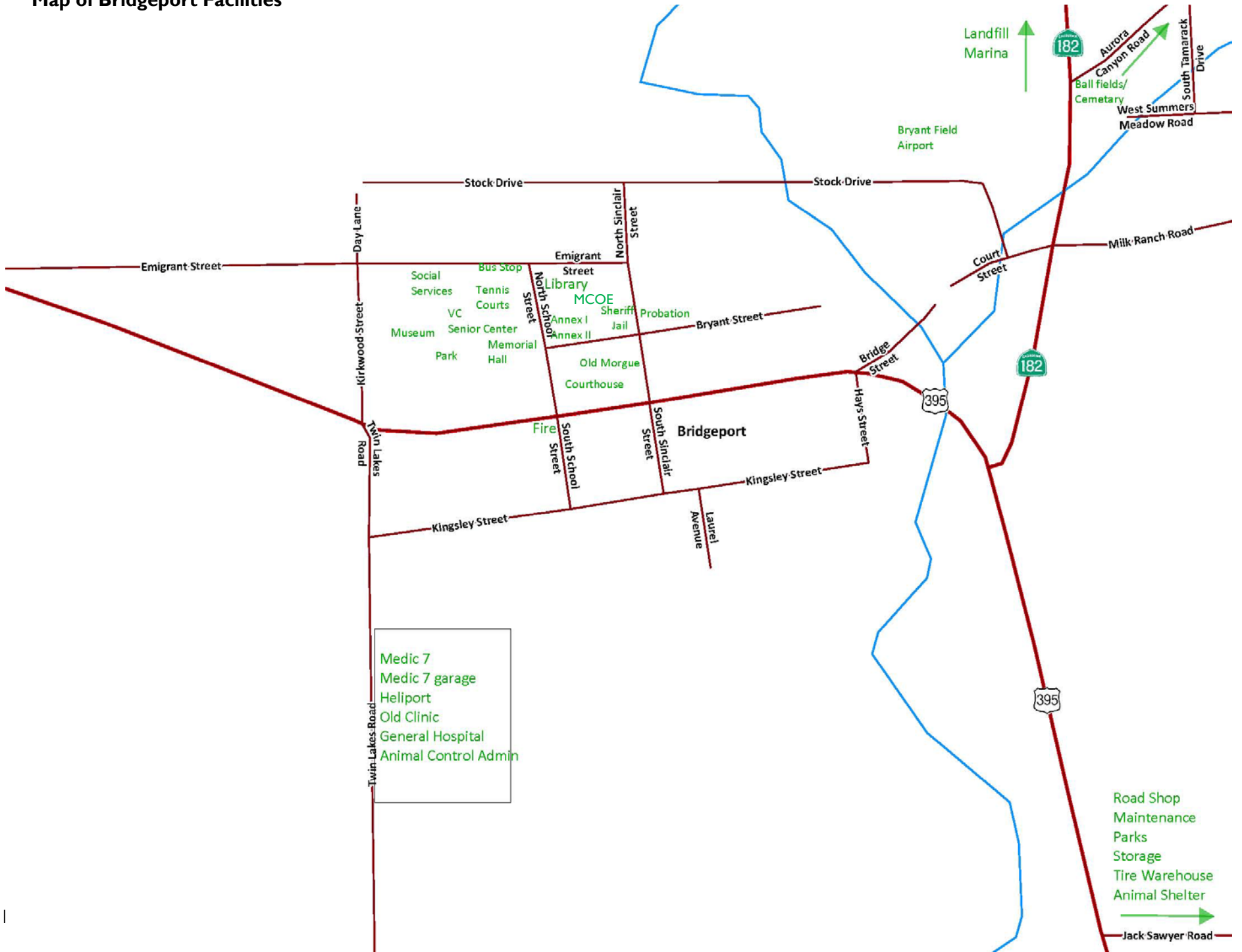
Building Inventory

County facilities in Bridgeport were inventoried and basic information on occupied buildings was compiled to understand facility size, use and operational costs.

- The facilities map provides a very basic visual representation of County facilities.
- Table 1 contains basic building information including facility name, address, year built, number of stories, square footage, departments housed, and a general description of space use.
- Table 2 contains utility costs by building for Fiscal Year (FY) 2011-2012, operational cost of each building based on utility bills by square foot, and recent maintenance and capital projects completed. Only a very basic analysis of operational cost issues is offered; note that some energy efficiency improvements were completed during or after the 11-12 FY and so are not reflected in these utility costs. A more detailed analysis is intended to be completed through the Resource Efficiency Plan being conducted as part of the General Plan Update. Maintenance costs for each building could also be valuable information in determining building operational costs, but was outside the scope of work of this effort.

In addition to these tables, a review and analysis of the 2010 Jail Needs Assessment by Kitchell CEM (Kitchell) is included. The need for a new jail facility can be anticipated, and the opportunity exists to begin planning for the necessary capital outlay. This evaluation extracts the information from the 2010 Kitchell report that should be carried forward and possible options for new construction.

Map of Bridgeport Facilities



Medic 7
 Medic 7 garage
 Heliport
 Old Clinic
 General Hospital
 Animal Control Admin

Road Shop
 Maintenance
 Parks
 Storage
 Tire Warehouse
 Animal Shelter
 →

TABLE I: Basic Facility Information

Facility Name	Street Address	Year	#Floors	Sq. Ft.	Departments	Space Use
Animal Shelter	197 Jack Sawyer Rd	1980	1	1,600	Animal Control	Visiting room/office, 10 interior kennels, 10 exterior kennel runs, play room, rest room, kitchen, cattery and storage, second cattery (quarantine area) and food storage accessed from the exterior of the building, exterior cage.
Ball Field	576 Aurora Canyon Rd		NA		NA	
Bryant Field Airport	76 Stock Drive		NA		NA	
Cemetery	576 Aurora Canyon Rd		NA		NA	
Courthouse	278 Main St	1880	2	11,689	Administrative Office of Courts (State) District Attorney County Counsel Public Defender Board of Supervisors	1 st Floor: 2 County Counsel offices, 1 District #4 Supervisor office, 6 offices and a storage vault for the District Attorney (DA), and office and storage for the Court clerk. 2 nd Floor: 2 courtrooms, 2 Judge's chambers, the Mono County boardroom and restroom, public restroom.
Courthouse Annex #1	74 North School St	1965	2	10,752	Clerk-Recorder-Registrar- Clerk of the Board Community Development CAO/HR/Risk Mgmt Public Works	1 st Floor: 3 offices, shared office space, and a storage vault for the Clerk-Recorder; 3.5 offices for CDD (planning and building); 2 offices and a storage room for CAO; 3 HR offices; 0.5 office space for Public Works (shared with CDD); a risk management office; small conference room and approximately 315 sf of public front counter area. 2 nd Floor: 10 offices and shared office space for the Public Works Department and a conference room.
Courthouse Annex #2	25 Bryant St	1974	2	10,200	Assessor, Auditor- Controller Information Technology Treasurer-Tax Collector	1 st Floor: individual and shared office space for the Auditor-Controller and Treasurer-Tax Collector, and 2 secure storage vaults. 2 nd Floor: individual and shared offices, a vault, and data processing room for Information Technology, and individual and shared offices and a vault for the Assessor. A 960 sf atrium extends through the second floor.
Library	94 North School St				Library	
Maintenance Shop (4994)	207 Jack Sawyer Rd	1957	1	9,200	Public Works	7 vehicle maintenance bays, staff offices, and a parts warehouse cage.
Marina	200 Ramp Rd				NA	
Medic 7 (trailer)	193 Twin Lakes Rd	1972		1,050	Paramedics	
Medic 7 Garage	221 Twin Lakes Rd	2004	1	960	Paramedics	
Memorial Hall	73 North School St	1956	2	10,602	NA	1 st Floor: main hall, exercise room, kitchen, restrooms, lobby, storage.

Facility Name	Street Address	Year	#Floors	Sq. Ft.	Departments	Space Use
						2 nd Floor: theater, restrooms, lounge, foyer, storage
Mono County Office of Education	25 Emigrant Street		1	3,800	Mono County Office of Education	Not all space is currently used; parking is limited; MCOE provides for all utilities, maintenance and improvements.
Mono General Hospital	221 Twin Lakes Rd	1962	1	16,796	Medical Clinic Storage	~1,500 sf medical clinic, storage (including 2,000 sf of IT storage), vacant space.
Museum	129 Emigrant St	1880	2		Historic Building	
Old County Jail	Bryant St	1883	1	1,221	Historic Building	
Old Morgue	38 Bryant St	1880	1	672	Storage	
Park	121 Emigrant St				NA	
Parks Building	201 Jack Sawyer Rd	1980	1	3,880	Public Works	
Parks Shop-MGH	221 Twin Lakes Rd	1972	1	775	Public Works	
Parks Warehouse	201 Jack Sawyer Rd	1957	1	1,750	Public Works	
Probation Department	57 Bryant St	1990	1	2,112	Probation	2 shared offices, 2 juvenile detention rooms, day room, kitchen, restroom, 2 private offices, small storage closet, handicap restroom, reception area
Senior/Visitor Center	123 Emigrant St	1928	1	816	Senior Services	
Sheriff's Station	25 Emigrant St	1988	1	15,790	Sheriff Administration, Jail	
Social Services	137 Emigrant St	1937	2	3,268	Social Services	
Storage – commercially rented						Annual cost of \$4,080/year
Tire Warehouse	207 Jack Sawyer Rd	1990	1	2,485	Public Works	
Twin Lakes Annex (Old Clinic)	221 Twin Lakes Rd	1970	1	3,222	Animal Control Public Health Env. Health	1 Env. Health office, 1 Public Health office/clinic, conference room, front desk/Public Health office, restrooms, Animal Control offices

TABLE 2: Utility Cost Information by Facility for FY 11-12

Facility Name	Sq.Ft.	Propane	Electric	Water	Sewer	Total	Cost/Sq.Ft	Irrigation	Recent Projects/Notes
Animal Shelter	1,600	\$2,201.09	\$2,867.99	\$1,542.24	on septic	\$ 6,611.32	\$4.13 ³		Exterior paint (Jul. 2012)
Facility Name	Sq.Ft.	Propane	Electric	Water	Sewer	Total	Cost/Sq.Ft	Irrigation	Recent Projects/Notes

³ Cost/sf may appear higher due to longer occupied hours (24 hours a day, 7 days a week for the animals).

Ball Field	NA	\$ 53.55	\$327.89	\$3,299.86	NA	\$ 3,681.30	NA	\$3,299.86	Upgrade to bullpens, backstop, fencing, irrigation, grading (Dec. 2011)
Bryant Field Airport	NA	NA	NA	NA	NA		NA	\$382.35	
Cemetery	NA	NA	NA	\$288.97	NA	\$288.97	NA	\$288.97	
Courthouse	11,689	\$25,605.58	\$12,703.56	\$3,084.48	\$3,769.92	\$45,163.54	\$3.86	\$822.98 Includes addition	Interior paint (Mar. 2012), BOS lighting (Jan. 2012)
Courthouse Annex #1	10,752	\$15,899.28	\$14,236.13	\$3,084.48	\$3,769.92	\$36,989.81	\$3.44		Window upgrades (Oct. 2011), zoned heat control (Jun 2012), air conditioning (Jul 2012), landscaping (May 2011)
Courthouse Annex #2	10,200	\$10,804.42	\$ 22,547.41	\$3,084.48	\$3,769.92	\$40,206.23	\$3.94		New cooling system (May 2012), heat control (Jun 2012), ADA bathrooms (pending)
Library									Bathrooms (Oct. 2012)
Maintenance Shop (4994) + Tire Warehouse	9,200 + 2,485	\$55,560.13	\$ 14,252.31	\$1,542.24	on septic	\$71,354.68	\$6.11 ⁴		Buildings are billed together. Exhaust system (Aug. 2012), fuel system upgrade (Dec. 2011)
Marina									On well and septic
Medic 7 trailer	1,050	\$3,281.43		\$863.94	\$992.46	\$ 5,137.83	\$4.89		
Medic 7 Garage	960	\$883.85	\$1,471.92	NA	NA	\$ 2,355.77	\$2.45		
Memorial Hall	10,602	\$678.59	\$1,626.86	\$1,392.36	\$1,563.72	\$ 5,261.53	\$0.50	\$51.02	ADA front entry (Oct. 2011), exit stairs (Sept. 2011), interior paint and cabinet refinish (Dec. 2011), upstairs access/kitchen remodel/entry room remodel (pending)
Mono County Office of Education	3,800	NA	NA	NA	NA	NA			MCOE provides for all utilities, maintenance and improvements.

⁴ Although the tire warehouse is included in the utility billing, most costs can be attributed to the 9,200 sf maintenance shop at \$7.76/sf. Cost/sf is high due to the need to keep doors open during the winter for venting while working on vehicles; the benefits of the new exhaust are not reflected in these numbers and should reduce the cost.

Facility Name	Sq.Ft.	Propane	Electric	Water	Sewer	Total	Cost/Sq.Ft	Irrigation	Recent Projects/Notes
Mono General Hospital + Parks Shop	16,796 + 775	\$70,752.00	\$ 14,450.91	\$3,352.70	\$4,097.74	\$92,653.35	\$5.27	\$1,023.31	Buildings are billed together. 3,177 sf for clinic & 432 sf shared space, rest for storage, utilities: 23% paid by County and 77% paid by hospital
Museum		\$602.05	\$869.39	(soc. Svc.)	(soc. Svc.)	\$ 1,471.44	NA		
Old County Jail	1,221								
Old Morgue	672	NA	NA	NA	NA				
Park		NA	\$4,060.11	\$1,717.83	\$728.28	\$ 6,506.22	NA	\$1,717.83	Bathroom heaters, paint interior and exterior (Sept. 2010)
Parks Building + Parks Warehouse	3,880 + 1,750	\$7,053.82	\$520.76	\$ 771.12	On septic	\$8,345.70	\$1.48		Buildings are billed together.
Parks Shop-MGH	775	See General Hospital	See General Hospital	See General Hospital	See General Hospital	See General Hospital			Billed with Mono General Hospital.
Parks Warehouse	1,750	See Parks Building	See Parks Building	See Parks Building	See Parks Building	See Parks Building			Billed with Parks Building.
Probation Department	2,112	\$1,386.14	\$3,196.96	\$771.12	\$942.48	\$ 6,296.70	\$2.98	\$184.59	Paint exterior (Aug. 2012), bathroom ADA remodel (Jan. 2012)
Senior/Visitor Center	816	\$955.39	\$1,300.45	(soc. Svc.)	(soc. Svc.)	\$ 2,255.84	\$2.76		VC ADA parking & access, deck replacement & exterior paint (Aug. 2010)
Sheriff's Station	15,790	\$ 50,554.02	\$48,174.71	\$ 10,924.32	\$ 11,609.76	\$121,262.81	\$7.68 ⁵	\$349.69	utilities include admin building, jail, and June Lake + Crowley substation
Social Services	3,268	\$3,078.02	\$3,212.20	\$ 1,563.72	\$1,884.96	\$9,738.90	\$2.98	\$79.82	water and sewer utilities include senior center/visitor center and museum
Storage – commercially rented	4 units								Annual cost of \$4,080/year
Tire Warehouse	2,485	See Maint. Shop	See Maint. Shop	See Maint. Shop	See Maint. Shop	See Maint. Shop	See Maint. Shop		Billed with Maintenance Shop.

⁵ This cost may be artificially high as it includes the substations, and costs are higher due to the increased operating hours of the jail (24 hours a day, 7 days a week).

Facility Name	Sq.Ft.	Propane	Electric	Water	Sewer	Total	Cost/Sq.Ft	Irrigation	Recent Projects/Notes
Twin Lakes Annex (Old Clinic)	3,222	NA	NA	NA	NA				Renovated (Oct. 2012)

Other facilities not included due to lack of data:

<u>Facility Name</u>	<u>Street Address</u>
District 4 Road Shop (old)	Demolished – no longer in service
Heliport	221 Twin Lakes Road
Transfer Station	50 Garbage Pit Road
Storage Trailer	Demolished – no longer in service

County Jail Needs Assessment

The 2010 Jail Needs Assessment by Kitchell CEM (Kitchell) was completed in order to apply for state funding from AB 900 and, more recently, SB 1022. Since then, the County has learned that because the current jail facility is not at or over capacity, and is well-maintained and not very old, the County does not compete well for these state funds. The assessment offers informative insights into existing operation needs, design considerations for a future facility, and options for new construction. In conjunction with interviews of Mono County Sheriff Ralph Obenberger and Jail Commander Mike Booher, the relevant information has been extracted and carried forward to more clearly articulate reasonable options for a new jail facility.

Because siting a second facility doubles the operation and staffing expenses, a new jail should consist of a single facility in Bridgeport. The current capacity is sufficient with few to no days that the jail is over capacity, although space is not sufficient to separate inmates by court status and security designation. However, the inmate population is anticipated to grow due to California's corrections realignment plan which shifts responsibilities from the state to counties for custody, treatment and supervision of individuals convicted of specified non-violent, non-serious, and non-sex crimes. Growth for other reasons is not predictable in Mono County due to factors that do not apply in other jurisdictions, such as weather and tourism-based population spikes. Ideally, a new jail should be operational in ten years based on the anticipated increase from realignment and unpredictable factors that cause high fluctuations in the inmate population. Additional population management programs, such as an alternate work program (AWP) could be considered and implemented to help reduce the number of inmates that need to be housed in the jail and modulate the spikes.

A new jail facility should contain more than 70 beds⁶ to allow for appropriate separation of inmates by sex, court status, and security designation, but less than the number of beds (~100) that triggers the requirement for full-time, on-site medical staff. Reasonable options for a new jail appear to include the following, all of which were also analyzed in the 2010 Kitchell report:

- **Expand the current jail vertically:** The cost and feasibility is dependent on the ability of the existing building to accommodate a second story, which will need to be evaluated by an engineer. If a second story is built, design features such as a Plexiglas floor should be incorporated to maximize monitoring efficiency by the fewest staff possible.
- **Expand the current jail horizontally:**
 - The Kitchell report suggested this option may require Annex II and/or I to be demolished and the historic jail building to be moved. Feasibility depends on the cost of demolition and new construction, whether a reasonable layout can be developed given the site constraints, and relocating the existing uses in Annex II and/or I.
 - A second possible option may be to relocate the Mono County Office of Education offices at 25 Emigrant Street, demolish that existing 6,000 sf building, and build a portion of a new jail facility, which could be two stories. Inmates could be transferred to the new facility, and the current jail could be demolished so that the new jail can be expanded to the appropriate size, or the current jail could be remodeled/expanded to integrate with the new jail. The Mono County Office of Education's lease expires in 2022 and contains a ten year extension option. Feasibility depends on negotiations with the Mono County Office of Education, and the cost of demolition and new construction.
- **Build a new facility** at the old hospital site on Twin Lakes Road: This option would require the relocation of the current medical clinic, demolition of the General Hospital building, and construction of a new jail and Sheriff Administration complex. The ability, or inability, to use the

⁶ The jail currently legally operates 44 beds, but is only designed for 24.

current jail/Sheriff building once vacated should be considered. Transportation to the Courthouse from this new site does not appear to be a constraint.

The jail should be co-located with the Sheriff's Department for efficiency. In addition, the communications and dispatch function should be separated from the jail facility in the future. In the current configuration, the graveyard shift dispatcher currently functions as a second jailer; however, in practice, the dispatcher cannot leave the switchboard if the primary jailer requires assistance, effectively leaving that jailer on his own until backup arrives. Separating the functions would result in increased, but more appropriate, staffing, and moving the telecommunications infrastructure will be a challenge.

The current jail cost approximately \$18 million to construct. A new facility is anticipated to cost approximately \$20-25 million, possibly more if a phased approach is used.

Appendix A: Public Input

The following notes were taken at the March 21, 2013 Bridgeport Valley Regional Planning Advisory Committee meeting during the public discussion of County facilities in Bridgeport.

CURRENT PERCEPTION

- Old
- Inefficient
- Decrepit – especially social services building
- Historic
- Dysfunctional – hard to access services
- No central desk/one-stop shopping
- Not user friendly – went from being able to talk with people to interacting through glass
- People are very friendly, nice, cooperative
- Poor, confusing signage at main reception areas to find services
- Annex I entry a little confusing
- Look like old, run-down mental facility

VISION

- Main information desk to assist the public with where to go and how to get the services they need
- Amador County: central counter with staff offices adjacent – all staff in one building
- Central directory – more cost effective
- Conference facilities for public and group use, e.g. event use
- Universal access: signs and information, direction, facilitation of use
- Integrated with public plaza and campus, cohesiveness
- Architectural themes identifying government buildings, uniformity/branding
- Maintained well, cared for
- Want them to look like they blend in to look like this community, add to, contribute to local character
- Recognize the customer, public service attitude, better customer service attitude.
- Main Street should be reserved to attract tourists... Common sense would suggest that tearing down buildings is an extreme step for this project.

IMPROVEMENTS

- Central Directory/signage, direction, user friendliness; Uniformity of friendliness and helpfulness within County staff, customer service, shared vision of serving the community, e.g. code of conduct/county culture – provide training
- Customers are not an interruption of our work, they are the reason for it
- Open area to the public (e.g. not glass) makes people feel welcome
- Greeter
- Cross-training with other departments so staff can provide better assistance to the public
- Art as decorations – supports local art and creates better connection to community; could be children's art through the schools; support art work of community
- Historic value (and possible designation of historic buildings) – isn't there funding available through foundations for this.

PROBLEMS (see Current Perception)

IMPROVE PUBLIC SERVICE

- Better directions, signage
- Too many buildings
- Facilities should be well “signed” and identified. A map handout at each office would help residents find their way.
- Would it make sense to move offices and departments around so that they are grouped according to work flow and/or ease of the public’s needs.
- Directory, knowledge of receptionists of location of basic services (info sheet), well maintained bulletin boards

SPECIFIC BUILDING IMPROVEMENTS

- Recognize historic value of buildings
- Current visitor center location doesn’t work – needs to be in a more visible location: tourism/marketing, interagency needs for office space – high priority
- Landfill is actually a transfer station, consider changing the name of road
- Bryant Street: seems entirely unnecessary to build a large fire turn-around for such a small area. Certainly fire apparatus still have a reverse gear.
- Move visitor’s center to Main Street location.
- The old hospital building has the best location (views) of any County building. It is very old looking and could be replaced with a well designed and built structure.

HEALTH CLINIC INPUT

- Make sure there’s enough parking
- Seems like a good fit with interagency offices
- County may not need to subsidize as much if clinic were more visible
- Adjacency to helipad for LifeFlights – not in the middle of the neighborhood
- Improve the signage
- A hospital on Main Street is contrary to that concept. Certainly not an inviting business – it would not help to draw people back to Bridgeport for a stay, a meal, or a fishing or camping weekend

Bridgeport Multi-Agency Office and Visitor Center

Project Concept Working Draft Version 2 Spring 2013

Participants:

- Bodie Foundation: Brad Sturdivant
- Bodie State Historic Park: Tom Gunther
- Bridgeport Indian Tribe: Justin Nalder
- Bureau of Land Management, Bishop Field Office: Bernadette Lovato, Becca Brooke
- Caltrans: Forest Becket
- Eastern Sierra Interpretive Association: Debbe Eilts, Danna Stroud
- Marine Corps Mountain Warfare Training Center: Doug Power
- Mammoth Hospital: Gary Meyrs, Glen Halverson
- Mono County: Tim Fesko, Scott Burns, Alicia Vennos, Jeff Simpson, Wendy Sugimura
- USFS, Humboldt-Toiyabe National Forest, Bridgeport Ranger District: Mike Crawley

Context & History

The concept of a visitor center in the Bridgeport Valley/Bodie State Historic Park vicinity dates back to a community issues report developed by the Collaborative Planning Team in 2000, which first proposed locating the facility in the Bridgeport community. Previous to this report, the Bodie State Park planning documents envisioned a visitor center at the park. Since that time, critical partners have not necessarily been in agreement about where the visitor center should be located and the purpose it should serve, and no single project idea has gained enough momentum or support to be viable. Around 2004, the Mono County Tourism/Film Commission authorized the *Bridgeport Visitor Center Feasibility Study* by the Strategic Marketing Group. The study concluded a visitor center in Bridgeport or the surrounding area is feasible, evaluated several site options, and suggested a two-phased development.

Today, supported by recent Main Street planning efforts by the community and multiple agencies, interests appear to be better aligned and the participants are enthusiastic about a new effort to move forward an old concept. The 2004 study was used as baseline information, and the applicable information was carried forward into this document and integrated with new ideas.

Project Information

Project Goals¹

- Enhance the **visitor experience** through education and services connecting travelers to north county attractions.
- **Promote, interpret, share, and protect** the unique north county natural resources and destinations in keeping with agency missions.
- Spur **economic development** by encouraging travelers to stop and explore local communities, and fostering repeat visitation.
- Provide **shared agency offices** to support effective operations, public service, and collaboration.
- **Support local communities** by contributing to the vitality and activities within the townsite.

Project Assumptions

A successful visitor center will include the following:

- A location in the Bridgeport townsite between Emigrant Street and the East Walker River Bridge, and on US 395 (e.g. Main Street);
- Perspectives of multiple agencies, multiple cultures, and the community;
- Sufficient parking that is easily accessible;
- Parking for recreational vehicles, trailers, and trucks;
- Public restrooms;
- Financial feasibility;
- Venues for the arts such as music, living history, artist in residence, etc.;
- An area for pets;
- Retail images of north county scenery and vistas; and
- A conference room, potentially a conferencing center that can attract small events.

Phase I: Complete

Phase I, as defined in the 2004 feasibility study, was completed in 2010 with the opening of a small visitor center in the Mono County Senior Services building on Emigrant Street. The visitor center provides basic visitor information through brochures and a continuously running video, but is not staffed. The community should recognize this visitor center as an accomplishment while continuing to strive for Phase II.

¹ Based on common interests expressed by all participating groups. See Appendix A: Agency Interests.

Phase II: In progress!

Phase II describes a more detailed and involved visitor center with the following components:

- Meets project assumptions,
- Is located in the Bridgeport townsite and housed in either an existing or new structure,
- Provides extensive visitor interpretive and educational exhibits,
- Includes staff to provide visitor use assistance,
- Includes retail sales,
- Includes joint facilities such as multiple agency offices, and
- Includes conference room(s).

Site Criteria

Besides being located in the Bridgeport townsite on US 395 between Emigrant Street and the East Walker River bridge, the visitor center site should be able to meet the following criteria:

- Enough space to meet programming needs for agency offices and conferencing;
- Enough space to accommodate RVs, trailers, and big rigs²;
- Easy access and sufficient parking;
- Highly visible from the US 395 thoroughfare;
- Be available from a willing seller or renter; and
- Have broadband capacity.

² Accommodating the USFS's warehouse, vehicle storage, and fire equipment was mentioned, but further discussion with the District Ranger clarified that Main Street would not be appropriate for these uses. If these uses are considered, the space programming information is available, and sensitive site planning and mitigation would be required.

Conceptual Programming

Summary

Detailed space program numbers are from a previous request for proposals flown by the Humboldt-Toiyabe National Forest and have been modified but not verified for this project. Therefore, these numbers should be considered to be conceptual only.

Conditioned office and support space = 7,619 sf

Space total includes the Humboldt-Toiyabe National Forest programming defined below, plus one BLM office and one State Park/floating office. 480 sf of retail/reception/staff space for ESIA is included. *(Comment: possibly expand the retail/visitor portion?)*

Conditioned medical clinic space = 1,500 sf

Space total could be reduced to as small as 1,000 sf and includes three exam rooms, an office for providers, and small spaces for administration and a nurses' station. Restrooms and waiting room could be shared public space, although design should be sensitive to privacy concerns raised within the community.

Parking = 35,019 sf

Space total includes the Humboldt-Toiyabe National Forest programming defined below, one parking space each for the BLM, ESIA and State Parks/floating, and 6 spaces for the medical clinic. This number assumes all parking is accommodated on site, but the site size could be reduced if some parking is accommodated on the street. Additional parking space for big rigs is NOT included in this number.

TOTAL SITE REQUIREMENT = 55,096.6 sf (1.26 acres)

This site total includes a 20% allowance for landscaping (per Federal requirements) but does not include big rig parking. This space does not include provisions for meeting land use designation development standards, such as setbacks, maximum lot coverage, etc.

A secondary option could be to split the visitor center from the USFS office. While not ideal, this option would dramatically reduce space needs to approximately 1,850 sf of building space, or 2,700 sf if the conference room is included. A maximum of 9,000 sf would be needed for parking, but could be reduced if the number of spaces is reduced. The total site requirement for visitor center, conference room, and visitor parking would be 11,700 sf (0.269 acres).

A third option could be to include the warehouse, wareyard and fire/field vehicle storage for the USFS. Space programming for these uses are not detailed here, but are available. The site requirement would increase to 165,421 sf, or 3.80 acres.

Bodie State Historic Park (SHP) & Bodie Foundation

Although undetermined at this time, the Bodie SHP and Bodie Foundation could be interested in office space and providing visitor use assistance staff.

Bureau of Land Management (BLM), Bishop Field Office

The BLM prefers to integrate office space into the USFS's programming and arrange a financial agreement that allows BLM personnel to use the space. Up to two office spaces could be needed, with one seasonal staff on location June 1 to Sept. 30 for 40 hours/week. The seasonal staff could provide visitor use assistance 20 hours/week. Storage space for restoration project materials and supplies would also be needed.

Space requirements:

1-2 offices + support/storage/conference space @ 218 sf/person = 436 sf maximum

Eastern Sierra Interpretive Association (ESIA)

ESIA could provide a part time retail sales and visitor use assistance staff person for 2-3 days/week during the summer, and one day/week during the off-season. At least 100 sf of retail space, plus cash register/reception space and backstock storage would be needed.

Humboldt-Toiyabe National Forest (USFS)³

Conditioned Space Use

	<i>Square Footage</i>
Private and shared office space for a minimum of 34 personnel	2,280 sf
Support space (break, copier, supply, janitor, mech rooms; restrooms...)	1,715 sf
Large conference room	750 sf
Large conference storage room	100 sf
Reception area	320 sf
Retail sales area (accommodates ESIA's need)	160 sf
Public restrooms	200 sf
Office & support space sub-total	5,525 sf
Building infrastructure space (circulation, etc.) = 30%	1,658 sf
OFFICE SPACE GRAND TOTAL	7,183 sf

Parking Spaces

	<i>Square Footage</i>
15 visitor parking @ 405 sf each	6,075 sf
1 visitor ADA parking @ 675 each	675 sf
3 visitor RV pull through @ 750 sf each	2,250 sf
24 employee parking* @ 405 sf each	9,720 sf
2 employee ADA parking @ 675 each	1,350 sf

³ Specific programming information (e.g. square foot per type of office, number of offices, etc.) is available.

20 seasonal employee parking* @ 405 sf each	8,100 sf
Visitor + employee parking sub-total	28,170 sf
Parking access and driveway allowance (20%)	5,634 sf
Parking + access sub-total	33,804 sf
<i>Site Requirement Total</i>	<i>Square Footage</i>
Parking + office space sub-total	40,987 sf
Landscaping allowance (10%)	4,099 sf
GRAND TOTAL SITE REQUIREMENT (1.04 acres)	45,086 sf

*Employee parking was reduced from the USFS numbers to reflect exclusion of the warehouse and wareyard.

Specific Requirements

The USFS would need to develop a specific set of space and site requirements to be flown in a public Request for Proposals (RFP). The requirements from the last RFP are on file; the main programming concern would be to ensure a design that allows after-hours use of the large conference room for public meetings. Public access during these times must be limited to the conference room, public restroom, public drinking fountain, reception area, and foyer. All other office areas and the retail merchandise shall be secured from public entry. The same design considerations may be needed to separate any federal offices from non-federal office space.

Mammoth Hospital

A location on US 395 is preferable to increase the visibility of the clinic to capture increased business from travelers and tourists, which would benefit the County by reducing the support the County provides to the clinic and eliminating the use of a very inefficient and high-cost building. Concerns raised over this relocation include privacy and confidentiality issues if patients are visible to general passersby and proximity to the helipad on Twin Lakes Road. Another option could be to leave the clinic in its present location, but add signs to US 395 to increase visibility.

To address concerns raised, combining the clinic with multiple uses on site could help protect patient privacy in such a small community as one could be at the facility for a variety of reasons. A back, screened entrance to the clinic or a common entrance with the offices/visitor center should be considered in building design. According to Mammoth Hospital, proximity to the helipad is not a concern.

A new facility for the hospital should include the following:

- Three exam rooms, 8' x 10' minimum up to 10' x 10';

- An office for a medical provider;
- Small administrative/check-in station, likely with some room for medical records (although a complete conversion to electronic records is in progress);
- Small nurse station;
- Small waiting room (which can be shared with the visitor center if privacy concerns can be met);
- Public restrooms (which can be shared with the visitor center if privacy concerns can be met);
- Parking spaces for three staff and 3-4 patients.

DRAFT

Potential Locations

The 2004 feasibility study offered a list of potential sites, which was then considered by the participants and community. New sites were suggested, and the list was then evaluated. The Buster's Market site, located on US 395 at the western end of Bridgeport, between Kirkwood Street and Emigrant Street, appears to be the most viable site. The benefits of the site include the size, a good view, access from two streets, opportunity to frame the entry to the community, opportunity to direct visitors into town, and potential to install a gateway monument sign. This site is comprised of six parcels with varying land use designations (and therefore varying permitted uses), as follows:

- Two commercial (C) parcels: $0.673 + 0.246 = 0.919$ acres
- Three multi-family residential – low (MFR-L) parcels: $0.276 + 0.240 + 0.867 = 1.383$ acres
- One agriculture (AG) parcel = 5.566
- Total = 7.868 acres

Other sites considered and rejected for the full project scope are listed below:

- Bryant House (east of Bridgeport Inn): The current Multiple Listing Service (MLS) real estate listing describes only the front 0.41 as available for sale, which is not large enough to accommodate this project. The entire site is 0.93 acres; the southern portion on Kingsley Street houses the community garden.
- Bridgeport toy/RV storage (Burger Barn parcel): This property is not currently listed for sale, and is not large enough at 0.9 acres including the Burger Barn.
- North town open lot (east of Redwood Motel): This site, with an expansion onto the adjacent gas station lot, was explored at one time for a build-to-suit for only USFS offices, and was deemed too small (<0.4 acres + gas station acreage).
- Pink House (west of Bodie Hotel, across from Courthouse): No longer pink, this property currently houses a thrift store, is not listed for sale, is not large enough, and would not be able to accommodate parking needs.
- Mono County Courthouse: The Courthouse is currently occupied with not much opportunity to relocate the tenants; plus, the downstairs would likely need to be remodeled/reconfigured, which can be challenging with a building on the national historic register.
- Mono County Museum: The museum is not located on US 395.

In addition to these individual sites, a variety of lot assemblages on US 395 were brainstormed. Specific parcels are not identified as some of these properties are not for sale and property owners were not approached at this stage. These are included only for the sake of completeness in the review of potential locations, and any future acquisitions would be on a willing seller basis.

- South side assembly: consisting of two small properties listed for sale and one property not currently listed but research indicates may be available, the maximum assembled acreage could be 1.089. Consolidating the two listed properties with a different unlisted property could result in a maximum acreage of 1.072. If all of these parcels are

assembled, the maximum acreage could be 1.6 with frontage on both US 395 and Kingsley Street.

- North side assembly: consisting of one parcel with a for sale sign, and two parcels not currently indicated for sale, the maximum assembled acreage could be 1.426 acres.

Circulation Suggestions

Providing for good non-motorized circulation and mobility is a paramount concern, and will need to be addressed carefully when a site is chosen. The Main Street Revitalization Project final report extensively considers connectivity throughout the community and should be cross-referenced. In addition, the following ideas were raised in this visitor center discussion:

- Open the fencing between the 1881 Coffee House and the park to enable access to refreshments for park users, and spur food sales for 1881.
- If the project moves forward at the Buster's site, investigate the potential to create a walkway between houses on Kirkwood Street to connect the visitor center to the park/museum, such as permission for a six foot wide pedestrian easement through vacant lots to the southwestern corner of the park.

Potential Ownership/Partnership Options

TBD

DRAFT

Appendix A: Agency Interests

Bodie Foundation

- Very supportive of an interagency, multiple purpose visitor center.
- Want to promote Bodie State Historic Park as a destination in the area.

Bodie State Historic Park

- The Park's governing planning document includes a visitor center in the Bodie Hills, but BLM has environmental concerns.
- Current Park Administration whole-heartedly supports a visitor center in Bridgeport – there is a void of visitor services in the north county.
- A VC would promote every agency currently at the table, and would benefit the local community.

Bridgeport Indian Colony

- Interested in educating the public about the local Native American culture and protecting historic sites.

Bureau of Land Management

- Managing sensitive lands in north county (Bodie Hills, Travertine) is a challenge with no local office space; staff must travel to and from Bishop with no support facility.
- Interested in a contact point with the public to provide education and share the story of the area, educate travelers about the unique natural resources, etc.
- Teach people about the importance of the resource, both natural and cultural; include Native American participation.

Caltrans

- Legislation and funding no longer provide for active participation in visitor centers like in Lone Pine. Maintenance stations in Sonora and Bridgeport can probably provide most office space needs, although may have needs during construction season for resident engineers.
- Main role is probably to assist with site planning to ensure adequate access to and from US 395, and approve encroachment permit.

Eastern Sierra Interpretive Association

- Visitor centers can have significant positive impacts on communities, e.g. in Mammoth Lakes, the visitor center has become a hub and center for the community. VCs are an opportunity to provide an interpretive experience and help tell the local story better, inform and educate visitors, and help people be “better” visitors.
- Interested in staffing the visitor use assistance and retail functions.
- Collaboration is critical in today's reality – no one is going to do this on their own anymore. Partnerships are the only way this will happen.
- Pioneering model with Inyo National Forest for a private non-profit to manage government facilities.

Humboldt-Toiyabe National Forest

- Looking for new office space and would like to grow beyond current space, willing to lease within federal government provisions. Most recent effort to build new offices was not successful because construction was too expensive.
- Interested in a joint facility and combined office space with BLM, and dovetailing with County and community needs.
- Willing to support a visitor center with staff and expand ability to interpret local resources. Current Bridgeport Ranger District office south of Bridgeport serves as the visitor center but that was not necessarily the intention of the original facility.
- Office space needs to be locked off from public spaces, prefer to be physically connected to the VC and conferencing space.

Marine Corps Mountain Warfare Training Center

- Provide information and support the effort.

Mono County

- Collaborate and communicate better with other state and federal agencies in the area.
- Provide consolidated visitor/traveler services for a one-stop shop where all local information is available, increase the limited visitor services and fill the gap in north county, and enhance the visitor experience.
- Spur economic development by encouraging travelers to get out of their car and explore the community and local attractions, and foster new and repeat visitation.
- Reviewing current County facility needs and needs of partners, such as the health clinic, and considering the need for: new facilities, reconfiguring/renovating old facilities, and configuration/location. The results of this review could dovetail with an interagency facility.
- May be willing to build/finance a facility and rent the space, but would not staff a visitor center.

Yosemite National Park

- Could be interested in expanding the Park's presence in the Eastern Sierra.
- Opportunities to provide information to travelers on US 395 and promote connections from a regional perspective such as transportation, logistics, tips for places to visit, etc.
- Degree of participation undetermined.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Public Works - Facilities Division
ADDITIONAL DEPARTMENTS	Community Development		
TIME REQUIRED	30 minutes	PERSONS APPEARING BEFORE THE BOARD	Joe Blanchard, Mary Booher
SUBJECT	Workshop Projects Process		

AGENDA DESCRIPTION:

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

Presentation by Joe Blanchard, Mary Booher regarding the identification of a Board approved process for projects to progress from a concept to a project.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

None at this time.

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: Joe Blanchard

PHONE/EMAIL: 760-932-5443 / jblanchard@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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[Project Process Workshop - Staff Report 05.14.13](#)

[Project Flow Chart](#)

History	Time	Who	Approval
	5/8/2013 4:35 PM	County Administrative Office	Yes
	5/8/2013 4:18 PM	County Counsel	Yes
	5/3/2013 2:09 PM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

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760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: May 14, 2013
To: Honorable Chair and Members of the Board of Supervisors
From: Joe Blanchard, Facilities Superintendent
Mary Booher, Administrative Services Manager
Subject: Workshop on the Projects Process

Recommended Action:

The purpose of this item is an effort to identify a Board-approved process for projects to progress from a concept/ idea to a funded, planned, and practical project. The attached flowchart represents Public Works and Community Developments effort to create a procedure for identifying and approving projects. The flow chart follows a project from an idea to completion. Potential projects come from many sources and we need to have the ability to screen projects based on safety, accessibility, departmental needs, legal requirements, and energy efficiency. In addition to this flow chart, staff would like the Board to establish policy on a variety of points. Staff has been given different direction in these areas, changing with different County Administrators, and we recommend the Board approve a policy to give clear direction to staff. We will discuss these points with the Board, draft them into a policy, and bring the policy back to the Board for approval.

Fiscal Impact:

None at this time.

Background:

Staff is looking for direction regarding a process for creating projects as there has been some misunderstanding as to how a project gets from an idea to a project.

Discussion points:

Building permits-While the county does not have to obtain a building permit, we are legally obligated to ensure the provisions of the Building Code are met. For a County our size, it does not make sense to establish a review process parallel to the Building Department, so using the Building Permit process is the most cost-effective way to meet this mandate.

Financial Approval-Historically, if staff has recommended a project to be managed through the Capital Improvement Program (CIP) fund, then the project was specifically approved and funds allocated by the Board. However, if staff felt a project could be funded with the Facilities Maintenance budget, then specific Board approval was not always obtained. However, there are no formal guidelines on this, and therefore, at times, significant projects have been done without any public discussion with the Board. In addition, the Board was often given the estimated costs of materials and

contracts (hard costs) of a project, but not the staff time and value (soft costs). However, staff is required to consider total project costs in determining if various legal thresholds are likely to be reached. These include thresholds for informal versus formal bid requirements, bonding requirements, and Force Account requirements, among others. Staff recommends several policy provisions to discuss this.

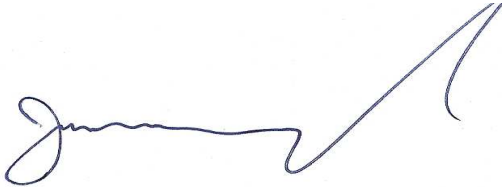
1. All projects with a total cost projected at \$20,000 or higher (hard and soft costs combined) require formal Board approval.
2. All projects submitted to the Board for approval shall have the following information contained in the proposal:
 - a. Project Description
 - b. Project justification
 - c. Hard Costs
 - d. Soft Costs
 - e. Proposed funding mechanism-maintenance budget or CIP project
 - f. Legal thresholds triggered by projected costs
 - i. Informal bid
 - ii. Formal bid
 - iii. Bonding requirements for subcontractors
 - iv. Force Account justification process
 - g. Board-approved threshold to require staff to come back for additional allocation-some options to consider include:
 - i. Board must approve any expenditures over the approved budget
 - ii. Staff can include a contingency of up to 10%. Any expenditures over the approved budget and contingency must be approved by the Board.
 - iii. Staff can go 5% (or 10%) over budget prior to seeking Board approval.
3. Staff will provide a final accounting of each project to the Board upon completion. Budget data shall be to the same level of detail as provided in the initial approval document.

Included project costs-if the total cost of a project (hard and soft costs) reaches \$25,000, the project must be capitalized by the Finance Department, which results in a change to our Capital Assets listing and associated calculations. For the purposes of capitalization, items that are not part of the structure cannot be capitalized. This includes furniture, artwork, etc. Therefore, staff recommends that these costs not be included in the project costs. In order to understand the full costs of the project, staff recommends that such implementation costs be included in the project approval document, with the funding source for these costs specifically identified.

The idea of how a project flows from an idea to a finished product should embrace the county's long term strategy for asset allocation emphasizing; safety, accessibility, departmental needs, legal requirements, and energy efficiency

If you have any questions regarding this item please contact Joe Blanchard at jblanchard@mono.ca.gov, phone 760-932-5443 or Mary Booher at mbooher@mono.ca.gov phone 760-932-5583.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joe Blanchard", with a long horizontal stroke and a large, sweeping flourish at the end.

Joe Blanchard, Facilities Superintendent

Project Ideas for County-Owned Facilities

Improvements, remodels, additions, and new construction.
 RPAC
 Citizen (approved by RPAC)
 Staff
 Department Head
 Elected Supervisor
 Risk/Safety
 Funding Opportunity
 Identified Need
 Other?

Initial review by facilities/county counsel for use of county property

Project Brief (PB)
 FORM
 Proponent prepares:
 Description of project
 Goals/Objectives
 Works with facilities to create rough cost estimate
 Estimate
 Funding source
 Anticipated CEQA
 Anticipated Timeline

Screening committee county staff from: Facilities, CAO dept. & Community Dev. Reviews project and approves or denies based on safety, ADA, legal requirements, department needs, and funding.

PID
 Project Initiation Document

The master project document including:
 Project Plan
 Communication Plan
 Stakeholders Team
 WBS/Deliverables
 Gantt Chart/Timeline
 Resource Allocation
 CEQA/NEPA
 Contracting
 Risk Factors
 Budget
 Funding Obligations and Reporting
 Potential Conflicts

Screening committee bi-annual review (prior to budget hearings) of PB's for accuracy of PID's, and determination of which track project should follow.

IF ANY APPLY

- Project is less than \$25k, and improves an existing facility
- Project funded by an individual department's budget
- Project addresses a safety hazard or ADA issue

Reviewed and prioritized by Facilities division

Funding secured plans, specs, and permit

Assigned to Project Manager

PID, contract documents, bidding, contract execution and scheduling

Implementation outside contractor or in-house

Closure

IF ANY APPLY

- Project exceeds \$25k value, is non-recurring, and has useful life of 5+ years
- New Facility

Exemptions: Maintenance projects under \$10,000

Tentative CIP

Screening Committee prioritization of projects based on

Complete Plans, specifications, bidding and permit

BOS
 Approved of CIP with action plan and timeframes

Grant funding Secured

Assigned to Project Manager

Stakeholder Kickoff

PID

Implementation

Closure

CIP-Funded Facilities Project

CIP-Funded Road Project

Assigned to Project Manager

Stakeholder Kickoff

PID

Refine PID as Necessary

No

BOS Contracts & approval

Yes

Implementation

Closure 4.18.13

CEQA Compliance review

CEQA Compliance review



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REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Public Works - Road Division
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Jeff Walters and Mary Booher
SUBJECT	Re-allocation of Capital Improvement Project funds		

AGENDA DESCRIPTION:

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

The Lower Rock Creek Road Guard Rail project in Paradise will require approximately \$30,000 to construct. Another Capital Improvement Project, the Mono General Hospital Boiler Replacement in Bridgeport, originally budgeted at \$125,000 has been completed for \$63,062. Sufficient funds remain from this Capital Project to cover the costs expected on the Guardrail Project. This action requires a 4/5 vote.

RECOMMENDED ACTION:

The Board of Supervisors authorize the closure of the Boiler Replacement Capital Improvement Project; reallocate \$30,000 of the funds to a new CIP project for the Lower Rock Creek Road Guard Rail and reallocate the balance of \$31,938 back to the contingency fund in the General Fund.

FISCAL IMPACT:

This action will result in the allocation of \$30,000 for the Lower Rock Creek Guard Rail Project and \$31,938 increase in the general fund contingency.

CONTACT NAME: Jeff Walters

PHONE/EMAIL: 760.932.5459 / jwalters@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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History

Time	Who	Approval
5/8/2013 4:34 PM	County Administrative Office	Yes
5/8/2013 4:17 PM	County Counsel	Yes
5/6/2013 10:46 AM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

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760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: May 14, 2013
To: Honorable Chair and Members of the Board of Supervisors
From: Jeff Walters, Acting Public Works Director
Mary Booher, Administrative Services Manager
Subject: Re-allocation of Capital Improvement Project funds

Recommended Action:

The Board of Supervisors authorize the closure of the Boiler Replacement Capital Improvement Project; reallocate \$30,000 of the funds to a new CIP project for the Lower Rock Creek Road Guard Rail and reallocate the balance of \$31,938 back to the contingency fund in the General Fund. Provide any desired direction to staff.

Fiscal Impact:

This action will result in the allocation of \$30,000 for the Lower Rock Creek Guard Rail Project and \$31,938 increase in the general fund contingency.

Discussion:

During the 2012/13 budget process, the Board allocated \$125,000 to a CIP to replace the boilers in the old Mono General Hospital building. This project has been completed, at a total cost of \$63,062, leaving a balance of \$61,938.

Supervisor Stump, in the meantime, has been trying to identify funding to complete a guard rail at Lower Rock Creek Road, to address the safety issues that have been discussed in relation to the project. The estimated cost of the labor and materials necessary for the guardrail is \$30,000. At the request of Supervisor Stump, staff is requesting the closure of the completed boiler project to be re-allocated to the Guard Rail project. The balance of the funds will be returned to the General Fund.

If you have any questions regarding this item, please contact either Mary Booher (760) 932-5583 or me at (760) 932-5459. We may also be contacted by email at mbooher@mono.ca.gov or jwalters@mono.ca.gov, respectively.

Respectfully submitted,

Jeff Walters
Acting Public Works Director

Attachments: Exhibit 1 – Draft Resolution



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REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	County Administrative Office
ADDITIONAL DEPARTMENTS	County Counsel; Community Development		
TIME REQUIRED	45 minutes	PERSONS APPEARING BEFORE THE BOARD	Sarah Messerlian
SUBJECT	Special Event Ordinance Workshop		

AGENDA DESCRIPTION:

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

Presentation by Sarah Messerlian regarding Special Event Ordinance.

RECOMMENDED ACTION:

Provide any desired direction to staff regarding content of Special Event Ordinance.

FISCAL IMPACT:

None at this time.

CONTACT NAME: Sarah Messerlian

PHONE/EMAIL: 760 932 5405 / smesserlian@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
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32 DAYS PRECEDING THE BOARD MEETING

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MINUTE ORDER REQUESTED:

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ATTACHMENTS:

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- [Staff Report](#)
- [Draft Special Event Ordinance](#)
- [Draft Special Event Permit](#)
- [Draft Special Event Application](#)

History

Time	Who	Approval
5/8/2013 4:35 PM	County Administrative Office	Yes
5/8/2013 4:16 PM	County Counsel	Yes
5/3/2013 1:48 PM	Finance	Yes



COUNTY OF MONO

P.O. BOX 696, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5410 • FAX (760) 932-5411

Lynda Salcido
Acting County Administrative Officer

May 14, 2013

To: Honorable Chair and Members of the Board of Supervisors
From: Sarah Messerlian

SUBJECT

Workshop Re: Special Event Ordinance

RECOMMENDATION

Provide any desired direction to staff regarding content of Special Event Ordinance.

FISCAL IMPACT

None at this time.

DISCUSSION

Background:

Since approximately 2006, Special Event Applications have been reviewed by the following County departments: County Administrative Officer, Risk Management, Public Works, Sheriff, Paramedics, Code Enforcement and Public Health. There is currently no charge for a Special Event Permit and the existing application is simply meant as an information sharing tool. The draft ordinance is expected to help provide guidance to County staff as well as special event organizers and create consistent requirements aimed at ensuring safe and successful community events.

Proposed Content:

The purpose of this ordinance is to provide uniform guidelines for special event organizers and the involved County Departments for permitting and regulating events. It is intended to ensure the health and safety of the public while also fostering a regulatory environment in which community events will thrive.

Definitions for the ordinance are found in section .020 of the draft ordinance. Of particular importance, Special Events are defined as "any organized activity, event, procession, or assemblage of persons for which there is not an outstanding use permit, which is held over a temporary or limited number of days. A Special Event is any event that anticipates seventy five (75) or more invitees or attendees, or an event anticipating any number of people when the event includes the sale of food and/or alcohol."

Section .030 of the draft ordinance discusses when a Special Event Permit is required. A Special Event Permit is required for any event meeting this definition held in the unincorporated area of the County. As also set forth in that section, a Special Event application may not be submitted less than

30 days prior to the event and a Special Event Permit may be issued no more than 120 days prior to the event.

Events exempt from obtaining a Special Event Permit are found in section .040 of the draft ordinance. The following types of events are exempt: garage sales; private parties on private property; events held in designated event facilities with use permits; seasonal sales lots; commercial filming and still photography; funeral processions by licensed mortuaries; activities conducted by governmental agencies within the scope of their authority; and certain expressive activities protected by the First Amendment.

General requirements for a Special Event are found in section .050 of the draft ordinance. This section addresses issues that may require the coordination of various County Departments to ensure a successful Special Event. Such issues relate to additional permit requirements, signage, security and public health, nuisance conditions, restoration of Special Event sites, and other similar issues.

Applying for a Special Event Permit:

The first step for a Special Event organizer would be to submit a completed Special Event Application no less than 30 days prior to the event. A copy of the Special Event Application is included in your packet. As you can see, the application is intended to provide County staff with information regarding contact information for the event organizer, the nature and location of the event, the number of anticipated attendees and the contact information for operators/ promoters/ vendors. Staff is suggesting that events with over 200 anticipated attendees supply a schedule of events, detailed site plan, maps or routes, and copies of any additionally necessary permits and/or licenses.

If any of the departments have concerns or need additional information it is addressed at this stage and requested from the organizer.

Issuance of a Special Event Permit:

A Special Event Permit will be required for every Special Event held in the unincorporated area of the County. Once reviewed by County staff and any concerns or issues are addressed, the Special Event Permit may be issued within 120 days prior to the event. A copy of a Special Event Permit is included in your packet.

Additional Considerations:

In addition to any other changes directed by the Board, staff would appreciate direction from the board regarding the requirement/waiving of a Mono County Business Licenses for vendors that are only doing business in Mono County as part of a Special Event. For example, the County historically has not required vendors that set up booths on School Street in Bridgeport during the 4th of July celebration to obtain a business license. Staff presumes that this policy is aimed at encouraging more vendor participation and the resulting increase in taxable revenue that may otherwise be stifled if these vendors were required to obtain a business license. On the other hand, the Board might consider requiring Business Licenses from these vendors because the County Code requires all other entities doing business in the County, including anyone who contracts with the County, to obtain such licenses.

Staff suggested a 75-attendee threshold to trigger the Special Event Permit requirements for events that do not include the sale of food and/or alcohol because events of this size are expected to have a significant impact on the surrounding public (i.e. noise, parking issues or public safety).

One common issue related to special events is noise complaints after 10:00 pm in residential areas. For example, staff has received complaints relating to Special Events held in the Crowley Lake Community Center during night time hours. As such, language in section .050 of the draft ordinance indicates that events are not to be conducted between the hours of 10:00 pm and 7 a.m., but allows for Board approval to extend this by resolution.

If you have any questions please contact me at (760) 932-5405 or smesserlian@mono.ca.gov



1
2 **ORDINANCE NO. ORD13-____**
3 **AN ORDINANCE OF THE MONO COUNTY BOARD OF SUPERVISORS**

4 **WHEREAS**, Events conducted by private persons or entities using public roads,
5 facilities and services provide benefits to residents and visitors of Mono County that are
6 not normally provided as part of local government services; and

7 **WHEREAS**, Mono County does not currently have a comprehensive process for
8 permitting and regulating such events; and

9 **WHEREAS**, A comprehensive process for such events will help ensure the
10 success of such events as it relates to the utilization of public resources involved in
11 permitting the event and protecting the general public.

12 **NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF**
13 **MONO ORDAINS** as follows:

14 **SECTION 1:** Chapter ____ shall be added to the Mono County Code and read as
15 follows:

16 **“SPECIAL EVENTS**

17 **SECTION __.010 Purpose**

18 The purpose of this chapter is to provide a comprehensive process for permitting
19 and regulating events conducted by private persons or entities using County
20 streets, facilities, services, or otherwise requiring County permission. It is
21 recognized that such events provide benefits to residents and visitors to Mono
22 County through the creation of unique venues for expression and entertainment
23 that are not normally provided as part of local government services.

24 This ordinance is intended to supplement land use regulations; provide a
25 coordinated process for the regulation of activities conducted in conjunction with
26 a special event or other public event; ensure the Health and Safety of the patrons
27 of a special event or other public event; prohibit unlawful activity from taking
28 place at a special event or other public event; protect the rights and interests
granted to a special event or other public event permit holder; protect the rights
and interests of the community where the special event or other public event is
held; provide reasonable cost recovery from commercial events; and to
encourage non-profit beneficial events.

29 **SECTION __.020 Definitions**

30 A. “Amplified Public Entertainment” means any type of performance or
31 speech where any sound, including the human voice, musical instrument,
32 or any other activity is amplified by means of mechanical or electrical
33 amplification using microphones, amplifiers, speakers, or other similar
34 equipment.

- 1 B. "Attendee" means any person who does or who is anticipated to attend a
2 special event or a County Facility Event.
- 3 C. "Board of Supervisors" means the Mono County Board of Supervisors.
- 4 D. "County" means the County of Mono, a political subdivision of the State
5 of California.
- 6 E. "County Facility Event" means an event that is to be held on or within
7 County property, including, but not limited to, County Community
8 Centers, facilities, parks, ball fields, roads or rights of way, or any other
9 county property.
- 10 F. "Director" means the County Chief Administrative Officer or designee,
11 and/or the Community Development Director when the event is to be
12 held on a facility subject to a use permit to hold special events.
- 13 G. "Health Department" means the County Department of Public Health.
- 14 H. "Outdoor Festival" means any music festival, dance festival, open
15 theatrical festival, "rock" festival, or similar musical or other performance
16 activity held at a place other than in a permanent building or permanent
17 installation that has been constructed for the purpose of conducting such
18 activities, and to which members of the public are invited or admitted for a
19 charge or free of cost.
- 20 I. "Sheriff" means County Sheriff or his designee.
- 21 J. "Special Event" means any organized activity, event, procession, or
22 assemblage of persons for which there is not an outstanding use permit,
23 which is held over a temporary or limited number of days. A Special
24 Event is any event that anticipates seventy five (75) or more invitees or
25 attendees, or an event anticipating any number of people when the event
26 includes the sale of food and/or alcohol. Examples of special events
27 include, but are not limited to, musical concerts and other amplified
28 public entertainment events, parades, fairs, celebrations, marches,
receptions, carnivals, festivals, rodeos, athletic events using public roads,
rights-of ways, or facilities, community and/or long-term garage sales,
flea markets, swap meets, and other similar activities.

SECTION __.030 PERMIT REQUIRED

- 22 A. A Special Event Permit shall be required as specified in this Chapter for
23 every Special Event held in the unincorporated area of the County.
- 24 B. A Special Event Permit may be issued no more than one hundred twenty
25 (120) days prior to the first date of the event, unless the Director finds that
26 circumstances and good cause require a permit to be issued prior to that
27 time. An application for a Special Event Permit may not be submitted less
28 than thirty (30) days prior to the first date of the event, unless a shorter
time is specifically authorized by the Board of Supervisors after finding
that good cause exists and that all necessary staff review and mitigation
conditions can be identified and provided for.

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SECTION __.040 EXEMPT EVENTS

The following events are exempt from this Chapter:

- A. Garage Sales. Garage Sales located at a private residence where items from that residence are the sole items for sale.
 - 1. Garage Sales conducted on any parcel for longer than seventy two (72) hours at a time and/or more than twice per calendar year are not exempt events within the meaning of this Section.
 - 2. Community garage sales and/or garage sales organized by several households, flea markets and swap meets are not exempt events within the meaning of this Section.
- B. Private Parties. Private parties, receptions, or gatherings located on a private property and do not include the sale of food and/or alcohol.
- C. Designated Facilities Events. Facilities that operate as locations for parties, receptions, or gatherings that have been issued a current and valid use permit are not required to obtain a Special Even Permit for any specific event so long as that event falls within the parameters of the current use permit. Any event held at a designated event facility where it is anticipated to exceed the specific parameters of the current use permit shall require a Special Event Permit.
- D. Seasonal Sales Lot: Any lot or space used for the sale of seasonal products, such as Christmas trees, pumpkins, or similar items that are regulated by the Mono County General Plan.
- E. Commercial filming and still photography permits are issued pursuant to Chapter 5.42 of the County Code.
- F. Funeral procession by licensed mortuary.
- G. Activities conducted by a governmental agency within the scope of its authority.
- H. Expressive activity in, on or at any public place, property or facility, that is not likely to interfere with the use of public ways, violate traffic regulations, pose a threat to public safety, and does not interfere with the County's regulating competing uses of such public areas. Due to the substantial likelihood that the above described types of interference will occur, this exception does not apply to a demonstration or protest that is expected to involve more than seventy five (75) persons.
 - 1. Organizers of demonstrations or protests involving more than 75 persons and/or likely interfere with the use of public ways, violate traffic regulations, pose a threat to public safety, and/or likely to interfere with the County's regulating of competing uses of the public areas at issue shall notify the Sheriff and County

1 Administrator in writing at least twenty four (24) hours in advance
2 of such activity, and may be subject to reasonable restrictions as to
3 the time, place, and manner of such activities depending on the
4 specific type and level of interference at issue.

5 **SECTION __.050 GENERAL REQUIREMENTS FOR SPECIAL EVENTS**

- 6 A. A Special Event shall not be allowed on or within a parcel or lot, shopping
7 center, professional center, business park, or any other location for more
8 than thirty (30) days in any calendar year.
- 9 B. Building permits shall be required when any new structure is built, an
10 existing structure is modified, or when new utility service connection is
11 made otherwise requiring a building permit.
- 12 C. Approval from the Health Department, including, but not limited to,
13 obtaining a Temporary Food Permit, shall be obtained in the form issued
14 by the Health Department for all temporary uses involving the
15 preparation or handling of food, and when determined by the Health
16 Department during the permit review process. All temporary food
17 vendors shall comply with temporary food stand requirements.
- 18 D. Parking shall be on-site whenever possible and adequate temporary
19 parking facilities, pedestrian and vehicle circulation, and vehicle and
20 pedestrian ingress and egress, shall be sufficient to handle the number of
21 anticipated attendees. Parking attendants may be required. Off-site
22 parking, satellite parking facilities, shuttle and other off-site
23 transportation, and a traffic control plan shall be required when necessary
24 as determined by the Director, and shall be subject to approval by the
25 Department of Public Works, Sheriff, and California Highway Patrol as
26 deemed necessary by the Director.
- 27 E. Pedestrian and display areas not located on a paved surface may be
28 required by the Director to be covered with a temporary surface that may
include, but is not limited to, green grass, artificial turf, or a minimum of
two inches of sawdust, wood shavings, or other surface materials.
- F. Signs used within a Special Event, used to direct attendees to the Special
Event, or to advertise the Special Event shall comply with the sign
guidelines set forth in Chapter 7 of the Mono County General Plan, and
shall be erected in approved specified locations not more than twenty (20)
days prior to the event and shall be removed at the conclusion of the
event. "Signs" for this purpose include flags, pennants, lighting, and any
other device or method used to advertise or provide direction or
information regarding the Special Event.
- G. Site restoration and clean-up: The subject site shall be restored to its
original condition within three days from the date the event has
concluded, unless an extension of time has been granted in writing by the
Director. Site restoration includes, but is not limited to: removal of all
temporary structures; portable sanitary and water facilities; temporary
utility hook-ups; litter, garbage, waste and debris generated by the Special
Event; temporary parking barriers, equipment, and signs; and temporary

1 surface covering. Any temporary roadblocks, detours or road signage
2 shall be removed immediately upon the completion of the event.

3 1. The Director may require the posting of a security bond, cash
4 deposit, or other form of security in an amount that is sufficient to
5 cover any expenses likely to be incurred by the County in
6 performing the required site restoration in the event the site is not
7 completely restored to its pre-event condition as required above.

8 H. Operating hours shall be specified in the permit and may be set by the
9 Director in a manner specifying a time(s) that is necessary to facilitate the
10 event activities and purposes, and that does not interfere with the health,
11 safety, and general welfare of the surrounding community. Except as set
12 forth in subsection I below, Special Events must not operate between the
13 hours of 10 p.m. and 7 a.m..

14 I. Nuisance conditions shall be avoided or mitigated to an insignificant
15 amount pursuant to conditions required by the Director addressing the
16 prevention of dust, dirt, noise, vibration, odors, heat, smoke, waste, glare,
17 or direct illumination on adjoining parcels and/or parcels in close
18 proximity to the event. Notwithstanding any other provision of the Mono
19 County Code, the Board of Supervisors may, by resolution, grant an
20 exemption to authorize a Special Event, including those expected to
21 otherwise create nuisance conditions, to be conducted later than 10 p.m.
22 and/or earlier than 7 a.m..

23 J. Screening to mitigate visual and other impacts to adjoining parcels or
24 rights-of-way by using temporary decorative walls, barriers, fences,
25 landscaping or similar methods may be required.

26 K. Security and public safety measures shall be required that are appropriate
27 considering the nature and size of the Special Event. Security
28 requirements shall be determined by the Sheriff and may include
requiring on-site professional security approved by the Sheriff, or
specially assigned Sheriff personnel. Any event using state highways
shall comply with any security or safety requirements as may be
determined by the California Highway Patrol.

L. First aid and emergency safety measures shall be required that are
appropriate with the nature and size of the special event. Such
requirements may include the presence of trained medical professionals, a
staffed first-aid facility, and/or the standby presence of County
paramedics.

M. Fire safety measures shall be required that are appropriate with the nature
and size of the Special Event. Such requirements may include placement
of personnel and equipment from a fire protection district, water supplies,
placement of fire extinguishers, and/or creation of defensible space
around the special event site.

N. Water supplies for human consumption, sanitation facilities, and solid
waste receptacles shall be required that are appropriate with the nature
and size of potable domestic water and sanitation facilities shall be

1 approved by the Health Department. Any solid waste items that may be
2 recycled shall be disposed of in a manner that facilitates their recycling.

3 O. Pets, other than animals trained to assist the physically impaired, may be
4 prohibited from any Special Event depending on the nature of the Special
5 Event. Pets that may be allowed shall be leashed and subject to the direct
6 control of the pet's owner. Any pet waste must be immediately removed
7 and placed in appropriate receptacles. A pet shall be removed
8 immediately upon the request of the permit holder or designee, any
9 county employee, or any public safety personnel.

10 P. All permit holders engaging in a Special Event for profit, and any vendors
11 or others participating in the Special Event for commercial gain, shall have
12 a current County business license. All vendors selling or distributing food
13 or beverages shall be required to have all necessary licenses, permits, or
14 certificates, including, but not limited to, any licenses required by the State
15 Department of Alcoholic Beverage Control. Any required licenses,
16 permits, or certificates shall be present and available for display and
17 inspection at all times during the course of the event.

18 Q. Setbacks shall be maintained to ensure adequate separation from
19 adjoining land uses, and to provide a safe environment for pedestrians
20 and vehicles, in a manner determined by the Director.

21 R. Cost of Special Events shall be the responsibility of the applicant/permit
22 holder, and may include costs associated with County services related to
23 the Special Event. An applicant may apply, in writing, to the Board of
24 Supervisors for co-sponsorship of a Special Event. An applicant for an
25 event conducted by a non-profit entity may apply to the County
26 Administrative Officer for a fee and/or cost waiver if the Special Event to
27 be conducted by the non-profit entity concerns a matter of community
28 interest or is of substantial public interest and benefit.

S. Other conditions may be required by the Director depending on the
nature and size of the Special Event in order to protect the health, safety
and general welfare of the participants of the event and the surrounding
community.

T. Alcohol may be sold, distributed, and/or consumed at a Special Event
only upon the prior approval of the Director, after considering the nature
and size of the event, and subject to any regulation by the Department of
Alcohol Beverage and Control.

U. Any Special Event that may be held, or continues to operate, after dark
shall include sufficient lighting to ensure that all occupied areas are
continuously and adequately lighted to ensure the safety of the event
participants. Any such lighting scheme is subject to the approval of the
Director.

V. Issuance of a Special Event Permit does not obligate the County to provide
any equipment, personnel, or other services."

1 **SECTION TWO:** This ordinance shall become effective 30 days from the date of
2 its adoption and final passage, which appears immediately below. The Clerk of the
3 Board of Supervisors shall post this ordinance and also publish the ordinance in the
4 manner prescribed by Government Code section 25124 no later than 15 days after the
5 date of its adoption and final passage. If the Clerk fails to publish this ordinance within
6 said 15 day-period, then the ordinance shall not take effect until 30 days after the date of
7 publication.

8 **PASSED, APPROVED and ADOPTED** this _____ day of _____, 2013, by the
9 following vote, to wit:

10 AYES:
11 NOES:
12 ABSENT:
13 ABSTAIN:

DRAFT

Byng Hunt, Chair
Mono County Board of Supervisors

14 ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

COUNTY COUNSEL

DRAFT



COUNTY OF MONO

County Administrative Office
P.O. BOX 696, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5410 • FAX (760) 932-5411

SPECIAL EVENT PERMIT

Permit # _____

Date of Issuance: _____

Host Organization: _____

Event Organizer/Contact Name: _____

Event Contact Phone Number: _____

Event Date: _____

Permitted Hours of Event Operation: _____ a.m./p.m. to: _____ a.m./p.m.

Maximum Estimated Attendance: _____

County Services to be Provided by: Public Works Sheriff Health Department Other: _____

Estimated Cost for Services Provided by County: \$ _____

Insurance Required: General Liability Auto Workers' Compensation Property Pollution Aircraft
 Airport Bond/Crime Watercraft Professional Liability Other: _____ None

A cash or deposit/surety bond equivalent is held by the County for this Special Event: Yes No
Deposit Required: \$ _____

Licenses/Permits Required: Alcoholic Beverage Control Permit Encroachment Permit Road Closure
Temporary Food Permit Building Other: _____ None

Food Permitted: Yes No

Alcohol Permitted: Yes No

This permit is subject to the following additional conditions:

- Mono County shall have the privilege of inspecting the premises covered by this permit at any or all times, and applicant will ensure that the County has permission to enter private property while a Special Event is occurring.
- This permit shall not be assigned.
- Mono County may revoke this permit at any time if permittee fails to perform any covenant herein contained or violates any provision of the Mono County Code or any other county laws.
- The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of Mono County.
- No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the County Administrative Officer or his/her designee.
- All required permits and licenses must be at the event location and must be presented when requested to any Agent / Officer of Mono County. All conditions noted on the permits must be met. Failure to obtain or provide all necessary permits or licenses will void the Special Event Permit.

This permit certifies that the holder has satisfied the requirements for issuance of a County Special Events Permit and is in compliance with applicable county regulations relating to such issuance. This permit does not authorize the holder to conduct an event other than that specifically authorized in this permit.

Permittee waives all claims against Mono County, its officers, agents and employees for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit, and permittee agrees to save harmless, indemnify and defend Mono County, its officers, agents and employees from any and all loss, damage or liability that may be suffered or incurred by Mono County, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted except those arising out of the sole negligence of Mono County.

BY SIGNING THIS FORM, PERMITTEE AGREES TO ALL CONDITIONS STATED IN THIS PERMIT.

Risk Management

Date

Permittee

Date



COUNTY OF MONO

County Administrative Office
P.O. BOX 696, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5410 • FAX (760) 932-5411

SPECIAL EVENT APPLICATION

The following application is intended for all types Special Events.
Special Events Are Regulated By Mono County Code Chapter __. __.
Completed applications must be submitted for approval between 120 and 30 days prior to event.
Please submit completed application to the Mono County Administrative Office.

EVENT ORGANIZER/APPLICANT _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE _____ FAX _____ E-MAIL _____

NATURE OF EVENT (please provide a full description and continue on a separate page if necessary)

DATE OF EVENT _____ HOURS OF EVENT _____ a.m./p.m. to _____ a.m./p.m.

NUMBER OF ATTENDEES EXPECTED _____

RISK/RELEASE OF LIABILITY FORM: Signed by applicant, attached to application

ALCOHOL PRESENT ON PREMISES?

(If applicable please provide a certificate naming the County as an additional insured)

PROFITABLE EVENT NONPROFIT EVENT (proof of tax-exempt status may be requested)

COMMUNITY CENTER RESERVED: Antelope Valley Benton Bridgeport Chalfant Valley

Crowley Lake June Lake Lee Vining Other site: _____

NOTE: Mono County park facilities cannot be reserved; facilities will be open to the public

WILL YOU BE ERECTING/INSTALLING TEMPORARY STRUCTURES? Yes No

(May be subject to building codes and additional time for review)

COUNTY PERSONNEL/EQUIPMENT REQUESTED _____

PUBLIC EVENT OR PRIVATE EVENT

If your event is private you have completed the application. If your event is public, please continue

OTHER OPERATORS/PROMOTERS

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

VENDORS *Use additional sheets if necessary.*

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

RESTROOMS: On-site fixed facilities Portable, how many? _____

DRINKING WATER: On-site fountain On-site sink Bottled water Other _____

MEDICAL AID: Type _____ Location _____

SECURITY MEASURES: Portable fencing Extra lighting Sheriff Other _____

ELECTRICITY: No Yes, provided by _____, paid by _____

LIVE MUSIC: Type _____ Number of musicians _____

Concert/dance

Amplified from _____ a.m./p.m. to _____ a.m./p.m. (generally no later than 10 pm)

CLEANUP PLAN: Personnel provided by _____ Finish time _____

ADDITIONAL CONTAINERS: Dumpsters, trash bags, etc. supplied by _____

[continued on next page]

ATTACHMENTS

(Please attach all of the following that apply to your event)

SCHEDULE OF EVENTS (include items and times)

SITE PLAN (required for events anticipating more than 200 attendees)

Site plan may be hand drawn, not necessarily to exact scale, to show the following:

- Event site location
- Stage/entertainment areas
- Food booths
- Game booths
- Sales booths
- Parking areas
- Restroom facilities
- Street closures
- Dumpsters/trash cans

MAPS OR ROUTES (i.e., bicycle race/tour, 5K-10K runs or other event maps)

PERMITS/LICENSES:

- Encroachment Permit (Caltrans/Public Works)
- Road Closure (Caltrans/Public Works/ BOS Resolution)
- Temporary Food Permit (Environmental Health)
- Business License (Finance Department)
- Alcoholic Beverage License (from Alcoholic Beverage Control)
- Other: _____



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	45 minutes	PERSONS APPEARING BEFORE THE BOARD	Board of Supervisors
SUBJECT	Board of Supervisors Planning Workshop		

AGENDA DESCRIPTION:

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

The Board of Supervisors will hold a workshop to continue their strategic planning process by prioritizing their projects list. This item was requested by Supervisor Hunt.

RECOMMENDED ACTION:

Review updated projects list from the April 9, 2013, public input workshop. Begin process of prioritizing projects. Provide direction to staff.

FISCAL IMPACT:

None.

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

[Planning Workshop](#)

[Project List](#)

History

Time	Who	Approval
5/8/2013 4:32 PM	County Administrative Office	Yes
5/8/2013 4:17 PM	County Counsel	Yes
4/29/2013 8:12 PM	Finance	Yes



Larry Johnston □ District One Fred Stump □ District Two Tim Alpers □ District Three
Tim Fesko □ District Four Byng Hunt □ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5538 • FAX (760) 932-5531

Lynda Roberts, Clerk of the Board

To: Honorable Board of Supervisors

From: Lynda Roberts, Clerk of the Board

Date: May 14, 2013

Subject

Board of Supervisors' Planning Workshop

Recommendation

Review updated projects list from the April 9, 2013, public input workshop. Begin process of prioritizing projects. Provide direction to staff.

Discussion

At the regular meeting of January 15, 2013, the Board of Supervisors held a planning workshop, and each Board Member presented a list of projects they would like to work on in the next 12-24 months. The lists were compiled into a table so the Board could review and prioritize the projects.

The Board held a second planning workshop on March 12, 2013, to receive input from departments, and held a third workshop on April 9, 2013, to receive input from citizens. All feedback has been included on the projects list.

Fiscal Impact

None

Board Planning Workshop—12-24 Month Goals
January 15, 2013; Updated March 12, 2013, April 9, 2013

Supervisor Alpers	Supervisor Fesko	Supervisor Hunt	Supervisor Johnston	Supervisor Stump	Public Input	Staff Input
	Solid Waste Plan	Solid Waste Plan: long-term plan	Solid Waste Plan: Benton Landfill	Solid Waste Plan: long-term and contingency plans		
Employee Recognition: public achievement	Employee Recognition	Employee Recognition	Employee Recognition			
Economic Development	Economic Development	Economic Development	Economic Development		Econ Dev Countywide: assist growth of new/existing business; solarization; access to health srvs; creative financing for long-term replacement needs	
Organizational Structure/Staffing: public service accountability		Organizational Structure/Staffing: HR Director	Organizational Structure/Staffing: facilities, engineering, HR	Organizational Structure/Staffing: HR Director	Staffing: as it relates to budgeting (top to bottom review); professionalism	
	Paramedic Program	Paramedic Program: reorganization/review	Paramedic Program	Paramedic Program: cost containment		
	Conway Ranch	Conway Ranch: success	Conway Ranch		Conway Ranch: enhancement/manager	
	Substation	Substation	Substation (off demolition list)			
June Lake: ski area/rodeo grounds		June Lake: ski area/rodeo grounds	June Lake: ski area/rodeo grounds			
	Facilities: old clinic, Bridgeport campus plan, Memorial Hall, Antelope Valley Community Ctr		Facilities: Bridgeport campus plan, landscape Lee Vining Community Center	Facilities: ADA, jail, maintenance, energy efficiency, planning; prioritize funding		Public Works ADA issues Facilities Asset Protection
		Oversight Committees: Finance, Public Safety	Oversight Committees	Oversight Committees		
	Parking Ordinance		Parking Ordinance			
		Live Streaming of BOS Meetings	Live Streaming of BOS Meetings		Value of live interaction vs. video	
		Develop Legislative Agenda	Develop Legislative Agenda			
MISCELLANEOUS		MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
Reorganize Weekly Board Mtgs: promote public attendance and Supervisor education		Progress on Regional Trail System	Public Recognition (added 3/12/13)	Vehicle Replacement	Public Lands Access: develop infrastructure to connect lands; maintain amenities; ambassadors; education;	Social Services Potential space needs due to Health Care Reform (pre-enrollment begins 10/1/13)
			Extend Water/Sewer Lines from MCWD to Sierra Business Park	Review A87 Charges	Bridgeport Fire Safe Council	Clerk Elections Equipment Space Needs

Supervisor Alpers	Supervisor Fesko	Supervisor Hunt	Supervisor Johnston	Supervisor Stump	Public Input	Staff Input
			Bridgeport Valley Nordic Ski Ctr	Tri Valley Flood Control Ditch	Bridgeport Valley: economic dev; implement RPAC priorities (Main St. revitalization, expand recreation opps, multiagency visitor's center, gateway monuments)	Animal Control Assist public at satellite locations
			Geothermal: facilitate replacement of machinery at existing plan	Tri Valley EMS Service	Implement Mono Basin Community Plan	Health Care Services Implementation of Affordable Care Act
			Biomass Feasibility Study	Lower Rock Creek Development	Help Finance Last-Mile Paving to Bodie	
			Affordable Housing for Workforce	Crowley CSA 1 Projects (County improve communication with CSA)	Develop local regional food system	
			Deer Fence/Grade Separation at Sonora Junction		Promote Bridgeport as Gateway to Bodie	
			Improve Mammoth Airport Road		Improve water quality at Crowley Lake	
			Deer/Snow/Airport Safety Fence: SR 203 and Hwy 395; deer under-crossings		Develop one water system in Crowley Lake	
			North Conway Passing Lane Project		Regional air service for the Eastern Sierra (out of Bishop)	
			Tioga Pass Heritage Highway Project		Digital 395: broadband service to homes and free wireless to community main streets	
			Fix Auchoberry Pit Eroding Slopes		Update and upgrade the County General Plan avalanche section	
			Landscape Screen on South/West side of Bridgeport Yard and Replace Non-Compatible Dark Sky Light Fixtures			
			Repaint Mono County Entry Signs			
			Solarization of County Facilities			

Supervisor Alpers	Supervisor Fesko	Supervisor Hunt	Supervisor Johnston	Supervisor Stump	Public Input	Staff Input
			Permanently Waive Building Fees for Private Solar Projects			
			Initiative to Ban Single-Use Plastic Bags			
			Goals to Reduce County Fuel Usage			
			Training/Team Building at All Organizational Levels			



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	May 14, 2013	DEPARTMENT	Ambulance Paramedics
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	1.5 hours	PERSONS APPEARING BEFORE THE BOARD	Rick Mitchell, President, Alex Johnson, Secretary/Treasurer, Jim DeGraffenreid, Steward
SUBJECT	Mono County Paramedic Fire Rescue Association Workshop		

AGENDA DESCRIPTION:

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

Educational workshop about the Mono County EMS program, and discussion by the Paramedic Association about the future of the EMS program. At the regular meeting of February 19, 2013, members of the Board of Supervisors invited the Paramedic Association to schedule this workshop.

RECOMMENDED ACTION:

None; informational only.

FISCAL IMPACT:

None.

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

- [Paramedic Fire Rescue Association](#)
- [Workshop Presentation](#)

History

Time	Who	Approval
5/8/2013 4:34 PM	County Administrative Office	Yes
5/8/2013 4:16 PM	County Counsel	Yes
5/3/2013 12:15 PM	Finance	Yes



MONO COUNTY PARAMEDIC RESCUE ASSOCIATION

P.O. Box 2632 Mammoth Lakes, California 93546

IAFF Local 4901

Safety

Education

Training



April 29, 2013

Mono County Board of Supervisors

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STAFF REPORT

On behalf of the Paramedic Association I would like to extend our gratitude for the opportunity to discuss in a workshop format, our ideas for the long term viability of the Paramedic Program in Mono County. The recently completed Fitch Consultants' Report seemed to our members as being built around the somewhat contradictory premises that the program needed to reduce the level of service and costs by limiting future hiring to those with the least experience and at the bottom of the career ladder while at the same time broadening our scope of practice in a unspecific pilot program that would assume some of the duties assigned to employees of the Mono County Health Department. No real costs estimates were offered for the cover the additional needed training or operational expenses which was also of concern.

Constructive ideas and suggestions from our members were not included in the Fitch Report if they did not support the predetermined direction of the final report. The Mono County Paramedic Association was not alone questioning the methodology of the Fitch Report. The Sheriff's Department and the local medical agency, ICEMA, both expressed a lack of communication and input in the data gathering process. While the Fitch Report did contain some valuable information and a number of good specific suggestions, on the whole it was lacking in the kind of long term planning and program adjustments that would be needed to see us continue into the future. This will be the focus of the workshop, where we plan on offering for discussion a number of ideas that will help alleviate some of the financial burden on the General Fund Budget as well as increase the level of services provided and the overall accountability of the Paramedic Program.

We look forward to having a constructive and mutually informative workshop this May 14th.

A Mono County Board of Supervisors Workshop

with the

**Mono County Paramedic
Fire Rescue Association**

OUTLINE

- Section 1 Historical Review of Program
- Section 2 Costs Reduction Options
- Section 3 Revenue Enhancements
- Section 4 Structural, Service, Admin

SHORT HISTORY OF THE PARAMEDIC PROGRAM

All dates are approximate and useful when discussing management models that worked as well as those that didn't

1960-1970	Digger Wilson and the volunteer days
1970 -1972	American Ambulance
1973-1985	Mono County EMS
1986-1994	JPA Mono Co., Mammoth Hospital, Mammoth FD
1995-2003	Mono County Sheriff's Department, EMS
2004-2011	Mono County Paramedic Fire Rescue
2011-Present	Mono County Health Department, EMS

In an effort to show how your Paramedic Program employees have a proven history of problem solving with departmental and financial issues in the past, a brief recount of the Paramedic Association's participation and leadership as it relates to the 2002 T.O.T Tax Vote will come next

T.O.T. Voter Initiative Drive

- First try under and by the Sheriff's Office failed
- Second try under Paramedic Association
 - Passed with over 66% voter approval
 - Increased all covered payees from 9% to 12%
 - Added additional campgrounds to payees
 - 1% (1/12th) went to County Tourism Board
 - 2% (1/6th) went to Paramedic Program

Additional T.O.T. Changes

- Removed from under Sheriff's Department
- "Stand Alone" department
 - Department Chief Budgeted
- Dr. Bertmen's Bridgeport Clinic closed
 - Contentious Public Hearing at Court House
- Fourth Paramedic Station Opened (M-7)

Costs Reductions for the Paramedic Program

How can we chip away at the
bottom line General Fund
contribution for this year
totaling: \$2,774,000.00

A-87 Indirect Costs

- \$255,776.00 for FY 2012-2013
- Was this an appropriate Expenditure?
- If so, should the Paramedic Program receive similar funding from the Sheriff/Jail?
- Should the Paramedic Program charge the Health Department for aiding in their vaccination programs?

First Responder Funds

- \$150,000.00 for FY 2012-2013
- Program was developed by Supervisor Dan Paranick in the 1980's at about \$10,000.00 annually to help offset the costs for the two Volunteer BLS Ambulances on HWY 6 who did not bill patients
- If kept, the program should be reviewed with an emphasis on how the Paramedic Program can help train and support the local F.D.'s

Fitch Consultants

- \$65,000.00 for FY 2012-2013
- Fitch focused on reducing the level of the service “providers” while recommending increased service “levels”, without any substantial increases in revenues.
- This workshop will show how YOUR Paramedics desire to increase both the level of service and the needed additional revenue to insure the program’s continuation into the future

Revenue Enhancements for the Paramedic Program

Using a variety of innovative programs and service realignments the General Fund contribution can be substantially reduced freeing funds for other County needs

Resident Subscription Service

- Similar to Carson City or REMSA (Washoe Co)
- Use On-Duty Personnel to manage
- Covering area family members deductibles
- Approximately 5,600 Households in Mono Co.
- 10% participation rate at \$75.00 a year
- Potential revenue increase of \$42,000.00

Substantial Service Fees Currently Not Billed

- CARE FLIGHT transfers
- Diabetic emergency drug treatment
- SVT cardiac emergency treatment
- Asthma and other breathing treatments
- Fire Camp, Fire Line Stand-Byes
- Consider Base Substantial Service Fee

California Prop 172 Funding Permanent Sales Tax Increase for First Responder Services

- Passed in 1993 by California's voters
- 1.2 Million to Mono County FY 2012-2013
- S.O. and D.A. receive all the funds
- Paramedic Program never funded
- 20% could justifiably go to Paramedic Program
- Potential \$240,000.00 revenue increase

Mental Health Transfers Requiring Ambulance Transport

- Currently contracted with private company
- \$78,000.00 yearly contract
- Small number of actual events
- Paramedic Program should do these
- Most often able to use a On-Duty Crew
- Potential \$78,000.00 revenue increase

Optional EURO Style Daily Ski Area Subscription Fee

- Benefits similar to Family Subscription Plan
- No out of pocket payment for deductibles
- Offered when purchasing a lift ticket/pass
- Widely used in Europe to offset rescue funds
- 1 or 2 dollars additional to regular lift ticket
- Minimal costs addition to a \$100.00 Daily Pass

Optional EURO Style Daily Ski Area Subscription Fee

continued

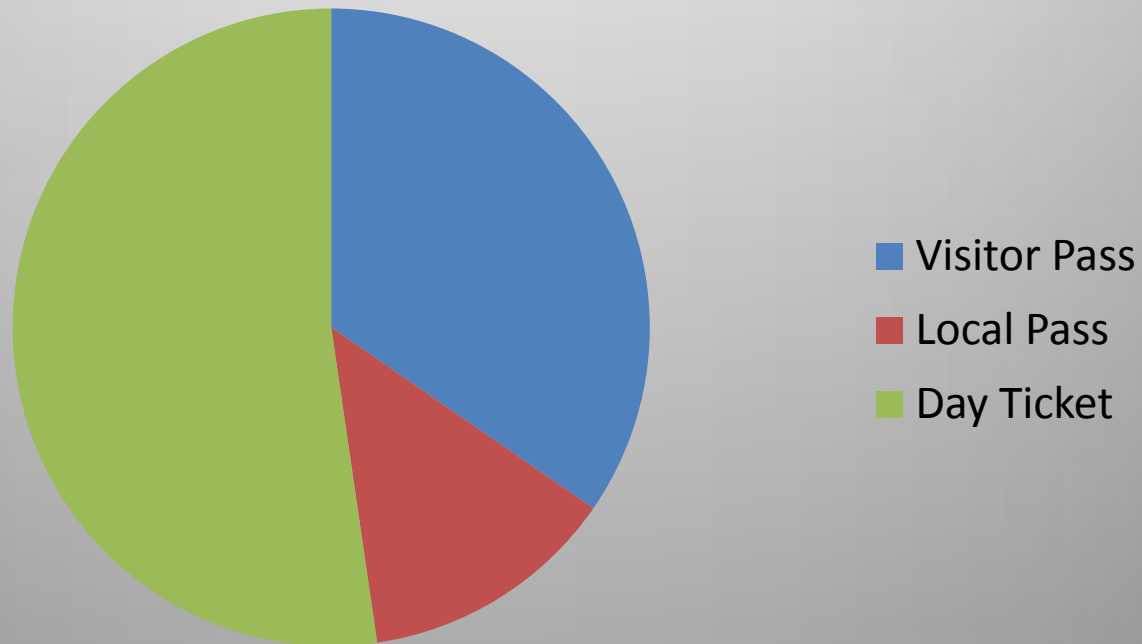
- 1.3 million skier visits for Mammoth Mtn.
- Day and season pass handled differently
- Good marketing could bring high usage
- Potential for significant additional revenue
- Probable small administrative start up costs

Optional EURO Style Daily Ski Area Subscription Fee GIVENS FACTS FOR ANALYSIS

- 1.3 Million Skier Visits /year to Mammoth Mtn
- 44,000 season passes sold in a year
- Average of 33% to 50% daily visitors use pass
 - Use high side of about 50% daily skiers on a pass
- For all groups take 25% average purchasing

Optional EURO Style Daily Ski Area Subscription Fee REVENUE ESTIMATES

Skier Day Breakdown



Optional EURO Style Daily Ski Area Subscription Fee REVENUE ESTIMATES

Skier Units	Percent Usage	Factor	Unit Price	Total Revenue
40,000 Visitor	25%	10,000	\$25.00	\$250,000.00
4,000 Local	25%	1,000	\$25.00	\$25,000.00
620,000 Daily	25%	310,000	\$2.00	\$310,000.00
				\$585,000.00

Increase in Ambulance Fees

- Fitch Report recommends this be done
- Current yearly estimate now stands at
 - \$1,200,000.00
- Total percentage increase of 5% would equal
 - \$60,000.00
- A large sum for a modest increase

Every effort has been made to assure the accuracy of the facts and figures presented so far. Revenues and expenditures were taken from the Mono County Mid-Year Budget Review 2012-2013. Where estimates were calculated, a conservative model was used. Actual cost savings for the County can be significantly higher over time and with certain administrative improvements. Part 4. has not yet been discussed. It involves structural changes to the department that will improve its long term viability, Board, and tax-payer accountability. But let us now put a figure to the savings for Paramedic Program bottom line. Thus far the total is.....

\$1,122,000.00

Structural, Service, and Administrative Improvements

Long term viability and accountability
requires a commitment to using
previously proven, but also more
complex, governmental models

Ambulance Fees Received from the Transports of Patients

- Single largest funding source at
 - \$1,200,000.00 a year
- Raising numbers of transports to the hospital is significantly important to increased revenues
- Its time to reevaluate an offer that was made during the T.O.T. Committee work some ten years ago

Mammoth Hospital Ambulance

- Gary Myers expressed interest in having the Paramedic Program incorporate the hospital's two ambulances which run about 400 calls
- The hospital service is no longer financially supported by Mammoth Mountain
- Their largest call volume is in the daytime during winter from Mammoth Mountain
- Other special coverage is also provided

Operational Possibilities

- Utilizing 2 Reserve personnel, split the Medic-2 or Medic-3 crews for 8 hours and have an additional low cost Paramedic ambulance
- Bill for the service possibly developing a “BLS” rate to capture the most minor injuries that may otherwise seek their own transportation
- There is no reason for the Paramedic Program to compete with a “free” service, absorb it into our program instead, and bill for it

The Douglas County Model

- A organizational model for the Paramedic program should emphasize its current strengths and identity
- The Mono County program is where Douglas County NV was fifteen years ago
- Mono County has a financial interest and liability exposures, pointing to the need to address certain situations

Where and How to Start

- Create a Paramedic/Fire District that only includes land outside any existing Fire District
- The Mono County EMS EOA would remain in place and unchanged
- Paramedic ambulance service would continue without change
- The Mono County Board could do this by fiat, or by initiating a LAFCO proceeding

What Areas are Outside a Fire Dist.

- Swagger Creek, Devil's Gate, Virginia Lakes, Lundy Lake, Conway Ranch, and Hammil Valley
- If incorporated into a County or special Paramedic/Fire district, fire mitigation fees could be collected and divided with the nearest FPD paying them something for the services they now provide for free
- Existing homes may get a reduced CAL-Fire fee

Other Considerations and Benefits

- A small percentage of property tax arising from those inside a new district could be divided between the Paramedic Program and the closest FPD who would now, by contract, provide the same structural fire protection services they had previously been providing under a Sphere of Influence obligation.

Other Benefits

- Facilitate true visioning and both short and long term planning
- Recognition by CAL-EMA, CAL-Fire and the USFA allowing for
 - Grant writing
 - Data Collection
 - Wildland fire stand-by reimbursement
 - Better cross training and integration
 - FLSA safe haven

IN CONCLUSION

- Savings can be found
- Financial enhancements can be substantial
- History does not have to repeat itself
- Using the institutional memory of your Paramedic employees has benefits
- The residents and visiting public can and should be better served
- Long term thinking and planning are the best