



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 just below.

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

Regular Meeting January 10, 2017

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). 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 <http://monocounty.ca.gov>. If you would like to receive an automatic copy of this agenda by email, please subscribe to the Board of Supervisors Agendas on our website at <http://monocounty.ca.gov/bos>.

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

1. 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 - NONE

3. RECOGNITIONS - NONE

4. BOARD MEMBER REPORTS

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

5. COUNTY ADMINISTRATIVE OFFICE

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

6. DEPARTMENT/COMMISSION REPORTS

7. CONSENT AGENDA - NONE

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

8. CORRESPONDENCE RECEIVED

All items listed are located in the Office of the Clerk of the Board, and are available for review. Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

A. Closure of Bridgeport Medical Clinic

Departments: Clerk of the Board

Correspondence dated January 2, 2017 from Gary Myers, CEO the Southern Mono Healthcare District regarding the closure the the Bridgeport Medical Clinic.

9. REGULAR AGENDA - MORNING

A. Workshop: Implementation of Sustainable Groundwater Management Act

Departments: County Counsel

1 hour (30 minute presentation; 30 minute discussion)

(Steve Kerins) - Presentation by Deputy County Counsel Steve Kerins regarding implementation of Sustainable Groundwater Management Act (SGMA), including discussion of SGMA requirements as applied to Mono County; of Mono County's options regarding designation of one or more Groundwater Sustainability Agencies within the Owens Valley Groundwater Basin; and related issues.

Recommended Action: Hear presentation; consider and discuss potential options available to Mono County under SGMA. Provide any desired direction to staff.

Fiscal Impact: Fiscal impact is uncertain at this time. Fiscal impact may vary

significantly depending on option(s) ultimately selected by Mono County, as well as by requirements imposed by state agencies and other external factors.

B. Resolution Restoring Three Positions to the County Administration Office

Departments: CAO

20 minutes (5 minute presentation; 15 minute discussion)

(Leslie Chapman) - 1. Proposed resolution to modify the Personnel Allocation List and restore three positions to the County Administrator's office. 2. Budget amendment to allocate contingencies or Economic Stabilization funds for two of the positions.

Recommended Action: 1. Adopt proposed resolution #R17-___, Authorizing the County Administrative Officer to add three positions to the Personnel Allocation List: Assistant County Administrative Officer, Deputy CAO – Director of Communications and Human Resources Generalist. 2. Approve budget amendment to use contingencies and/or economic stabilization funds to fund the Assistant County Administrator and the Human Resources Generalist positions. (4/5 vote required.) 3. Delay funding and recruitment for the Deputy Director of Communications until next fiscal year to ensure that adequate funding is available.

Fiscal Impact:

Assistant County Administrative Officer - \$60,144 including benefits for the remainder of the 2016-17 fiscal year, and \$180,433 for a full year; **Human Resources Specialist** - \$35,562 including benefits for the remainder of the 2016-17 fiscal year, and \$106,689 for a full year; **Deputy CAO – Communications Director** - \$0 including benefits for the remainder of the 2016-17 fiscal year, and \$139,951 for a full year.

If the Assistant CAO and the HR Generalist are funded, a total of \$95,706 will need to be appropriated from contingencies or economic stabilization funds.

C. 2% Cost of Living Adjustment for County Administrative Officer

Departments: County Counsel, Finance

10 minutes (5 minute presentation; 5 minute discussion)

(Stacey Simon and Janet Dutcher) - Proposed resolution adjusting base compensation for County Administrative Officer to provide 2% COLA.

Recommended Action: 1. Orally report fiscal impact. 2. Adopt proposed resolution R17-_____, establishing and adjusting the 2017 base compensation for the County Administrative Officer to implement the same 2% cost of living adjustment provided to other county employees. Provide any desired direction to staff.

Fiscal Impact: The additional cost for this position for the remainder of FY 2016-2017 (Jan 1 – June 30) is \$2,268 of which \$1,600 is salary, \$382 is the employer portion of PERS, and \$286 is the cost of benefits. Total additional cost for a full

fiscal year would be \$4,535 of which \$3,200 is annual salary, \$764 is the employer portion of PERS and \$571 is the cost of benefits. The cost of this increase is included in the FY 2016-2017 adopted budget.

D. Investment Policy and Delegation of Investment Authority

Departments: Finance

15 minutes (5 minute presentation; 10 minute discussion)

(Janet Dutcher, Gerald Frank) - Mono County Statement of Investment Policy and proposed Ordinance to Delegate Investment Authority to the Treasurer.

Recommended Action: 1. Approve the Mono County Statement of Investment Policy as presented or amended. 2. Introduce, read title, and waive further reading of proposed ordinance delegating investment authority to the County Treasurer.

Fiscal Impact: None

E. Mono County Cemeteries

Departments: Public Works

40 minutes (15 minute presentation; 25 minute discussion)

(Peter Chapman) - Presentation by Peter Chapman regarding the Mono County Cemeteries.

Recommended Action: Receive the presentation and provide any desired direction to staff.

Fiscal Impact: None at this time.

10. 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.)

11. CLOSED SESSION

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Stacey Simon, Leslie Chapman, and Dave Butters. 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.

B. Closed Session - Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Government Code section 54956.8. Property: Sierra Center Mall, Mammoth Lakes. Agency negotiators: Leslie Chapman, Janet Dutcher, Tony Dublino, Stacey Simon. Negotiating parties: Mono County and Highmark Mammoth Investments, LLC. Under negotiation: Price and terms of payment.

C. Closed Session - Initiation of Litigation

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

THE REGULAR AGENDA WILL RECONVENE NO EARLIER THAN 1:00 P.M. IF NECESSARY

12. 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.)

ADJOURN



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Closure of Bridgeport Medical Clinic

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Correspondence dated January 2, 2017 from Gary Myers, CEO the Southern Mono Healthcare District regarding the closure the the Bridgeport Medical Clinic.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Shannon Kendall

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

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Bridgeport Clinic Ltr

History

Time

Who


Approval

1/4/2017 5:32 PM	County Administrative Office	Yes
1/4/2017 5:45 PM	County Counsel	Yes
1/4/2017 5:32 PM	Finance	Yes



DATE: January 2, 2017

TO: All North County Residents

FROM: Gary Myers, CEO 
Southern Mono Healthcare District

RE: Bridgeport Medical Clinic - Closure

I regret to inform you that Southern Mono Healthcare District (Mammoth Hospital) will no longer staff and manage the Bridgeport Clinic effective February 1, 2017. Over the past several years we have had challenges locating and keeping providers who would consistently deliver patient care to the clinic. As you know in July we reduced the clinic days of operation from 4 days to 2 days a week, due to a shortage of providers. After several months of recruiting we have been unsuccessful at filling this position.

In addition to the lack of providers we continually must evaluate the cost effectiveness of providing care in this remote location. On average the Bridgeport Clinic would treat between 6 to 12 patients a day. In order to cover the fixed cost of running the clinic we would need to average 20-25 patients per day. Unfortunately the cost for running this clinic is double the income that is being collected (even with subsidies from Mono County).

While we recognize that this was a valued service to the residents and visitors of Bridgeport and the surrounding areas, we cannot continue to support this practice. We encourage residents and guests to access our Mammoth Hospital facilities to the south or the other available healthcare facilities to the north.

We will continue to offer healthcare services on Tuesdays and Thursdays with the last clinic day on Tuesday January 31, 2017.

Thank you for allowing us to serve you over the past several decades. The Mammoth Hospital Family Medicine Clinic has your records on file in their shared EMR. Dr. Christopher Ward and Carolyn Korfiatis, FNP will still be available to follow your care at this clinic. If you need your medical records forwarded to another provider of your choice, please contact the Mammoth Medical Records department at 760-934-3311.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

Departments: County Counsel

TIME REQUIRED 1 hour (30 minute presentation; 30 minute discussion)

PERSONS APPEARING BEFORE THE BOARD Steve Kerins

SUBJECT Workshop: Implementation of Sustainable Groundwater Management Act

AGENDA DESCRIPTION:

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

Presentation by Deputy County Counsel Steve Kerins regarding implementation of Sustainable Groundwater Management Act (SGMA), including discussion of SGMA requirements as applied to Mono County; of Mono County's options regarding designation of one or more Groundwater Sustainability Agencies within the Owens Valley Groundwater Basin; and related issues.

RECOMMENDED ACTION:

Hear presentation; consider and discuss potential options available to Mono County under SGMA. Provide any desired direction to staff.

FISCAL IMPACT:

Fiscal impact is uncertain at this time. Fiscal impact may vary significantly depending on option(s) ultimately selected by Mono County, as well as by requirements imposed by state agencies and other external factors.

CONTACT NAME: Steve Kerins

PHONE/EMAIL: (760) 924-1712 / skerins@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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Staff Report

[Owens Valley Groundwater Basin Map](#)

[Additional Map](#)

History

Time	Who	Approval
1/4/2017 6:43 PM	County Administrative Office	Yes
1/5/2017 9:35 AM	County Counsel	Yes
1/5/2017 9:05 AM	Finance	Yes

County Counsel
Stacey Simon

Assistant County Counsel
Christian E. Milovich

Deputy County Counsels
Stephen M. Kerins
Anne M. Larsen

**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

Paralegal
Jenny Senior

To: The Honorable Board of Supervisors
From: Steve Kerins, Deputy County Counsel
Date: January 10, 2017
Re: Workshop re: Implementation of Sustainable Groundwater Management Act

Recommended Action

Hear presentation regarding implementation of Sustainable Groundwater Management Act ("SGMA"), including discussion of SGMA requirements as applied to Mono County; of Mono County's options regarding designation of one or more Groundwater Sustainability Agencies ("GSAs") within the Owens Valley Groundwater Basin; and related issues. Provide any desired direction to staff.

Strategic Plan Focus Area(s) Met

- Economic Base Infrastructure Public Safety
- Environmental Sustainability Mono Best Place to Work

Fiscal Impact

Fiscal impact is uncertain at this time. Fiscal impact may vary significantly depending on option(s) ultimately selected by Mono County, as well as by requirements imposed by state agencies and other external factors.

Discussion

Local agencies throughout California are now working to comply with the Sustainable Groundwater Management Act ("SGMA", California *Water Code* section 10720 *et seq.*), a recent state law imposing significant new requirements for groundwater management. Today's workshop is intended to provide a refresher on certain specific SGMA requirements, with an emphasis on Mono

County's options regarding the critical next step of Groundwater Sustainability Agency ("GSA") formation. Following today's workshop, if your Board is interested in exploring the possibility of the County becoming a GSA for certain areas within its jurisdiction, a public hearing must be scheduled for that purpose. Given time constraints, we have tentatively reserved time for such a hearing during your Board's regular meeting on February 7, 2017.

A. Background

The California Department of Water Resources ("DWR") has ranked hundreds of groundwater basins throughout the state as high-, medium-, low-, or very low-priority, using criteria found in section 10933 of the *Water Code*. (See *Water Code* §§ 10933; 10722.4.) Under SGMA, basins ranked high- and medium-priority must be managed by GSAs under Groundwater Sustainability Plans ("GSPs") on a phased timetable. (See *e.g. Water Code* § 10720.7.)

Although there are several groundwater basins lying wholly or partly in Mono County, only the Owens Valley Groundwater Basin has been ranked as medium-priority by DWR. There are no high-priority basins in Mono County. The Owens Valley Groundwater Basin is a long, thin groundwater basin situated primarily in Inyo County. (See attached map.) It extends into Mono County in two locations. First, the Owens Valley basin extends north of the Inyo County line at Laws into the Tri-Valley area, and continues generally along Route 6 to the Nevada border. (DWR has decided to add Fish Slough to the Owens Valley basin, which also falls in this general area.) Second, a lobe of the Owens Valley basin extends north of the Inyo County line into the Swall Meadows area of Mono County.

As your Board will recall, Mono County, along with the Tri-Valley Groundwater Management District ("TVGMD") (a special district with jurisdiction over groundwater issues in most of the Tri-Valley portion of the Owens Valley basin), supported a request filed by Inyo County to subdivide the Owens Valley basin into two formal subbasins. DWR denied that request, while also adding Fish Slough to the Owens Valley basin as noted above.

Your Board should also be aware of an additional complicating factor: the Owens Valley Groundwater Basin is partially adjudicated, meaning that a portion of the basin (in Inyo County) is already subject to a degree of court-ordered management as a result of the Long Term Water Agreement between Inyo County and the City of Los Angeles. (See *Water Code* § 10720.8, subd. (c); see also <http://www.inyowater.org/documents/governing-documents/water-agreement/>.) The operation of the Long Term Water Agreement, and its corresponding recognition under SGMA, may affect the management of the Owens Valley basin under any GSP or GSPs ultimately adopted.

B. Groundwater Sustainability Agencies: Options for the Owens Valley

SGMA contemplates that a GSA, or a combination of GSAs, will manage each high- and medium-priority basin in California. With respect to the Owens Valley Groundwater Basin, and as your Board may know, the Inyo County Board of Supervisors has already held a public meeting to discuss the possibility that Inyo County will designate itself a GSA for those portions of the basin within its jurisdiction. In addition, formal meetings of potentially interested stakeholders will begin to take place shortly.

The general rule under SGMA is that “any local agency or combination of local agencies overlying a groundwater basin may decide to become a groundwater sustainability agency for that basin.” (*See Water Code* § 10723, subd. (a).) In most cases, a county will be a default GSA for any area within a high- or medium-priority basin not within the management area of another GSA. (*See ibid.* § 10724.) But, the statute also designates the TVGMD as “the exclusive local agenc[y]” within its statutory boundaries with powers to comply with SGMA. (*See id.* § 10723, subd. (c)(1)(I).) (That is, if the TVGMD chooses to become a GSA within its boundaries, no other agency, including Mono County, may so choose.) **As of this writing, the TVGMD is planning to hold a public hearing on Wednesday, January 18, 2017 at 7:00 p.m. at the Chalfant Community Center to determine whether it will choose to become a GSA.**

If the TVGMD chooses to become a GSA within its jurisdiction, then Mono County will be left as the default GSA for 1) a small “fringe” of the Owens Valley basin in the Tri-Valley area, but outside of the TVGMD’s boundaries; and 2) the portion of the Owens Valley basin described above that extends into Swall Meadows.

1. GSA Criteria

For each medium- and high-priority basin, SGMA requires that one or more GSAs be formed by June 30, 2017. Individually or collectively, GSAs must be in place for the entire area of the basin (as defined by DWR). If this requirement has not been met for the Owens Valley Groundwater Basin by June 30, then the state may take steps to designate the basin as a “probationary basin”, which would in turn set the stage for further state intervention. (*See e.g. Water Code* § 10735.2, subd. (a)(1).)

Any “local agency” (defined to mean “a local public agency that has water supply, water management, or land use responsibilities within a groundwater basin”) can choose to become a GSA, either on its own or in combination with

one or more other local agencies through a joint powers agreement or memorandum of agreement. (See *Water Code* §§ 10721; 10723.6, subd. (a).)¹

2. Implications and Recommendations for Mono County

While a local agency could conceivably choose to become a GSA for an entire basin – including areas beyond its boundaries – DWR has taken the position that SGMA does not include a provision for such an agency to impose fees and regulatory requirements outside of its jurisdictional area. For areas of the Owens Valley Groundwater Basin within Mono County but outside of the TVGMD’s boundaries, this means that Mono County’s effective choices at this juncture would seem to be either 1) to form a GSA, either on its own for its portion of the Owens Valley basin, or in conjunction with one or more other local agencies; or 2) to opt out of the process entirely, which would likely result in assumption of regulatory authority by the state.

At present, and based on preliminary input from other local agencies whose jurisdiction includes a portion of the Owens Valley Groundwater Basin, we recommend that the County proceed to a hearing to determine whether it will become a GSA with respect to those portions of the basin within Mono County but outside the TVGMD’s boundaries. We note that Inyo County has already taken the lead in coordinating with local agencies with jurisdiction in the basin, and our office expects to continue to coordinate with Inyo County, the TVGMD², and other stakeholders closely to harmonize the GSA formation process (and then, as applicable, to coordinate the preparation of one GSP or coordinated GSPs for the basin.

C. Next Steps

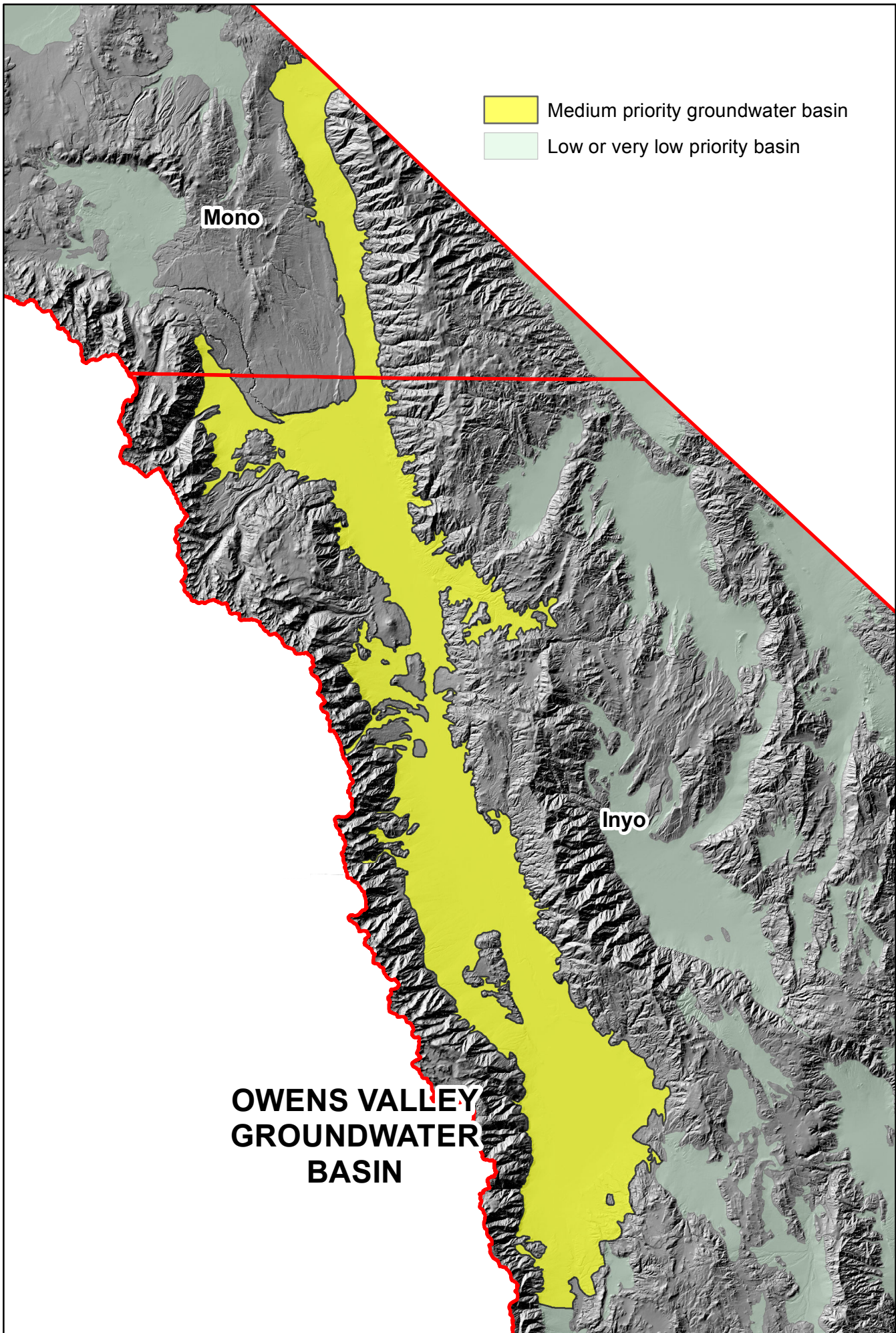
If Mono County chooses to consider becoming a GSA, the next step will be to advertise and conduct a public hearing for that purpose. Due to time constraints imposed by SGMA (including a 90-day waiting period per *Water Code* section 10723.8, subdivision (c), once a notice is filed with DWR), we have reserved time during your Board’s regular meeting on February 7 for a hearing. If your Board authorizes us to proceed, we will cause the required notice of hearing to be published, and we will also begin identifying additional stakeholders and compiling the information that must be submitted to DWR in the event your Board opts for the County to become a GSA.

¹ A water corporation regulated by the Public Utilities Commission or a mutual water company may also elect to participate in a GSA through a legal agreement with one or more local government agencies. (See *Water Code* § 10723.6, subd. (b).)

² As your Board knows, our office is also concurrently representing the TVGMD with respect to SGMA issues in the Owens Valley Groundwater Basin.

I look forward to speaking with your Board and answering any questions at your January 10 meeting. If you have any questions on this matter prior to your meeting, please call me at (760) 924-1712.

Attachment: Map of Owens Valley Groundwater Basin
(For illustration only - note that Fish Slough has since been added within OVGB boundaries)



Medium priority groundwater basin

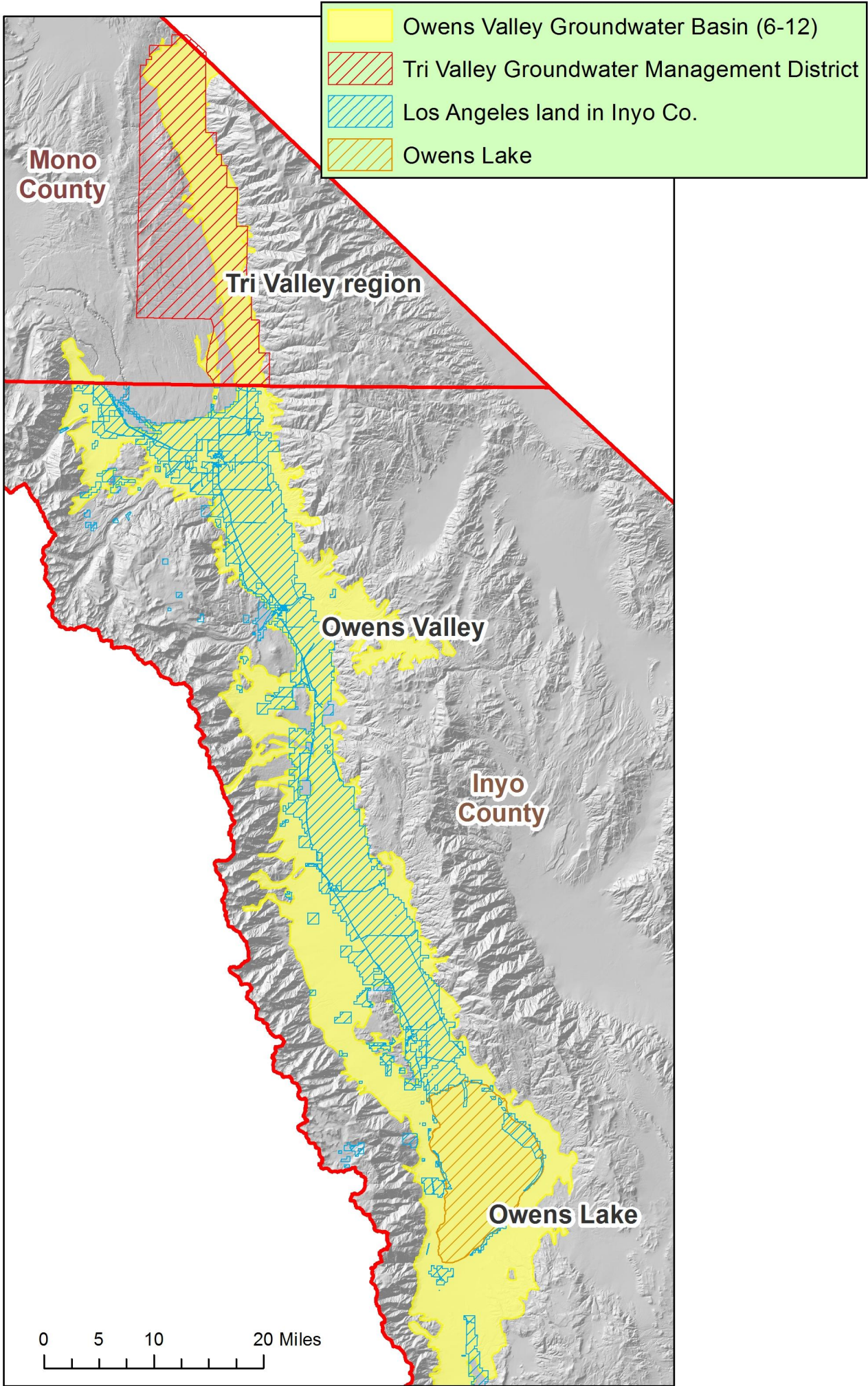


Low or very low priority basin

Mono

Inyo

**OWENS VALLEY
GROUNDWATER
BASIN**





OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

Departments: CAO

TIME REQUIRED	20 minutes (5 minute presentation; 15 minute discussion)	PERSONS APPEARING BEFORE THE BOARD	Leslie Chapman
SUBJECT	Resolution Restoring Three Positions to the County Administration Office		

AGENDA DESCRIPTION:

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

1. Proposed resolution to modify the Personnel Allocation List and restore three positions to the County Administrator's office. 2. Budget amendment to allocate contingencies or Economic Stabilization funds for two of the positions.

RECOMMENDED ACTION:

1. Adopt proposed resolution #R17-___, Authorizing the County Administrative Officer to add three positions to the Personnel Allocation List: Assistant County Administrative Officer, Deputy CAO – Director of Communications and Human Resources Generalist. 2. Approve budget amendment to use contingencies and/or economic stabilization funds to fund the Assistant County Administrator and the Human Resources Generalist positions. (4/5 vote required.) 3. Delay funding and recruitment for the Deputy Director of Communications until next fiscal year to ensure that adequate funding is available.

FISCAL IMPACT:

Assistant County Administrative Officer - \$60,144 including benefits for the remainder of the 2016-17 fiscal year, and \$180,433 for a full year; **Human Resources Specialist** - \$35,562 including benefits for the remainder of the 2016-17 fiscal year, and \$106,689 for a full year; **Deputy CAO – Communications Director** - \$0 including benefits for the remainder of the 2016-17 fiscal year, and \$139,951 for a full year.

If the Assistant CAO and the HR Generalist are funded, a total of \$95,706 will need to be appropriated from contingencies or economic stabilization funds.

CONTACT NAME: Leslie Chapman

PHONE/EMAIL: 760-932-5414 / lchapman@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Exhibit A
Resolution

History

Time	Who	Approval
12/29/2016 6:21 PM	County Administrative Office	Yes
1/4/2017 12:57 PM	County Counsel	Yes
1/4/2017 6:08 PM	Finance	Yes



COUNTY OF MONO

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

Leslie L. Chapman
County Administrative Officer

January 10, 2017

To: Honorable Board of Supervisors

From: Leslie Chapman

Subject: Proposal to restore positions to the County Administrative Office

Recommendation:

1. Approve resolution to add three positions to the Personnel Allocation List: Assistant County Administrative Officer, Deputy CAO – Director of Communications and Human Resources Generalist.
2. Approve budget amendment to use contingencies and/or economic stabilization funds to fund the Assistant County Administrator and the Human Resources Generalist positions.
3. Delay funding and recruitment for the Deputy Director of Communications until next fiscal year to ensure that funding is available.

Strategic Alignment:

For Mono County to achieve its vision of, “Outstanding Community Services, Quality Life Beyond Compare”, and its mission, “To support all our communities by providing superior services while protecting our unique rural environment,” first we need a robust administrative department to oversee and support our departmental managers and staff in achieving, measuring and communicating their strategic goals. This department sets the tone for all County operations. We will also achieve our overarching principle of collaborative solutions by adding resources to do more outreach with communities, other governments, non-governmental organizations and legislative bodies. With adequate staffing and resources, we will achieve the Best Mono possible by providing leadership, support, guidance and collaboration needed to execute the Board’s vision and mission.

Discussion and History:

The Mono County Administrative Office is responsible for an extensive list and a wide variety of duties. The long list is included in the Mono County Code and is attached hereto as Exhibit A.

In addition to carrying out the policy direction of your Board, the CAO is responsible for the successful operation of the County and oversees 14 non-elected department heads that report directly to her. Our department heads are highly competent and don’t require much supervision, but the CAO must be available for support, problem solving and ensuring that the proper resources are available, within the constraints of government financing, to carry out the County’s mission. Additionally, administration is

responsible for all Human Resource functions including recruiting, employee relations, discipline, and more. Risk Management is another service provided by administration and it is amazing how busy that division is reporting and investigating car accidents and workers' comp claims, ensuring staff has proper equipment to avoid injuries, training on safety practices, investigating complaints and claims and mitigating threatened litigation.

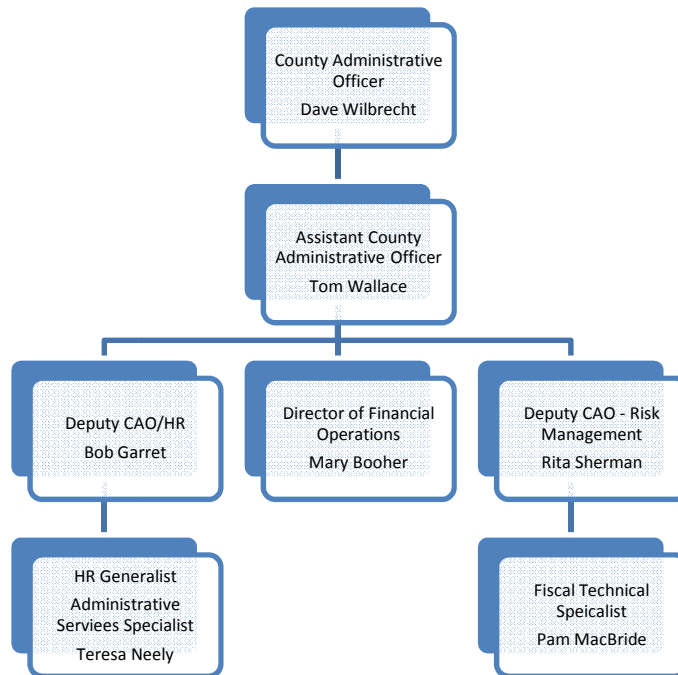
While all projects are a collaboration of various departments and outside agencies, administration provides leadership and support while monitoring progress. Some examples of on-going projects include, strategic plan development and implementation, researching options to assist your Board in choosing the best solution for South County Offices, Bridgeport jail upgrade, Davidson House transitional housing, Bridgeport clinic and inmate medical services solutions, collective bargaining for six employee unions, Innoprise software implementation, EMS task force solutions, Inland Counties Emergency Medical Association liaison to represent needs of our small county and its fire districts, Development of an All Hazards Incident Management Team development, leadership support, training and provision of management and support for a multi-county salary survey. These are highlights and the list goes on.

There is much more that can and should be accomplished by administration, but staffing constraints make it difficult. Some examples include better service to departments in both management and HR services, more one-on-one time with individual Supervisors, and department heads, more face time with other community, government and non-government organization leaders and much more community outreach to explore opportunities for collaboration, CAO staff training and networking with other officials in similar counties, legislative monitoring and providing lobbying support for your Board, communication and transparency improvements through all media and communications starting with increased website and social network activity to name a few.

Considering that one year ago, the County Administrator's office only had one fiscal services specialist and an Interim CAO who also served the County as the Public Health Director and Director of Emergency Services, we have made much progress. Now it is time to take the office to the next level and after a year of observation and planning along with considering the history of the office, my recommendation is to restore two positions and replace the Director of Financial Operations with a Deputy CAO - Director of Communication. An Assistant CAO would provide extra capacity for high level projects along with better supervision, community outreach and generally advancing the County's strategic direction. The HR Generalist is critical to provide support to the HR Director, staff and new recruits. The Director of Communication is essential in today's environment where the public and media demand instant and complete communication and transparency. Having someone to coordinate communications between the County, the Public, other agencies and our legislators along with improving our internal communications and spearheading some essential teambuilding will greatly enhance the achievement of our strategic directions. More detailed descriptions of the vision for each position are detailed below.

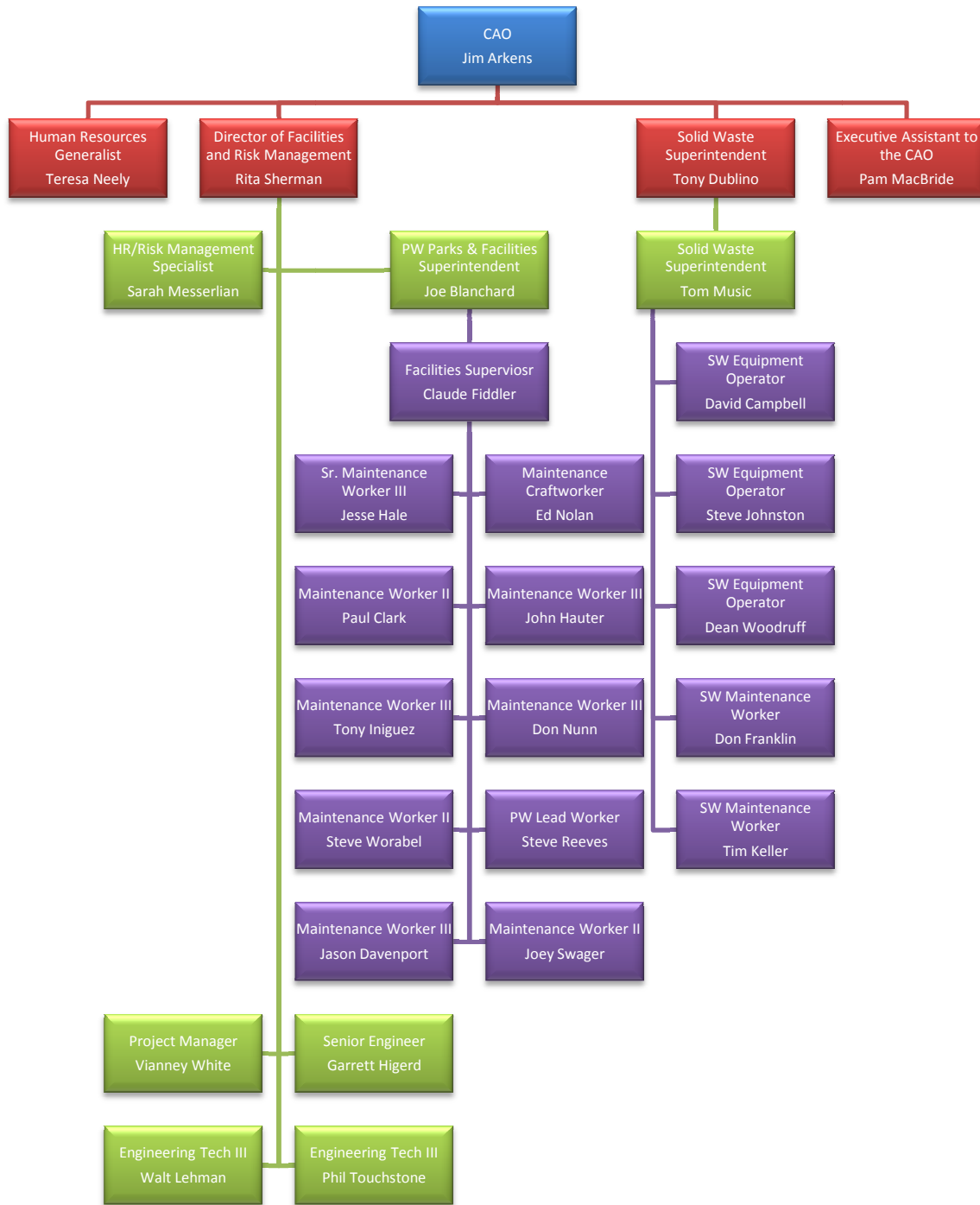
The following section will provide your Board with some historical perspective and points of reference that might be useful in your decision process.

Today your Board is being asked to consider restoring staffing in the County Administrator's Office to the level it was at in 2008-2009 under the leadership of Dave Wilbrecht, when it looked like this:

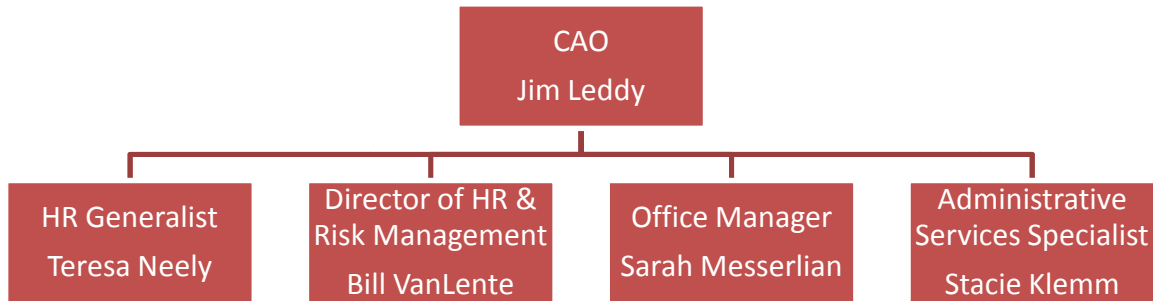


The structure that the staff is proposing today includes one additional Fiscal Technical Specialist that staff will eventually propose to convert to a roving fiscal person to service small departments that are constantly challenged to provide program services while using a program person to perform fiscal duties which is inefficient and detracts from the mission. Departments that would benefit from these services are Economic Development, District Attorney, County Counsel, Emergency Medical Services and there may be more. Oversight for this position would reside with the Finance Director. This issue is not being addressed as an action item today, but will be brought to your board as a separate agenda item after the dust settles in the CAO's office.

Then under Jim Arkens, the department grew exponentially and the organizational chart looked like this:



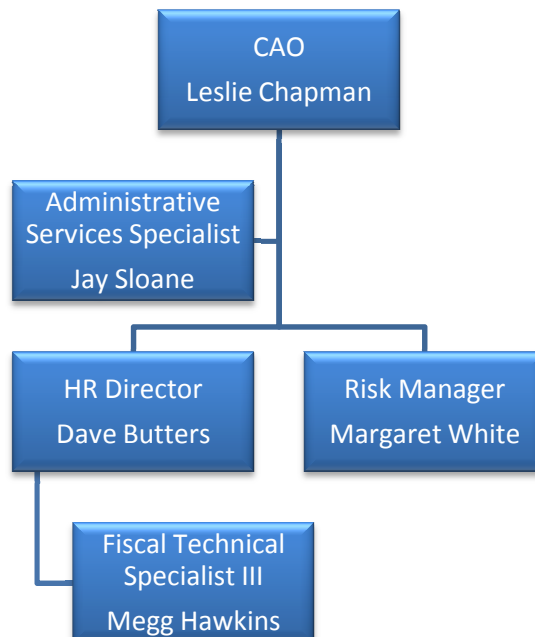
After Mr. Arkens left, Public Works resumed control of Facilities and Solid Waste. Consequently, in 2013 when Jim Leddy took over the CAO's Office, the structure had been diminished, but the recession was in full swing and there wasn't enough money available to restore key positions, positions were consolidated and the County survived with what it had, but it did not thrive. The structure looked like this:



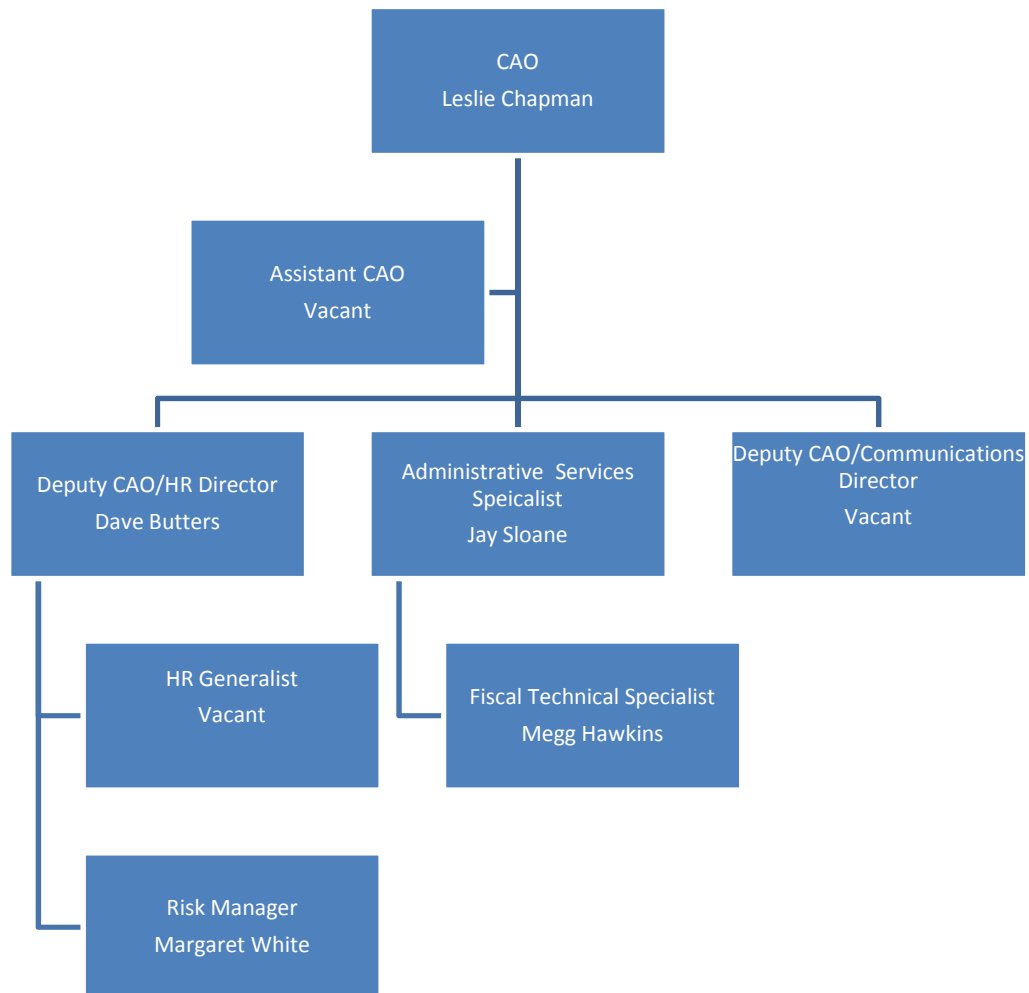
These were difficult times for the County, finances remained bad, staff burnt out, became disgruntled and moved on. By the time I became CAO in November of 2015, the office looked like this:



Many thanks to Megg Hawkins for sticking it out and to Lynda Salcido for stepping up and providing much needed leadership! The good news is that I had the opportunity to build my team from the ground up. Some positions have been replaced and now the department looks like this:



Now, a year later, there has been time to contemplate needs, compare Mono County Administration to other counties and make a thoughtful, calculated decision about how to staff the office for optimal leadership and performance in carrying out your Board’s policies and strategic vision. Additional staff is also needed to provide leadership and support services to meet and exceed the needs and expectations of administration’s customers including your Board, internal departments, constituents, the media and our Mono County community. Consequently, staff is proposing the following structure which adds an Assistant County Administrative Officer, an HR Generalist and a Deputy CAO – Communications Director. This structure is almost identical to the 2008/2009 model under Dave Wilbrecht. The main difference is that it includes the Fiscal Technical Specialist that was mentioned earlier and staff is proposing to replace the Director of Financial Operations with the Deputy CAO – Communications Director to meet the changing demands of our constituents who demand information and transparency. The proposed structure looks like this:



Brief descriptions of the proposed positions and the related duties are described below.

Assistant County Administrative Officer will assist the CAO in making major financial, administrative and policy recommendations to the Board of Supervisors as well as conducting or directing special projects and the analysis of public policy issues that are complex, difficult and are often of a sensitive nature.

This person will be expected to take the lead in supervising and coordinating large County projects including serving as a liaison, coordinating resources and ensuring that all departments and outside agencies are working together in a collaborative and complimentary fashion that turns the project vision into reality.

This person will provide support and oversight of various department heads as assigned. He or she will be integrally involved in the development and implementation of the Mono County Strategic Plan. This includes assisting departmental managers in the development of strategic goals and performance measurements as they relate to the County's Board adopted strategic directions and focus areas.

Human Resources Generalist will work closely with the HR Director and be responsible for performing HR-related duties in a confidential and professional manner. This person will provide administrative support for the Human Resources Director including outreach recruitment efforts, reviewing applications, setting up interviews, developing tests such as written competency exams and oral interview questions, as well as managing the communication process with candidates. As part of the onboarding process, will assist in developing and delivering orientation materials to new hires. Will also be responsible for entering personnel changes into HR system to effect changes to payroll, support compensation and benefit surveys by gathering, organizing and analyzing data. Will become familiar with County processes and general policies to provide another point of contact for employees seeking information in these areas. Provide other support functions as directed by the HR Director.

Additionally, this person will provide support for Risk Management as needed by assisting in organizing staff training and providing general administrative support.

Deputy CAO – Director of Communications will be responsible for managing and directing the county's internal and external communications. He or she will serve as the key spokesperson and media contact for the County. This person will be responsible for creating and executing communication strategies including building external relationships with all forms of media and with the County's constituencies.

Additionally, the Communications Director will play an integral role in developing and implementing best practices for high functioning leadership teams including team building, understanding leadership styles, developing good communication habits, skills assessments, dealing with difficult personalities and creating an environment of team engagement.

Examples of additional responsibilities will include: developing, implementing and evaluating the annual communications plan; generation of online content that engages constituents and partner agencies and leads to measurable action – decide who, where and when to disseminate; develop and manage a world class webpage – ensure that new and consistent information (article links, stories and events) is posted regularly; manage development, distribution and maintenance of all print and electronic collateral including news releases, regular and timely Facebook and Twitter postings; and managing all media contacts.

Fiscal Impact:

Assistant County Administrative Officer - \$60,144 including benefits for the remainder of the 2016-17 fiscal year, and \$180,433 for a full year.

Human Resources Specialist - \$35,562 including benefits for the remainder of the 2016-17 fiscal year, and \$106,689 for a full year.

Deputy CAO – Communications Director - \$0 including benefits for the remainder of the 2016-17 fiscal year, and \$139,951 for a full year.

If the Assistant CAO and the HR Generalist are funded, a total of \$95,706 will need to be appropriated from contingencies or economic stabilization funds.

EXHIBIT A
MONO COUNTY CODE – COUNTY ADMINISTRATOR

Chapter 2.84 - COUNTY ADMINISTRATOR

Sections:

2.84.010 - Purpose.

It is the intent of the board of supervisors, in adopting this chapter, to create the Mono County administrative office and to provide Mono County government with a county administrator who, under the direction of the board of supervisors, shall provide effective centralized administration for Mono County government, and to define the duties, responsibilities, authority, and qualifications thereof.

(Ord. 83-514 § 1, 1983.)

2.84.020 - County administrative office, county administrator.

There shall be in the county of Mono a county administrative office, under a county administrative officer (CAO), who shall be appointed by and serve at the pleasure of the board of supervisors or on such other contractual terms as may be agreed upon by the parties.

(Ord. 83-514 § 2, 1983.)

2.84.030 - Appointment and removal—Residence.

The county administrator shall:

- A. Be chosen upon the basis of knowledge and skills in public administration, demonstrated administrative ability, and knowledge of public budgeting, personnel, finance, and organization. This requirement may normally be met by a combination of education and experience equal to a master's degree plus five or more years experience in a highly responsible administrative or supervisory position in a public agency;
- B. Be appointed by, and serve at the pleasure of the board of supervisors, and may be removed from office by majority vote of the board of supervisors upon ninety days' written notice of such removal. The board may also relieve the county administrator of his duties during said period;
- C. Maintain residence within the county during his tenure in office, but he need not be a resident of the county at the time of appointment.

(Ord. 83-514 § 3, 1983.)

2.84.040 - Salary and benefits.

The salary of the county administrator shall be established by the board of supervisors and be paid by the auditor-controller in the same manner as the salaries of the other county employees are paid. Mileage allowance in an amount adopted by the board of supervisors, all actual and necessary budgeted expenses for conducting county business, dues and expenses to participate in state and national

professional organizations of benefit to the county, and all other benefits conferred upon county management employees shall be granted to the county administrator.

(Ord. 83-514-A § 1, 1983; Ord. 83-514 § 4, 1983.)

2.84.050 - Administrative powers and duties.

The county administrator shall be the chief administrative officer of the county and shall be responsible to the board of supervisors for the proper and efficient administration of all county offices, departments, institutions, and special districts under the jurisdiction of the board of supervisors. To this end, the county administrator shall have those powers and duties set forth in this chapter and as reasonably implied therefrom, and shall be authorized to assign or delegate the administration of these duties to any department or person under the board's control, subject to the limitations imposed by law.

The board of supervisors and its members have delegated administrative responsibilities over county governmental activities to the county administrator and shall, except for the purposes of normal inquiry, not intervene or detract from this delegation.

(Ord. 83-514 § 5, 1983.)

2.84.060 - General administration.

The county administrator shall:

- A. Administer and enforce policies established by the board of supervisors; promulgate rules and regulations as necessary to implement board policies;
- B. Refer policy matters and other matters beyond his authority to resolve to the board of supervisors for determination, direction, or authorization;
- C. Represent the board of supervisors in the county's intergovernmental relationships, including legislative matters, in accordance with board policies and instructions; when directed, represent the board in dealing with individuals or groups, concerned with county affairs;
- D. Attend all meetings of the board of supervisors, except when excused; when directed, attend meetings of commissions and committees established by the board of supervisors;
- E. Supervise the board clerks and assist, on behalf of the board of supervisors, the preparation of the agendas for regular and special board meetings; to prepare administrative practices agendas; evaluate departmental and other requests to determine if such requests should be submitted to the board, and make recommendations to the board on all agenda items; propose necessary revisions of the county code in conjunction with the county counsel; make weekly reports to the board on county matters;
- F. Implement the board of supervisors' legislative advocacy program, including the initiation of legislation approved by the board of supervisors that will benefit the county and county government; the analysis of proposed state and federal legislation; make recommendations to the board of supervisors for positions on proposed legislation; and review all department head requests involving legislative activities;
- G. In conjunction with the county counsel and other relevant county officers and employees, to negotiate and/or supervise the negotiation of all county contractual agreements, including, but not limited to all agreements between the county and any third party to acquire, buy, sell, borrow, loan, encumber, or hypothecate real or personal property and all collective bargaining agreements with county employee representative bargaining units. Further, to execute on behalf of the board of supervisors, subject to the limitations and procedures established by state law and the board of supervisors, all county agreements and to administer and enforce said agreements on behalf of the county;

- H. In conjunction with the auditor-controller, maintain or supervise the maintenance of inventories of all the county's real and personal property, and undertake activities to prevent the misuse, loss, theft, or damage of county property;
- I. Conduct continuous research in administrative practices so as to bring about greater efficiency and economy in county government; develop and recommend to the board of supervisors long-range plans to improve county operations and to prepare for future county growth and development;
- J. In periods of extreme emergency, when there is not sufficient opportunity for the board of supervisors to meet and act, act in conjunction with the director of emergency services to take steps reasonably necessary to meet such emergencies.

(Ord. 83-514 § 6, 1983.)

2.84.070 - Budgetary matters.

The county administrator shall:

- A. Develop budget instructions and policies, revenue estimates, and departmental budget targets to guide departments in budget preparation;
- B. Recommend to the board of supervisors an annual county operating budget based upon long-range plans for acquiring, constructing, or improving buildings, roads, and other county facilities; make recommendations to the board on the acquisition and disposition of real property, except for county roads, easements, and right-of-ways, which shall be the responsibility of the public works director;
- C. Establish a control system or systems to assure that the various county departments and other agencies under the jurisdiction of the board of supervisors are operating within their respective budgets; make recommendations to the board regarding requests for unforeseen and unbudgeted expenditures; approve fund transfers and budget revisions within appropriations, including additional fixed assets in accordance with Government Code Section 29125, and make recommendations to the board of supervisors for fund transfer requests which require board action under state law; establish policies for acquiring additional or replacement fixed assets;
- D. The county administrator may establish a budgetary allotment system and such other expenditure controls which are necessary or desirable, and may authorize department heads to approve fund transfers except those requiring approval of the board of supervisors under state law;
- E. Keep the board informed of the financial status of the county and of other matters of major significance which affect the county.

(Ord. 83-514 § 7, 1983.)

2.84.080 - Departmental supervision—Appointment—Removal.

The county administrator shall:

- A. Supervise the performance of county departments, within the limitations established by state law or the board of supervisors, by directing the establishment of standards, goals, and objectives for quality and quantity of departmental performance and the measure of the performance of individual departments against those standards and goals; assign projects and scrutinize departmental expenditures to assure that they are necessary and proper;

- B. Evaluate all proposed departmental programs and recommend those to the board of supervisors that he feels should be approved or modified; periodically evaluate existing departmental programs and recommend changes to the board where they are indicated;
- C. Evaluate departmental organization on a continuous basis; subject to the limitations of state law or the directives of the board of supervisors, initiate changes in interdepartmental organization, structure, duties, or responsibilities when warranted, including authorizing the transfer of equipment between departments; assign space to county departments in county facilities, and authorize budgeted out-of-county travel and in-county business expense in accordance with rules and regulations prepared, based upon policies established by the board; recommend to the board of supervisors the transfer of positions between departments and the consolidation or combining of county offices, departments, positions or units;
- D. Evaluate department head performance, under the direction of the board of supervisors, and recommend compensation in accordance with demonstrated performance; confer with department heads as necessary to discuss any shortcomings noted and to suggest remedial action;
- E. Unless otherwise specified by this code or prohibited by state law, the county administrator shall possess the authority to appoint, discipline, transfer, and dismiss all nonelected department heads in accordance with any applicable procedures provided by state or federal law or by any personnel ordinances, resolutions, handbooks, or memoranda of understanding (MOUs) duly adopted by the board of supervisors. In any cases where final action by the board of supervisors is mandated by applicable state law, actions by the county administrator shall not be effective unless and until ratified by the board of supervisors.
- F. When necessary or upon a department's request, assist department head in solving problems which inhibit efficient operation within a department or create friction between departments; and be responsible to the board of supervisors for ensuring that coordination exists between and among the various county departments and offices, both elective and appointive;
- G. Provide, under the direction of the board of supervisors, management training and develop leadership qualities among department heads to build a county management team that can plan for and meet future challenges, and in order to facilitate improved communication between the board of supervisors, the county administrator, and departments, the county administrative officer shall create a management advisory panel. The management advisory panel shall consist of all appointive and elective department heads and others deemed necessary or appropriate by the board of supervisors, subject to approval by the board of supervisors. Through periodic meetings and discussions, it may provide input to the county administrator and the board regarding matters of general policy.

(Ord. 99-13 § 2, 1999; Ord. 83-514 § 8, 1983.)

2.84.090 - Employment policies and practices.

The county administrator shall:

- A. Review all requests to fill permanent and limited-term personnel positions to assure that the position is required and that salary funds are available; authorize advanced step recruitment upon recommendations by department heads authorize and control the use of extra help and payment for overtime within available funds;
- B. Be responsible for orientation and training of new county supervisors, members of boards, commissions and committees, and new department heads;
- C. Supervise the administration of employee relations, classifications, recruitment and selection, affirmative action and management, employee training, personnel policies and procedures, and other performance programs.

(Ord. 83-514 § 9, 1983.)

2.84.100 - General services.

The county administrator shall be responsible for, and exercise supervision and control over, services provided to county departments as follows:

- A. Direct the purchasing of supplies, materials, and equipment through the procedures established by the board of supervisors;
- B. Exercise general supervision over all public buildings and property, whether leased or owned by the county, and such other public lands and facilities under the control and jurisdiction of the board of supervisors;
- C. Through the public works department and the parks and facilities department, supervise building construction, alterations, maintenance, and the utilization of county vehicles;
- D. Supervise county branch offices and operations;
- E. Supervise all support services, such as duplication, central services, communications, and other ancillary services.

(Ord. 83-514 § 10, 1983.)

2.84.110 - Appearance in small claims court.

The county administrator, or the administrator's designee, is authorized to appear in small claims court on behalf of the county.

(Ord. 07-07 § 2, 2007.)



RESOLUTION NO. R16-

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE COUNTY ADMINISTRATIVE OFFICER TO AMEND THE COUNTY
OF MONO LIST OF ALLOCATED POSITIONS TO REFLECT THE ADDITION OF AN
ASSISTANT COUNTY ADMINISTRATOR, A HUMAN RESOURCES GENERALIST, AND A
DEPUTY COUNTY ADMINISTRATIVE OFFICER/DIRECTOR OF COMMUNICAITONS
IN THE COUNTY ADMINISTRATIVE OFFICE DEPARTMENT**

WHEREAS, the County of Mono maintains a list, of County job classifications, the pay ranges or rates for those job classifications, and the number of positions allocated by the Board of Supervisors for each of those job classifications on its List of Allocated Positions (or "Allocation List"); and

WHEREAS, the Allocation List identifies approved vacancies for recruitment and selection by Human Resources; determines and recognizes implementation of collective bargaining agreements related to job classifications and pay rates; and

WHEREAS, the County seeks to provide public services in the most efficient and economical manner reasonably possible, which at times requires the modification of job classifications on the Allocation List; and

WHEREAS, it is currently necessary to amend the Allocation List as part of maintaining proper accountability for hiring employees to perform public services; and

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES as follows:

1. The County Administrative Officer is authorized to amend the County of Mono List of Allocated Positions to reflect the following changes:

Increase the allocation of one Assistant County Administrator in the Department of County Administration by 1_(new total of 1) (salary of \$10,000/month).

Increase the allocation of one Human Resources Generalist in the Department of County Administration by 1_(new total of 1) (salary range of \$4,535 - \$5,531/month).

Increase the allocation of one Deputy County Administrator/Director of Communications in the Department of County Administration by 1_(new total of 1) (salary of \$7,000/month).

//

1 PASSED AND ADOPTED this 20th day of December, 2016, by the following

2 Vote:

3 AYES :
4 NOES :
5 ABSTAIN :
6 ABSENT :

7 ATTEST: _____
8 Clerk of the Board

Fred Stump, Chair
Board of Supervisors

9
10 APPROVED AS TO FORM:

11

12 _____
13 COUNTY COUNSEL

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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

Departments: County Counsel, Finance

TIME REQUIRED 10 minutes (5 minute presentation; 5 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Stacey Simon and Janet Dutcher

SUBJECT 2% Cost of Living Adjustment for County Administrative Officer

AGENDA DESCRIPTION:

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

Proposed resolution adjusting base compensation for County Administrative Officer to provide 2% COLA.

RECOMMENDED ACTION:

1. Orally report fiscal impact. 2. Adopt proposed resolution R17-_____, establishing and adjusting the 2017 base compensation for the County Administrative Officer to implement the same 2% cost of living adjustment provided to other county employees. Provide any desired direction to staff.

FISCAL IMPACT:

The additional cost for this position for the remainder of FY 2016-2017 (Jan 1 – June 30) is \$2,268 of which \$1,600 is salary, \$382 is the employer portion of PERS, and \$286 is the cost of benefits. Total additional cost for a full fiscal year would be \$4,535 of which \$3,200 is annual salary, \$764 is the employer portion of PERS and \$571 is the cost of benefits. The cost of this increase is included in the FY 2016-2017 adopted budget.

CONTACT NAME: Stacey Simon

PHONE/EMAIL: 760-924-1704 (Mammoth) 760-932-5417 (Bridgeport) / ssimon@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR

SEND COPIES TO:

***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff report
Resolution

History

Time	Who	Approval
1/4/2017 5:06 PM	County Administrative Office	Yes
1/4/2017 12:37 PM	County Counsel	Yes
1/4/2017 6:33 AM	Finance	Yes

County Counsel
Stacey Simon

Assistant County Counsel
Christian E. Milovich

Deputies
Stephen M. Kerins
Anne M. Larsen

**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

Paralegal
Jenny Senior

To: Board of Supervisors

From: Stacey Simon

Date: January 17, 2017

Re: 2% COLA for County Administrative Officer

Recommended Action

Adopt proposed resolution and provide direction to staff.

Strategic Focus Area

Mono Best Place to Work

Discussion

Members of employee bargaining units received a 2% cost of living adjustment (COLA) on January 1, 2017, pursuant to the Memoranda of Understanding applicable to each unit. This increase ended a seven-year pay freeze for bargaining unit members.

The County's contracts with unrepresented at-will employees provide for reconsideration of salaries when represented employees receive pay increases. Accordingly, on December 13, 2016, your Board approved a 2% COLA for at-will employees - with the exception of the County Administrative Officer (CAO), who had brought the item forward on behalf of others.

Like other at-will positions, the CAO position has not experienced a salary increase for eight years (since 2009). In addition, the salary for the CAO position has been reduced by nearly \$28,000 since that time. Accordingly, to preserve parity for employees across the County and provide the CAO with the same COLA provided to other employees, it is respectfully requested that your Board approve a 2% cost of living adjustment for the CAO position.

Fiscal Impact

The additional cost for this position for the remainder of FY 2016-2017 (Jan 1 - June 30) is \$2,268 of which \$1,600 is salary, \$382 is the employer portion of PERS,

and \$286 is the cost of benefits. Total additional cost for a full fiscal year would be \$4,535 of which \$3,200 is annual salary, \$764 is the employer portion of PERS and \$571 is the cost of benefits. The cost of this increase is included in the FY 2016-2017 adopted budget.

If you have any questions on this matter prior to your meeting, please call me at 924-1704 or 932-5417.



RESOLUTION NO. R17-__

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS ESTABLISHING AND
ADJUSTING THE 2017 BASE COMPENSATION FOR
THE COUNTY ADMINISTRATIVE OFFICER TO
IMPLEMENT THE SAME 2% COST OF LIVING ADJUSTMENT
PROVIDED TO OTHER COUNTY EMPLOYEES**

WHEREAS, Section 25300 of the Government Code authorizes the Board of Supervisors to prescribe the compensation, appointment, and conditions of employment of County employees; and

WHEREAS, effective January 1, 2017, all County employees who are members of employee bargaining units received a 2% cost of living adjustment (COLA) to their salaries pursuant to the Memoranda of Understanding applicable to each unit; and

WHEREAS, on December 13, 2016, the Board of Supervisors adopted Resolution R16-91, which adjusted the base compensation of unrepresented employees, excluding the County Administrative Officer (CAO), to provide the same 2% cost of living adjustment provided to represented employees; and

WHEREAS, the CAO's salary has not been increased since 2009 (and, in fact, has been decreased since that time); and

WHEREAS, the Board of Supervisors now wishes to implement that same two percent COLA for the County Administrative Officer as provided to all other employees;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO as follows:

SECTION ONE: Effective January 1, 2017, the compensation of the County Administrative Officer shall be increased by two percent (2%) as follows:

Current Monthly Salary:	\$13,333.00
New Monthly Salary:	\$13,599.66

1 **SECTION TWO:** The Director of Finance is authorized and directed to take such steps
2 as may be necessary to adjust the affected salary in accordance with this Resolution.

3 **PASSED, APPROVED** and **ADOPTED** this _____ day of _____, 2017,
4 by the following vote, to wit:

5 **AYES:**
6 **NOES:**
7 **ABSENT:**
8 **ABSTAIN:**

9 _____
10 Stacy Corless, Chair
11 Mono County Board of Supervisors

12 **ATTEST:**

13 **APPROVED AS TO FORM:**

14 _____
15 Clerk of the Board

16 _____
17 County Counsel



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

Departments: Finance

TIME REQUIRED 15 minutes (5 minute presentation;
10 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

Janet Dutcher, Gerald Frank

SUBJECT Investment Policy and Delegation of
Investment Authority

AGENDA DESCRIPTION:

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

Mono County Statement of Investment Policy and proposed Ordinance to Delegate Investment Authority to the Treasurer.

RECOMMENDED ACTION:

1. Approve the Mono County Statement of Investment Policy as presented or amended. 2. Introduce, read title, and waive further reading of proposed ordinance delegating investment authority to the County Treasurer.

FISCAL IMPACT:

None

CONTACT NAME: Gerald Frank

PHONE/EMAIL: 760-932-5483 / gfrank@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
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Investment Policy 2017
<input type="checkbox"/> Ordinance

History

Time	Who	Approval
12/29/2016 6:13 AM	County Administrative Office	Yes
1/4/2017 1:02 PM	County Counsel	Yes
12/28/2016 1:35 PM	Finance	Yes



DEPARTMENT OF FINANCE

COUNTY OF MONO

Gerald A. Frank
Assistant Finance Director
Treasurer-Tax Collector

Janet Dutcher, CPA, CGFM
Finance Director

Stephanie Butters
Assistant Finance Director
Auditor-Controller

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

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

Date: January 10, 2017

To: Honorable Board of Supervisors

From: Finance: Janet Dutcher, Gerald Frank

Subject:

Mono County Statement of Investment Policy and proposed Ordinance to Delegate Investment Authority to the Treasurer

Actions Requested:

1. Approve the Mono County Statement of Investment Policy as presented or amended.
2. Introduce, read title, and waive further reading of proposed ordinance delegating investment authority to the County Treasurer. Provide any desired direction to staff.

Background:

A. Statement of Investment Policy

The existing Statement of Investment Policy was compiled by using reference materials from the prior investment policy, the Government Finance Officers Association Best Practices and sample policy, and portions of various Counties' policies. The California Debt and Investment Advisory Commission's publication "Local Agency Investment Guidelines," which can be found at <http://www.treasurer.ca.gov/cdiac/laig/guideline.pdf>, was also referenced.

Government Code section 27133 states, "In any county that establishes a county treasury oversight committee pursuant to this article, the county treasurer shall annually prepare an investment policy that will be reviewed and monitored by the county treasury oversight committee."

The attached Statement of Investment Policy as presented is the existing policy with minor content changes. The content changes (noted in blue in the attached Investment Policy Document) include:

- Section IX.2.vi – Changed the word "shall" to "should". Added "(730 days)" to make it easier to compare with the Quarterly Investment Report. Added last sentence in order to have flexibility to not liquidate securities at a loss, unless necessary to meet liquidity needs.
- Appendix C.2 – Added Temporary Constraints and restrictions on Investments.

B. Ordinance Delegating Investment Authority

Pursuant to Government Code §53607, “The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.”

Pursuant to Government Code §27000.1, “Subject to Section 53607, the board of supervisors may, by ordinance, delegate to the county treasurer the authority to invest or reinvest the funds of the county and the funds of other depositors in the county treasury, pursuant to Chapter 4 (commencing with Section 53600) of Part 1 of Division 2 of Title 5. The county treasurer shall thereafter assume full responsibility for those transactions until the board of supervisors either revokes its delegation of authority, by ordinance, or decides not to renew the annual delegation, as provided in Section 53607. Nothing in this section shall limit the county treasurer's authority pursuant to Section 53635 or 53684.

Pursuant to Government Code §26980, Mono County has created the office of Director of Finance, which is consolidated with the office of County Treasurer (see Mono County Code Chapter 2.14). Accordingly, such delegation would in effect be to the Director of Finance, as County Treasurer.

Fiscal Impact:

None

MONO COUNTY STATEMENT OF INVESTMENT POLICY



January 10, 2017

Table of Contents

I. Introduction	1
II. Governing Authority	1
III. Scope	1
IV. General Objectives.....	1
1. Safety.....	1
2. Liquidity.....	1
3. Yield.....	1
V. Standards of Care.....	2
1. Prudence	2
2. Ethics and Conflicts of Interest	2
3. Delegation of Authority and Responsibilities	2
VI. Authorized Financial Institutions, Depositories and Broker/Dealers	3
VII. Safekeeping and Custody	4
VIII. Authorized Investments	4
IX. Investment Parameters.....	7
X. Reporting	8
XI. Investment Pool Costs and Earnings Distribution	9
XII. Withdrawl Requests.....	9
XIII. Terms and Conditions for Outside Investors.....	9
XIV. Policy Review.....	9

APPENDIX A – Summary of Investment Limitations

APPENDIX B – Glossary

APPENDIX C – Temporary Constraints and Restrictions on Investments

COUNTY OF MONO
INVESTMENT POLICY

I. Introduction

The intent of the Investment Policy of the County of Mono is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the County's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the County's funds. The guidelines are intended to be broad enough to allow the Director of Finance to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The investment program shall be operated in conformance with Government Code §53601, et seq. which provides legal authorization for the investment and deposit of funds of local agencies.

III. Scope

The policy applies to activities of the County with regard to investing the financial assets of all funds. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of California.

Note that any excluded funds such as the Other Post Employment Benefit Trust Fund are covered by separate policies.

Except for funds in certain restricted and special funds, the County commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate the credit risk and interest rate risk.
2. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. **Yield** – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

V. Standards of Care

1. **Prudence** – The standard to be used by the Director of Finance/Investment Officer shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. The Finance Director acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The “prudent person” standard states that,

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. **Ethics and Conflicts of Interest** – Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the County.

3. **Delegation of Authority and Responsibilities**

Governing Body – The Board of Supervisors (Board) will retain ultimate fiduciary responsibility for the portfolio. The Board will receive monthly and quarterly reports, designate investment officers and annually review the investment policy making any necessary changes by adoption.

Delegation of Authority – Pursuant to Government Code §53607, authority to invest or reinvest, or to sell or exchange securities so purchased, may be delegated for a one year period; thereafter, the County Finance Director shall assume full responsibility for those transactions until the delegation of authority is revoked or expires.

Responsibility for the operation of the investment program shall be delegated by ordinance pursuant to Government Code §27000.1 to the Finance Director until the Board of Supervisors revokes its delegation of authority, by ordinance, or decides not to renew the annual delegation. The Finance Director shall act in accordance with established, written procedures and internal controls for the operation of the investment program consistent with this Investment Policy.

All participants in the investment process shall seek to act responsibly as custodians of the public trust.

Treasury Oversight Committee – A County Treasury Oversight Committee has been established in accordance with §27130 et seq. of the Government Code to promote public interest by involving depositors in the management of their funds. The Treasury Oversight Committee shall:

- A. Review and monitor the Investment Policy,
- B. Annually review the investments made by the County Treasury,
- C. Cause an annual audit to be conducted to determine the County Treasury’s compliance with Government Code §27130 et seq., and
- D. Meet on other matters as necessary.

By statute, the County Treasury Oversight Committee has no authority to direct individual investment decisions, select individual investment advisors, brokers, or dealers, or to impinge on the day-to-day operations of the County Treasury.

Committee members may not accept any honoraria, gifts or gratuities from advisors, brokers, dealers, bankers, or other persons with whom the County Treasury conducts business, which are in excess of the limits imposed by State Law, or by the Fair Political Practices Commission.

Investment Advisor – The County may engage the services of one or more external investment managers to assist in the management of the entity’s investment portfolio in a manner consistent with the entity’s objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

VI. Authorized Financial Institutions, Depositories and Broker/Dealers

1. Financial institutions and depositories authorized to provide investment services and security broker/dealers will be selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under both Government Code §53601.5 and Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).
2. All financial institutions and broker/dealers who desire to become qualified for investment transactions shall meet the requirements of Government Code §53601.5 and, in addition, must supply the following as deemed appropriate by the Finance Director.
 - A. Audited financial statements demonstrating compliance with the state and federal capital adequacy guidelines.
 - B. Proof of Financial Industry Regulation Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties).
 - C. Proof of California state registration.
 - D. Certification of having read and understood and agreeing to comply with the County’s investment policy.

- E. Evidence of adequate insurance coverage meeting any applicable requirements of State law and otherwise deemed adequate by the Finance Director.
- 3. An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the Finance Director.

VII. Safekeeping and Custody

1. **Delivery vs. Payment** – All trades, where applicable, will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. **Safekeeping** – Pursuant to Government Code §53608, , the Board delegates to the Finance Director its authority to deposit securities for safekeeping. Securities will be held by a third-party custodian meeting the requirements of Government Code §53608 or other applicable law and selected by the Finance Director. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70)
3. **Internal Controls** – The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of the control should not exceed the benefits likely to be derived and that the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:
 - A. Control of collusion,
 - B. Separation of transaction authority from accounting and recordkeeping,
 - C. Custodial safekeeping,
 - D. Avoidance of physical delivery securities,
 - E. Clear delegation of authority to subordinate staff members,
 - F. Written confirmation of transactions for investments and wire transfers,
 - G. Dual authorization of wire transfers,
 - H. Development of a wire transfer agreement with the lead bank and third-party custodian,
 - I. Staff training, and
 - J. Review, maintenance and monitoring of security procedures both manual and automated.

VIII. Authorized Investments

1. **Investment Types** – All investments shall be made in accordance with §53600 et seq. of the California Government Code and as described within this Investment

Policy and summarized in Appendix A. Permitted investments under this policy shall include:

- A. **United States Treasury notes, bonds bills, or certificates of indebtedness**, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. §53601(b)
There is no limitation as to the percentage of the portfolio that can be invested in this category.
- B. **Federal Agency or United States Government-Sponsored Enterprise Obligations, Participations, or other Instruments**, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises §53601(f) such as Fannie Mae and Freddie Mac.
There is no limitation as to the percentage of the portfolio that can be invested in this category.
- C. **State of California Notes & Bonds** registered state warrants or treasury notes of California including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
There is no limitation as to the percentage of the portfolio that can be invested in this category.
- D. **Notes and Bonds of Other 49 States** registered treasury notes or bonds of any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of that state.
There is no limitation as to the percentage of the portfolio that can be invested in this category.
- E. **Negotiable Certificates of Deposit (NCDs)** issued by a nationally or state chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank.
No more than 30% of the portfolio may be invested in NCDs
- F. **Banker's acceptances**, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank.
May not exceed 180 days to maturity or be more than 40% of the market value of the portfolio and no more than 30% of the County's moneys may be invested in banker's acceptances in the same bank.
- G. **Commercial paper** of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO) such as Standard & Poor's or Moody's.
Must have a maximum maturity of 270 days or less, no more than 40% of the portfolio may be invested in eligible commercial paper and no more than 10% may be invested in any one issuer's commercial paper.

- H. **Medium-term notes** include corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States and rated "A" or better by an NRSRO.

May not exceed 30% of the portfolio may be invested in medium-term notes.

- I. **Reverse repurchase agreements** whose underlying purchased securities consist of the aforementioned instruments, subject to all the conditions set forth in Government Code §53601(j)(3).

May not exceed 20% of the base value of the portfolio and no agreement may exceed 92 days.

- J. **Money market mutual funds** – shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment company Act of 1940 (15 U.S.C. §80a-1 et sec.

No more than 20% of the portfolio may be invested in money market funds.

- K. **Local Agency Investment Fund** – established by the State Treasurer for the benefit of local agencies.

No more than \$65 million may be invested in LAIF (LAIF rules)

- L. **California Asset Management Program (CAMP)**. Shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California which invests exclusively in investments permitted by §53601 of the Government Code as it may be amended.

No more than \$15 million may be invested (10% of the CAMP Pool - \$150 million as of 8/5/2014)

- M. **Commercial or Savings Bank, Savings and Loan or Credit Union** may be used to invest surplus funds up to 30% of the portfolio pursuant to §§56301.8 and 53635.8 of the Government Code.

No more than 10% can be invested in any one institution.

- N. **Bonds, notes, warrants or other evidences of indebtedness** of a local agency within the State of California, including local agencies formed within Mono County.

May not exceed 5 years to maturity. All investments with local agencies formed within Mono County must be pre-approved by the Board of Supervisors.

- O. **Supranationals** – United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for

purchase and sale within the United States and rated AA or better by an NRSRO.

No more than 30% may be invested in supnationals

2. ***Collateralization*** – Where allowed by state law, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit. Repurchase agreements will be collateralized at 102 percent.

IX. Investment Parameters

1. ***Mitigating Credit Risk in the portfolio*** – Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The County shall mitigate credit risk by adopting the following:

Diversification – The investments will be diversified by

- i. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- ii. Limiting investment in securities that have higher credit risks,
- iii. Investing in securities with varying maturities, and
- iv. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular issuer or investment type. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

2. ***Mitigating Market Risk in the portfolio*** – Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The County recognizes that, over time, longer-term/core portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The County shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The County further recognizes that certain types of securities, including variable rate securities, securities with principal pay downs prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The

County, therefore, adopts the following strategies to control and mitigate market risk:

- i. The County shall maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements,
- ii. The maximum percent of callable securities in the portfolio shall be 35%,
- iii. The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy,
- iv. Liquidity funds will be held in LAIF, CAMP or money market instruments maturing one year and shorter,
- v. Longer term/Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5 years and will be only invested in higher quality and liquid securities.
- vi. The Weighted Average Maturity of the portfolio **should** never exceed 24 months (**730 Days**) or such shorter dollar-weighted average maturity as may be required by State law. **Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that the appropriate Weighted Average Maturity is maintained.**

X. Reporting

1. The Finance Director shall provide quarterly investment reports to the Board of Supervisors and The Treasury Oversight Committee within 30 days following the end of the quarter covered by the report. These reports shall include the following investment information as required by Government Code §53646(b):
 - A. The type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and moneys held in the County Treasury,
 - B. Market value as of the date of the report and the source of this valuation,
 - C. The weighted average maturity of the investments within the Treasury,
 - D. Distribution by type of investment,
 - E. A description of all the County's funds and investments that are under the management of contracted parties,
 - F. A statement of compliance of the portfolio to this Statement of Investment Policy or manner in which the portfolio is not in compliance, and

- G. A statement denoting the ability of the County to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.
- 2. The Treasury Oversight committee shall cause an annual audit to be conducted to determine the county treasury's compliance with Chapter 5, Article 6 (§27130-§27137) of the Government Code and this Statement of Investment Policy.

XI. Investment Pool Costs and Earnings Distribution

Costs directly related to the operation and management of the investment pool shall be deducted quarterly directly from net interest earnings prior to the distribution of interest earnings for the quarter. Pool costs include, but are not limited to, staff time, investment tracking costs, brokerage costs, and treasury pool audit costs.

Interest earnings shall be allocated quarterly according to each fund's average daily cash balances as a percentage of the total investment pool. Earnings shall be the net of received interest, amortized premiums, accreted discounts and profit or loss on the sale of trade of a security attributable to the quarter being apportioned, plus adjustments from prior quarters. The interest shall be apportioned as of the last day of the quarter and added to each participating fund's balance in the pooled investment fund.

XII. Withdrawal Requests

Any entity that seeks to withdraw funds for the purpose of investing or depositing those funds outside the county treasury pool, shall first submit the request for withdrawal to the Finance Director who shall evaluate the effect of the proposed withdrawal on the stability and predictability of the investments in the county treasury. Prior to approval, the Finance Director shall find that the proposed withdrawal will not adversely affect the interests of the other depositors in the pool (GC§27136). If it is necessary to liquidate securities, all losses occurring from the sale of a security prior to its maturity shall be borne by the entity wishing to withdraw funds.

XIII. Terms and Conditions for Outside Investors

Outside local agencies, where the County Finance Director does not serve as the agency's treasurer, may invest in Mono County's Investment Pool as permitted by Government Code Section 53684. Deposits are subject to the consent of the County Finance Director. The local agency legislative body must approve the county investment pool as an authorized investment. If the County Finance Director deems appropriate, the deposits may be returned at any time.

XIV. Policy Review

This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal liquidity, rate of return and its relevance to current law and financial and economic trends.

SUMMARY OF INVESTMENT LIMITATIONS					
Investment Type	Government Code Reference	Limit¹ Per Investment Type(s)	Limit¹ Per Institution	Minimum² Ratings	Maxium² Allowable Maturity
United States Treasuries	§53601 (b & f)	None	None	None	5 years
United States Federal Agencies & Government-Sponsored Enterprises	§53601 (b & f)	None	None	None	5 years
State of California Notes & Bonds	§53601 (c) & 53601 (e)	None	None	None	5 years
Notes & Bonds of Other 49 States	§53601 (e)	None	None	None	5 years
California Local Agency Debt	§53601 (a), (c) & (e)	None	None	None	5 years
Medium-Term Notes	§53601 (k)	30%	None	A	5 years
Negotiable Certificates of Deposit	§53601 (i)	30%	None	N/A	5 years
Bankers Acceptances	§53601 (g)	40%	30%	A-1	180 days
Commercial Paper	§53601 (h) & 53635 (a)	40%	10%	A-1 (short) A (long)	270 days
Reverse Repurchase Agreements	§53601 (j)	20%	None	Primary Dealer	92 days
Local Agency Investment Fund (LAIF)	§16429.1 & 53601(p)	N/A	N/A	N/A	N/A
California Asset Management Program (CAMP)	§16429.1 & 53601(p)	N/A	N/A	N/A	N/A
Money Market Mutual Funds	§53601 (k)&(p), & 6509.7	20%	10%	AAA	N/A
Commercial or Savings Bank, Savings and Loan or Credit Union	§53601.8 & 53635.8	30%	10%	N/A	N/A
Supranationals	§53601(q)	30%	N/A	AA	5 years

¹ Based on total of surplus funds at the time the investment decision is made.

² At the time of purchase.

GLOSSARY

Accreted Discount – The increase in the value of a discounted instrument as time passes and it approaches maturity. The value of the instrument will accrete (grow) at the interest rate implied by the discounted issuance price, the value at maturity and the term to maturity.

Accrued Interest – Interest that has accumulated by has not yet been paid from the most recent interest payment date or issue date to a certain date.

Amortization – The reduction of debt through regular payment of principal scheduled to complete repayment by maturity. Usually the payment of interest is incorporated to compensate the lender over the life of the debt.

Bankers' Acceptance – A time bill of exchange drawn on and accepted by a commercial bank to finance the exchange of goods. When a bank “accepts” such a bill, the time draft becomes, in effect, a predated, certified check payable to the bearer at some future specified date. Little risk is involved for the investor because the commercial bank assumes primary liability once the draft is accepted.

Basis point – One basis point is equal to 1/100 of 1%. For example, if interest rates increase from 4.25% to 4.5%, the difference is referred to as a 25-basis-point increase.

Book Value – The value of a security as carried in the records of an investor. Generally, this is the initial outlay for the investment and may be net or gross of expenses such as trading costs, services charges, etc.

Bond – A debt investment in which an investor loans money to an entity (corporate or governmental) that borrows the funds for a defined period of time at a fixed interest rate. Bonds are used by companies, municipalities, states and U.S. and foreign governments to finance a variety of projects and activities.

Broker/Dealer – Any person engaged in the business of effecting transactions in securities in this state for the account of others or for his/her own account. Broker/Dealer also includes a person engaged in the regular business of issuing or guaranteeing options with regard to securities not of his/her own issue.

Commercial Paper – Short-term, unsecured promissory note issued in either registered or bearer form and usually backed by a line of credit with a bank. Maturities do not exceed 270 days and generally average 30 – 45 days.

Coupon Rate – The interest rate stated on a bond when it is issued. The coupon is typically paid semi-annually.

Current Yield – The annual income (interest or dividends) divided by the current price of the security. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

CUSIP Numbers – An acronym for Committee on Uniform Security Identification Procedures, CUSIP numbers are identification numbers assigned to each maturity of a security issue and usually printed on the face of each individual security in the issue. The CUSIP numbers are intended to facilitate identification and clearance of securities.

Debt Instrument – An instrument or promissory note which evidences and documents the terms of the loaning of funds from one party to another. Typically, the instrument contains the loan date, the maturity date, the repayment provisions, and the interest rate of the borrowing.

Default – The failure to pay debt obligations as agreed in the terms of the debt

Discount – The condition of the price of a bond that is lower than par. The discount equals the difference between the price paid for a security and the security's par value.

Earnings Apportionment – The quarterly interest distribution to the Pool participants.

Fair Value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than a forced or liquidation sale.

Fannie Mae (FNMA, Federal National Mortgage Association) – A government-sponsored enterprise (GSE) that was created in 1938 to expand the flow of mortgage money by creating a secondary mortgage market. Fannie Mae is a publicly traded company which operates under a congressional charter that directs Fannie Mae to channel its efforts into increasing the availability and affordability of homeownership for low-, moderate-, and middle-income Americans.

Federal Government Agency – Debt issued by government sponsored entities (GSE) to facilitate various types of lending. For example, the Federal Farm Credit Bank provides funds to farmers and FNMA provides funds to the real estate mortgage markets.

Freddie Mac (FHLMC, Federal Home Loan Mortgage Corp.) – A stockholder owned government sponsored enterprise (GSE) chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing for middle-income Americans. The FHLMC purchases, guarantees and securitizes mortgages to form mortgage-backed securities. The mortgage-backed securities that it issues tend to be very liquid and carry a credit rating close to that of U.S. Treasuries.

Government-Sponsored Enterprise (GSE) – Privately held corporations with public purposes created by the U.S. Congress to reduce the cost of capital for the certain borrowing sectors of the economy. Members of these sectors include students, farmers and homeowners.

Local Agency Investment Fund (LAIF) – The State of California investment pool in which money of local agencies is pooled as a method for managing and investing local funds.

Market Value – The price at which a security is trading and could presumably be purchased or sold.

Maturity – The date upon which the principal of a security becomes due and payable to the holder.

Money Market Mutual Fund – A mutual fund with investments directed in short-term money market instruments only, which can be withdrawn daily without penalty

Par Value – The face value of a bond. Par value is important for a bond or fixed-income instrument because it determines its maturity value as well as the dollar value of coupon payments.

Premium – The condition of the price of a bond that is higher than par. The premium equals the difference between the price paid for a security and the security's par value.

Principal – The face amount of a security not taking into account discounts or premiums. The amount borrowed or the amount still owed on a loan, separate from interest.

Repurchase Agreement (Repo) – A form of short-term borrowing for dealers in government securities. The dealer sells the government securities to investors, usually on an overnight basis, and buys them back the following day. For the party selling the security (and agreeing to repurchase it in the future) it is a repo; for the party on the other end of the transaction, (buying the security and agreeing to sell in the future) it is a reverse repurchase agreement.

Reverse Repurchase Agreement – The purchase of securities with the agreement to sell them at a higher price at a specific future date.

Registered Warrants – A “promise to pay” with interest, that is issued by the State of California when there is not enough cash to meet all of the State's payment obligations.

Settlement Date – The date on which the purchase or sale of securities is executed. For example, in a purchase transaction, the day the securities are physically delivered or wired to the buyer in exchange for cash is the settlement date.

Supranational Bonds – These bonds are issued when two or more central governments issue foreign bonds to promote economic development for the member countries. These include bonds issued by the International Bank for Reconstruction and Development, or World Bank, and the International American Development Bank.

Trade Date – The date and time corresponding to an investor's commitment to buy or sell a security.

U.S. Treasury Obligation – Direct obligations of the United States Treasury whose payment is guaranteed by the United States of America.

Weighted Average Maturity (WAM) - The weighted average of the time until all securities in a portfolio mature.

TEMPORARY CONSTRAINTS AND RESTRICTIONS ON INVESTMENTS

1. County of Mono restricts transactions with the following banks from October 20, 2015 until June 30, 2020:

Citigroup, JP Morgan Chase, Barclays, and Royal Bank of Scotland

2. County of Mono restricts the purchase of any retail products issued by Wells Fargo Bank from December 1, 2016 until June 30, 2019.



1
2
3
4 **ORDINANCE NO. R17-**

5 **AN ORDINANCE OF THE MONO COUNTY**
6 **BOARD OF SUPERVISORS**
7 **DELEGATING INVESTMENT AUTHORITY**
8 **TO THE COUNTY TREASURER**

9 **WHEREAS**, Government Code Sections 53607 and 27000.1 authorize the Board of
10 Supervisors to delegate to the County Treasurer the authority to invest or reinvest the funds
11 of the County and the funds of other depositors in the County treasury (hereinafter
12 “investment powers”); and

13 **WHEREAS**, Pursuant to Government Code §26980, Mono County has created the
14 office of Director of Finance, which office is consolidated with the office of County Treasurer
15 (see Mono County Code Chapter 2.14); and

16 **WHEREAS**, accordingly, delegation of investment powers to the County Treasurer is a
17 delegation of those powers to the Director of Finance, as County Treasurer; and

18 **WHEREAS**, further, pursuant to Government Code section 24100 et seq., any deputy
19 of the Finance Director has all of the powers and duties of the Finance Director; and

20 **WHEREAS**, accordingly, any deputized Assistant Finance Director would have
21 investment powers if such powers were delegated to the Finance Director; and

22 **WHEREAS**, once delegated, such authority includes the ability of the County
23 Treasurer to contract with an investment manager further delegating discretionary authority
24 to invest funds on deposit with the Treasurer pursuant to 79 Ops. Cal. Atty. Gen. 88;

25 **WHEREAS**, the Board of Supervisors desires to renew the delegation of authority to
26 the County Treasurer under Government Code Sections 53607 and 27000.1.

27 **NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO**
28 **ORDAINS** that:

SECTION ONE: Pursuant to Government Code Sections 53607 and 27000.1, the
authority to invest or reinvest funds of the County and the funds of other depositors in the
County treasury, is hereby delegated to the County Treasurer, who is the County Finance
Director.

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

PASSED AND ADOPTED this ____ day of _____, 2017, by the following vote:

AYES :
NOES :
ABSTAIN :
ABSENT :

ATTEST: _____
Clerk of the Board
Stacy Corless, Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

Departments: Public Works

TIME REQUIRED 40 minutes (15 minute presentation; 25 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Peter Chapman

SUBJECT Mono County Cemeteries

AGENDA DESCRIPTION:

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

Presentation by Peter Chapman regarding the Mono County Cemeteries.

RECOMMENDED ACTION:

Receive the presentation and provide any desired direction to staff.

FISCAL IMPACT:

None at this time.

CONTACT NAME: Peter Chapman

PHONE/EMAIL: (760) 932-5446 / pchapman@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report - Cemeteries
Mono County Cemeteries PPT

History

Time	Who	Approval
12/27/2016 2:24 PM	County Administrative Office	Yes

1/4/2017 11:09 AM

County Counsel

Yes

1/4/2017 2:01 PM

Finance

Yes



MONO COUNTY

DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
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January 10, 2017

To: Honorable Chair and Members of the Board of Supervisors

From: Peter Chapman, Project Manager

Re: Mono County Cemeteries

Recommended Action: Receive the presentation and provide direction to staff.

Fiscal Impact: None.

Background:

Mono County maintains and operates three public cemeteries: the Bridgeport Cemetery, Mono Lake Cemetery and Mount Morrison Cemetery (also known as Southern Mono County Cemetery). On November 6, 2007 reservations at both the Bridgeport and Mono Lake cemeteries were temporarily discontinued. During this temporary restriction on reservations, burials have been approved by the Director of Public Works on a case-by-case basis and in existing, already reserved, family plots.

The cemetery issues have been in discussion over the past years. The Board of Supervisors, Mono Basin Regional Planning Advisory Committee, Bridgeport Regional Planning Advisory Committee and other interested citizens have participated in the discussion the result of which has contributed to a draft Cemetery Ordinance. The current Cemetery Ordinance, Chapter 7.32 of the Mono County Code, was adopted in 1964 and provides minimal regulation.

The Bridgeport and Mono Lake cemeteries have not required fees for reserving a plot. Resolution 88-41 was approved by the Board of Supervisors on June 7, 1988 for the Mount Morrison Cemetery. The fee established at that time was \$456 per five foot by ten foot plot, which includes a \$56 fee for endowment care. To date no other resolutions or updates have been implemented for the public cemeteries.

Ground penetrating radar (GPR) analysis, mapping and road construction have been major capital improvements for the cemeteries since 2012. An outreach effort was conducted to verify plot ownership and contact information. Public Works records have been updated and improved to the best extent possible given the historic nature of the cemeteries. This work will contribute to the next steps of creating a functional, permanent layout integrated with the existing plots for both Bridgeport and Mono Lake Cemeteries.

The presentation in this agenda item includes a vision for how to improve the functioning of the cemeteries and the service they provide. A discussion of the draft ordinance, the current processes for

burials and an analysis of cemetery plot fees is included. Comment and support for how to prioritize the next steps is requested.

Attachments:

1. Mono County Cemeteries Power Point Presentation in PDF

If you have any questions regarding this item please contact Peter Chapman at 760-932-5446, or pchapman@mono.ca.gov.

Respectfully submitted,

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

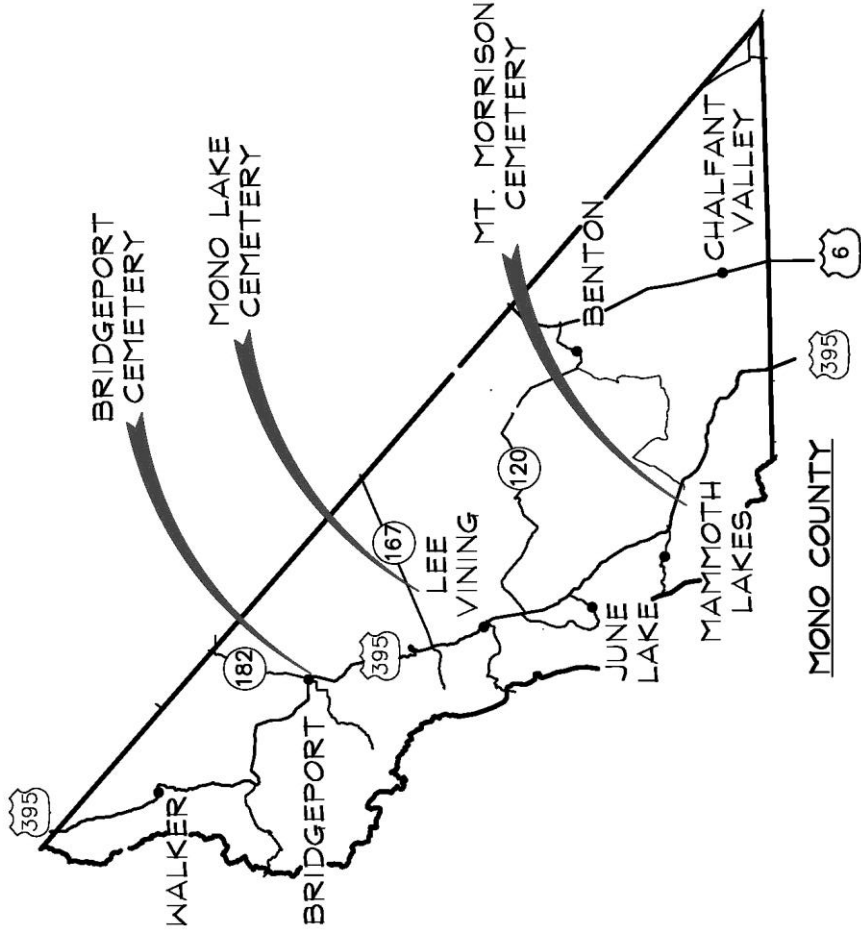
Peter Chapman, Project Manager

Mono County Cemeteries

Presentation Outline

- ▶ Information on the current status of the cemeteries and the draft ordinance
- ▶ Identify challenges and solutions
- ▶ Discuss plot fees
- ▶ Prioritize next steps

- ▲ Currently not accepting reservations (since 2007)
- ▲ GPR mapping has been done (unmarked graves located)
- ▲ Maps for Bridgeport and Mono Lake are mostly consolidated
- ▲ Draft Ordinance is 90% complete



LOCATION SKETCH
MONO COUNTY CEMETERIES

Draft Ordinance

Developed through community engagement: BOS, RPACs and interested citizens

- ▶ Department of Public Works will manage cemeteries
- ▶ Historical plots are already claimed
- ▶ A fee structure is appropriate
- ▶ The fee structure different for residents and non-residents
- ▶ Permanent markers and mapping is needed
- ▶ Headstones are required

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ORDINANCE NO. ORD16-__
AN ORDINANCE OF THE MONO COUNTY
BOARD OF SUPERVISORS REVISING CHAPTER 7.32 OF THE MONO COUNTY
CODE TO REGULATE PUBLIC CEMETERIES IN MONO COUNTY.

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WHEREAS, There are three public cemeteries, within the meaning of California Health and Safety Code Section 8131, located within Mono County: (1) The Southern Mono County/Mt. Morrison Cemetery, (2) the Bridgeport Cemetery, and (3) the Mono Lake Cemetery;

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WHEREAS, The Mono County Board of Supervisors has the authority to enact ordinances regulating public cemeteries pursuant to Health and Safety Code Section 8115; and

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WHEREAS, Chapter 7.32 of the Mono County Code, as currently existing, requires amendment to the code in order to comply with revisions to State law that have been made since the Chapter was adopted in 1964; and

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WHEREAS, Mono County desires to amend Chapter 7.32 in order to comply with State law, while also providing for the orderly and respectful interment and burial processes appropriate to the County as a whole and specific to the currently existing County public cemeteries; and

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WHEREAS, Mono County desires to maintain the quality and historical nature of the existing Mono County public cemeteries to the extent permitted by law.

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NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO ORDAINS that:

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SECTION ONE: Chapter 7.32 of the Mono County Code is amended in its entirety to read as follows:

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- "SECTION 7.32.010 Definitions**
- (A) Unless otherwise defined below, the definitions set forth in Section 7000 *et seq.* of the California Health and Safety Code shall be applicable to this Chapter unless otherwise defined by this Chapter.

SECTION 7.32.040

Mapping and Plotting Requirements

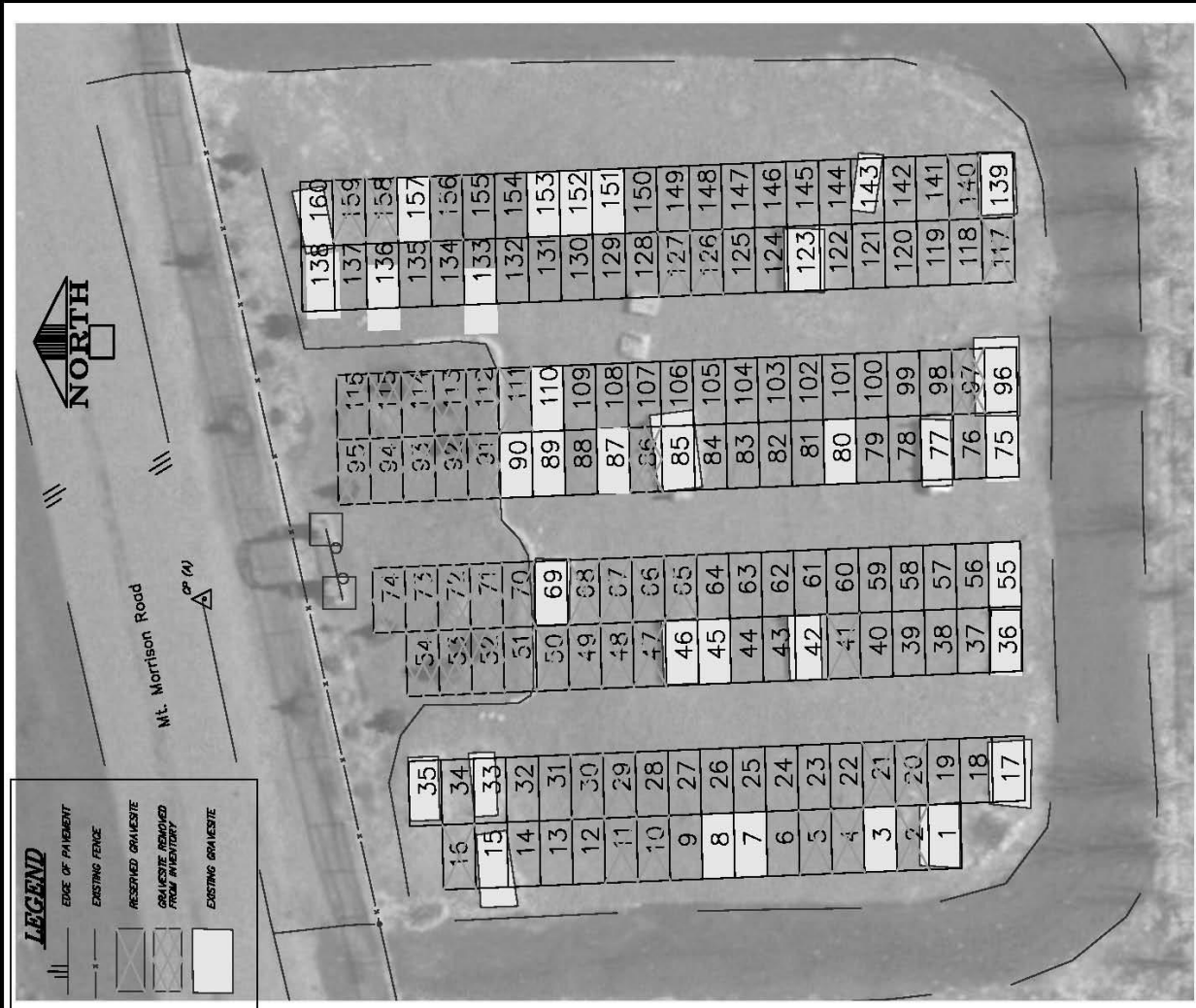
The Department of Public Works shall complete a program to map the entirety of each Mono County public cemetery. Each map shall divide each cemetery into a series of predetermined rows, and shall divide the rows by access lanes of predetermined size(s) in order to permit the reasonably necessary operating equipment to access the sites. Each row shall contain a series of plots, and all newly mapped plots not already utilized shall be of a predetermined size. Each map shall depict the actual plot boundaries of existing, utilized sites (“historical plots”) that are larger than the predetermined size of plots not already utilized. Each map shall designate whether a vault is required to be installed at a plot site due to existing soil conditions. Each plot shall be numbered and registered with the Department of Public Works. These maps shall be modified from time to time as required due to changing conditions.

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Mt. Morrison Cemetery



Mono County
Department of Public Works

74 North School St.
 Post Office Box 457
 Bridgeport, CA 93517

Phone: (760)932-5440
 Fax: (760)932-5441
 moncpw@monoc.ca.gov

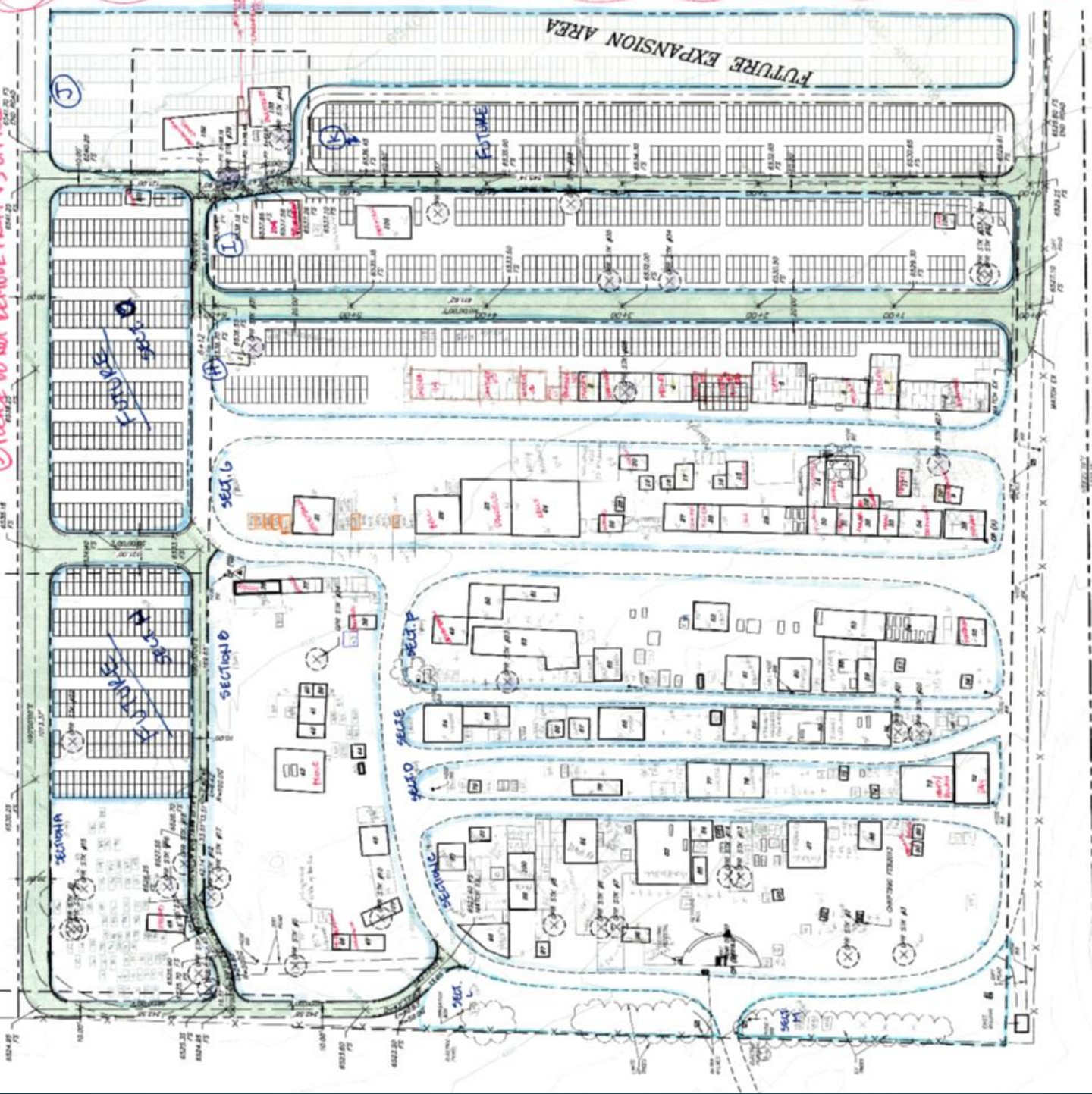
MT. MORRISON CEMETERY
PLOT LAYOUT

Sheet **1**
 DATE: 4/3/08

Mono Lake Cemetery



Bridgeport Cemetery



SECTION 7.32.060

Monument and Headstone Policy

All plots must have a permanent monument or headstone to identify any interments buried within the plot within six (6) months of interment or plot reservation. All monuments and headstones must be constructed from durable, weather resistant materials. The cost of installing and maintaining any such monument or headstone is the responsibility of the plot representative. A fee shall be charged to the plot representative for the removal of a monument or headstone that is not in compliance with this section.

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SECTION 7.32.080

Fees and Establishment of Maintenance Fund

All fees, including, but not limited to, plot reservation fees, interment fees, disinterment/excavation fees, headstone removal fees, and plot boundary marking removal fees shall be established pursuant to a resolution of the Board of Supervisors. Said fees shall be collected to offset the administration expenses incurred in the administration and management of the cemeteries. Said resolution may be reviewed on a periodic basis as needed.

Due to the costs incurred by the County in administering the public cemeteries, the varying contribution made by residents, tax payers, and non-residents of the County toward said costs, and the limitation on the number of available plots, said resolution shall be structured to impose fees for newly reserved plots specific to reservations for (1) Mono county residents and (2) Non-county residents who pay no Mono County property taxes.

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SECTION 7.32.090

Record Keeping Requirements

The Department of Public Works shall keep a record of all remains interred or cremated and of the interment remains on the premises, in each case stating the name of each deceased person, place of death, date of interment, and name and address of the funeral director, if any.

Said records shall be created and centrally maintained by the Department of Public Works and made reasonably available for public inspection.

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SECTION 7.32.100

Interment & Disinterment Procedure

Plot Opening and Closing:

Prior to opening and closing a plot, the plot holder must notify the Department of Public Works in writing of such intent and obtain approval from the Department of Public Works.

It is the responsibility of the plot representative to arrange and pay for plot opening and closing. All arrangements for the opening and closing of plots are to be made through a county approved licensed contractor or an operator that has demonstrated the necessary skills required to open and close gravesites in Mono County.

Unless the work is performed by the County, no opening and closing of a plot shall be permitted unless and until the plot holder and person or entity performing the work agree in writing to indemnify, defend, and hold harmless the County from and against any and all claims arising out of or related to said opening and closing of the plot.

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Purpose of Cemeteries

- ▶ To honor loved ones
- ▶ Provide a history of the area
- ▶ For the health of the community

Plot Confirmation and Burial Process

FIND THE PLOT

- Reserved Plot
- Excel interment records
 - Old
 - New
- Maps
- Conveyances
 - Digital
 - Paper
- Staff knowledge

Issue a New Plot

- Locate an unoccupied and unreserved plot

OPEN & CLOSE

- List of digging contractors
- Family can dig for interments
- County staff marks plot with paint
- Scheduling: family – mortuary - contractor - county

FOLLOW UP

- Inspect compaction
- Headstone placed
- Pictures for records

PAPERWORK

- Plot Conveyance form
- Interment Authorization form
- Headstone Authorization form
- Death Certificate
- Request DOHR permit for Health Department
- Scan and give enlarged portion of the map

Multiplicity in Record Keeping

Spreadsheets

Maps

Paper Files

Digital Files

Challenges

Cemetery Layout,
Mapping and Marking

Fee Structure,
Plot Opening & Closing,
Headstones

DATA BASE

Multiplicity in Record Keeping

Spreadsheets
PDF Files
Digital Files

Challenges

Cemetery Layout
Map and Mark

Fee Structure
Plot Opening & Closing
Headstones



DATABASE

Multiplicity in Record Keeping

Spreadsheets
Microsoft
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Challenges



SURVEY

Survey Layout
Survey and Mark

Fee Structure
Plot Opening & Closing
Headstones

Multiplicity in Records
Spreadsheets
Microsoft
Digital Files

DATA BASE

Challenges

Copyright
Layout
and Mark

SURVEY

Fee Structure
Plot Opening & Closing
Declarations

POLICY



GIS DATABASE

Proof of Concept

SURVEY

Plot Marker Example

POLICY

- ▶ Create a fee structure for cemetery plots
- ▶ County staff available to open and close sites
- ▶ Require a headstone deposit

Cemetery layout, installing markers and building the GIS database will take time.

4 years?

More Difficult



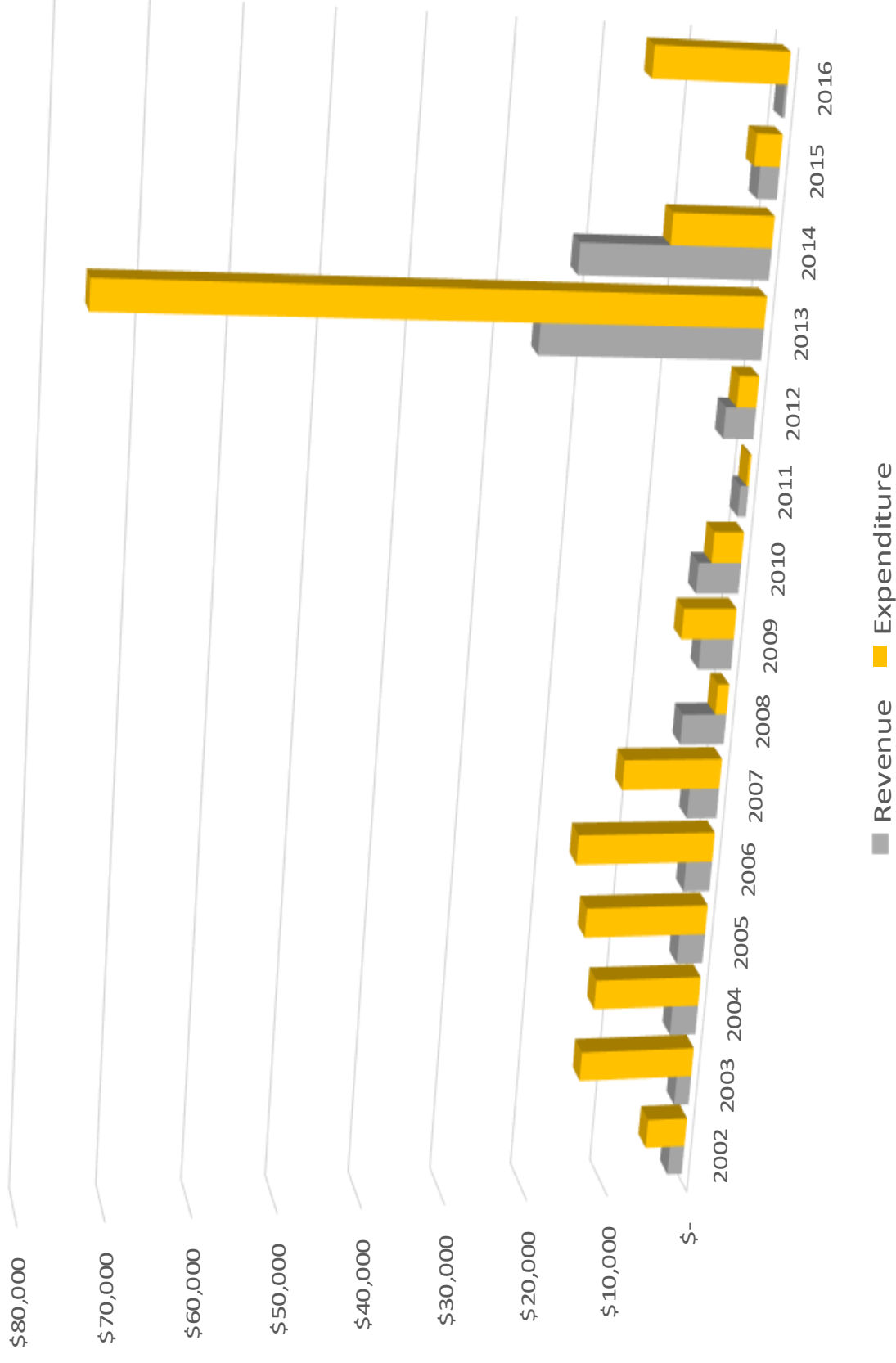
Mt. Morrison
Mono Lake
Bridgeport



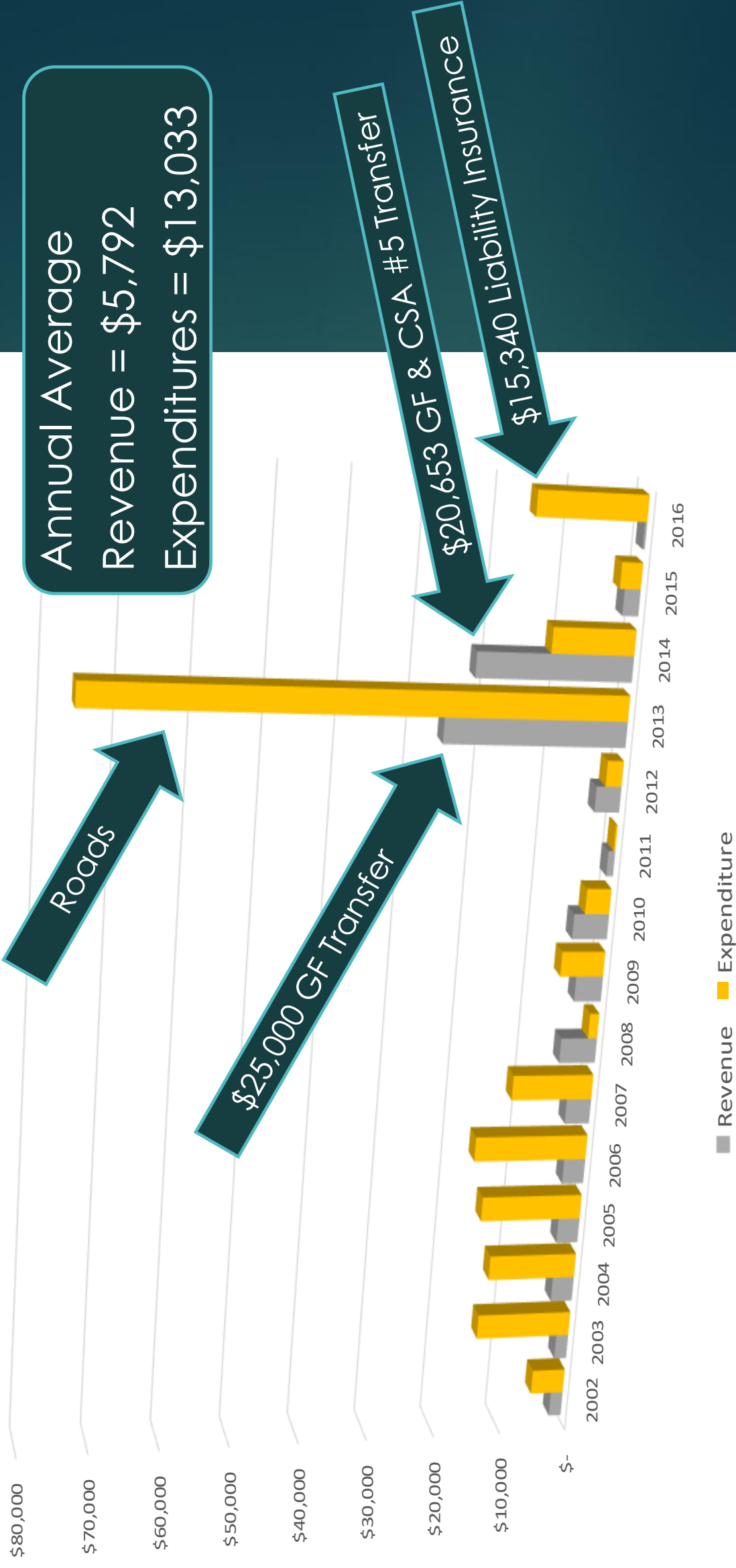
Plot Fee Analysis

- ▶ Revenue and Expenditures
- ▶ Comparison Study

Revenue and Expenditures



Revenue and Expenditures



Comparison Study: Small County Cemetery Operations

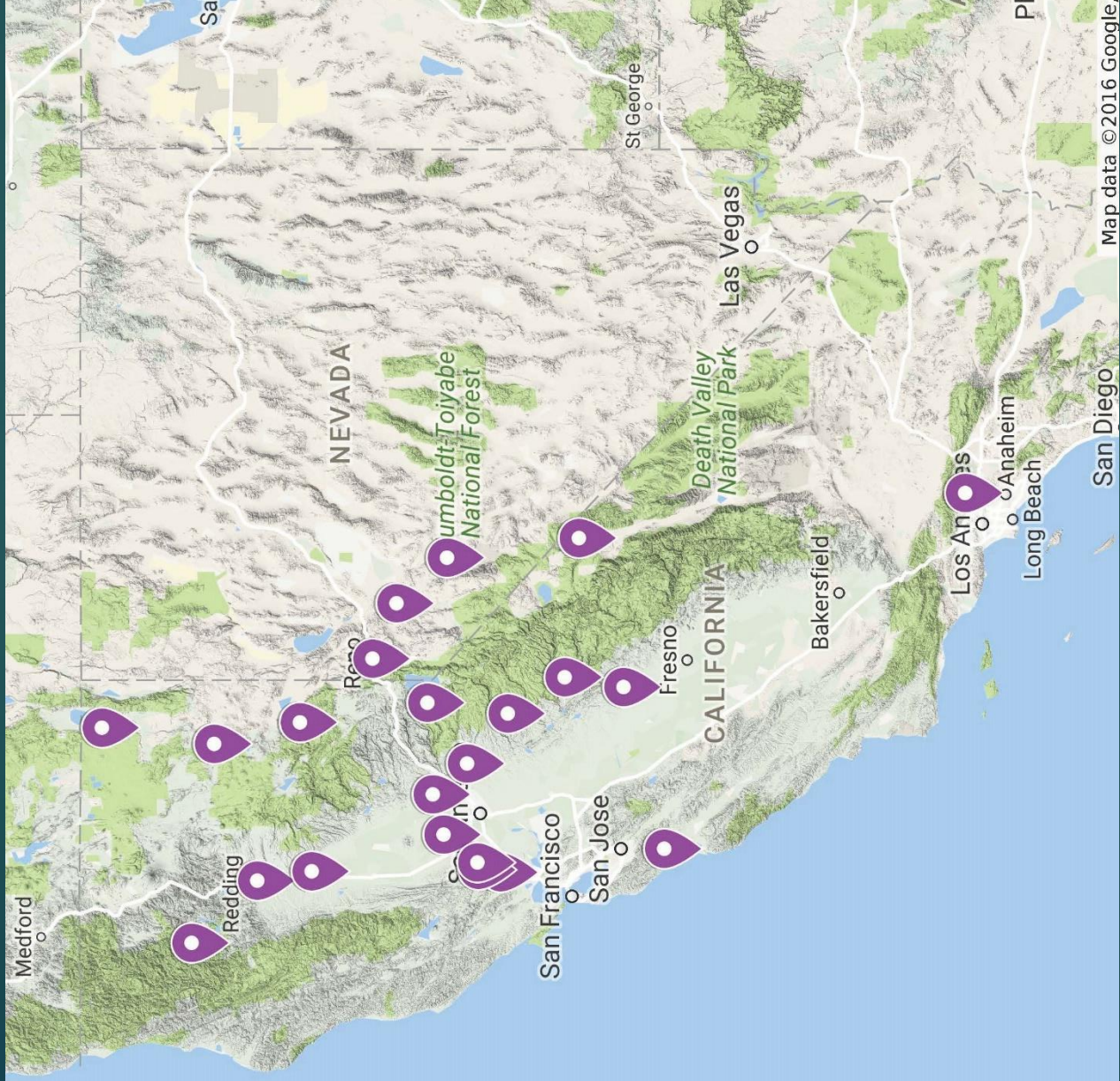
County	Population	Direct Operation	Notes
Alpine	1,110	No	
Sierra	2,967	No	Districts #3 and #5.
Modoc	8,965	No	Alturas Cemetery District.
Trinity	13,069	Yes	
Mono	13,909	Yes	
Mariposa	17,531	Yes	Must be county resident. No fee. No reservations.
Inyo	18,260	No	Pioneer Cemetery District.
Plumas	18,409	No	Districts.
Colusa	21,482	No	Colusa Cemetery District.
Del Norte	27,254	No	Various cemeteries managed through non-profits, churches or special districts.
Glenn	28,017	No	6 public cemetery districts. Residents have access to cemetery within their district.
Lassen	31,345	Yes	
Amador	37,001	No	Township Number 2 Public Cemetery District (TN2PCD)

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Name	Location	Type	Resident	Non-Resident	Difference	Open & Holiday		Vault
						Close	Charges	
							Weekend /	
Benicia City Cemetery (Lawn Area)	Benicia, CA	City	\$ 1,575	\$ 1,575	\$ -	\$ 586	\$ 420	\$ 630
Benicia City Cemetery (Older Section)	Benicia, CA	City	\$ 300	\$ 300	\$ -	\$ 586	\$ -	\$ 630
Cemetery El Encinal	Monterey, CA	City	\$ 3,250	\$ 3,250	\$ -	\$ 690	\$ -	\$ -
Lone Mountain Cemetery	Carson City, NV	City	\$ 705	\$ 705	\$ -	\$ 665	\$ 510	\$ -
Mountain Shadow Cemetery	Sonora, CA	City	\$ 350	\$ 650	\$ 300	\$ -	\$ -	\$ -
Anaheim Cemetery	Orange County, CA	County	\$ 2,340	\$ 2,740	\$ 400	\$ 700	\$ -	\$ 410
El Dorado County Cemeteries	El Dorado County, CA	County	\$ 1,100	\$ 1,500	\$ 400	\$ 950	\$ 275	\$ -
Lassen County Cemeteries	Lassen County	County	\$ 1,000	\$ 1,000	\$ -	\$ 575	\$ 250	\$ -
Lyon County Cemetery	Yerington, NV	County	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -
Mariposa County Cemeteries	Mariposa, CA	County	\$ -	n/a	\$ -	\$ -	\$ -	\$ -
Mineral County Cemetery	Hawthorne, NV	County	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -
Trinity County Cemeteries	Weaverville, CA	County	\$ 1,316	\$ 1,446	\$ 130	\$ -	\$ -	\$ -
Alturas Cemetery District	Modoc County, CA	District	\$ 650	\$ 1,050	\$ 400	\$ 400	\$ -	\$ -
Davis Cemetery District	Davis, CA	District	\$ 1,600	\$ 2,350	\$ 750	\$ 1,200	\$ 650	\$ 1,030
Fair Oaks Cemetery District	Fair Oaks, CA	District	\$ 2,500	\$ 3,700	\$ 1,200	\$ 1,050	\$ 800	\$ 648
Ione Public Cemetery	Amador, County	District	\$ 975	\$ 1,121	\$ 146	\$ -	\$ -	\$ -
Madera Cemetery District	Madera, CA	District	\$ 768	\$ 1,224	\$ 456	\$ 590	\$ -	\$ 739
Orland Cemetery District	Glenn County, CA	District	\$ 1,150	\$ 1,900	\$ 750	\$ 500	\$ -	\$ 645
Pioneer Cemetery District	Bishop, CA	District	\$ 950	\$ 1,200	\$ 250	\$ 700	\$ -	\$ 707
Portola Cemetery District	Plumas County, CA	District	\$ 585	\$ 785	\$ 200	\$ 450	\$ -	\$ -
Red Bluff Cemetery District	Red Bluff, CA	District	\$ 785	\$ 1,185	\$ 400	\$ 345	\$ -	\$ 935
Rockville Cemetery	Fairfield, CA	District	\$ 2,000	\$ 2,750	\$ 750	\$ 500	\$ -	\$ 445
Suisun-Fairfield Cemetery	Fairfield, CA	District	\$ 1,500	\$ 2,250	\$ 750	\$ 500	\$ -	\$ 445
Average			\$ 1,137	\$ 1,520	\$ 485	\$ 646	\$ 484	\$ 660
City			\$ 1,236	\$ 1,296	\$ 60	\$ 632	\$ 465	\$ 630
County			\$ 929	\$ 1,239	\$ 310	\$ 742	\$ 263	\$ 410
District			\$ 1,224	\$ 1,774	\$ 550	\$ 624	\$ 725	\$ 699

Plot Fee Comparison Study



Plot Fee Comparison Study

Name	Location	Type	Resident	Non-Resident	Difference	Open & Close		Weekend / Holiday	
						Charges	Vault	Charges	Vault
Benicia City Cemetery (Lawn Area)	Benicia, CA	City	\$ 1,575	\$ 1,575	\$ -	\$ 586	\$ 420	\$ -	\$ 630
Benicia City Cemetery (Older Section)	Benicia, CA	City	\$ 300	\$ 300	\$ -	\$ 586	\$ -	\$ -	\$ 630
Cemetery El Encinal	Monterey, CA	City	\$ 3,250	\$ 3,250	\$ -	\$ 690	\$ -	\$ -	\$ -
Lone Mountain Cemetery	Carson City, NV	City	\$ 705	\$ 705	\$ -	\$ 665	\$ 510	\$ -	\$ -
Mountain Shadow Cemetery	Sonora, CA	City	\$ 350	\$ 650	\$ 300	\$ -	\$ -	\$ -	\$ -
Anaheim Cemetery	Orange County, CA	County	\$ 2,340	\$ 2,740	\$ 400	\$ 700	\$ -	\$ -	\$ 410
El Dorado County Cemeteries	El Dorado County, CA	County	\$ 1,100	\$ 1,500	\$ 400	\$ 950	\$ 275	\$ -	\$ -
Lassen County Cemeteries	Lassen County	County	\$ 1,000	\$ 1,000	\$ -	\$ 575	\$ 250	\$ -	\$ -
Lyon County Cemetery	Yerington, NV	County	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
Mariposa County Cemeteries	Mariposa, CA	County	\$ -	n/a	\$ -	\$ -	\$ -	\$ -	\$ -
Mineral County Cemetery	Hawthorne, NV	County	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -
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Alturas Cemetery District	Modoc County, CA	District	\$ 650	\$ 1,050	\$ 400	\$ 400	\$ -	\$ -	\$ -
Davis Cemetery District	Davis, CA	District	\$ 1,600	\$ 2,350	\$ 750	\$ 1,200	\$ 650	\$ -	\$ 1,030
Fair Oaks Cemetery District	Fair Oaks, CA	District	\$ 2,500	\$ 3,700	\$ 1,200	\$ 1,050	\$ 800	\$ -	\$ 648
Ione Public Cemetery	Amador, County	District	\$ 975	\$ 1,121	\$ 146	\$ -	\$ -	\$ -	\$ -
Madera Cemetery District	Madera, CA	District	\$ 768	\$ 1,224	\$ 456	\$ 590	\$ -	\$ -	\$ 739
Orland Cemetery District	Glenn County, CA	District	\$ 1,150	\$ 1,900	\$ 750	\$ 500	\$ -	\$ -	\$ 645
Pioneer Cemetery District	Bishop, CA	District	\$ 950	\$ 1,200	\$ 250	\$ 700	\$ -	\$ -	\$ 707
Portola Cemetery District	Plumas County, CA	District	\$ 585	\$ 785	\$ 200	\$ 450	\$ -	\$ -	\$ -
Red Bluff Cemetery District	Red Bluff, CA	District	\$ 785	\$ 1,185	\$ 400	\$ 345	\$ -	\$ -	\$ 935
Rockville Cemetery	Fairfield, CA	District	\$ 2,000	\$ 2,750	\$ 750	\$ 500	\$ -	\$ -	\$ 445
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Small Counties

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Nearby Cemeteries

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Lassen County Cemeteries	Lassen, County	County	\$ 1,000	\$ 1,000	\$ -	\$ 575	\$ 250	\$ -
Lyon County Cemetery	Yerington, NV	County	\$ 500	\$ 500	\$ -	\$ -	-	\$ -
Mariposa County Cemeteries	Mariposa, CA	County	\$ -	n/a	\$ -	\$ -	-	\$ -
Mineral County Cemetery	Hawthorne, NV	County	\$ 250	\$ 250	\$ -	\$ -	-	\$ -
Trinity County Cemeteries	Weaverville, CA	County	\$ 1,316	\$ 1,446	\$ 130	\$ -	-	\$ -
Alturas Cemetery District	Modoc County, CA	District	\$ 650	\$ 1,050	\$ 400	\$ 400	-	\$ -
Davis Cemetery District	Davis, CA	District	\$ 1,600	\$ 2,350	\$ 750	\$ 1,200	\$ 650	\$ 1,030
Fair Oaks Cemetery District	Fair Oaks, CA	District	\$ 2,500	\$ 3,700	\$ 1,200	\$ 1,050	\$ 800	\$ 648
Ione Public Cemetery	Amador, County	District	\$ 975	\$ 1,121	\$ 146	\$ -	-	\$ -
Madera Cemetery District	Madera, CA	District	\$ 768	\$ 1,224	\$ 456	\$ 590	-	\$ 739
Orland Cemetery District	Glenn County, CA	District	\$ 1,150	\$ 1,900	\$ 750	\$ 500	-	\$ 645
Pioneer Cemetery District	Bishop, CA	District	\$ 950	\$ 1,200	\$ 250	\$ 700	-	\$ 707
Portola Cemetery District	Plumas County, CA	District	\$ 585	\$ 785	\$ 200	\$ 450	-	\$ -
Red Bluff Cemetery District	Red Bluff, CA	District	\$ 785	\$ 1,185	\$ 400	\$ 345	-	\$ 935
Rockville Cemetery	Fairfield, CA	District	\$ 2,000	\$ 2,750	\$ 750	\$ 500	-	\$ 445
Suisun-Fairfield Cemetery	Fairfield, CA	District	\$ 1,500	\$ 2,250	\$ 750	\$ 500	-	\$ 445
		Average	\$ 1,137	\$ 1,520	\$ 485	\$ 646	\$ 484	\$ 660
		City	\$ 1,236	\$ 1,296	\$ 60	\$ 632	\$ 465	\$ 630
		County	\$ 929	\$ 1,239	\$ 310	\$ 742	\$ 263	\$ 410
		District	\$ 1,224	\$ 1,774	\$ 550	\$ 624	\$ 725	\$ 699

Averages

Proposed Fees (Informal)

Historic Plots:	\$	0
Plot Fee Resident:	\$	700
Plot Fee Non-Resident:	\$	1,200
Plot Fee Veteran:	\$	0
Open & Close:	\$	750
Weekend or Holiday:	\$	500
Disinterment:	\$	1,000
Headstone Deposit:	\$	300

What is the Correct Order of Operations?

A

No Fee
And No
Reservations

Work On:
Layout
GIS Database
Plot Markers

Once
Complete:
Ordinance
Fee Schedule

B

Ordinance &
Fee Schedule
Allow Reservations

Work On:
Layout
GIS Database
Plot Markers

Once
Complete:
Update as Needed

Questions & Comments



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

TIME REQUIRED

SUBJECT Closed Session--Human Resources

**PERSONS
APPEARING
BEFORE THE
BOARD**

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): Stacey Simon, Leslie Chapman, and Dave Butters. 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:

<p>Click to download</p> <p>No Attachments Available</p>
--

History

Time

Who

Approval



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

TIME REQUIRED

SUBJECT Closed Session - Real Property
Negotiations

**PERSONS
APPEARING
BEFORE THE
BOARD**

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: Sierra Center Mall, Mammoth Lakes. Agency negotiators: Leslie Chapman, Janet Dutcher, Tony Dublino, Stacey Simon. Negotiating parties: Mono County and Highmark Mammoth Investments, LLC. 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



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 10, 2017

TIME REQUIRED

SUBJECT Closed Session - Initiation of
Litigation

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

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

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>
--

History

Time

Who

Approval