



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 Mammoth Lakes Suite Z, 237 Old Mammoth Rd, Suite Z, Mammoth Lakes, CA 93546

Regular Meeting December 19, 2017

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 Shannon Kendall, Clerk of the Board, at (760) 932-5533. 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. RECOGNITIONS - NONE

3. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

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

4. DEPARTMENT/COMMISSION REPORTS

5. CONSENT AGENDA

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

A. Board Minutes

Departments: Clerk of the Board

Approval of Board Minutes from the regular meeting of December 5, 2017.

Recommended Action: Approve minutes of the regular Board meeting of December 5, 2017.

Fiscal Impact: None.

B. Request to Continue Collecting Social Security Truncation Fee

Departments: Clerk-Recorder

The one dollar (\$1.00) Social Security Truncation Fee was initially approved by the Board on February 1, 2008 by Resolution 08-03. The fee will sunset on December 31, 2017 unless the Board of Supervisors reauthorizes the Clerk/Recorder to continue collecting the fee to support the Social Security Truncation Program mandated under Government Code section 27301.

Recommended Action: Approve Resolution #17-_____, Approving the continuation of the one dollar fee (\$1.00) for recording the first page of every instrument, paper or notice required by law to be recorded for implementation and ongoing operation of a social security number truncation program.

Fiscal Impact: For FY 16-17, the Clerk's office collected approximately \$5,300 in Social Security Truncation Fees. It is anticipated that we would collect the same, if not a bit more, for FY 17-18.

C. Mono County Local Oral Health Program Grant Agreement #17-10707

Departments: Public Health

Proposed agreement with the California Department of Public Health, Oral Health Program, pertaining to the Local Oral Health Plan Grant Agreement Number 17-10707.

Recommended Action: Approve the Mono County Local Oral Health Plan, Grant Agreement Number 17-10707, for fiscal years 2017-22. The Local Oral Health Plan operates as a contract between the County and the California Department of

Public Health (CDPH). Authorize the Chairperson to sign two (2) copies of the Grant Agreement (CDPH 1229) and one (1) copy of CCC 4/2017 Contractor Certification, and one (1) copy of the California Civil Rights Laws Attachment to execute the agreement on behalf of the County. Additionally, provide authorization for the Public Health Director to approve minor amendments and/or revisions that may occur during the contract period provided they are approved by County Counsel and do not materially affect the County's rights. Provide any desired direction to staff.

Fiscal Impact: There is no impact to the County General Fund. The Local Oral Health Program is funded with Prop 56 funds, totaling \$141,055 per year for 5 years.

D. Amendment to Employment Agreement with Justin Nalder

Departments: Public Works

Proposed resolution approving an amendment to the employment agreement with Justin Nalder as Solid Waste Superintendent, and prescribing the compensation, appointment and conditions of said employment.

Recommended Action: Approve Resolution #R17-____, approving an amendment to the employment agreement with Justin Nalder as Solid Waste Superintendent, and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: None. Action does not change fiscal impact of existing contract.

E. Housing Mitigation Ordinance

Departments: CDD, Finance

The current Housing Mitigation Ordinance suspension expires January 15, 2018. A continued suspension of the Housing Mitigation Ordinance will allow for a community based planning effort to allow our communities to weigh in on the solution to Housing Needs in Mono County including a Housing Mitigation Ordinance.

Recommended Action: Adopt proposed ordinance of the Mono County Board of Supervisors ORD17-____, Amending Chapter 15.40.170 of the Mono County Code Extending the Temporary Suspension of All Housing Mitigation Requirements, extending the current suspension of the Mono County Housing Mitigation Ordinance until August 30, 2018.

Fiscal Impact: Minimal impact. Funded via CDBG grant.

F. Information Technology - Restructure Final Steps

Departments: Information Technology

This is a housekeeping item to address final issues arising from an Information

Technology Department restructure in 2016, which resulted in Andy Liu and Joel Hickock assuming all responsibilities associated with newly-allocated positions in the Department in November of 2016.

Recommended Action: Ratify placement of Andy Liu at MCPE range and step 81B, as of November 1, 2016 and ratify placement of Joel Hickock at MCPE range and step 79C, as of November 1, 2016.

Fiscal Impact: The cost of this action is \$9,928. Of that amount, \$7,830 is salary and \$2,098 is PERS contributions and other employer costs. The total amount is entirely within the FY 17-18 Information Technology Department budget.

G. 2% Cost of Living Adjustment for At-Will Employees and County Officials

Departments: CAO, All

Proposed resolution adjusting base compensation for certain elected officials and at-will employees to implement a 2% cost of living adjustment.

Recommended Action: Adopt proposed resolution R17-___, establishing and adjusting the 2018 base compensation for certain officers and employees to implement a 2% cost of living adjustment and superseding and replacing Resolution No. R16-88 which last set base compensation for said officers and employees.

Fiscal Impact: Fiscal impact for the remaining six months of FY 2017-2018 is \$37,500 of which \$31,416 is attributable to the General Fund and was included in this year's adopted budget. The fiscal impact for a full twelve months is \$75,000 of which \$62,833 is attributable to the General Fund.

6. 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. Letter from Inyo National Forest

Letter from the Mammoth Ranger District soliciting input for the Mammoth Mountain Ski Area Zip Line and Ropes Course Project.

B. Letter from Mike Rosas

Letter from Mike Rosas regarding Type-1 rentals in the Clark Tract in June Lake.

C. Letter from June Lake CAC

Letter from June Lake CAC regarding funding for the June Lake community center.

7. **REGULAR AGENDA - MORNING**

A. Quarterly update on the Mono County Revolving Loan Program - Housing

Departments: Mammoth Lakes Housing

15 minutes

(Jennifer Halferty) - Mammoth Lakes Housing utilized the Mono County Revolving Loan Fund to purchase two properties for selling at below market rates as deed restricted units. This Revolving Loan Fund (RLF) update is required every quarter by Resolution R17-86 which recently replaced Resolution R15-81.

Recommended Action: Receive update from Mammoth Lakes Housing on use of Mono County Revolving Loan Fund as per Resolution 17-86. Provide any desired direction to staff.

Fiscal Impact: Mammoth Lakes Housing utilized the Mono County Revolving Loan Fund as per Resolution 17-86 in the amount of \$20,000 and \$220,000, both of which have been repaid to the Mono RLF when the units recently sold.

B. Radio System Workshop

Departments: Information Technology

2 hours (45 minute presentation; 1 hour 15 minute discussion)

(Nate Greenberg) - Provide an overview of the County's LMRS (Land Mobile Radio System), a brief background, discuss the current state of the system, and provide a tentative roadmap for what lies ahead. Additionally, staff is requesting authorization from the Board on several items, as identified in the recommended action.

Recommended Action: 1. Adopt Resolution R17-____, Authorizing the modification of the County of Mono List of Allocated Positions to include the position of Communication Specialist I/II in the Information Technology Department. 2. Transfer \$67,061 from Contingency into the Information Technology budget to support the newly created Communication Specialist position. (4/5ths vote required) 3. Authorize the Director of Information Technology to initiate an Ad Hoc Committee focused on a multi-agency approach to the management, funding, and operation of the Public Safety & Admin Land Mobile Radio System. 4. Authorize the Director of Information Technology to begin conversations about providing technology services to the fire districts.

Fiscal Impact: The impact of the Communication Specialist I/II position is \$67,061, which is being requested from Contingency. Of this amount, \$36,408 is salary and \$30,653 is benefits. The annual cost of this position will be \$134,122.

C. Snowcat Purchase and Sheriff's Office Budget Amendment Request

Departments: Sheriff

15 minutes

(Sheriff Ingrid Braun) - The Sheriff's Office Requests approval to purchase a

replacement snowcat, as authorized by the Emergency Management Performance Grant, and a corresponding budget amendment.

Recommended Action: 1. Approve the purchase of a snowcat for \$150,000. 2. Approve a budget amendment to reduce Emergency Services Revenue by \$53,000 to \$75,000, reduce salary and benefit expenses by 223,209 to \$0, reduce services and supplies by \$32,791 to \$0 and increase capital equipment to \$150,000 leaving net cost to the General Fund of \$75,000 which is the cash match on the grant (4/5ths vote required).

Fiscal Impact: This item defunds the operating budget for the County's Office of Emergency Services which includes salaries and benefits of \$123,209 and supplies and services of \$32,791, and repurposes the operating budget towards the one-time purchase of the snowcat. The salaries and benefits appropriation can be absorbed into the Sheriff's operating budget without further using our reserves or contingency so long as budgeted vacant positions remain unfilled and result in budget savings this year to offset the loss of funding.

8. 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.)

9. CLOSED SESSION

A. Closed Session - Exposure to Litigation

Departments: County Counsel

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: 1.

10. BOARD MEMBER REPORTS

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

ADJOURN



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

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Board Minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Approval of Board Minutes from the regular meeting of December 5, 2017.

RECOMMENDED ACTION:

Approve minutes of the regular Board meeting of December 5, 2017.

FISCAL IMPACT:

None.

CONTACT NAME: Scheereen Dedman

PHONE/EMAIL: x5538 / sdedman@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Board Minutes 12-5-17

History

Time	Who	Approval
12/12/2017 2:40 PM	County Administrative Office	Yes
12/14/2017 10:23 AM	County Counsel	Yes
12/13/2017 2:25 PM	Finance	Yes



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

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified just below.

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

**Regular Meeting
December 5, 2017**

Flash Drive	Board Room Recorder
Minute Orders	M17-230 - M17-237
Resolutions	R17-86 – R17-88
Ordinance	ORD17-16 Not Used

9:17 AM Meeting called to order by Chair Corless
Supervisors Present: Corless, Gardner, Peters, and Stump.
Supervisors Absent: Johnston.

The Mono County Board of Supervisors stream all of their meetings live on the internet and archives them afterward. To listen to any meetings from June 2, 2015 forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>

Pledge of Allegiance led by Supervisor Gardner

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Benny Romero, Bridgeport Ranch:

- Would like to display artwork in County buildings. Eastern Sierra Photography Jamboree.

Misti Sullivan, Twin Lakes Resort / Vice President, Chamber of Commerce:

- Met with Economic Development, community marketing event fund.
- Wanted to say thank you.

2. RECOGNITIONS

A. Recognition of Jessica and Larry Anderson, Mono County Resource Family

Departments: Social Services

(Kathy Peterson, Michelle Raust) - Recognition and honoring of Jessica and

Note:

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

Larry Anderson, the first certified resource family in Mono County.

Action: Recognize and thank Jessica and Larry Anderson in their new role as a Mono County Resource Family

Kathy Peterson, Director of Social Services:

- Discussed becoming a Mono County resource family.

Michelle Raust, Social Services:

- Introduced the Andersons.

3. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

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

Leslie Chapman, CAO:

- Last week at CSAC.
- 20th – met with representatives from Town and Forest Service. Recreation coordinator position. Moving along will discuss at joint Town / County meeting.
- CSAC conference highlights:
- Women's leadership forum at CSAC.
- Public Information Officers Workshop.
- Social Community and public health impacts of cannabis workshop; criminal justice reform.
- Policy committee on government, finance, and administration.
- General Sessions: Jane Pauley; Reverend Jeffrey Brown; Aneesh Chopra.
- Capstone of the conference: was presented with the executive leadership credential from CSAC Institute for Excellence in County Government.
- Back in Mono County – Meeting, Strategic Planning for Southern Mono Hospital.

4. DEPARTMENT/COMMISSION REPORTS

Sheriff Ingrid Braun:

- Squad meeting last Friday, No Shave November.
- Undersheriff Moriarty retiring December 22.
- Lt. Phil West will be appointed as Undersheriff.

Nate Greenberg, IT Director:

- Apologize for technology issues this morning.
- Last night, launched brand new Mono County website.

5. CONSENT AGENDA

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

A. Board Minutes

Departments: Clerk of the Board

Approve minutes of Board of Supervisors meeting on November 7, 2017.

Action: Approve minutes of Board of Supervisors meeting on November 7, 2017, as corrected.

Gardner moved; Peters seconded

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

Note:

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M17-230

Supervisor Gardner:

- Page 4, Item e, Anne Larsen, the amount is \$15,000 not \$15.

B. Amendment #1 to Contract with Inyo County for Senior Services Funds

Departments: Social Services

Amendment #1 to Contract with Inyo County for a decrease of funds for FY 2017-18 pertaining to the Senior Services Program.

Action: Approve the proposed contract Amendment #1 to the contract with Inyo County for senior services for the period July 1, 2016 through June 30, 2020, and authorize the Board Chair to execute such Amendment on behalf of the County.

Stump moved; Peters seconded

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

M17-231

C. Ormat/USGS Hydrologic Monitoring Funding

Departments: Community Development

Proposed Ormat and USGS contracts pertaining to funding ongoing hydrologic monitoring in the Long Valley Caldera.

Action: Approve County entry into proposed contracts and authorize Director of Community Development to execute said contracts on behalf of the County.

Stump moved; Peters seconded

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

M17-232

D. Out-of-State Travel Authorization for NACo Legislative Conference

Departments: Board of Supervisors

Out-of-State travel request for Supervisor Corless and Supervisor Gardner to attend NACo conference in Washington D.C.

Action: Approve out-of-state travel for Mono County Supervisor Stacy Corless (the county's NACo representative) and Supervisor Gardner (alternate) to attend the NACo Legislative Conference in Washington, D.C. March 2 - 8, 2018.

Stump moved; Peters seconded

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

M17-233

6. CORRESPONDENCE RECEIVED - NONE

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.

7. REGULAR AGENDA - MORNING

A. Letter to BLM Re: Rifle / Pistol Range Hours

Note:

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

Departments: Clerk of the Board

Letter to the Bureau of Land Management supporting a change in the hours of operation of the Bridgeport Gun Club public rifle / pistol shooting range during migratory periods (April 1 through May 31 and October 14 through December 20) from 9:00 a.m. to 2:00 p.m. on weekends only (current hours) to 8:00 a.m. to 3:00 p.m. daily (proposed hours).

Action: Approve and authorize the Chair, or designee, to sign letter of support.

Peters moved; Stump seconded

Vote: 3 yes; 1 no; 1 absent: Johnston

M17-234

Supervisor Peters:

- Discussed the item.
- Supervisor Stump: Supports the change in hours.
- Peters moved, Stump seconded.

Tony Dublino:

- Speaking as a property owner, not County employee.
- Owns a home in ear shot of the gun range.
- Doesn't want to unravel all of the work and effort that went into the original legislation.
- Unintended consequences doesn't mean getting rid of the mitigation, it means finding a new solution.

Supervisor Corless:

- Uncomfortable supporting the very specific hours in the letter.
- What is missing – anything discussing mitigating impacts on wildlife.
- Would like to see the gun club work with BLM to come up with different hours.

B. Resolution Superseding and Replacing Resolution R15-81, Creating a Revolving Loan Fund for the Purchase of Deed-Restricted Housing, to Remove Subordination to the Town of Mammoth Lake's Revolving Loan Fund

Departments: CAO, Finance

(Leslie Chapman, Janet Dutcher) - Resolution R15-81 authorized the creation of Mono County's revolving loan fund (RLF) to facilitate the purchase of deed-restricted properties by Mammoth Lakes Housing (MLH). The original resolution restricted the timing of these loans to disburse only after the Town of Mammoth Lakes (TOML) RLF had been exhausted. The proposed Resolution removes this restriction, allowing the disbursement of loans without regard to the funding status of the TOML's RLF.

Action: Adopt proposed Resolution R17-86, Superseding and replacing Resolution 15-81 to remove subordination to the Town of Mammoth Lakes Revolving Loan Fund.

Corless moved; Gardner seconded

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

R17-86

Janet Dutcher, Finance Director:

- Introduced item.
- Town of Mammoth Lakes has decided to put their revolving loan fund on hold, which caused the County's RLF to be put on hold as well.

Note:

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- Need to change the resolution to remove the subordination so the County's loan isn't put on hold based on what TOML decides to do with their fund.
- Fund will be back at full strength after escrow closes on Friday.

Jennifer Halferty, Mammoth Lakes Housing:

- Homes being saved are critical.
- The homes are turning over quickly to new occupants / buyers.

Supervisor Corless:

- Alternate on Mammoth Lakes Housing Board.
- The Housing Board appreciates the County's quick consideration of this.

C. Housing and Disability Income Advocacy Program (HDAP)

Departments: Social Services

(Kathy Peterson; Francie Avitia) - The Housing and Disability Advocacy Program is a county administered program that assists disabled individuals (including those in families) who are experiencing homelessness to apply for disability benefit programs while also providing housing assistance. Authorization is sought for the Department of Social Services to receive the California Department of Social Services HDAP grant in the amount of \$75,000 for Fiscal Years 2017-20.

Action: Authorize the Department of Social Services to receive from the California Department of Social Services a Housing and Disability Advocacy Program grant in the amount of \$75,000 for Fiscal Years 2017-20.

Gardner moved; Peters seconded

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

M17-235

Kathy Peterson, Social Services:

- Introduced item; described the program.

D. 2018 HAVA Contract Agreement #17G26125

Departments: Elections

(Helen Nunn) - The U.S. Elections Administration Commission, through the State of California, is offering HAVA (Help America Vote Act) federal reimbursement funding for travel and training expenses and to improve the administration of elections. This funding will cover costs for one Elections staff member to attend HAVA training in January, the purchase of elections supplies and equipment needed to maintain polling place compliance with accessibility requirements, and accessibility training and education of poll workers.

Action: Authorize Shannon Kendall, Mono County Clerk-Recorder-Registrar of Voters, to enter into a contract with the State of California for the program known as "HAVA Polling Place Accessibility Training Program."

Gardner moved; Stump seconded

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

M17-236

Helen Nunn, Asst. Clerk-Recorder:

- Described agreement.
- Candidate's Guide is available on the web, and in the office.

Note:

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- Elections webpage - continuing to make it as user-friendly as possible.
- Presentation at Mammoth Voices.

Break at 10:27 AM

Reconvene at 10:38 AM

E. Implementation of Building Homes and Jobs Act Fee (SB 2)

Departments: Clerk-Recorder

(Shannon Kendall, Clerk-Recorder; Jason Canger, Deputy County Counsel) - Beginning January 1, 2018, a fee of seventy-five dollars (\$75) must be paid at the time of recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, except those expressly exempted from payment of recording fees, per each single transaction per parcel of real property. The total fee may not exceed two hundred twenty-five dollars (\$225).

Action: None.

Shannon Kendall, Clerk-Recorder:

- Introduced item; explained Senate Bill.

Jason Canger, Deputy County Counsel:

- It is a state fee, not county.

Janet Dutcher, Finance Director:

- Unknown how much revenue will be generated, estimate is \$200 - \$300 million.

F. Solid Waste Task Force Recommendations for Future Regional Solid Waste Services and Member Appointment

Departments: Public Works - Solid Waste

(Justin Nalder) - Recommendations for future regional solid waste services as provided by the Solid Waste Task Force. Appointment of Sandra DiDomizio to the Public at Large seat of the Solid Waste Task Force.

Action: Appoint Sandra DiDomizio to fill the Public at Large seat on the Solid Waste Task Force for a two-year term commencing on September 28, 2017 and ending on September 19, 2019.

Gardner moved; Stump seconded

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

M17-237

Justin Nalder, Solid Waste Superintendent:

- Introduced item.
- Reviewed recommendations.
- One more vacancy on the task force still remains.

G. Temporary Road Closure of Upper Summers Meadow Road for Emergency Bridge Construction

Departments: Public Works - Roads

(Garrett Higerd) - Qualcon Contractors Inc. has provided a preliminary construction schedule for the bridge abutments for the Upper Summers Meadow Road bridge. The contractor intends to start construction on December 4, 2017

Note:

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and continue until approximately mid-January. Unfortunately, the abutment excavations need to be wider and deeper than originally expected and there is not enough room to keep the road open during construction of the abutments without significant cost and further delays.

Action: Adopt Resolution #R17-87, A Resolution of the Mono County Board of Supervisors Authorizing the Temporary Closure of Upper Summers Meadow Road at Green Creek Road for Emergency Bridge Construction.

Peters moved; Corless seconded

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

R17-87

Garrett Higerd, County Engineer:

- Gave status of the project.

Moved to Item 12: Board Reports.

8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

Closed Session began at 11:41 AM

9. CLOSED SESSION

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Stacey Simon, Leslie Chapman, Dave Butters, Janet Dutcher, and Anne Larsen. 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 - Existing Litigation

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: Michael Hallum v. County of Mono, et al. (CV170086).

C. Closed Session - Public Employment: Public Works Director

Departments: County Administrative Office

PUBLIC EMPLOYMENT. Government Code section 54957. Title: Public Works Director.

D. Closed Session - Public Employment: Community Development Department Director

Departments: County Administrative Office

Note:

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

PUBLIC EMPLOYMENT. Government Code section 54957. Title: Community Development Department Director.

E. Closed Session - Exposure to Litigation

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: 1.

Report out of Closed Session:

Direction was given to Legal Counsel to defend litigation filed by Michael Hallum challenging the personnel appeal determination which upheld his termination from County employment. The vote on this matter was 4 ayes and 1 absence.

THE AFTERNOON SESSION RECONVENED at 1:14 PM

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

11. REGULAR AGENDA - AFTERNOON

A. Public Hearing - General Plan Amendment 17-03 / Cannabis Policies - 1:00 PM

Departments: Community Development

PUBLIC HEARING - 1:00 p.m.

(Wendy Sugimura, Michael Draper) - Public hearing regarding new General Plan policy language in the Land Use and Conservation/Open Space Elements related to the legalization of commercial cannabis activities.

Action: Adopt Resolution 17-88, with any desired changes, Approving General Plan Amendment (GPA) 17-03 adding provisions to the Land Use Element and Conservation/Open Space Element for commercial cannabis activities, find that the proposed amendment is consistent with the County General Plan and applicable area plans, and find that the project is exempt from the California Environmental Quality Act pursuant to Business & Professions Code §26055(h)).

Peters moved; Corless seconded

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

R17-88

Wendy Sugimura, Community Development:

- Introduced item. General overview.
- The general plan is the blue print for development for Community Development.

Michael Draper, Community Development:

- Discussed item further.

Public Hearing opened: 1:46 PM

Sally Rosen:

- Question about Action 1.G.1.A - Would this require a general plan amendment?

Note:

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

Tina Braithwaite, Benton Paiute Tribe:

- Personal grows allowed on reservation.
- 6 – 8 foot privacy fence.
- How are you going to regulate which chemicals are being used on the grows?

Mike Curti, Rancher:

- State law requires that we cannot spray restricted chemicals i.e. 2-4-D.
- There are no chemicals out there that you can spray cannabis with legally.

Public Hearing closed: 2:04 PM / Board Discussion

Break at 2:12 PM

Reconvene at 2:19 PM

Wendy Sugimura will provide copy of final changes (available in additional documents).

B. Cannabis Regulatory Program - Next Steps

Departments: CAO

(Tony Dublino) - Discussion of the County's Cannabis Regulatory Program, including next steps and timing of implementation.

Action: Consider different options for implementation and provide direction to staff.

Tony Dublino, Asst. CAO:

- Introduced item.
- Recommended actions (per staff report): 1. Direct staff to pursue adoption of the regulatory program, and not temporary permits. 2. Direct staff to complete preparation and forward the Cannabis Regulatory Program for Board consideration in March 2018.

Leslie Chapman, CAO:

- To summarize, last time this was before the Board there was specific direction to bring back the policy along with the tax major. Next general election is in November. After, we received comments and a letter asking for temporary regulations. Does the Board want staff to wait until October to bring back proposed regulation, or continue with time line with projected deadline in March?
- After meeting with different groups and departments it seems like this whole group is on track to produce something by March, otherwise will stand by original direction to have something in October.

Public Comment:

Eric Edgerton, Tilth Farms:

- Proposed recommendations will not allow for outdoor cultivation to occur in 2018.
- Ask that Board will allow people with proper zoning to apply to state for temporary permits.
- Will allow operations to start while we work through the licensure process.

Sally Rosen:

- Thanked CAO for addressing letter sent to them (available in additional documents).
- Allowing some mechanism to allow growers to apply for a state permit will bring to light those instances that need addressing.
- The county has an incentive to be supportive to business activities.

Tina Braithwaite, Benton Paiute Tribe:

- Implementing in March is in the County's best interest to move forward, these are tax dollars.

Note:

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

Jeph Gundzick, Banner Springs Ranch:

- If there is a way to allow cultivation to begin ahead of time because of the lags that would be very beneficial to us as cultivators.
- Tax windfall generated by cannabis for housing, etc.

No motion. Staff direction. Consensus on Board for the 2 actions.

12. BOARD MEMBER REPORTS

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

Supervisor Corless:

- CSAC Conference: Very relevant discussions (especially in the Agriculture, Environment, Natural Resources Committee) on emergency services, fire hazard mitigation, preparedness; also had discussions and did some research on issue of county boundary adjustment—see information submitted with this report (available in additional documents).
- Mammoth Lakes Housing:
- June Lake family closed on a house using county HOME funding.
- Deed Restriction Management.
- MLH has closed escrow on a San Joaquin Villas deed restricted condo using both Town and County RLF monies. This home is in escrow and scheduled to close December 6th. This is a 150% AMI home.
- MLH is in escrow with a buyer for the Meridian Court A202 condo. This is a 80% AMI home. MLH will be recording a new deed restriction agreement with the buyer of this condominium. Escrow is scheduled to close December 8th.
- MLH represented a Mammoth Lofts deed restricted owner on the sale of their condo. This home is a 100% AMI (middle income) studio-loft. MLH recorded a new deed restriction agreement with the buyer. This home closed on November 30th.
- 12/6--Town Council will consider accepting the housing action plan and will discuss the finance plan for the Shady Rest Parcel Purchase.

Supervisor Gardner:

- Along with Chair Corless and Supervisor Peters I attended the CSAC Annual Conference last week in Sacramento. The conference provided information on the status of state and federal legislative action concerning our County, and other information about issues of interest. It was also very useful top talk with Supervisors from other rural counties across the state about issues of common interest.
- This week I will be attending several meetings, including the Fish and Wildlife Commission, the June Lake Citizens Advisory Committee, the ESCOG Airport Subcommittee, the ESCOG meeting, and ESTA.

Supervisor Johnston:

- **Absent**

Supervisor Peters:

- **27th - 1st** CSAC Conference Highlights
- **2nd** Lions Club Business Meeting/Basketball Tournament
- **3rd** Poetry Out Loud Judge
- **Upcoming:** Chamber meeting Bridgeport tonight.

Supervisor Stump:

- 11-28: Attended the CSA 1 Meeting. The CSA is starting to look beyond the Skate Park project to determine what might be next.

Note:

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

- 11-29: Attended a retirement lunch for Scott Burns. In addition to many County Staff there were folks there from Cal Trans, BLM, the Town of ML, and even former employees. Former Supervisor Alpers came from Reno. Thank you to Wendy and Gerry for putting it on. It was a fitting tribute.
- 12-2: the still under construction Crowley Skate Park had its first accident victim. It was a mid-30s male with an apparent broken femur. To all that are tempted, the park is not ready for use yet and will not be truly finished until Spring.
- Last week I was made aware of two School Bus transportation issues in the Tri Valley effecting every school age child, from the Benton Tribal Reservation to Chalfant that rides school busses. The school operated by the Eastern Sierra School District in Benton has been reduced from K-12 when I first took office to K-5 currently. Children in upper grades are bussed by Eastern Sierra to Chalfant where they transfer to a Bishop School District bus for the trip to schools in Bishop. Last week, because of driver unavailability, Eastern Sierra did not provide bus service. There was an attempt to cover using sport utility vehicles. That District did not notify the Bishop District until last Tuesday of this and it appears that it was left up to the Bishop District to notify parents.
- The Bishop District has its own issue around bus service. That District is short of bus drivers and may have to cut the Bishop/Chalfant run if they cannot hire at least one person. This is not a money issue for Bishop, it is an issue of finding a qualified person who will take the job.
- I spoke with the Bishop Superintendent last week and emailed with the Eastern Sierra Superintendent who was out of town. We were scheduled to speak on Monday but I received a message that he had to leave the area due to family medical reasons. Both Superintendents were supposed to speak with each other on Monday to seek solutions. I do not know if that happened. I also contacted ESTA to see if they could help. Neither District had spoken to them. There are restrictions on what a public transportation agency can do but ESTA is defiantly willing to discuss. The Bishop Superintendent said he was going to call ESTA.
- If the school districts do not work this out it will have a negative effect on the livability in the Tri Valley Communities. My opinion, for what it is worth, is that the Eastern Sierra District retains responsibility for transporting students from within their boundaries to the point of education and I hope that the Eastern Sierra School Board understands that. It is true that Eastern Sierra transfers some funding to Bishop but that does not absolve that District of responsibility. The children are paying the price.

ADJOURNED at 3:08 PM

ATTEST

STACY CORLESS
CHAIR OF THE BOARD

SCHEEREEN DEDMAN
SENIOR DEPUTY CLERK

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



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: Clerk-Recorder

TIME REQUIRED

SUBJECT Request to Continue Collecting
Social Security Truncation Fee

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

The one dollar (\$1.00) Social Security Truncation Fee was initially approved by the Board on February 1, 2008 by Resolution 08-03. The fee will sunset on December 31, 2017 unless the Board of Supervisors reauthorizes the Clerk/Recorder to continue collecting the fee to support the Social Security Truncation Program mandated under Government Code section 27301.

RECOMMENDED ACTION:

Approve Resolution #17-_____, Approving the continuation of the one dollar fee (\$1.00) for recording the first page of every instrument, paper or notice required by law to be recorded for implementation and ongoing operation of a social security number truncation program.

FISCAL IMPACT:

For FY 16-17, the Clerk's office collected approximately \$5,300 in Social Security Truncation Fees. It is anticipated that we would collect the same, if not a bit more, for FY 17-18.

CONTACT NAME: Shannon Kendall

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Draft 2017 Resolution
Past 2008 Resolution
1st Program Review 2008 -2012

History

Time	Who	Approval
12/12/2017 2:39 PM	County Administrative Office	Yes
12/14/2017 3:29 PM	County Counsel	Yes
12/13/2017 2:45 PM	Finance	Yes



**CLERK – RECORDER – REGISTRAR
COUNTY OF MONO**

**P.O. BOX 237, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5530 • FAX (760) 932-5531**

Shannon Kendall
Clerk-Recorder-Registrar
760-932-5533
skendall@mono.ca.gov

Helen Nunn
Asst. Clerk-Recorder-Registrar
760-932-5534
hunn@mono.ca.gov

To: Honorable Board of Supervisors
From: Shannon Kendall
Date: December 19, 2017

Subject

Request to Continue Collecting Social Security Truncation Fee.

Recommendation

Approve Resolution #17-_____, approving the continuation of the one-dollar fee (\$1.00) for recording the first page of every instrument, paper or notice required by law to be recorded for implementation and ongoing operation of a social security number truncation program.

Discussion

The one dollar (\$1.00) Social Security Truncation Fee which was initially approved by the Board on February 1, 2008, pursuant to Resolution 08-03, to be used solely for the implementation and operation of a Social Security Truncation Program ("Program"), which Program was required to be established by the Clerk/Recorder pursuant to Government Code section 27301. This fee will be discontinued on December 31, 2017, unless it is reauthorized by the Board of Supervisors.

In determining the additional period of authorization, the Board of Supervisors shall consider the reviews conducted by the County Auditor under GC 27361(d)(4), to verify that the funds generated by this fee are used solely for the purpose of the Program. The first review was conducted by the Finance Department on September 12, 2012, and is included as an attachment to this item. The second review, dated December 1, 2017, was recently conducted by the Finance Department and is also attached with this item. These reviews confirm that the fees have been used solely for the purpose of the Program, as required by law.

Fiscal Impact

For FY 16-17, the Clerk's office collected approximately \$5,300 in Social Security Truncation Fees. It is anticipated that we would collect the same, if not a bit more, for FY 17-18.



RESOLUTION NO. R17-__

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS APPROVING
THE CONTINUATION OF THE ONE DOLLAR FEE (\$1.00) ADOPTED IN 2008 FOR
RECORDING THE FIRST PAGE OF EVERY INSTRUMENT, PAPER OR NOTICE
REQUIRED BY LAW TO BE RECORDED FOR IMPLEMENTATION
AND ONGOING OPERATION OF A SOCIAL SECURITY
NUMBER TRUNCATION PROGRAM**

WHEREAS, on February 1, 2008, pursuant to Government Code section 27361(d)(1), the Mono County Board of Supervisors adopted Resolution No. 08-03, approving an additional recording fee of one dollar (\$1.00) for recording the first page of every instrument, paper or notice required or permitted by law to be recorded to be used solely for the implementation and ongoing operation of a Social Security Truncation Program, which program was required to be established by the Clerk/Recorder pursuant to Government Code section 27301; and

WHEREAS, pursuant to Government Code section 27361(d)(2), the fee authorized by Resolution No. 08-03 will be discontinued after December 31, 2017, unless reauthorized by the Board of Supervisors; and

WHEREAS, the Clerk/Recorder has a continuing need for collection of the fee to support the ongoing Social Security Number Truncation Program; and

WHEREAS, pursuant to Government Code section 27361(d)(2), in determining the additional period of authorization, the Board of Supervisors shall consider the reviews conducted by the County Auditor under Government Code section 27361(d)(4), and which the Board directed be done under Resolution No. 08-03, to verify that the funds generated by this fee are used solely for the purpose of the Social Security Number Truncation Program.

NOW, THEREFORE, LET IT BE RESOLVED by the Mono County Board of Supervisors as follows:

SECTION 1. The Mono County Board of Supervisors has considered the reviews conducted by the County Auditor under Government Code section 27361(d)(4), and which the Board directed be done under Resolution No. 08-03, and verified that the funds generated by this fee are used solely for the purpose of the Social Security Number Truncation Program.

SECTION 2. The Mono County Board of Supervisors approves the continuation of the recording fee of one dollar (\$1.00), initially authorized under Resolution No. 08-03, for recording the first page of every instrument, paper or notice required or permitted by law to

1 be recorded to be used solely for the ongoing operation of the Social Security Truncation
2 Program.

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

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

8 _____
9 Stacy Corless, Chair
Mono County Board of Supervisors

10 ATTEST:

APPROVED AS TO FORM:

11 _____
12 Clerk of the Board

11 _____
12 Stacey Simon
County Counsel



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RESOLUTION NO. 08-03

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
ADOPTING AN ADDITIONAL ONE DOLLAR (\$1.00) FEE FOR RECORDING THE
FIRST PAGE OF EVERY INSTRUMENT, PAPER, OR NOTICE REQUIRED BY
LAW TO BE RECORDED FOR IMPLEMENTATION AND ONGOING OPERATION
OF A SOCIAL SECURITY NUMBER TRUNCATION PROGRAM**

WHEREAS, the County Clerk/Recorder is required to establish a Social Security Number Truncation program pursuant to section 27301 of the Government Code; and

WHEREAS, the Board of Supervisors has the authority to increase recording fees pursuant to section 27361(d)(1) of the Government Code; and

WHEREAS, Section 27361(d)(4) of the Government Code requires a Board of Supervisors authorizing a fee under section 27361 (d)(1) to require the County Auditor to conduct two reviews to verify that funds generated are used only for the purpose of the Social Security Number Truncation program and required reviews by the County Auditor; and

NOW, THEREFORE, BE IT RESOLVED by the Mono County Board of Supervisors as follows:

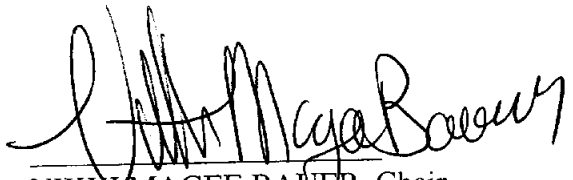
SECTION ONE: Effective February 1, 2008 the Mono County Board of Supervisors approves an additional recording fee of one dollar (\$1.00) for recording the first page of every instrument, paper, or notice required or permitted by law to be recorded to be used solely for the implementation and ongoing operation of a Social Security Number Truncation Program and required reviews by the County Auditor.

SECTION TWO: The fee authorized pursuant to this resolution shall be discontinued after December 31, 2017, unless reauthorized by the Board of Supervisors.

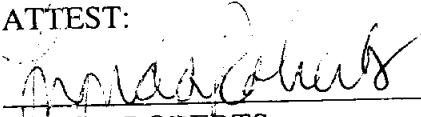
SECTION THREE: The County Auditor is directed to conduct two reviews as provided under section 27361(d)(4) of the Government Code, to verify that the funds generated by this fee are used solely for the purpose of the Social Security Number Truncation Program.

1 APPROVED AND ADOPTED this 15th day of January, 2008, by the following vote:

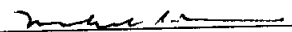
2 AYES : Supervisor Bauer, Farnetti, Hazard, Hunt and Reid.
3 NOES : None.
4 ABSTAIN : None.
5 ABSENT : None.



VIKKY MAGEE BAUER, Chair
Board of Supervisors
County of Mono

9 ATTEST:
10 
11 _____
12 LYNDA ROBERTS
13 CLERK OF THE BOARD

APPROVED AS TO FORM:



MARSHALL RUDOLPH
COUNTY COUNSEL

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County of Mono

Review of the Social Security Number Truncation Program

Review Period January 15, 2008 through June 30, 2012

**Prepared by Mono County Department of Finance
September 12, 2012**

County of Mono

Program Review of the Social Security Truncation Program

Background:

AB 1168 was signed into law by the Governor on October 13, 2007. The law is intended to protect against identity theft by requiring local agencies to redact social security numbers from records prior to disclosing them to the public. The law authorized the County to establish an additional \$1 fee for the first page of each recorded document to fund implementation of the program.

County Recorders were required to establish a social security number truncation program in order to create a public record version of every official record that contains a social security number. The public record version is an exact copy of the official record but with any social security number showing no more than the last four digits. The provisions apply to all documents recorded since 1980.

The Board of Supervisors authorized the fee on January 15, 2008 with Resolution No. 08-03.

Authorization of the fee requires that the County Auditor conduct two reviews to verify the funds generated by the fee are used only for the purpose of the program and to conduct reviews. The first review must be completed between June 1, 2012 and December 31, 2013. The second review must be completed between June 1, 2017 and December 31, 2017. The reviews must state the progress of the County Recorder in truncating recorded documents pursuant to subdivision (a) of Government Code Section 27301, estimate any ongoing costs of complying with subdivisions (a) and (b) of Government Code Section 27301, and be available to the public.

The fee will sunset after December 31, 2017, unless it has been reauthorized by the Board. If outside funding is obtained to implement the program, the fee may be charged until the debt is repaid.

County of Mono

Program Review of the Social Security Truncation Program

Review Period:

January 15, 2008 through June 30, 2012

Initial Analysis and Estimates:

The original estimated cost of a module for the County's recording system to redact social security numbers prospectively was \$2,995. The cost to implement the program back to 1980 was unknown at the time but was thought to be quite labor intensive. Documents recorded since July of 2000 were stored digitally using halFILE software, and documents recorded prior to July of 2000 were stored on microfiche. Digital copies of all the microfiche documents were needed. The halFILE software was capable of scanning all documents and creating public copies with social security numbers redacted.

Progress of County Recorder in Truncating Recorded Documents pursuant to subdivision (a) of GC Section 27301:

All electronic records in the halFILE system from 2000 to present have been redacted. Installation of the halFILE redaction software component in January 2009 allowed all records to be automatically redacted going forward. The Clerk-Recorder is implementing the conversion in two phases: Phase 1 was the microfilm conversion and redaction for records from 1990-2000. Phase 1 was completed in fiscal year 2009-10. Phase 2 is for the microfilm conversion and redaction of records from 1980-1989. Phase 2 is approximately 2/3 completed. The completion of Phase 2 will signify the completion of the mandated project.

Fiscal Analysis:

Redaction Fees were collected beginning in FY 2007-08. The total amount collected through 6-30-2012 was \$28,252. The fees have been used solely to fund the social security number truncation program. The following is the amount of fees received per fiscal year:

FY 2007/08: \$2,624

FY 2008/09: \$5,647

FY 2009/10: \$6,243

FY 2010/11: \$6,929

FY 2011/12: \$6,809

Expenditures to implement the program through 6-30-2012 have totaled \$71,135.69. \$5,156.74 of the total was for the new redaction software component designed for in-house redacting going forward. \$60,776.41 of the total was for converting microfilm to digital images and then redacting the social security numbers. \$5,202.54 of the total was for redacting information that already existed in the halFILE system.

County of Mono

Program Review of the Social Security Truncation Program

Estimated Ongoing Costs:

The estimated ongoing costs of complying with the program include the remaining portion of Phase 2 which is the microfilm conversion to digital images and redaction of records for 1980-1989, and the annual software maintenance and support agreement for the current redaction software component. The estimated remaining cost for Phase 2 is \$12,827. The annual software maintenance and support cost is \$578.18.



County of Mono

Review of the Social Security Number Truncation Program

Review Period July 1, 2012 through December 1, 2017

Prepared by Mono County Department of Finance

December 1, 2017

County of Mono

Program Review of the Social Security Truncation Program

Background:

AB 1168 was signed into law by the Governor on October 13, 2007. The law is intended to protect against identity theft by requiring local agencies to redact social security numbers from records prior to disclosing them to the public. The law authorized the County to establish an additional \$1 fee for the first page of each recorded document to fund implementation of the program.

County Recorders were required to establish a social security number truncation program in order to create a public record version of every official record that contains a social security number. The public record version is an exact copy of the official record but with any social security number showing no more than the last four digits. The provisions apply to all documents recorded since 1980.

The Board of Supervisors authorized the fee on January 15, 2008 with Resolution No. 08-03.

Authorization of the fee requires that the County Auditor conduct two reviews to verify the funds generated by the fee are used only for the purpose of the program. The first review must be completed between June 1, 2012 and December 31, 2013. The second review must be completed between June 1, 2017 and December 31, 2017. The reviews must state the progress of the County Recorder in truncating recorded documents pursuant to subdivision (a) of Government Code Section 27301, estimate any ongoing costs of complying with subdivisions (a) and (b) of Government Code Section 27301, and be available to the public.

The fee will sunset after December 31, 2017, unless it has been reauthorized by the Board. If outside funding is obtained to implement the program, the fee may be charged until the debt is repaid. As of December 1, 2017, the program has a deficit of \$18,966.69.

County of Mono

Program Review of the Social Security Truncation Program

Review Period:

July 1, 2012 through December 1, 2017

Initial Analysis and Estimates:

The original estimated cost of a module for the County's recording system to redact social security numbers prospectively was \$2,995. The cost to implement the program back to 1980 was unknown at the time but was thought to be quite labor intensive. Documents recorded since July of 2000 were stored digitally using halFILE software, and documents recorded prior to July of 2000 were stored on microfiche. Digital copies of all the microfiche documents were needed. The halFILE software was capable of scanning all documents and creating public copies with social security numbers redacted.

Progress of County Recorder in Truncating Recorded Documents pursuant to subdivision (a) of GC Section 27301:

The Clerk-Recorder implemented the conversion in two phases:

Phase 1 was the microfilm conversion and redaction for records from 1990-2000. Phase 1 was completed in fiscal year 2009-10.

Phase 2 is for the microfilm conversion and redaction of records from 1980-1989. Phase 2 was approximately 2/3 completed as of the first review period ended 06-30-2012. The first review period report stated that all electronic records in the halFILE system from 2000 to present had been redacted. During a review, however, the County Recorder discovered that 324,461 pages from 2000 through 2005 still needed to be converted and the process was added to Phase 2.

Remaining Phase 2 projects:

- Microfilm conversion and redaction of 324,461 pages from 2000 through 2005
- Map the 324,461 converted records from 2000 through 2005 to the existing official images in halFILE
- Complete the mapping of the 1980 through 2000 converted and redacted records to the existing official images in halFILE

The completion of Phase 2 will signify the completion of the mandated project.

Installation of the halFILE redaction software component in January 2009 allowed all records to be automatically redacted going forward from software implementation.

County of Mono

Program Review of the Social Security Truncation Program

Fiscal Analysis:

Redaction Fees were collected beginning in FY 2007-08. The total amount collected through 12-1-2017 is \$60,494. The fees have been used solely to fund the social security number truncation program.

Expenditures to implement the program through 12-1-17 have totaled \$79,460.69. \$5,156.74 of the total was for the new redaction software component designed for in-house redacting going forward. \$60,776.41 of the total was for converting microfilm to digital images and then redacting the social security numbers. \$5,202.54 of the total was for redacting information that already existed in the halFILE system. \$8,325 of the total has been for internal labor costs associated with implementing the program.

As of December 1, 2017, the program has a deficit of \$18,966.69.

Recap:

<u>Fiscal Year</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance</u>
2007/08	\$2,624.00	\$0	\$2,624.00
2008/09	\$5,647.00	\$0	\$8,271.00
2009/10	\$6,243.00	\$38,359.00	(\$23,845.00)
2010/11	\$6,929.00	\$0	(\$16,916.00)
2011/12	\$6,809.00	\$21,827.00	(\$31,934.00)
2012/13	\$7,893.00	\$19,274.69	(\$43,315.69)
2013/14	\$5,720.00	\$0	(\$37,595.69)
2014/15	\$5,270.00	\$0	(\$32,325.69)
2015/16	\$5,269.00	\$0	(\$27,056.69)
2016/17	\$5,429.00	\$0	(\$21,627.69)
2017/18 to date	\$2,661.00	\$0	(\$18,966.69)
Totals	\$60,494.00	\$79,460.69	(\$18,966.69)

Estimated Remaining and Ongoing Costs:

\$13,179 - Microfilm conversion and redaction of 324,461 pages from 2000 through 2005

\$4,056 – To map the 324,461 converted records from 2000 through 2005 to the existing official images in halFILE

\$2,890 - Complete the mapping of the 1980 through 2000 converted and redacted records to the existing official images in halFILE

\$1,792.50 – halFILE Annual software maintenance and support for the 2017-18 fiscal year



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: Public Health

TIME REQUIRED

SUBJECT Mono County Local Oral Health
Program Grant Agreement #17-
10707

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Proposed agreement with the California Department of Public Health, Oral Health Program, pertaining to the Local Oral Health Plan Grant Agreement Number 17-10707.

RECOMMENDED ACTION:

Approve the Mono County Local Oral Health Plan, Grant Agreement Number 17-10707, for fiscal years 2017-22. The Local Oral Health Plan operates as a contract between the County and the California Department of Public Health (CDPH). Authorize the Chairperson to sign two (2) copies of the Grant Agreement (CDPH 1229) and one (1) copy of CCC 4/2017 Contractor Certification, and one (1) copy of the California Civil Rights Laws Attachment to execute the agreement on behalf of the County. Additionally, provide authorization for the Public Health Director to approve minor amendments and/or revisions that may occur during the contract period provided they are approved by County Counsel and do not materially affect the County's rights. Provide any desired direction to staff.

FISCAL IMPACT:

There is no impact to the County General Fund. The Local Oral Health Program is funded with Prop 56 funds, totaling \$141,055 per year for 5 years.

CONTACT NAME: Sandra Pearce

PHONE/EMAIL: 760.924.1818 / spearce@mono.ca.gov

SEND COPIES TO:

Sandra Pearce

Kim Bunn

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

- [▢ Staff Report](#)
- [▢ Grant Agreement \(CDPH 1229\)](#)
- [▢ CA Civil Rights Form](#)
- [▢ CCC 4/2017 Contractor Certification](#)

History

Time	Who	Approval
12/12/2017 2:36 PM	County Administrative Office	Yes
12/12/2017 12:04 PM	County Counsel	Yes
12/13/2017 2:36 PM	Finance	Yes



MONO COUNTY HEALTH DEPARTMENT

Public Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

DATE: December 19, 2017
TO: Honorable Board of Supervisors
FROM: Sandra Pearce, Public Health Director

SUBJECT: **Mono County Local Oral Health Plan
Grant Agreement Number 17-10707**

Recommendation:

Approve the Mono County Local Oral Health Plan, Grant Agreement Number 17-10707, for fiscal year 2017-22. The Local Oral Health Plan operates as a contract between the County and the California Department of Public Health (CDPH). Authorize the Chairperson to sign two (2) copies of the Grant Agreement (CDPH 1229), one (1) copy of CCC 4/2017 Contractor Certification, and one (1) copy of the California Civil Rights Laws Attachment to execute the agreement on behalf of the County.

Additionally, provide authorization for the Public Health Director to approve minor amendments and/or revisions that may occur during the contract period provided they are approved by County Counsel and do not materially affect the County's rights. Provide any desired direction to staff.

Discussion:

In November 2016, California voters approved the passage of Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax of 2016 (Prop 56). This initiative increased the state cigarette tax by \$2 per pack and added an equivalent amount to other tobacco products.

The annual State Budget, California Health and Safety Code Sections 104750-104765, 104770-104825, 104865 & 131085, and the Revenue and Taxation Code Section 30130.50-30130.58 (Prop 56) provide the California Oral Health Program at the California Department of Public Health the legislative authority to build capacity and infrastructure for the development, implementation, and evaluation of best practices and evidence-based programs in oral disease prevention. The Mono County Health Department has been awarded \$141,055 per year for 5 years, from January 1, 2018 to June 30, 2022, for the planning and implementation of the Local Oral Health Program (LOHP).

The goal of the LOHP is to create and expand capacity at the local level to educate, prevent, and provide linkages to treatment programs, including dental disease caused by the use of cigarettes and other tobacco products. Mono County Health Department will establish its LOHP by including the following program activities related to oral health: education, disease prevention, linkage to treatment, case management and surveillance. These activities will improve the oral health of Mono County residents. This goal will be achieved by undertaking activities that support demonstrated oral health needs, and prioritize underserved areas and populations. Development, submission, and implementation of the grant are required to comply with the Health & Safety Codes and Local Oral Health Program Guidelines.

Fiscal Impact/Budget Projections:

There is no impact to the County General Fund. The Local Oral Health Program is funded with Prop 56 funds, totaling \$141,055 per year for 5 years.

For questions regarding this item, please call Sandra Pearce at (760) 924-1818.

Submitted by: Sandra Pearce, Public Health Director

CALIFORNIA Oral Health Program

Local Oral Health Plan

Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”

TO

Mono County Public Health Department, hereinafter “Grantee”

Implementing the project, Mono County Local Oral Health Program,” hereinafter “Project”

GRANT AGREEMENT NUMBER 17-10707

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code, Section 104750, and 131085(a).

PURPOSE: The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to provide activities that support the state oral health plan build capacity at the local level for the facilitation and implementation of education, prevention, linkage to treatment, surveillance, and case management services in the community. The Grantee will assess the oral health needs of the California communities, develop a strategic action plan to address the oral health needs of the population groups within the communities, and implement evidence based or evidence informed programs.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed Seven Hundred Five Thousand Two Hundred Seventy Five dollars (\$705,275).

TERM OF GRANT: The term of the Grant shall begin on January 1, 2018, or upon approval of this grant, and terminates on June 30, 2022. No funds may be requested or invoiced for work performed or costs incurred after June 30, 2022.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee: Mono County Public Health Department
Name: Angela Wright, Grant Manager	Name: Sandra Pearce, Public Health Director
Address: MS 7208, 1616 Capitol Avenue, Suite 74.420	Address: 437 Old Mammoth Road, Suite Q
City, Zip: Sacramento, CA 95814	City, Zip: Mammoth Lakes, CA 93546
Phone: (916) 552-9898	Phone: 760-924-1818

Fax: (916) 552-9729	Fax: 760-924-1831
E-mail: Angela.Wright@cdph.ca.gov	E-mail: spearce@mono.ca.gov

Direct all inquiries to:

California Department of Public Health, California Oral Health Program	Grantee: Mono County Public Health Department
Attention: Angela Wright, Grant Manager	Attention: Sandra Pearce, Public Health Director
Address: MS 7208, 1616 Capitol Avenue, Suite 74.420	Address: 437 Old Mammoth Road, Suite Q
City, Zip: Sacramento, CA 95814	City, Zip: Mammoth Lakes, CA 93546
Phone: (916) 552-9898	Phone: 760-924-1818
Fax: (916) 552-9729	Fax: 760-924-1831
E-mail: Angela.Wright@cdph.ca.gov	E-mail: spearce@mono.ca.gov

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Grant by this reference:

- Exhibit A GRANT APPLICATION – Application Checklist, Grantee Information Form, Narrative Summary Form, Scope of Work and Deliverables.
The Grant Application provides the description of the project and associated cost.
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D LETTER OF INTENT
Including all the requirements and attachments contained therein
- Exhibit E ADDITIONAL PROVISIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: _____

Stacy Corless, Chairperson
Mono County Board of Supervisors
P.O. Box 715
Bridgeport, CA 93517

Date: _____

Marshay Gregory, Chief
Contract and Purchasing Services Section
California Department of Public Health
1616 Capitol Avenue, Suite 74.317
P.O. Box 997377, MS 1800- 1804
Sacramento, CA 95899-7377

**Exhibit A
Application Checklist**

DUE: Wednesday, September 20, 2017	
DATE OF SUBMISSION	September 14, 2017
ORGANIZATION NAME	Mono County _____ Public Health Department
Application Contact Name: Sandra Pearce	Phone Number: 760-924-1818
E-mail Address: spearce@mono.ca.gov	

The following documents must be completed and submitted with this Application Checklist by September 20, 2017, in hard copy and by E-mail.

APPLICATION CONTENTS:

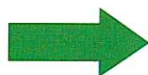
Please Check

- | | |
|---|-------------------------------------|
| Application Checklist (This Form) | <input checked="" type="checkbox"/> |
| Grantee Information Form (Document B) | <input checked="" type="checkbox"/> |
| Narrative Summary Form (Document C) | <input checked="" type="checkbox"/> |
| Scope of Work and Deliverables (Document D) | <input checked="" type="checkbox"/> |
| Documentation Checklist for Established LOHPs only (Document E) | <input type="checkbox"/> |



One copy must be mailed to:

<p><i>Regular Mail</i></p> <p>Oral Health Program California Department of Public Health P.O. Box 997377, MS 7208 Sacramento, CA 95899-7377</p>	<p><i>Express Delivery</i></p> <p>Oral Health Program California Department of Public Health 1616 Capitol Avenue, Suite 74.420 MS-7208 Sacramento, CA 95814</p> <p>(916) 552-9900</p>
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Also e-mail the documents to: DentalDirector@cdph.ca.gov.

Grantee Information Form

Organization	This is the information that will appear in your grant agreement.	
	Federal Tax ID #	<u>95-6005661</u>
	Name	<u>Mono County Public Health Department</u>
	Mailing Address	<u>PO Box 3329, Mammoth Lakes, Ca 93546</u>
	Street Address (If Different)	<u>437 Old Mammoth Road, Suite Q, Mammoth Lakes, Ca 93546</u>
	County	<u>Mono</u>
	Phone	<u>(760) 924-1830</u> Fax <u>(760) 924-1831</u>
	Website	<u>Monohealth.com</u>
Grant Signatory	The Grant Signatory has authority to sign the grant agreement cover.	
	Name	<u>Stacy Corless</u>
	Title	<u>Chairperson of the Board of Supervisors</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address	<u>PO Box 715, Bridgeport, Ca 93517</u>
	Street Address (If Different)	<u></u>
	Phone	<u>(760) 932-5533</u> Fax <u></u>
Email	<u>scorless@mono.ca.gov</u>	
Project Director	The Project Director is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with Oral Health Program staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name	<u>Sandra Pearce</u>
	Title	<u>Public Health Director</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address	<u>PO Box 3329, Mammoth Lakes, Ca 93546</u>
	Street Address (If Different)	<u>437 Old Mammoth Road, Suite Q, Mammoth Lakes, Ca 93546</u>
	Phone	<u>(760) 924-1818</u> Fax <u>(760) 924-1831</u>
Email	<u>spearce@mono.ca.gov</u>	
Funding	These are the annual Funding amounts your LHJ will accept for grant purposes.	
	Year 1 (FY 17/18)	\$141,055
	Year 2 (FY 18/19)	\$141,055
	Year 3 (FY 19/20)	\$141,055
	Year 4 (FY 20/21)	\$141,055
	Year 5 (FY 21/22)	\$141,055

Narrative Summary Form

Mono County Public Health Department

Mono County is a frontier county, bordering the state of Nevada to the north and east, and the Sierra Nevada Mountains to the west. Other than Mammoth Lakes, which boasts a year-round population of 7,000, the remainder of the county consists of small communities ranging in population from less than 300 to about 1,200 people. The northern part of the county encompasses the small towns of Topaz, Walker, and Coleville. Bridgeport, the county seat, is 35 miles south of these three small communities. The central part of the county includes the communities of Lee Vining, June Lake, Mammoth Lakes, Crowley Lake, Sunny Slopes, Swall Meadows, and Paradise. In the southeast sector lie Benton, Hamil Valley and Chalfant.

According to the 2016 Census statistics, the total population of Mono County is 13,981, a 1.6 percent decrease from the 2010 Census. The ethnic distribution of Mono County is 27.7 percent Latino/Hispanic, 2.1 percent Native American and 65.3 percent White, non-Hispanic. About one quarter of the population speaks a language other than English at home. The county is comprised of 46.9 percent female residents and 53.1 percent male residents. Approximately 19 percent of the population is under the age of 18 (5 percent are under 5) and 13.6 percent of the population is 65 and over.

Most residents of Mono County live at elevations between 5,000 to 8,500 feet; in this environment, winters are long and harsh with occasional road closures, and summers are brief. Residents earn their livelihood through government service, service industry jobs, and retail trades related to tourism and agriculture. The median household income is \$56,944.00; 11.2 percent of Mono County residents live in poverty; the median value of owner-occupied housing units is \$313,000. Mono County communities are year-round resorts sporting several multimillion dollar homes belonging to second homeowners. However, many year-round residents struggle to make ends meet, often having more than one job. Schools are located in Coleville, Bridgeport, Lee Vining, Mammoth Lakes, and Benton, each 25-45 miles from the next. Mono County has three school districts: Mono County Office of Education, Mammoth Unified School District, and Eastern Sierra Unified School District.

Given the county's small population, it is often challenging to collect statistically significant data, especially data disaggregated by race, ethnicity, age, or gender. Data sources that include dental questions such as the California Health Interview Survey (CHIS), lump Mono County into a large regional group, so the data is not indicative of the local situation. SCHOR data is collected by the local school districts, but accessing this data has its own challenges, and has not been entered into the SCHOR database for the past 2 years. The Mono County Maternal, Child, and Adolescent Health (MCAH) Program has collected the most comprehensive information about oral health in Mono County through two surveys; an online, community snowball survey in 2014, and a school oral health assessment in 2015.

Narrative Summary Form
Mono County Public Health Department

The MCAH online survey in 2014 was completed by over 150 respondents who resided throughout the County and worked in a variety of fields. Forty-five percent of survey respondents knew someone locally who was not able to receive dental care in Mono County when they wanted or needed it. Suggestions on how residents could obtain the dental care they needed included; universal, affordable dental insurance with better coverage; reduce barriers for low-income individuals to obtain dental insurance; transportation to go to the dentist, mobile dental service that travels up and down Hwy 395, or a dental clinic one day a week in Bridgeport; dental checkups for children in school; locals discount or coupons for dental services; payment plan options, fees based on a sliding scale, or low cost dental financing; free service days offered either by local providers or dental students which include exams, cleanings, treatment, and urgent/emergency services; travel out of Mono County for less expensive services: Hawthorne, Carson City, Bishop, Mexico; increase public awareness of local services available via the schools, pediatric offices, and local media, and the importance of going to the dental office twice a year; and provide dental hygiene education in schools including the consequences of poor oral hygiene.

In 2015, a total of 97 oral health assessments were completed for school grades K-8, in 4 unincorporated communities in Mono County: Benton, Lee Vining, Bridgeport, and Coleville. For this sample population, 80% of the children had a dental home and the children who did not have a dental home, 50% requested help in finding a dentist. 78% of children have been to a dentist in the last year. For those children who did not go to the dentist in the last year, barriers included not having insurance, not being able to get an appointment, transportation needs, language barriers, and cost. 76% of children did not have cavities or other oral health problems at their last dental visit. 64% of children with oral health problems have already had them treated. For children who have had their oral health conditions treated, reasons include that they have an appointment scheduled, cost, and recent move. 55% of children have Denti-Cal, 40% of children have private or other dental insurance, and 5% have no dental insurance. Of the children who do not have dental insurance, 60% requested information about it.

The first year of funding for the Local Oral Health Program will enable Mono County to better assess the current status of oral health and underserved populations, while also establishing a more robust oral health taskforce with our local partners. Through this assessment and development of a 5-year strategic plan, Mono County will fulfil the goals and objectives of the California Oral Health Program as reflected in Document D. As poor oral health is considered the silent epidemic of the nation's most vulnerable citizens, Mono County looks forward to the opportunity to address this critical health issue with guidance and support from the California Oral Health Program moving forward for the next 5 years and beyond.

Scope of Work and Deliverables FY 2017-2022

GOAL: The California Department of Public Health, Oral Health Program (CDPH/OHP) shall grant funds to Local Health Jurisdictions (LHJ) from Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56) for the purpose and goal of educating about oral health, dental disease prevention, and linkage to treatment of dental disease including dental disease caused by the use of cigarettes and other tobacco products. LHJs are encouraged to implement the strategies recommended in the California Oral Health Plan and shall establish or expand upon existing Local Oral Health Programs (LOHP) to include the following program activities related to oral health in their communities: education, dental disease prevention, linkage to treatment, surveillance, and case management. These activities will improve the oral health of Californians.

Objectives 1-5 below represent public health best practices for planning and establishing new LOHPs. LHJs are required to complete these preliminary Objectives before implementing Objectives 6-11 outlined below. LHJs that have completed these planning activities may submit documentation in support of their accomplishments. Please review the LOHP Guidelines for information regarding the required documentation that must be submitted to CDPH OHP for approval.

Objective 1: Build capacity and engage community stakeholders to provide qualified professional expertise in dental public health for program direction, coordination, and collaboration.

Create a staffing pattern and engage community stakeholders to increase the capacity to achieve large-scale improvements in strategies that support evidence-based interventions, health system interventions, community-clinical linkages, and disease surveillance and evaluation. At a minimum an Oral Health Program Coordinator position should be developed to coordinate the LOHP efforts. Recruit and engage key stakeholders to form an Advisory Committee or task force. Convene and schedule meetings, identify goals and objectives, and establish communication methods. This group can leverage individual members' expertise and connections to achieve measurable improvements in oral health.

Objective 2: Assess and monitor social and other determinants of health, health status, health needs, and health care services available to California communities, with a special focus on underserved areas and vulnerable population groups.

Identify partners and form a workgroup to conduct an environmental scan to gather data, create an inventory of resources, and plan a needs assessment. Conduct a needs assessment to determine the need for primary data, identify resources and methods, and develop a work plan to collect missing data. Collect, organize, and analyze data. Prioritize needs assessment issues and findings, and use for program planning, advocacy, and education. Prepare a report and publish.

Scope of Work and Deliverables FY 2017-2022

Objective 3: Identify assets and resources that will help to address the oral health needs of the community with an emphasis on underserved areas and vulnerable population groups within the jurisdiction.

Take an inventory of the jurisdiction's communities to identify associations, organizations, institutions and non-traditional partners to provide a comprehensive picture of the LHJ. Conduct key informant interviews, focus groups, and/or surveys, create a map, and publish the assets identified on your website or newsletter.

Objective 4: Develop a Community Health Improvement Plan (CHIP) and an action plan to address oral health needs of underserved areas and vulnerable population groups for the implementation phase to achieve local and state oral health objectives.

Identify a key staff person or consultant to guide the community oral health improvement plan process, including a timeline, objectives, and strategies to achieve the California Oral Health Plan. Recruit stakeholders, community gatekeepers, and non-traditional partners identified in the asset mapping process and members of the AC to participate in a workgroup to develop the CHIP and the Action Plan. The Action Plan will a timeline to address and implement priority objectives and strategies identified in the CHIP. The workgroup will identify the "who, what, where, when, how long, resources, and communication" aspects of the Action Plan.

Objective 5: Develop an Evaluation Plan that will be used to monitor and assess the progress and success of the Local Oral Health Program.

Participate with the CDPH OHP to engage stakeholders in the Evaluation Plan process, including those involved, those affected, and the primary intended users. Describe the program using a Logic Model, and document the purpose, intended users, evaluation questions and methodology, and timeline for the evaluation. Gather and analyze credible evidence to document the indicators, sources, quality, quantity, and logistics. Justify the conclusions by documenting the standards, analyses, interpretation, and recommendations. Ensure that the Evaluation Plan is used and shared.

Objective 6: Implement evidence-based programs to achieve California Oral Health Plan objectives.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to increase the number of low-income schools with a school-based or school-linked dental program; increase the number of children in grades K-6 receiving fluoride supplements, such as fluoride rinse, fluoride varnish, or fluoride tablets; increase the number of children in grades K-6 receiving dental sealants and increase or maintain the percent of the population receiving community fluoridated water.

Scope of Work and Deliverables FY 2017-2022

Objective 7: Work with partners to promote oral health by developing and implementing prevention and healthcare policies and guidelines for programs, health care providers, and institutional settings (e.g., schools) including integration of oral health care and overall health care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: convene partners (e.g., First 5, Early Head Start/Head Start, Maternal Child and Adolescent Health (MCAH), Child Health and Disability Prevention (CHDP), Black Infant Health (BIH), Denti-Cal, Women, Infant and Children (WIC), Home Visiting, schools, community-based organizations, etc.) to improve the oral health of 0-6 year old children by identifying facilitators for care, barriers to care, and gaps to be addressed; and/or increase the number of schools implementing the kindergarten oral health assessment by assessing the number of schools currently not reporting the assessments to the System for California Oral Health Reporting (SCOHR), identifying target schools for intervention, providing guidance to schools, and assessing progress.

Objective 8: Address common risk factors for preventable oral and chronic diseases, including tobacco and sugar consumption, and promote protective factors that will reduce disease burden.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: increase the number of dental offices providing tobacco cessation counseling; and/or increase the number of dental office utilizing Rethink Your Drink materials and resources to guide clients toward drinking water, especially tap water, instead of sugar-sweetened beverages.

Objective 9: Coordinate outreach programs, implement education and health literacy campaigns, and promote integration of oral health and primary care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: increase the number of dental offices, primary care offices, and community-based organizations (CBO) (e.g., Early Head Start/Head Start, WIC, Home Visiting, BIH, CHDP, Community Health Worker/Promotora programs, etc.) using the American Academy of Pediatrics' Brush, Book, Bed (BBB) implementation guide; and/or increase the number of dental offices, primary care clinics, and CBOs using the Oral Health Literacy implementation guide to enhance communication in dental/medical offices; and/or increase the number CBOs that incorporate oral health education and referrals into routine business activities.

Scope of Work and Deliverables FY 2017-2022

Objective 10: Assess, support, and assure establishment and improvement of effective oral healthcare delivery and care coordination systems and resources, including workforce development and collaborations to serve vulnerable and underserved populations by integrating oral health care and overall health care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: regularly convene and lead a jurisdiction-wide Community of Practice comprised of Managed Care Plans, Federally Qualified Health Centers, CBOs, and/or Dental Offices focused on implementing the Agency for Health Care Research and Quality's Design Guide for Implementing Warm Handoffs in Primary Care Settings or the ; and/or identifying a staff person or consultant to facilitate quality improvement coaching to jurisdiction-wide Community of Practice members focused on increasing the number of at-risk persons who are seen in both a medical and dental office; and/or improve the operationalization of an existing policy or guideline, such as the increasing the number of infants who are seen by a dentist by age 1; and/or promote effectiveness of best practices at statewide and national quality improvement conferences.

Objective 11: Create or expand existing local oral health networks to achieve oral health improvements through policy, financing, education, dental care, and community engagement strategies.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: create a new (or expand an existing) Oral Health Network, Coalition, or Partnership by identifying key groups and organizations; planning and holding meetings; defining issues and problems; creating a common vision and shared values; and developing and implementing an Action Plan that will result in oral health improvements. LHJs are also encouraged, where possible, to collaborate with local Dental Transformation Initiative (DTI) Local Dental Pilot Projects to convene stakeholders and partners in innovative ways to leverage and expand upon the existing momentum towards improving oral health. LHJs that are currently implementing local DTI projects should develop complementary, supportive, but not duplicative activities.

Scope of Work and Deliverables FY 2017-2022

DELIVERABLES/OUTCOME MEASURES: LHJs are encouraged to implement the strategies recommended in the California Oral Health Plan. Funds are made available through Prop 56 to achieve these deliverables. The activities may include convening, coordination, and collaboration to support planning, disease prevention, education, surveillance, and linkage to treatment programs. To ensure that CDPH fulfills the Prop 56 requirements, LHJs are responsible for meeting the assurances and the following checked deliverables. Deliverables not met will result in a corrective action plan and/or denial or reduction in future Prop 56 funding.

Local Health Jurisdiction Deliverables

Deliverable	Activities	Selected deliverable
Deliverable 1 <i>Objective 1</i>	Develop Advisory Committee/Coalition/Partnership/Task Force (AC) and recruit key organizations/members representing diverse stakeholders and non-traditional partners. A. List of diverse stakeholders engaged to develop and mentor the Community Health Improvement/Action Plan. B. List number of meetings/conference calls held to develop a consensus of AC to determine best practice to address priorities and identify evidence-based programs to implement. C. Develop communication plan/methods to share consistent messaging to increase collaboration. D. Develop a consensus on how to improve access to evidence based programs and clinical services.	<input checked="" type="checkbox"/>
Deliverable 2 <i>Objective 1</i>	Document staff participation in required training webinars, workshops and meetings.	<input checked="" type="checkbox"/>
Deliverable 3 <i>Objective 2 & 3</i>	Conduct needs assessment of available data to determine LHJs health status, oral health status, needs, and available dental and health care services to resources to support underserved communities and vulnerable population groups.	<input checked="" type="checkbox"/>
Deliverable 4 <i>Objective 4</i>	Five-year oral health improvement plan (the "Plan") and an action plan (also called the "work plan"), updated annually, describing disease prevention, surveillance, education, linkage to treatment programs, and evaluation strategies to improve the oral health of the target population based on an assessment of needs, assets and resources.	<input checked="" type="checkbox"/>
Deliverable 5 <i>Objective 5</i>	Create a program logic model describing the local oral health program and update annually	<input checked="" type="checkbox"/>
Deliverable 6 <i>Objective 5</i>	Coordinate with CDPH to develop a surveillance report to determine the status of children's oral health and develop an evaluation work plan for Implementation objectives.	<input checked="" type="checkbox"/>

**Scope of Work and Deliverables
FY 2017-2022**

Deliverable	Activities	Selected deliverable
<p>Deliverable 7 <i>Objective 6</i></p> <p>School- Based/ School Linked</p>	<p>Compile data for and report annually on educational activities, completing all relevant components on the Data Form:</p> <p>A. Schools meeting criteria of low-income and high-need for dental program (>50% participation in Free or Reduced Price Meals (FRPM) participating in a fluoride program.</p> <p>B. Schools, teachers, parents and students receiving educational materials and/or educational sessions.</p> <p>C. Children provided preventive services.</p>	<input checked="" type="checkbox"/>
<p>Deliverable 8 <i>Objective 6</i></p> <p>School-Based/ School-Linked</p>	<p>Compile data for and report annually on School-based/linked program activities, completing all relevant components on the Data Form:</p> <p>A. Schools meeting criteria of low-income and high-need for dental program (>50% participation in Free or Reduced Price Meals (FRPM) participating in a School-based/linked program.</p> <p>B. Schools, teachers, parents and students receiving dental sealant educational materials and/or educational sessions.</p> <p>C. Children screened, linked or provided preventive services including dental sealants.</p>	<input checked="" type="checkbox"/>
<p>Deliverable 9 <i>Objective 6</i></p> <p>Fluoridation</p>	<p>Compile data for and report annually on Community Water Fluoridation program activities, completing all relevant components on the Data Form:</p> <p>A. Regional Water District engineer/operator training on the benefits of fluoridation.</p> <p>B. Training for community members who desire to educate others on the benefits of fluoridation at Board of Supervisor, City Council, or Water Board meetings.</p> <p>C. Community-specific fluoridation Education Materials</p> <p>D. Community public awareness campaign such as PSAs, Radio Advertisements</p>	<input checked="" type="checkbox"/>
<p>Deliverable 10 <i>Objective 7</i></p> <p>Kinder-Assessment</p>	<p>Compile data for and report annually on kindergarten oral health assessment activities, completing all relevant components on the Data Form:</p> <p>A. Schools currently not reporting the assessments to SCHOR</p> <p>B. Champions trained to promote kindergarten oral health assessment activities</p> <p>C. Community public relations events and community messages promoting oral health.</p>	<input checked="" type="checkbox"/>

**Scope of Work and Deliverables
FY 2017-2022**

Deliverable	Activities	Selected deliverable
	<ul style="list-style-type: none"> D. New schools participating in the kindergarten oral health assessment activities. E. Screening linked to essential services. F. Coordination efforts of programs such as kindergarten oral health assessment, WIC/Head Start, pre-school/school based/linked programs, Denti-Cal, Children's Health and Disability Prevention Program, Home Visiting and other programs. G. Identify prevention and healthcare policies and guidelines implemented. 	
Deliverable 11 <i>Objective 8</i>	<p>Compile data for and report annually on tobacco cessation activities, completing all relevant components on the Data Form:</p> <ul style="list-style-type: none"> A. Assessment of readiness of dental offices to provide tobacco cessation counseling. B. Training to dental offices for providing tobacco cessation counseling. C. Dental offices connected to resources 	<input type="checkbox"/>
Deliverable 12 <i>Objective 8</i>	<p>Compile data for and report annually on Rethink Your Drink activities, completing all relevant components on the Data Form:</p> <ul style="list-style-type: none"> A. Assessment of readiness of dental offices to implement Rethink Your Drink materials and resources for guiding patients toward drinking water. B. Training to dental offices for implementing Rethink Your Drink materials. C. Dental offices connected to resources 	<input type="checkbox"/>
Deliverable 13 <i>Objective 9</i>	<p>Compile data for and report annually on health literacy and communication activities, completing all relevant components on the Data Form:</p> <ul style="list-style-type: none"> A. Partners and champions recruited to launch health literacy campaigns B. Assessments conducted to assess opportunities for implementation C. Training and guidance provided D. Sites/organizations implementing health literacy activities 	<input type="checkbox"/>
Deliverable 14 <i>Objective 10</i>	<p>Compile data for and report annually on health care delivery and care coordination systems and resources, completing all relevant components on the Data Form:</p> <ul style="list-style-type: none"> A. Assessments conducted to assess opportunities for implementation of community-clinical linkages and care coordination 	<input type="checkbox"/>

**Scope of Work and Deliverables
FY 2017-2022**

Deliverable	Activities	Selected deliverable
	B. Resources such as outreach, Community of Practice, and training developed C. Providers and systems engaged	
Deliverable 15 <i>Objective 11</i>	Compile data for and report annually on community engagement activities, completing all relevant components on the Data Form: A. Develop a core workgroup to identify strategies to achieve local oral health improvement. B. Provide a list of community engagement strategies to address policy, financing, education, and dental care.	<input checked="" type="checkbox"/>
Deliverable 16 <i>Objective 1-11</i>	Progress reporting: submit bi-annual progress reports describing in detail progress of program and evaluation activities and progress towards completing deliverables. Provide documentation in sufficient detail to support the reported activities on planning and intervention activities for required and selected objectives.	<input checked="" type="checkbox"/>
Deliverable 17 <i>Objective 1-11</i>	Expense documenting: submit all expenses incurred during each state fiscal year with the ability to provide back-up documentation for expenses in sufficient detail to allow CDPH-OHP to ascertain compliance with Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 Likewise, provide biannual Progress Reports describing in detail the program activities conducted, and the ability to provide source documentation in sufficient detail to support the reported activities.	<input checked="" type="checkbox"/>

Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

- A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted not more frequently than monthly in arrears to:

Angela Wright
California Department of Public Health
Oral Health Program
MS 7208
1616 Capitol Avenue, Suite 74.420
P.O. Box 997377, Sacramento, CA 95899-7377

- C. Invoices shall:
 - 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
 - 2) Bear the Grantee's name as shown on the Grant.
 - 3) Identify the billing and/or performance period covered by the invoice.
 - 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Exhibit B
Budget Detail and Payment Provisions

4. Amounts Payable

A. The amounts payable under this Grant shall not exceed:

- 1) \$141,055 for the budget period of 01/01/2018 through 06/30/2018.
- 2) \$141,055 for the budget period of 07/01/2018 through 06/30/2019.
- 3) \$141,055 for the budget period of 07/01/2019 through 06/30/2020.
- 4) \$141,055 for the budget period of 07/01/2020 through 06/30/2021.
- 5) \$141,055 for the budget period of 07/01/2021 through 06/30/2022.

B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.

5. Timely Submission of Final Invoice

A. A final undisputed invoice shall be submitted for payment no more than ninety (90) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

6. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

EXHIBIT C

STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

- 9. INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
- 10. INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
- 11. MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
- 12. NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
- 13. NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
- 14. PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
- 15. RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

 - A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
 - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
 - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
 - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
 - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
- 16. RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

19. STATE-FUNDED RESEARCH GRANTS:

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
 - 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
 - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
 - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 4) For publications other than those described in paragraph B.3 above, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.

Exhibit D
Request for Application



KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

September 27, 2017

Dear California Local Health Officer:

NOTIFICATION OF INTENT TO SUPPORT LOCAL ORAL HEALTH PROGRAMS

This letter provides notification of the intent to award funds to local health departments or jurisdictions (LHJs) through Proposition 56, The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56), pending approval of the State Budget for Fiscal Year 2017/18. The California Department of Public Health (CDPH), Oral Health Program (OHP) has a unique opportunity to build capacity at the local level to address oral health which is essential for overall health. Tooth decay is the number one chronic disease of childhood.

The purpose of this award is to support the proposed California Oral Health Plan activities. We are confident that the LHJs, in collaboration with the CDPH/OHP, will strive to achieve improvements in oral health and accomplish the state oral health objectives within their jurisdictions. The activities should address problems identified by LHJ needs assessments and reflect the California Oral Health Plan priorities.

The activities in Year 1 may be focused on planning for implementation of interventions in subsequent years. The planning exercise should lead to a three year action plan. Smaller counties may choose to form a consortium with other LHJs and pool resources to implement local oral health programs. LHJs that prefer a resource pool approach should notify CDPH. Based on the interest expressed by local First 5 Commissions and local Child Health and Disability Prevention Programs, LHJs are strongly encouraged to collaborate with them in developing a local oral health program.

We anticipate that approximately \$18 million will be available for distribution. Award amounts to LHJs will vary and be determined by the estimated low income population based on the United States Department of Agriculture Economic Research Service estimate of county poverty rate (<https://data.ers.usda.gov/reports.aspx?ID=17826>).

It is anticipated that awards will be for a term of three years with an option to extend for two additional years. CDPH will provide program guidance regarding requirements,

Oral Health Program, MS 7210 • P.O. Box 997377 • Sacramento, CA 95899-7377
(916) 324-1715 • (916) 552-9729 FAX
[Department Website](http://www.cdph.ca.gov) (www.cdph.ca.gov)



California Local Health Officer

Page 2

June 2, 2017

Scope of Work, and Budget once that information becomes final. Funds from Prop 56 will become available on July 1, 2017.

Please complete the attached Letter of Intent form and submit by June 30, 2017, to indicate whether you intend to participate or not.

Additional information about the Local Oral Health Programs will be forthcoming. If you have questions in the meantime, please contact Rosanna Jackson, Oral Health Program Manager, at Rosanna.Jackson@cdph.ca.gov, or at (916) 552-9896.

The next few years will provide California with a unique opportunity to work together to improve oral health for all Californians, while also furthering the California Oral Health Plan objectives. We look forward to working with you.

Sincerely,

Jayanth V. Kumar, DDS, MPH
State Dental Director

Enclosure

Exhibit E
Additional Provisions

1. Additional Incorporated Documents

A. The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. CDPH will maintain on file, all documents referenced herein and any subsequent updates, as required by program directives. CDPH shall provide the Contractor with copies of said documents and any periodic updates thereto, under separate cover.

1. *Local Health Jurisdiction Local Oral Health Program Guidelines for Grant Application*
https://www.cdph.ca.gov/Programs/CCDC/DCDC/DCDCB/CDPH%20Document%20Library/Oral%20Health%20Program/2017-2022PHASEILHJLOHPGuidelines_8-23-17_ADA.pdf

2. Cancellation / Termination

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH’s notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related

Exhibit E
Additional Provisions

to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.

- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
 - 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly chargeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
 - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

3. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
 - 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
 - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a

Exhibit E
Additional Provisions

desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

4. Dispute Resolution Process

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
 - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or

Exhibit E
Additional Provisions

the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.

- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. EMPLOYER DISCRIMINATORY POLICIES: For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		<i>Federal ID Number</i>
<i>Proposer/Bidder Firm Name (Printed)</i>		
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> <i>County of Mono</i>		<i>Federal ID Number</i> <i>95-6005661</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: Public Works

TIME REQUIRED

SUBJECT Amendment to Employment
Agreement with Justin Nalder

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Proposed resolution approving an amendment to the employment agreement with Justin Nalder as Solid Waste Superintendent, and prescribing the compensation, appointment and conditions of said employment.

RECOMMENDED ACTION:

Approve Resolution #R17-____, approving an amendment to the employment agreement with Justin Nalder as Solid Waste Superintendent, and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

FISCAL IMPACT:

None. Action does not change fiscal impact of existing contract.

CONTACT NAME: Tony Dublino

PHONE/EMAIL: 760.932.5453 / tdublino@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Resolution 17-____
First Amendment

History

Time

Who

Approval

12/12/2017 2:35 PM	County Administrative Office	Yes
12/12/2017 12:02 PM	County Counsel	Yes
12/13/2017 2:39 PM	Finance	Yes



County of Mono

County Administrative Office

Leslie L. Chapman
County Administrative Officer

Tony Dublino
Assistant County Administrative Officer

Dave Butters
Human Resources Director

Jay Sloane
Risk Manager

Date: December 19, 2017
To: Honorable Board of Supervisors
From: Tony Dublino, Interim Director of Public Works
Subject: Amendment to Employment Agreement with Justin Nalder

Recommended Action: Approve Resolution 17 - ____, amending employment agreement with Justin Nalder.

Fiscal Impact: None at this time.

Discussion: On July 11th, 2017, the Board appointed Justin Nalder as the Solid Waste Superintendent. The contract included a 6-month 'probationary period' (a period during which severance pay is not awarded). The standard for County At-Will contracts is actually a 12-month probationary period. This provision was not a subject of discussion or negotiation between the County and Mr. Nalder at the time the contract was offered and executed.

As a general rule, a 12-month probation period is preferable to a 6-month probation for At-Will positions because these positions involve significant time and effort in getting 'up to speed' and it can take a full year before an appointee's true value has been established and recognized.

Since his appointment, Mr. Nalder has performed well in his role as Solid Waste Superintendent, and the initial 6 months have rightfully been focused on learning and advancing existing programs in the County's Solid Waste System. The next six months will provide opportunities for Mr. Nalder to continue that work, as well as advance new programs of his own design.

In order to maintain consistency among at-will contract employees, and to provide Mr. Nalder the opportunity to further establish himself in this role, staff is recommending the Board approve the change to Mr. Nalder's contract. Mr. Nalder has not taken issue with the change, and is expected to agree upon Board approval.

If you have any questions regarding this item, please contact me at (760) 932-5415.

Respectfully submitted,

Tony Dublino
Interim Public Works Director



RESOLUTION NO. R17-

A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS APPROVING AN AGREEMENT AND FIRST AMENDMENT TO EMPLOYMENT AGREEMENT OF JUSTIN NALDER

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

NOW, THEREFORE, BE IT RESOLVED by the Mono County Board of Supervisors, that the Agreement and First Amendment to the Employment Agreement of Justin Nalder, a copy of which is attached hereto as an exhibit and incorporated herein by this reference as though fully set forth, is hereby approved. The compensation, appointment, and other terms and conditions of employment set forth in the Agreement re Employment of Justin Nalder approved July 11, 2017, and as hereby amended, shall govern the employment of Justin Nalder. The Chair of the Board of Supervisors shall execute said Agreement and First Amendment on behalf of the County.

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

AGREEMENT AND FIRST AMENDMENT TO EMPLOYMENT AGREEMENT OF JUSTIN NALDER

This Agreement and First Amendment is entered into this 19th day of December, 2017, by and between Justin Nalder and the County of Mono (sometimes referred to herein collectively as "the Parties") for the purpose of amending the Agreement re Employment of Justin Nalder entered into on or about July 11, 2017.

I. RECITALS

- A. The County currently employs Justin Nalder in accordance with an employment agreement entered into on or about July 11, 2017 (sometimes referred to herein as "the Agreement").
- B. It recently came to the Parties' attention that the Agreement contains a provision which is inconsistent with other management-level employment agreements in the County and the Parties wish to amend the Agreement to eliminate that inconsistency.

II. AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

- 1. Section 9 of the Agreement is amended to read as follows: "In the event that such a termination occurs after June 26, 2017, (i.e., after 12 months continuous employment in this position), Mr. Nalder shall receive as severance pay a lump sum equal to six months' salary or to the extent that fewer than six full calendar months before this Agreement would have expired, Mr. Nalder shall instead receive a lesser amount equal to any remaining salary payments he would have received before expiration of the Agreement had he not been terminated. Notwithstanding the foregoing, Mr. Nalder shall receive severance pay equal to six months' salary in the event that termination occurs after the County has notified Mr. Nalder that it intends to negotiate a renewal of this Agreement but before this Agreement expires. In no event shall the parties' failure or inability to arrive at mutually acceptable terms of a renewed agreement trigger the payment of severance pay. Note: for purposes of severance pay, "salary" refers only to base compensation."
- 2. All other provisions of the Agreement not hereby amended shall remain in full force and effect.

III. EXECUTION

The Parties hereby execute this Agreement and First Amendment as of the date written above.

EMPLOYEE

THE COUNTY OF MONO

Justin Nalder

By: 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 December 19, 2017

Departments: CDD, Finance

TIME REQUIRED

SUBJECT Housing Mitigation Ordinance

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

The current Housing Mitigation Ordinance suspension expires January 15, 2018. A continued suspension of the Housing Mitigation Ordinance will allow for a community based planning effort to allow our communities to weigh in on the solution to Housing Needs in Mono County including a Housing Mitigation Ordinance.

RECOMMENDED ACTION:

Adopt proposed ordinance of the Mono County Board of Supervisors ORD17-____, Amending Chapter 15.40.170 of the Mono County Code Extending the Temporary Suspension of All Housing Mitigation Requirements, extending the current suspension of the Mono County Housing Mitigation Ordinance until August 30, 2018.

FISCAL IMPACT:

Minimal impact. Funded via CDBG grant.

CONTACT NAME: Megan Mahaffey

PHONE/EMAIL: 760-924-1836 / mmahaffey@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

[Ordinance](#)

[Attachment 06-06](#)

History

Time	Who	Approval
12/14/2017 6:02 AM	County Administrative Office	Yes
12/14/2017 9:58 AM	County Counsel	Yes
12/13/2017 3:06 PM	Finance	Yes

Mono County Community Development Department

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

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

December 19, 2017

TO: Honorable Board of Supervisors
FROM: Megan Mahaffey - Mono County, Accountant
RE: Housing Mitigation Ordinance

RECOMMENDATION

1. Adopt proposed ordinance extending the current suspension of the Mono County Housing Mitigation Ordinance until August 30, 2018.

FISCAL IMPACT

Minimum impact. Funded via CDBG grant.

BACKGROUND

Mono County recently completed a Housing Needs Assessment for Mono County which was presented to the board last month. The direction received by staff was to pursue a community based approach to alleviating the housing shortage in Mono County. The current suspension of the Housing Mitigation ordinance expires January 15, 2018, and therefore, requires extension in order to allow time for the community based approach to proceed.

DISCUSSION

Today staff is seeking adoption of the proposed ordinance, which was introduced to your Board during the December 12th meeting.

ATTACHMENTS

- Ordinance No. Ord16-05 Amending Chapter 15.40.170 of the Mono County Code, Extending the Temporary Suspension of all Housing Mitigation Requirements.



ORDINANCE NO. ORD17-__

**AN ORDINANCE OF THE MONO COUNTY
BOARD OF SUPERVISORS AMENDING CHAPTER 15.40.170 OF
THE MONO COUNTY CODE EXTENDING THE TEMPORARY SUSPENSION
OF ALL HOUSING MITIGATION REQUIREMENTS**

WHEREAS, the County previously enacted a temporary suspension of certain housing mitigation requirements on development projects, as codified in Chapter 15.40 of the Mono County Code, which will expire on January 15, 2018, if not extended; and

WHEREAS, the Board wishes to continue that suspension for an additional five (5) months;

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

SECTION ONE: Section 15.40.170 of the Mono County Code is hereby amended to read as follows:

“15.40.170 Temporary suspension of requirements.

All housing mitigation requirements set forth in Chapter 15.40 shall be suspended in their entirety, and be of no force or effect, during the period from January 15, 2018, through August 30, 2018.”

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 this ordinance’s adoption and final passage. If the Clerk fails to so publish this ordinance within said 15-day period, then the ordinance shall not take effect until 30 days after the date of publication.

PASSED, APPROVED and ADOPTED this 19th day of December, 2017, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Stacy Corless, Chair
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

County Counsel



ORDINANCE NO. ORD06- 06

**AN ORDINANCE OF THE MONO COUNTY BOARD OF SUPERVISORS
ADDING CHAPTER 15.30 TO TITLE 15 OF THE MONO COUNTY CODE
ENACTING HOUSING MITIGATION REQUIREMENTS**

WHEREAS, the Board of Supervisors finds that the County of Mono has a shortage of housing that is affordable to many residents who work and reside in Mono County as a result of sharply rising housing costs over the past several years, the increase in second homes; and

WHEREAS, wages for workers residing in Mono County have not kept pace with the increase in housing costs. As a result, employees in the lower, moderate, and even upper-moderate income ranges cannot afford to reside in proximity to work centers, have been forced to move greater distances from their places of employment, or have moved from the area entirely. This has decreased the pool of workers necessary to meet the needs of businesses and communities within Mono County. It has also increased commuting time to places of employment and contributes to substandard living conditions for workers and their families that earn low and moderate income levels; and

WHEREAS, requiring developers of land to mitigate the impact of development projects on the availability of workforce and affordable housing, either directly or through the payment of fees, dedication of land, or similar means, is reasonable and necessary to offset the impact of the development which has resulted in a decrease of land available for workforce housing, and for persons with low and moderate levels of income, a demonstrative increase in the price of housing, and an increase in the need for workers within the county; and

1 **WHEREAS**, Despite the availability of state and county incentives, there has
2 been little or no market development of residential housing affordable to households
3 earning very low, low, moderate, and even upper-moderate income levels and no other
4 reasonable means to meet this need for workforce and affordable housing are available;
5 and

6 **WHEREAS**, A requirement that new development mitigate these impacts by the
7 development of affordable housing units, the payment of fees, or similar means is
8 reasonable and necessary to improve the health, safety and general welfare of the
9 citizens of Mono County; and

10 **WHEREAS**, Recognizing that different regions within the county experience
11 separate and distinct needs for affordable housing, different mitigation requirements
12 will apply to most appropriately address the needs of the different communities; and

13 **WHEREAS**, These mitigation conditions will not result in a negative impact on
14 the overall development of housing or impose a barrier that will prevent persons with
15 lower and moderate levels of income from purchasing housing;

16
17 **NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF**
18 **MONO ORDAINS** as follows:

19 **SECTION ONE:** That title 15 of the Mono County Code is amended by the
20 addition of a new Chapter 15.40 entitled "Housing Mitigation Requirements" and will
21 read as set forth in Exhibit "A" attached hereto and incorporated herein by this reference

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

1 **APPROVED AND ADOPTED** this 13th day of June, 2006, by the following vote:

2 **AYES** :**Supervisor Bauer, Farnetti, Hazard, Hunt.**
3 **NOES** :**None.**
4 **ABSTAIN** :**None.**
5 **ABSENT** :**None.**
6 **VACANT** :**District #4.**



TOM FARNETTI, Chairman
Board of Supervisors
County of Mono

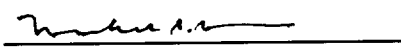
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8 **ATTEST:**

APPROVED AS TO FORM:

9 **CHRISTY ROBLES**
10 **ACTING CLERK OF THE BOARD**

MARSHALL RUDOLPH
COUNTY COUNSEL

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Exhibit A

Chapter 15.40

Housing Mitigation Requirements

Sections:

- 15.40.010 Purpose
 - 15.40.020 Definitions
 - 15.40.030 Housing Trust Fund
 - 15.40.040 Non-Residential Development Project Housing Impact Fees
 - 15.40.050 Residential Development Project Inclusionary Requirements
 - 15.40.060 Alternatives
 - 15.40.070 Single Family Residence Mitigation Fees
 - 15.40.080 Developer Incentives
 - 15.40.090 Exempt Projects
 - 15.40.100 Procedure
 - 15.40.110 Occupancy and Availability of Affordable Units
 - 15.40.120 Serial or Sequential Development Prohibited
 - 15.40.130 Enforcement
 - 15.40.140 Annual Review
 - 15.40.150 Appeal, Waiver and Adjustment
 - 15.40.160 Severability
-
- 15.40.010 Purpose/Findings.

The County of Mono has a shortage of housing that is affordable to many citizens who work and reside in Mono County. The cost of housing has risen sharply over the past several years due to the cost of housing in the county's resort communities, the increase in second-home residences throughout the county, the scarce and limited amount of private land within the county available for residential development, and the overall increase in the cost of housing throughout the State of California. Wages for workers residing in Mono County have not kept pace with the increase in housing costs. As a result, employees in the lower, moderate, and even upper-moderate income ranges cannot afford to reside in proximity to work centers, have been forced to move greater distances from their places of employment, or have moved from the area entirely. This has decreased the pool of workers necessary to meet the needs of businesses and communities within Mono County. It has also increased commuting time to places of employment and contributes to substandard living conditions for workers and their families that earn low and moderate income levels.

Requiring developers of land to mitigate the impact of development projects on the availability of workforce and affordable housing, either directly or through the

payment of fees, dedication of land, or similar means, is reasonable and necessary to offset the impact of the development which has resulted in a decrease of land available for workforce housing, and for persons with low and moderate levels of income, a demonstrative increase in the price of housing, and an increase in the need for workers within the county. Despite the availability of state and county incentives, there has been little or no market development of residential housing affordable to households earning very low, low, moderate, and even upper-moderate income levels and no other reasonable means to meet this need for workforce and affordable housing are available.

A requirement that new development mitigate these impacts by the development of affordable housing units, the payment of fees, or similar means is reasonable and necessary to improve the health, safety and general welfare of the citizens of Mono County. Recognizing that different regions within the county experience separate and distinct needs for affordable housing, different mitigation requirements will apply to most appropriately address the needs of the different communities. These mitigation conditions will not result in a negative impact on the overall development of housing or impose a barrier that will prevent persons with lower and moderate levels of income from purchasing housing.

15.40.020 Definitions

For the purposes of this chapter the following definitions shall apply:

A. "Affordable Unit" means a housing unit which is required to be built, sold, and/or restricted pursuant to the requirements under this chapter. For purposes of determining the fractional fee required pursuant to this chapter, the designated size of an affordable single-family unit, including an affordable condominium unit and an affordable unit required for non-residential projects, is determined to be twelve hundred (1200) square feet (excluding garage and secondary dwelling unit); the designated size of an affordable multi-family unit or manager's unit is one thousand (1000) square feet; and the designated size of a secondary unit is six hundred-forty (640) square feet.

B. "Building Cost" means the cost per square foot of building a single family residence in Mono County as determined by the Mono County Building Division for "Habitable Space D," or as determined by resolution of the Board of Supervisors.

C. "Developer" means a person or entity who applies for a permit or other approval for the construction, placement, or creation of residential or non-residential development, including the subdivision of land.

E. "Dwelling Unit" means any structure or portion thereof designed or used as residence or sleeping quarters of a household, including a caretaker unit.

F. "Full-Time Equivalent Employee" ("FTEE") means a full-time employee or combination of part-time employees whose work constitutes a total of 2,080 hours of

annual employment generated by residential and non-residential development. In general, a full-time employee employed for an entire year equals one FTEE, a full-time employee employed on a seasonal basis equals one-half FTEE, and a part-time employee employed on an annual basis equals one-half FTEE. When an "employee generation calculation" results in seasonal or part-time employees, those employees shall be combined to form FTEEs.

G. "Household" means one or more individuals who occupy one dwelling unit as a single housekeeping unit, whether or not related by blood or marriage.

H. "Housing Fund" means the County of Mono Affordable Trust Fund established pursuant to this Chapter.

I. "Housing Mitigation Fee" means any fee established pursuant to this chapter.

J. "HUD" means the United States Department of Housing and Urban Development.

K. "Housing Mitigation Agreement" means an agreement between the County of Mono and a developer governing how the developer shall comply with this chapter.

L. "Location Factor" means a factor that represents the cost of housing and need for affordable housing within a specific geographic region within Mono County that will be used in the calculation of housing mitigation requirements.

M. "Market Rate Unit" means a dwelling unit in a residential development project that is not an affordable unit.

N. "Area Median Income," also known as "AMI," means the median income, adjusted for family size, applicable to Mono County as published annually pursuant to Title 25 of the California Code of Regulations, Section 6932 (or its successor provision), as determined periodically by HUD and updated on an annual basis.

O. "Non-residential development project" means a project for the construction, addition, subdivision of land, or placement of a structure which is for a non-residential use and which is proposed to be developed within the following General Plan land use designations: commercial, commercial lodging, service commercial, industrial park, industrial, rural resort, including that portion of any development within a mixed use or combined use designation (e.g. specific plan) which includes the construction, addition, or placement of a structure for non-residential use.

P. "Residential development project" means a project for the construction or placement of any residential dwelling unit in a permanent location, or the subdivision of land which is planned, designed, or used for development of residential dwelling units

within the following General Plan land use designations: rural residential, estate residential, single-family residential, multi-family residential, or any other area where residential dwelling units may be developed.

Q. "Secondary Housing Unit" shall mean a dwelling unit located on the same parcel as a principal unit and as defined pursuant to Chapter 16 of the Land Use Element of the Mono County General Plan.

R. "Sleeping Area" means any bedroom, loft, or other space that can be equipped with beds, foldout sofas, or other similar sleeping furniture within a visitor accommodation/transient occupancy facility.

15.40.030 Housing Trust Fund

A. There is hereby established the Mono County Affordable Housing Trust Fund (the "Housing Fund"). Any and all fees collected pursuant to this Chapter, together with any other funds received by grant or otherwise for the purpose of furthering the development of affordable housing within the County of Mono, shall be deposited into the Housing Fund.

B. The Housing Fund shall be administered by the Mono County Housing Authority subject to any direction provided by the Board of Supervisors and the provisions of this chapter.

15.40.040 Requirements For Non-Residential Projects

A. Affordable Housing Mitigation requirements shall be imposed on developers of non-residential development projects based on the Full-Time Equivalent Employment generation created by the proposed use. The mitigation requirements shall be determined pursuant to Table Z of this Chapter.

B. Developers of non-residential development projects shall construct or acquire one affordable unit, or pay a fractional housing mitigation fee, based on the type of development project as defined below. The affordable unit may be offered for sale or may be a rental unit and shall be deed-restricted as provided in Section 17.60.110 of this chapter. A fee shall be paid for any fractional units ("the fractional amount"). The fee shall be based on the fractional amount multiplied by the Building Cost multiplied by the designated size of one affordable unit multiplied by the location factor: Fractional amount x Building Cost x 1200 x location factor. The affordable units shall be constructed or acquired on-site if allowable by the Mono County General Plan, or if not allowable on-site, the unit(s) shall be constructed or acquired off-site in the community where the development project is located.

1. Visitor Accommodations. Developers of any visitor accommodation, including but not limited to hotels, motels, inns, resorts, timeshares, and other development projects designed for the use of transient occupancy by visitors, shall provide one affordable unit for every twenty (20) sleeping areas provided by the project multiplied by the location factor. Any visitor accommodation project that results in the development of nine or fewer sleeping areas is exempt from the provisions of this chapter. Developers of ten (10) and up to nineteen (19) sleeping areas shall be required to pay a fractional fee where each sleeping area is determined to have a fractional value of one-eleventh of an affordable unit multiplied by the location factor. Developers of more than 20 sleeping areas shall pay a fractional fee in addition to providing one affordable unit for every 20 sleeping areas developed where each sleeping area is determined to have a fractional value of 1/20 of an affordable unit multiplied by the location factor.

2. Commercial. Developers of commercial projects, including but not limited to office and retail space, restaurants and other food services, facilities for repair services, professional services, and facilities for cultural and religious activities, shall provide one affordable unit for every eight thousand (8,000) square feet of commercial space developed multiplied by the location factor. Commercial development projects less than two thousand (2,000) square feet shall be exempt from the provisions of this chapter. Commercial development projects of two thousand (2000) square feet and up to and including seven thousand nine hundred and ninety-nine (7,999) square feet shall pay a fractional fee where each square foot is determined to have a fractional value of 1/6001 of an affordable unit multiplied by the location factor. Commercial development projects that are greater than eight thousand (8,000) square feet shall pay a fractional fee in addition to providing any required affordable unit(s) where each square foot is determined to have a fractional value of 1/8000 of an affordable unit multiplied by the location factor.

3. Industrial or Service Commercial. Developers of industrial and service commercial projects, including but not limited to facilities to be used for cottage industries, automobile repair shops, plumbing and construction services, manufacturing shops, and similar facilities, shall provide one affordable unit for each ten thousand (10,000) square feet of industrial or service commercial space developed multiplied by the location factor. Industrial or service commercial projects that are less than twenty-five hundred (2,500) square feet are exempt from the provisions of this chapter. Industrial and service commercial projects of twenty five hundred (2500) square feet and up to and including nine thousand nine hundred and ninety-nine (9,999) square feet shall pay a fractional fee where each square foot is determined to have a fractional value of 1/7500 of an affordable unit multiplied by the location factor. Industrial and service commercial projects greater than ten thousand (10,000) square feet shall pay a fractional fee in addition to providing any required affordable unit(s) where each square foot is determined to have a fractional value of 1/10,000 of an affordable unit multiplied by the location factor.

4. Storage and Warehouse. Each storage and warehouse project shall provide one affordable unit for each twenty thousand (20,000) square feet of storage or warehouse space developed multiplied by the location factor. Storage and warehouse projects less than five thousand (5,000) square feet are exempt from the provisions of this chapter. Storage and warehouse projects of five thousand (5000) square feet and up to and including nineteen thousand nine hundred and ninety-nine (19,999) square feet shall pay a fractional fee where each square foot is determined to have a fractional value of 1/15,000 of an affordable unit multiplied by the location factor. Industrial and service commercial projects greater than twenty thousand 20,000 square feet shall pay a fractional fee in addition to providing any required affordable unit(s) where each square foot is determined to have a fractional value of 1/20,000 of an affordable unit multiplied by the location factor.

C. Special Fees and Exemptions. The following non-residential development projects are exempt from the housing mitigation requirements set forth in this chapter:

1. Non-residential projects producing less than one (1) FTEE in any five-year period.
2. Public and private elementary and secondary schools.
3. Nursery school and daycare facilities that are open to public enrollment.
4. Public libraries, art galleries, museums, and other non-recreational public facilities.
5. Churches and other places of worship.
6. Any building which is destroyed or damaged by fire or natural catastrophe so long as the square footage of the building is not increased as a result of the repair, rebuilding, or restoration of the damaged building.
7. Multi-family apartment buildings that are deed-restricted to require working resident occupancy or other approved affordable housing criteria.
8. Secondary housing units as defined in Chapter 16 of the Land Use Element of the Mono County General Plan.

D. Developers of non-residential development projects may propose to the Community Development Department and the Planning Commission comparable alternatives to these requirements in lieu of construction or acquisition of affordable units or payments of all or a portion of the housing mitigation fee.

15.40.050 Residential Development Projects Inclusionary Requirements.

A. Single-Family Subdivisions. All residential development projects shall provide an affordable housing unit for each ten (10) lots or housing units developed, and shall pay a fee in lieu of providing any fractional units. The size, design, and location of inclusionary units shall be consistent with the Mono County General Plan, applicable

specific plans, and other county ordinances and building standards. Compliance may be accomplished by the developer alone or in combination with others, including without limitation the Mono County Housing Authority or a nonprofit housing corporation. The housing mitigation requirements set forth herein shall be based upon the size and location of the project.

1. Inclusionary Requirements.

a. Developers of residential subdivisions consisting of the creation of two units or lots shall not be required to meet any housing mitigation requirements.

b. Developers of residential subdivisions consisting of the creation of three (3) and up to and including nine (9) lots shall pay a fractional fee whereby the fractional unit is to be calculated where each lot is determined to have a fractional value of 1/10th of an affordable unit multiplied by the location factor.

c. Developers of residential subdivisions consisting of the creation of ten or more lots or housing units shall provide an inclusionary unit on-site for every ten lots or units created and shall pay a fee in lieu of providing a fractional inclusionary unit where each lot is determined to have a fractional value of 1/10th of an affordable unit multiplied by the location factor. The inclusionary unit(s) provided shall be sold at an affordable level as provided in Table Y.

d. In addition to building an affordable unit and paying affordable unit fractional fees, developers of each residential subdivision consisting of three (3) or more lots shall be required to deed-restrict twenty percent (20%) of the lots developed multiplied by the location factor to require the building of a secondary dwelling unit at the same time as the primary residence is constructed, and shall pay a fee in lieu of providing a fractional deed-restricted lot unit where each lot is determined to have a fractional value of 1/5th of a secondary unit multiplied by the location factor. Any lot designated to require a secondary dwelling unit will not be issued a building permit unless the plans submitted show an approved secondary dwelling unit and a certificate of occupancy shall not be issued unless the secondary dwelling unit has been constructed in an approved manner.

e. The construction of the on-site units shall be located within the same subdivision and within the boundaries of the project, shall be compatible in exterior appearance with the market rate units being

developed in the project, and shall be dispersed throughout the residential development to the extent feasible and as provided in the housing mitigation agreement. Placement of any required secondary unit deed-restricted lots or units shall be dispersed throughout the residential development to the extent feasible and as provided in the housing mitigation agreement. The affordable units must contain a similar number of bedrooms as the market rate units but may be smaller than market rate units as determined in the housing mitigation agreement and as provided in Table Y. The interior amenities within an affordable unit or secondary dwelling unit may differ from the interior amenities in a market rate unit, and may be required to include EPA II wood stoves, energy efficient amenities, and other cost-efficient amenities as provided in the housing mitigation agreement.

f. The on-site units and secondary dwelling units must be built at the same time as market rate units and a certificate of occupancy will not be issued as to any unit until the affordable unit(s) are completed and issued a certificate of occupancy.

B. Multi-Family Subdivisions, Projects and Condominiums.

All multi-family projects and condominium developments in Mono County shall meet the housing mitigation requirements set forth herein, based upon the size and location of the project.

1. Condominiums and Planned Developments.

a. Condominium subdivisions consisting of the creation of two (2) or fewer units shall not be subject to the provisions of this chapter other than as provided in section 15.40.070 for any specific condominium unit.

b. Condominium subdivisions consisting of the creation of three (3) and up to and including nine (9) units shall pay a fractional fee whereby the fractional unit is to be calculated where each unit is determined to have a fractional value of 1/10th of an affordable unit multiplied by the location factor.

c. Condominium subdivisions consisting of the creation of ten or more units shall provide an inclusionary unit on-site for every ten units created and shall pay a fee in lieu of providing a fractional inclusionary unit where each unit is determined to have a fractional value of 1/10th of an affordable unit multiplied by the

location factor. The inclusionary unit(s) provided shall be sold at an affordable level pursuant to Table Y.

d. In addition to the inclusionary requirements above, condominium subdivisions consisting of the creation of fifteen (15) or more units shall construct or provide an on-site manager's or employee unit for every additional (15) units developed and shall pay a fee in lieu of providing a fractional inclusionary unit where each unit is determined to have a fractional value of 1/15th of an affordable unit multiplied by the location factor.

e. The interior amenities within an affordable condominium unit may differ from the interior amenities in a market rate unit, and may be required to include EPA II wood stoves, energy efficient amenities, and other cost-efficient amenities as provided in the housing mitigation agreement.

2. Multi-Family Units.

a. A project consisting of the development of fewer than fifteen (15) duplexes, triplexes or other form of multi-family project not developed as a condominium or planned development project, where with the exception of one owner-occupied unit all other units will be leased as rental units, shall be exempt from the requirements of this chapter. The project must be deed-restricted to prevent the conversion to condominiums to be subject to the provisions of this section, or will otherwise be subject to section 15.40.050.B.i., above.

b. A project consisting of the development of fifteen (15) or more duplexes, triplexes or other multi-family project not developed as a condominium project or planned development, where with the exception of one owner-occupied unit all units will be leased as rental units, shall construct or provide an on-site manager's unit for the use of managers or other employees of the project, or provide an affordable unit, for every fifteen (15) units developed and shall pay a fee in lieu of providing a fractional inclusionary unit where each unit is determined to have a fractional value of 1/15th of an affordable multi-family unit multiplied by the location factor. Each affordable unit required to be constructed pursuant to this section shall be affordable to persons earning 80% or less of the AMI. The project must be deed-restricted to prevent the conversion to condominiums to be subject to the provisions of this section, or will otherwise be subject to section 15.40.050.B.i., above.

15.40.060 Alternatives

The County will consider and may approve alternative mitigation proposals in those circumstances where it can be demonstrated by the developer that the alternative proposal meets the purpose of this chapter and provides a greater housing benefit to the community than would otherwise be attained through building affordable dwelling units or the payment of fees in accordance with this Chapter. Developers may submit an alternative plan with the designated processing fee to the Community Development Department. Initial approval of such an alternative proposal will be made by the Community Development Department and thereafter approved by the Planning Commission, and will be subject to final review and approval by the Board of Supervisors. Alternatives that will be considered include, but are not limited to, land dedication, off-site housing, conversion of existing housing, and payment of in lieu fees.

15.40.70 Single Family Residence Housing Mitigation Fees.

Developers of Single Family residences shall pay a Housing Mitigation Fee in an amount set forth in Table X based on the square footage of the single family dwelling, the FTEE factor, building cost, and location factor. The first twenty-three hundred and ninety-nine (2399) square feet shall be exempt from this requirement. This fee shall be paid prior to the issuance of a building permit. The gross floor area of any attached garage and/or any attached or detached secondary housing unit shall not be included in the calculation of square footage for the purposes of this section.

15.40.80 Developer Incentives.

A. A developer may apply for incentives from the County to assist the developer in meeting the requirements of this Chapter. The grant of any incentive(s) by the County to a developer is discretionary and nothing in this Chapter shall establish, directly or through implication, a right of a developer to receive any assistance or incentive from the County. In granting incentives the County may require the demonstration of exceptional circumstances that necessitate assistance from the County, as well as documentation of how such incentives will increase the feasibility of providing affordable housing. The following incentives will be considered by the County:

1. Density Bonus. A density bonus incentive pursuant to the California Density Bonus Law will be provided for any project that meets the criteria set forth in Government Code section 65915, as that section may be amended or replaced from time to time. The County may consider an additional density bonus upon request of the developer when such request can be accommodated within the parameters of the Mono County General Plan or any applicable specific plan.
2. Fee Waiver or Deferral. The payment of County fees required under this Chapter may be deferred until the certificate of occupancy is issued. Further, a developer may apply for a fee reduction or waiver when the developer can

demonstrate that substantial evidence exists that a waiver or reduction of any fee is necessary to allow the developer to meet the requirements of this section, and/or when a developer proposes to substantially exceed the requirements of this Chapter. A developer of a residential subdivision who builds affordable units in amounts that exceed the requirements of this Chapter may apply for a waiver of assessments for any applicable County maintained road maintenance and snow removal services that would otherwise be required.

3. Reduced Site Development Standards. A developer may propose, and the County may consider, a reduction in site development standards including a reduction in setback, lot coverage, and square footage requirements; a reduction in parking requirements; a modification of the requirement that all utility lines must be placed underground; and reduction of open space requirements. To be eligible for such reduced development standards, the developer must provide substantial evidence that the reductions are necessary to allow the developer to meet or exceed the requirements of this Chapter, and that the reduced requirements will meet all applicable health, safety, snow storage and drainage requirements and will further the purpose of this Chapter.

15.40.90 Exempt Projects.

A. In addition to any projects deemed exempt as provided elsewhere in this Chapter, the following projects are exempt from the provisions of this Chapter:

1. Multi-family units that will be rented to permanent residents of Mono County or persons employed within Mono County, and that provide at least twenty-five percent (25%) of the available units to persons falling within the HUD affordable housing guidelines. To be eligible for this exemption the project must be deed-restricted to prevent the conversion of the multi-family units into condominiums and to ensure that the affordable units remain within the affordable housing guidelines.
2. Residential development for agriculture workers.
3. Mobile Home Park development.
4. Any building that is replaced or repaired as a result of fire or other catastrophic damage or loss so long as the square footage is not increased.
5. Any development that is being developed as an affordable housing project as defined by state law.

15.40.100 Procedure.

Housing Mitigation Agreement. The developer, the holder of any deed of trust or other lien holder on the property, and the Community Development Director or his or her designee shall execute a Housing Mitigation Agreement prior to the recordation of the parcel map or subdivision map, in the case of subdivisions, and prior to the issuance of building permits in the case of all other development. The Developer's entry into the Housing Mitigation Agreement shall be a condition of approval for any tentative parcel or final map. The executed Housing Mitigation Agreement shall be recorded by the county recorder at the time of the recording of any final or parcel map or at the time of the issuance of any building permit. The Housing Mitigation Agreement shall include, but not be limited to, the following:

1. A complete description of the development project;
2. The specific method of compliance with the requirements of this Chapter;
3. Any such matters as may be determined appropriate by the developer and/or the County.

15.40.110 Occupancy and Availability of Affordable Units

The occupancy and continuing availability of inclusionary units shall be provided for in the following manner:

A. For Sale Inclusionary Units. Inclusionary units that will be for sale shall be subject to the following conditions and restrictions:

1. Eligible Participants. Only full-time Mono County residents or employees working within Mono County meeting eligibility requirements specified by the Board of Supervisors by resolution shall be eligible to purchase affordable units.
2. Restrictions on Use and Resale. The affordable housing units developed pursuant to this Chapter shall be subject to resale restrictions, deed restrictions, and other requirements specified by the Board of Supervisors by resolution.
3. Sales Price and Transfer. The initial maximum purchase price shall be set by the Community Development Director. Restrictions will run with the property and be observed by subsequent owners.
4. Restriction on Use of Unit. The unit must be occupied by the owner of the unit as their primary residence and may not be leased or

rented without the express approval of the Community Development Director or his designee; or, if the unit is administered by the Mono County Housing Authority, by that entity. A secondary housing unit developed as a requirement pursuant to this Chapter may be rented in an amount determined by the affordable housing guidelines as defined by state law or the Mono County Housing Authority.

5. Term of Restrictions. The restrictions set forth in this section shall remain in effect in perpetuity.

6. Covenants, Conditions, and Restrictions. Any Covenants, Conditions, and Restrictions ("C, C & Rs") required for approval of any subdivision shall include all of the requirements of this Chapter and shall be recorded. Additional Conditions that may be required include provisions that the owner of an affordable unit must pay all property taxes in a timely manner, may not refinance the unit without the express written approval of the Community Development Director and only when any deed of trust is subordinate to the CC&Rs, that the owner must maintain the property in good condition, and comply with all local land use requirements. The CC&Rs shall provide, in addition to any other enforcement remedies, that they may be enforced by the County at the County's sole discretion as to any condition imposed by the County.

15.40.120 Serial or Sequential Development Prohibited.

Developers may not avoid the requirements of this Chapter by developing projects in a serial or sequential manner. Development of property owned by a developer or his or her successor in interest that is contiguous to any other development subject to this chapter shall be deemed to be one single project for the purposes of this Chapter when the subsequent development occurs within five (5) years of any prior development and when the combined development becomes subject to the requirements of this Chapter.

15.40.130 Enforcement.

A. The Community Development Department/Mono County Housing Authority shall be responsible for monitoring and enforcing the provisions of this Chapter. Any violation of this Chapter may be enforced in any manner permissible by law and shall constitute a violation of the Mono County Code and may be enforced as provided in Section 1.04.060 and Chapter 1.12 of the Mono County Code.

B. Owners and occupants of property subject to the restrictions and requirements of this Chapter shall permit County employees to inspect the property upon two business days advance written notice. Owners of property subject to the restrictions pursuant to this Chapter shall retain all records related to compliance with the obligations and restrictions of this Chapter, the Housing Mitigation Agreement and/or the C, C&Rs for a

period not less than five years, and shall make such records available to County employees for inspection and copying upon five business days advance written notice.

15.40.140 Annual Review

The provisions of this Chapter, the Affordable Housing Guidelines, and any resolutions adopted to further the purposes of this Chapter shall be reviewed annually by the Mono County Housing Authority and the Community Development Director or his or her designee, and an annual report and accounting shall be provided to the Board of Supervisors evaluating the policies set forth in this Chapter and their effects.

15.40.150 Appeal, Waiver, and Adjustment

A developer of any project subject to the requirements of this Chapter may appeal to the Board of Supervisors for a reduction, waiver, or adjustment of any of the provisions or requirements contained in this Chapter. Any such appeal shall be based upon the absence of any reasonable relationship or nexus between the impact of the development and either the inclusionary requirement or the amount of the fee charged. Based on substantial evidence, and a finding of good cause, the Board of Supervisors may adjust or waive any provision or requirement contained in this Chapter.

Any appeal must be in writing and filed with the County Clerk/Recorder and served on the Community Development Director not later than ten (10) days before the first public hearing on any discretionary approval or permit for the development, or if no discretionary permit is required, or if the action complained of occurs after the first public hearing on such permit or approval, then the appeal shall be filed within ten (10) days after payment of the fees objected to. The appeal shall set forth in detail the factual and legal basis for the claim of waiver, reduction, or adjustment. The Board of Supervisors shall consider the appeal within sixty (60) days after the filing of the appeal. The appellant shall bear the burden of producing substantial evidence to support the appeal, which shall include providing comparable technical information to support appellant's position. The decision of the Board of Supervisors shall be final.

15.40.160 Severability

The provisions of this Chapter are intended to be severable, and in the event any provision or requirement provided for under this Chapter is determined to be invalid or unenforceable, the remainder of the Chapter shall remain in effect.

Table X

Large Single Family Fee - Based on House Size

Fee = (House Size - 2399) x 1.00625 (FTEE Factor) exponentially raised by the House Size/1000 x Bldg Cost x Location Factor

<u>Example Size</u>	<u>FEE</u>
Up to 2400 sf	\$0
2500 sf	\$314
3000 sf	\$2,245
4000 sf	\$8,000
5000 sf	\$16,296
6000 sf	\$27,159
7000 sf	\$56,678
8000 sf	\$60,726
9000 sf	\$75,384
10000 sf	\$96,752

(Housing Ordinance Calculator to be used to determine fee.)

Table Y

<u>Required Family Units</u>	<u>Type Required (minimum size)</u>
1	1 - 1200 sf, 2BR @120% AMI
2	1 - 1200 sf, 2BR @120% AMI 1 - 1200 sf, 3BR @100% AMI
3	1 - 1200 sf, 2BR @120% AMI 1 - 1200 sf, 3BR @100% AMI 1 - 1200 sf, 3BR @ 80% AMI
4	1 - 1200 sf, 2BR @120% AMI 1 - 1200 sf, 3BR @100% AMI 1 - 1200 sf, 3BR @ 80% AMI 1 - 1500 sf, 3BR @150% AMI
5	1 - 1200 sf, 2BR @120% AMI 1 - 1200 sf, 3BR @100% AMI 1 - 1200 sf, 3BR @ 80% AMI 1 - 1500 sf, 3BR @150% AMI 1 - 1800 sf, 3BR @200% AMI
6	1 - 1200 sf, 2BR @120% AMI 1 - 1200 sf, 3BR @100% AMI 1 - 1200 sf, 3BR @ 80% AMI 1 - 1500 sf, 3BR @150% AMI 1 - 1800 sf, 3BR @200% AMI 1 - 1500 sf, 4BR @120% AMI
7	1 - 1200 sf, 2BR @120% AMI 1 - 1200 sf, 3BR @100% AMI 1 - 1200 sf, 3BR @ 80% AMI 1 - 1500 sf, 3BR @150% AMI 1 - 1800 sf, 3BR @200% AMI 1 - 1500 sf, 4BR @120% AMI 1 - 1500 sf, 4BR @100% AMI
8	1 - 1200 sf, 2BR @120% AMI 1 - 1200 sf, 3BR @100% AMI 1 - 1200 sf, 3BR @ 80% AMI 1 - 1500 sf, 3BR @150% AMI 1 - 1800 sf, 3BR @200% AMI 1 - 1500 sf, 4BR @120% AMI 1 - 1500 sf, 4BR @100% AMI

- 1 - 1500 sf, 4BR @ 80% AMI
- 9
- 2 - 1200 sf, 2BR @120% AMI
 - 1 - 1200 sf, 3BR @100% AMI
 - 1 - 1200 sf, 3BR @ 80% AMI
 - 1 - 1500 sf, 3BR @150% AMI
 - 1 - 1800 sf, 3BR @200% AMI
 - 1 - 1500 sf, 4BR @120% AMI
 - 1 - 1500 sf, 4BR @100% AMI
 - 1 - 1500 sf, 4BR @ 80% AMI
- 10
- 2 - 1200 sf, 2BR @120% AMI
 - 2 - 1200 sf, 3BR @100% AMI
 - 1 - 1200 sf, 3BR @ 80% AMI
 - 1 - 1500 sf, 3BR @150% AMI
 - 1 - 1800 sf, 3BR @200% AMI
 - 1 - 1500 sf, 4BR @120% AMI
 - 1 - 1500 sf, 4BR @100% AMI
 - 1 - 1500 sf, 4BR @ 80% AMI
- 11
- 2 - 1200 sf, 2BR @120% AMI
 - 2 - 1200 sf, 3BR @100% AMI
 - 2 - 1200 sf, 3BR @ 80% AMI
 - 1 - 1500 sf, 3BR @150% AMI
 - 1 - 1800 sf, 3BR @200% AMI
 - 1 - 1500 sf, 4BR @120% AMI
 - 1 - 1500 sf, 4BR @100% AMI
 - 1 - 1500 sf, 4BR @ 80% AMI
- 12
- 2 - 1200 sf, 2BR @120% AMI
 - 2 - 1200 sf, 3BR @100% AMI
 - 2 - 1200 sf, 3BR @ 80% AMI
 - 2 - 1500 sf, 3BR @150% AMI
 - 1 - 1800 sf, 3BR @200% AMI
 - 1 - 1500 sf, 4BR @120% AMI
 - 1 - 1500 sf, 4BR @100% AMI
 - 1 - 1500 sf, 4BR @ 80% AMI
- 13
- 2 - 1200 sf, 2BR @120% AMI
 - 2 - 1200 sf, 3BR @100% AMI
 - 2 - 1200 sf, 3BR @ 80% AMI
 - 2 - 1500 sf, 3BR @150% AMI
 - 2 - 1800 sf, 3BR @200% AMI
 - 1 - 1500 sf, 4BR @120% AMI
 - 1 - 1500 sf, 4BR @100% AMI
 - 1 - 1500 sf, 4BR @ 80% AMI

14 2 - 1200 sf, 2BR @120% AMI
 2 - 1200 sf, 3BR @100% AMI
 2 - 1200 sf, 3BR @ 80% AMI
 2 - 1500 sf, 3BR @150% AMI
 2 - 1800 sf, 3BR @200% AMI
 2 - 1500 sf, 4BR @120% AMI
 1 - 1500 sf, 4BR @100% AMI
 1 - 1500 sf, 4BR @ 80% AMI

15 2 - 1200 sf, 2BR @120% AMI
 2 - 1200 sf, 3BR @100% AMI
 2 - 1200 sf, 3BR @ 80% AMI
 2 - 1500 sf, 3BR @150% AMI
 2 - 1800 sf, 3BR @200% AMI
 2 - 1500 sf, 4BR @120% AMI
 2 - 1500 sf, 4BR @100% AMI
 1 - 1500 sf, 4BR @ 80% AMI

16 2 - 1200 sf, 2BR @120% AMI
 2 - 1200 sf, 3BR @100% AMI
 2 - 1200 sf, 3BR @ 80% AMI
 2 - 1500 sf, 3BR @150% AMI
 2 - 1800 sf, 3BR @200% AMI
 2 - 1500 sf, 4BR @120% AMI
 2 - 1500 sf, 4BR @100% AMI
 2 - 1500 sf, 4BR @ 80% AMI

17 3 - 1200 sf, 2BR @120% AMI
 2 - 1200 sf, 3BR @100% AMI
 2 - 1200 sf, 3BR @ 80% AMI
 2 - 1500 sf, 3BR @150% AMI
 2 - 1800 sf, 3BR @200% AMI
 2 - 1500 sf, 4BR @120% AMI
 2 - 1500 sf, 4BR @100% AMI
 2 - 1500 sf, 4BR @ 80% AMI

Additional requirement to be determined on a similar basis.

Table Z (applies to non-residential projects)

<u>Use</u>	<u>FTEE Generation Rate</u>
Visitor Accommodations (includes motels, hotels, fractional ownerships, and other visitor accommodations except condominiums)	0.2 / sleeping area
Commercial (includes retail, office, restaurant, etc.)	0.5 / 1000 sf
Industrial / Service Commercial	0.4 / 1000 sf
Storage / Warehouse	0.2 / 1000 sf
Other	Determined by Community Development Director

**MONO COUNTY
GENERAL PLAN HOUSING ELEMENT
FINAL ENVIRONMENTAL IMPACT REPORT (FEIR)**

SCH # 98122016

**ADDENDUM #2
HOUSING ORDINANCE TITLE 15**

MAY 2006

Prepared by:

**Mono County Community Development Department
P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, (760) 924-1801 fax**

I. INTRODUCTION

The proposed project (proposed Housing Ordinance Title 15 of the Mono County Code) is part of the implementation program outlined in the Mono County Housing Element, which calls for development of implementing devices such as ordinances and other similar housing related or promulgation measures. The Housing Ordinance applies countywide to the unincorporated area of Mono County, California. Following its adoption, the Housing Ordinance will help guide the development of affordable work force housing in new development projects throughout the county.

An addendum to the Mono County General Plan Land Use Amendments Final Environmental Impact Report (FEIR) is proposed for this project as allowed by Section 15164 (a) of the CEQA Guidelines:

- (a) "The Lead Agency or responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred."

The Mono County General Plan Land Use Amendments FEIR was previously certified on November 14, 2000 (Board of Supervisors Resolution 00-82).

II. PROJECT DESCRIPTION

The proposed ordinance will require developers of land to mitigate the impact of development projects on the availability of workforce and affordable housing, either directly or through the payment of fees, dedication of land, or similar means, necessary to offset the impact of the development which has resulted in a decrease of land available for workforce housing, and for persons with low and moderate levels of income, a demonstrative increase in the price of housing, and an increase in the need for workers within the county. Despite the availability of state and county incentives, there has been little or no market development of residential housing affordable to households earning very low, low, moderate, and even upper-moderate income levels and no other reasonable means to meet this need for workforce and affordable housing are available.

A requirement that new development mitigate these impacts by the development of affordable housing units, the payment of fees, or similar means is reasonable and necessary to improve the health, safety and general welfare of the citizens of Mono County. Recognizing that different regions within the county experience separate and distinct needs for affordable housing, different mitigation requirements will apply to most appropriately address the needs of the different communities. These mitigation conditions will not result in a negative impact on the overall development of housing or impose a barrier that will prevent persons with lower and moderate levels of income from purchasing housing. Moreover, the ordinance neither imposes nor requires changes in the land use designations or densities in any area of the county.

The ordinance has four main components as follows:

- Non-residential project developers will be required to mitigate housing effects of their projects based on the number of Full-Time Equivalent Employees created. Non-residential projects include visitor accommodations, commercial, industrial/service commercial, and storage/warehousing;
- Single-family project developers will be required to mitigate housing effects of their projects based on the number of lots proposed in the development. The affordable housing units generated will generally be required to be constructed within the proposed development as inclusionary housing.
 - Multi-family and condominium project developers will be required to mitigate housing effects of their projects based on the number of units proposed in the development. The affordable housing units generated will generally be required to be constructed within the proposed development as inclusionary housing.

- Proposed large single-family homes (2400 sf or larger) will pay an exponentially increasing fee based on the exponentially increasing number of employees generated by larger homes.

III. IMPACT ANALYSIS

The proposed housing implementation ordinance will not result in additional potential adverse environmental impacts beyond those already analyzed in the Final Environmental Impact Report (FEIR) for the existing Housing Element and Land Use Element of the Mono County General Plan. This determination is based on the following findings:

- The proposed ordinance is consistent with the Mono County Land Use Element and Housing Element. Future housing development will occur in the areas identified for residential development in the Land Use Element and at the densities identified in the Land Use Element, all consistent with the Housing Element.
- The overall build-out figures for residential development have not changed from the levels identified in the Land Use Element.
- Proposed housing implementation requirements of the ordinance are consistent with the existing Housing Element.
- Due to the small-scale nature of much of the housing development in Mono County, large-scale expansion of public and private services is not needed as a result of housing ordinance implementation. Large-scale projects will require further review in compliance with CEQA.
- No changes are proposed in Housing Element demographic, economic, and housing data due to the housing ordinance and the Mono County Master Environmental Assessment (MEA), that forms the setting for the General Plan EIRs, will not be affected.

DECISION NOT TO PREPARE A SUBSEQUENT EIR

The CEQA Guidelines require the preparation of a subsequent EIR if one or more of several conditions are met; an addendum is required if none of the conditions requiring a subsequent EIR has occurred but minor changes are necessary to the original EIR. The decision not to prepare a subsequent EIR for the amendment of the Mono County Housing Element was based on an analysis of the conditions requiring a subsequent EIR and the determination that none of those conditions applied to the amendment of the Housing Element; i.e.,

- (1) There are no substantial changes in the proposed Housing Element that will require major revisions of the previous EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.
- (2) There are no substantial changes with respect to the circumstances under which the project is undertaken that will require major revisions of the previous EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.
- (3) There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified, that shows any of the following:
 - (A) The project will have one or more significant effects not discussed in the previous EIR; or

- (B) Significant effects previously examined will be substantially more severe than shown in the previous EIR;
or
- (C) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative; or
- (D) Mitigation measures or alternatives that are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: Information Technology

TIME REQUIRED

SUBJECT Information Technology - Restructure
Final Steps

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

This is a housekeeping item to address final issues arising from an Information Technology Department restructure in 2016, which resulted in Andy Liu and Joel Hickock assuming all responsibilities associated with newly-allocated positions in the Department in November of 2016.

RECOMMENDED ACTION:

Ratify placement of Andy Liu at MCPE range and step 81B, as of November 1, 2016 and ratify placement of Joel Hickock at MCPE range and step 79C, as of November 1, 2016.

FISCAL IMPACT:

The cost of this action is \$9,928. Of that amount, \$7,830 is salary and \$2,098 is PERS contributions and other employer costs. The total amount is entirely within the FY 17-18 Information Technology Department budget.

CONTACT NAME: Nate Greenberg

PHONE/EMAIL: (760) 924-1819 / ngreenberg@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Report](#)

History

Time

12/12/2017 2:49 PM

Who

County Administrative Office

Approval

Yes

12/13/2017 9:10 AM

County Counsel

Yes

12/13/2017 2:27 PM

Finance

Yes



**INFORMATION TECHNOLOGY
COUNTY OF MONO**

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(760) 924-1819 • FAX (760) 924-1697 • ngreenberg@mono.ca.gov

Nate Greenberg
Information Technology Director

December 19, 2017

To Honorable Board of Supervisors
From Nate Greenberg, Information Technology Director
Subject Information Technology Restructure – Final Adjustments

Recommendation

Ratify placement of Andy Liu at MCPE range and step 81B, as of November 1, 2016, and placement of Joel Hickock at MCPE range and step 79C, as of November 1, 2016.

Discussion

In 2016, the Mono County Board of Supervisors approved the restructure of the Information Technology Department through Resolution R16-72. As part of that resolution, the County List of Allocated Positions was amended to create the positions necessary for the proposed restructure. It was the intention at that time that two existing staff members, Andy Liu and Joel Hickock, would be promoted into two of the newly-allocated positions (Andy Liu to MCPE range and step 81B and Joel Hickock to range and step 79C).

However, amendments to the Mono County Public Employees' (MCPE) Personnel Rules were required in order to officially effectuate those changes. While those amendments were being processed, Andy Liu and Joel Hickock performed all of the functions and duties associated with the newly-allocated positions and assumed those positions for all purposes.

This item would address the period of time during with both employees performed the functions of their current positions, but were not paid at the approved salary range or officially placed within those positions.

Fiscal Impact

The cost of this action is \$9,928. Of that amount, \$7,830 is the compensation adjustment and \$2,098 is PERS contributions and other employer costs. The total amount is entirely within the FY 17-18 Information Technology Department budget.

Strategic Plan Alignment

2016 – 2017 Mono County Focus Areas

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

IT Strategic Initiatives

- ✓ I. Business Operations and Efficiency
- ✓ II. Communications, Broadband, and Accessibility
- ✓ III. Infrastructure Resiliency and Security



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

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: CAO, All

TIME REQUIRED

SUBJECT 2% Cost of Living Adjustment for At-Will Employees and County Officials

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Proposed resolution adjusting base compensation for certain elected officials and at-will employees to implement a 2% cost of living adjustment.

RECOMMENDED ACTION:

Adopt proposed resolution R17-___, establishing and adjusting the 2018 base compensation for certain officers and employees to implement a 2% cost of living adjustment and superseding and replacing Resolution No. R16-88 which last set base compensation for said officers and employees.

FISCAL IMPACT:

Fiscal impact for the remaining six months of FY 2017-2018 is \$37,500 of which \$31,416 is attributable to the General Fund and was included in this year's adopted budget. The fiscal impact for a full twelve months is \$75,000 of which \$62,833 is attributable to the General Fund.

CONTACT NAME: Leslie Chapman

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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<input type="checkbox"/> Staff Report
<input type="checkbox"/> Resolution
<input type="checkbox"/> Attachment A

History

Time	Who	Approval
12/14/2017 10:51 AM	County Administrative Office	Yes
12/13/2017 9:12 AM	County Counsel	Yes
12/14/2017 1:47 PM	Finance	Yes



County of Mono

County Administrative Office

Leslie L. Chapman
County Administrative Officer

Tony Dublino
Assistant County Administrative Officer

Dave Butters
Human Resources Director

Jay Sloane
Risk Manager

To: Board of Supervisors

From: Leslie Chapman

Date: December 19, 2017

Re: Proposed resolution adjusting base compensation for certain officers and at-will employees to implement a 2% cost of living increase.

Recommended Action

Adopt proposed resolution.

Discussion

This request for a 2% cost of living increase for at will employees is in accordance with the clause in all contracts that states, "Should a wage increase be granted under the MOU with Local 39, applicable to Mono County Public Employees (MCPE), it is agreed that this contract will be reopened for discussion and potential re-negotiation with respect to (*Name's*) salary. During such negotiations the County shall consider and discuss the issue of increased compensation with (*Name*) in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable."

Rather than bringing forward each contract individually, the CAO has agreed to prepare this request that includes all at will employees and County officials except for the CAO and the District Attorney Investigators. The investigators have a similar clause in their contracts that ties them to the Mono County Deputy Sheriff's Association.

History:

On January 1, 2017, your Board granted this group a 2% cost of living increase in accordance with the above-named contract clause. Before that, it had been 8 years since there were any cost of living increases in the at-will contracts. In late 2009, at-will employees voluntarily agreed to forgo the cost of living increase that is provided for in the 2008 Management Level Officers and At-Will Employees Compensation Policy that provides for cost of living adjustments between 2% and 5%, based on the percentage change in the September to September Consumer Price Index (CPI), US Cities West for all Urban Consumers (All Items Indexed), of the Bureau of Labor Statistics, United States Department of Labor: in years when a survey of 23 Comparison California Counties is not undertaken.

During this time, MCPE still had one year left on its MOU and received a 2% cost of living adjustment even though management didn't. Then, beginning January of 2010, the effects of the economic downturn were hitting Mono County hard and all cost of living and wage increases for all staff were frozen and remained so until January 1, 2017, when the MCPE MOU provided for a 2% COLA.

Additionally, in 2013, when the County hit an all-time economic low, Mono County bargaining groups agreed to take furloughs for up to two years, and management either hired on at a lower rate than their predecessors or took a permanent 5% reduction in take home pay. This was calculated by adding the base salary, automobile allowance and merit pay then reducing the total by 5%.

Conclusion

Based on the information provided, staff respectfully requests that your Board approve a 2% cost of living increase to County officials and at-will employees (excluding the CAO and District Attorney investigators) who have the option to request that their contracts be opened and considered for the same increase that the Mono County Employee Association will receive on January 1, 2017.

Fiscal Impact

Fiscal impact for the remaining six months of FY 2017-2018 is \$37,500 of which \$31,416 is attributable to the General Fund and was included in this year's adopted budget. The fiscal impact for a full twelve months is \$75,000 of which \$62,833 is attributable to the General Fund.



RESOLUTION NO. R17-__

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS ESTABLISHING AND
ADJUSTING THE 2018 BASE COMPENSATION FOR
CERTAIN OFFICERS AND EMPLOYEES TO
IMPLEMENT A 2% COST OF LIVING ADJUSTMENT
AND SUPERSEDING AND REPLACING RESOLUTION
NO. R16-88, WHICH LAST SET BASE COMPENSATION
FOR SAID OFFICERS AND 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, certain County management-level officers and employees are not members of any bargaining unit, but instead are employed pursuant to at-will employment agreements, or elected (the ‘Unrepresented Employees’): and

WHEREAS, in 2009, the Unrepresented Employees voluntarily agreed that their base compensation would not increase while the County weathered the effects of California’s recession; and

WHEREAS, in 2010 the Board of Supervisors implemented a County-wide pay freeze, carrying forward the Unrepresented Employees’ 2009 voluntary action, and making it mandatory for all employees, including the Unrepresented Employees; and

WHEREAS, in 2013, the Board of Supervisors then reduced the compensation of Unrepresented Employees by at least five percent, which reduction remains in effect; and

WHEREAS, due to California’s improving economy, County employees who are members of employee bargaining units received a two percent (2%) Cost of Living Adjustment (COLA) on January 1, 2017 and will receive a two percent (2%) COLA on January 1, 2018, pursuant to the Memoranda of Understanding applicable to each unit; and

WHEREAS, the Board of Supervisors wishes to implement that same two percent COLA for its Unrepresented Employees, excluding the County Administrative Officer;

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

3 **SECTION ONE:** Effective January 1, 2018, the compensation of those County officers
4 and employees filling the positions listed on Exhibit A, which is attached hereto and
5 incorporated by this reference, shall be increased by two percent (2%). The revised
6 compensation rates are shown on Exhibit A.

7 **SECTION TWO:** This Resolution shall supersede, and replace in its entirety,
8 Resolution R16-88, which last established the rates of pay for Unrepresented Employees. Upon
9 adoption of this Resolution, Resolution R16-88 shall be of no further force or effect.

10 **SECTION THREE:** The County Administrative Officer and the Director of Finance are
11 authorized and directed to take such steps as may be necessary to adjust affected salaries (base
12 compensation) in accordance with Exhibit A.

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

- 15 **AYES:**
16 **NOES:**
17 **ABSENT:**
18 **ABSTAIN:**

19 _____
20 Stacy Corless, Chair
21 Mono County Board of Supervisors

22 **ATTEST:**

23 **APPROVED AS TO FORM:**

24 _____
25 Clerk of the Board

26 _____
27 County Counsel

EXHIBIT A
SCHEDULE OF POSITIONS AND REVISED COMPENSATION RATES

Position Title	Unit	Current Salary	Proposed
ASSESSOR	ELECT	9,180	9,364
ASSISTANT ASSESSOR	MGMT	8,292	8,458
BEHAVIORAL HEALTH DIRECTOR	MGMT	9,341	9,528
COUNTY CLRK/RECORDER/REGISTRAR	MGMT	8,262	8,427
ASST COUNTY CLERK/RECORDER	MGMT	6,936	7,075
COUNTY COUNSEL	MGMT	13,260	13,525
ASSISTANT COUNTY COUNSEL	MGMT	10,451	10,660
DEPUTY COUNTY COUNSEL III	MGMT	9,598	9,790
DEPUTY COUNTY COUNSEL II	MGMT	8,747	8,922
ASSISTANT COUNTY ADMINISTRATIVE OFFICER	MGMT	10,000	10,200
HUMAN RESOURCES DIRECTOR	MGMT	9,350	9,537
RISK MANAGER	MGMT	7,000	7,140
DISTRICT ATTORNEY	ELECT	12,694	12,948
ASSISTANT DISTRICT ATTORNEY	MGMT	10,451	10,660
DEPUTY DISTRICT ATTORNEY III	MGMT	9,598	9,790
ECONOMIC DEVELOPMENT DIRECTOR	MGMT	8,535	8,706
ECONOMIC DEVELOPMENT MANAGER	MGMT	5,762	5,877
DIRECTOR OF FINANCE	MGMT	11,900	12,138
ASSISTANT DIRECTOR OF FINANCE - AUDITOR/CONTROLLER	MGMT	8,670	8,843
ASSISTANT DIRECTOR OF FINANCE - TREASURER/TAX COLLECTOR	MGMT	7,650	7,803
PAYROLL & BENEFITS MANAGER	MGMT	8,084	8,246
IT DIRECTOR	MGMT	9,328	9,515
CHIEF PROBATION OFFICER	MGMT	9,390	9,578
DIR PUBLIC HEALTH	MGMT	9,341	9,528
ENVIRONMENTAL HEALTH MANAGER	MGMT	8,368	8,535
COUNTY ENGINEER	MGMT	10,294	10,499
SENIOR ENGINEER	MGMT	8,500	8,670
PARKS & FACILITIES SUPERINTEND	MGMT	8,039	8,200
SOLID WASTE SUPERINTENDENT	MGMT	7,301	7,447
PUBLIC WORKS PROJECT MANAGER	MGMT	6,528	6,659
SHERIFF-CORONER	ELECT	12,207	12,451
UNDERSHERIFF	MGMT	11,099	11,321
SOCIAL SERVICES DIRECTOR	MGMT	9,341	9,528



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

TIME REQUIRED

SUBJECT Letter from Inyo National Forest

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from the Mammoth Ranger District soliciting input for the Mammoth Mountain Ski Area Zip Line and Ropes Course Project.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Scheereen Dedman

PHONE/EMAIL: x5538 / sdedman@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Letter from Inyo](#)

History

Time	Who	Approval
12/14/2017 3:55 PM	County Administrative Office	Yes
12/14/2017 2:40 PM	County Counsel	Yes
12/14/2017 1:44 PM	Finance	Yes

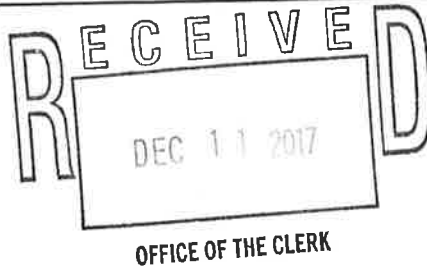


United States
Department of
Agriculture

Forest
Service

Inyo National Forest

Mammoth Ranger Station
P.O. Box 148
Mammoth Lakes, CA 93546
(760)924-5500
(760)924-5531 TDD



File Code: 1950
Date: December 4, 2017

Dear Interested Citizen:

The Mammoth Ranger District of the Inyo National Forest (INF) is soliciting input for the Mammoth Mountain Ski Area (MMSA) Zip Line and Ropes Course Project. MMSA is proposing to construct one, two span zip line from the Top Panorama Gondola Station to Panorama Gondola Bottom Station and install a Junior Ropes Course and Summer Slide at Main Lodge.

This project is proposed within the existing special use permit (SUP) boundaries of MMSA. The attached maps depict the project area. Your comments on this proposal are being sought at this time.

Purpose and Need

The purpose of the proposed project at MMSA is to expand and diversify year-round, non-skiing recreational opportunities and foster appreciation of natural resource-based recreation on public lands administered by the INF. The proposed project is designed to take advantage of existing lift and guest service infrastructure in MMSA's SUP area. The non-ski-based activities will suit a wide range of visitors to Mammoth Mountain.

Proposed Action

Mammoth Ski Resort Proposes to:

- Add one, two span zip line that originates at the Top Panorama Gondola Station and lands on the west side of the knoll by the Top of Chair 1. The second span (Span #2) will take-off from a platform adjacent to the landing of Span #1 and land on a platform immediately on the north-west corner of the existing Panorama Gondola Bottom Station at Main Lodge base;
- Install two summer-seasonal tubing lanes on the lower slope of the Fascination Ski Run (east side of Chair 1);
- Install a summer-seasonal Junior Challenge Ropes Course on the west side of the Bottom Panorama Gondola Station.

The Proposed Action was designed in response to the *Ski Area Recreational Opportunity Enhancement Act of 2011 (the 2011 Act)* which encourages outdoor recreation and enjoyment of nature, harmony with the natural environment and requires that activities shall be located within the developed portions of ski



United States
Department of
Agriculture

Forest
Service

Inyo National Forest

Mammoth Ranger Station
P.O. Box 148
Mammoth Lakes, CA 93546
(760)924-5500
(760)924-5531 TDD

areas. Implementation of this project is anticipated for spring 2018.

Environmental Analysis

My preliminary assessment is that this proposal falls within a Forest Service category of actions under 36 CFR 220.6 that may be excluded from documentation in either an environmental assessment (EA) or an environmental impact statement (EIS) and that no extraordinary circumstances exist that would preclude its use. Scoping comments (Forest Service specialists and public comments) along with a complete resource analysis will determine whether these projects can be categorically excluded. These proposals are consistent with category 36 CFR 220.6(e)(3): *"Approval, modification or continuation of minor special uses of National Forest System lands that require less than five contiguous acres of land."*

How to Comment and Timeframe

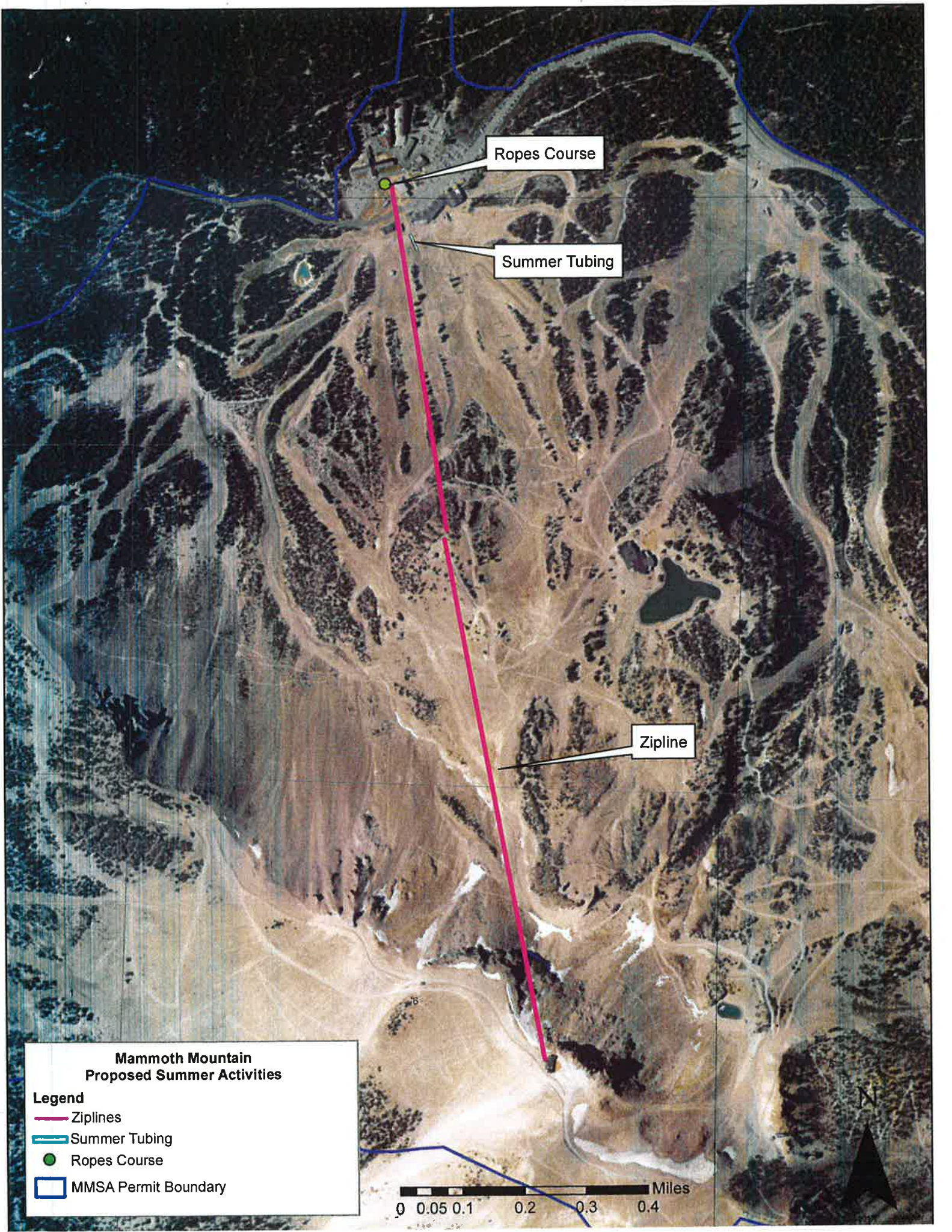
The proposed action is currently available for a 30-day comment period. This scoping period is intended to provide those interested in or affected by this proposal an opportunity to make their concerns known prior to a decision being made by the Responsible Official. While comments are welcome at any time, they would be most useful if received by January 6, 2018. We would like to invite your comments regarding issues, opportunities, concerns, and suggestions for the proposed project.

Written comments can be submitted to: Margie DeRose c/o Janelle Walker, P.O. Box 148 Mammoth Lakes, CA 93546. The office business hours for those submitting hand-delivered comments are: 8:30-4:30, Monday through Friday, excluding holidays. Oral comments must be provided during normal business hours via telephone to Janelle Walker at (760)934-5523, or in person, or electronically. Electronic comments must be submitted in a format such as an email message, plain text (.txt), rich text format (.rtf), or Word (.doc) to comments-pacificsouthwest-inyo@fs.fed.us, with subject line, "MMSA Zip Line and Ropes Course Project."

If you have questions regarding this project, you may contact Janelle Walker, Inyo National Forest, Mammoth Ranger District Office, phone number (760)924-5523, or email janellewalker@fs.fed.us.

Sincerely,

MARGIE DEROSE
Acting District Ranger
Mono Lake and Mammoth Ranger Districts



Ropes Course

Summer Tubing

Zipline

**Mammoth Mountain
Proposed Summer Activities**

Legend

- Ziplines
- Summer Tubing
- Ropes Course
- MMSA Permit Boundary





OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

TIME REQUIRED

SUBJECT Letter from Mike Rosas

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from Mike Rosas regarding Type-1 rentals in the Clark Tract in June Lake.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Scheereen Dedman

PHONE/EMAIL: x5538 / sdedman@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Rosas Letter](#)

History

Time	Who	Approval
12/14/2017 2:04 PM	County Administrative Office	Yes
12/14/2017 1:23 PM	County Counsel	Yes
12/14/2017 1:43 PM	Finance	Yes

Planning Commission & Board of Supervisors

I need to bring to your attention some facts about approving only Type-1 rentals in the Clark Tract. I have surveyed the entire neighborhood and there is only (1) property with a detached residence that would be a Type-1 rental. Approving only Type-1 rentals only creates (1) vacation rental property in the entire neighborhood. An approval of only Type-1 is essentially a ban on STR's. This information was shared with the CAC numerous times but apparently not understood. Please walk and survey the neighborhood if you need to verify.

Thank You,

Mike Rosas

RECEIVED

DEC 13 2017

Mono County
Development

Planning Commission,

This letter is to address the planning commission on the concerns that many Clark Tract homeowners have over the future of short term rentals in the Clark Tract and the CAC's current recommendation of no Type-2 rentals. As a successful operator of a TROD vacation rental in the Clark Tract since 2014, I can offer a wealth of information to help assist in directing our future. After speaking extensively with many neighbors, we would like to be properly represented by the Planning Commission to achieve a satisfactory result for the homeowners not wanting to ban Type-2 rentals. We have spent an enormous amount of time and goodwill trying to work with those opposed that have dug their heels in from the beginning of the process. It's very difficult to achieve results with others that are just determined to undermine the process from the beginning. A number of the CAC members have a previous long history against STR's and any potential growth and development. Out of the six CAC members, three have letters and well documented histories against STR's, Intrawest, and any growth for June Lake. How can someone possibly convince a panel of (6) when (3) are no's before the process begins. . There are many of us in June Lake that do not prescribe to this negative outlook for June Lake that the CAC often portrays. Many June Lake residents and second homeowners feel the CAC has been a major drag on June Lake's economy and this would be just one example.

During this process we reached out and compromised to try and find common ground. We established stronger guidelines that exceeded the already sufficient Chapter-26 regulations. We helped construct some of the strongest STR guidelines found in the nation. We compromised to make the number of STR's available a small and manageable percentage of homes in the neighborhood. Unfortunately we have yet to receive a recommendation that is forward thinking. We trust that the Planning Commission will have the common sense and ability to understand the importance of this issue. The planning commission must realize that significant considerations and compromises have been made to accommodate the opponent's point of view. They must also realize that this issue will never go away with a ban on Type-2 STR's. A resolution allowing some new STR's will give resolve to the issue.

Banning Type-2 STR's goes against any conventional wisdom for a tourist economy that lacks a diverse or sufficient bed base. Banning Type-2 STR's also goes against the majority will of Clark Tract homeowners based on the series of meetings held recently. The meetings were promoted and encouraged for all Clark Tract homeowners to attend and express their opinion on short term rentals. They were told to show up to express their right to short term rentals and avoid a permanent ban. During the meetings a survey was conducted revealing that only (23) out of the (78) attendees for all four meetings wished to ban Type-2 rentals. The largest meeting held on 5/13, where many second homeowners traveled from a far distance just to attend the meeting, showed only (8) out of the (38) attendees wished to ban Type-2, rentals. These figures cannot be ignored and show there is strong support not to ban Type-2 rentals.

While many of us feel that some level of Type-2 rentals should be allowed in the Clark Tract, the strongest support resides on Washington Street West, Nevada Street and Silver Meadow. The vocal opposition does not reside on these streets and is geographically removed from this side of the neighborhood. These streets are also the location of the (3) existing TROD vacation rental homes that have been operating incident free for over (3) years. This side of the neighborhood is surrounded by a commercial zone that has many A-frame rental cabins, duplex rentals and a motel run by the Whispering Pines. It is also boarded by the Double Eagle Resort property. Our neighborhood section experiences

commercial zoning activities from short term rentals that the rest of the neighborhood does not. We support the Double Eagle Resort and all their activities but in all fairness the noise and activity that we experience from the resort and Whispering Pines far exceeds the noise an STR has and ever will produce. I have actually fielded complaints from my STR guests about noise from the Double Eagle Resort and Whispering Pines activities. Again we support the Double Eagle because we believe in fair balance, especially in a 100% tourist economy. This section of the neighborhood makes these three streets more suitable for STR's than anywhere else in the neighborhood. Short term rentals have also been occurring on Washington Street just 200' from an approved TROD for decades at the Whispering Pines A-frame cabins. The streets have actual experience with the TROD rentals directly. They have accepted the concept of short term rentals and do not have the same unfettered concerns as some others. By the planning commission recommending STR's on Washington Street West, Nevada Street and Silver Meadow this would have little to no effect on the rest of the neighborhood. If the planning commission is looking for compromise, than allowing Type-1 & 2 here and Type-1 everywhere else might be a good compromise. We are just asking for some reasonable compromise.

Another major issue with the CAC's recommendation is banning winter rentals. This recommendation is an overreaction to something that has been done successfully the past three years. It's fair to be cautious with winter rentals as expected. When I presented my Chalet to the Planning Commission and the Board of Supervisors, they asked to see my plan to manage winter rentals during winter driving conditions. I presented a plan that included installing chains complimentary for our guests to promote safety. I have a staff in the neighborhood and on the street to manage this responsibility. Our guests are informed and updated on the current weather driving conditions from the 395 highway all the way to the Chalet. Their check-in is coordinated and they are met and greeted. We confirm the type of vehicles and tires and make sure our guests make it to the Chalet safely. In extreme cases we have brought the guests up to the Chalet while waiting for snow plowing or have referred cars to the June Mountain parking lot that are not suited for winter. We have never left our guests unprepared or unattended. It's a big responsibility to do winter rentals for the property owner and manager but to proclaim winter rentals cannot be done safely or responsibly is not accurate. Not allowing winter rentals would be ignoring the results of an already tested and safe plan to handle winter rentals. The resources to manage winter rentals could be shared between STR operators that plan to operate winter rentals in order to have consistent operating procedures. We can work together to construct a mutually beneficial plan to responsibly handle winter rentals. Some that have expressed concerns about winter rentals would appreciate our procedures and feel much better about what actually transpires from our end during winter rentals.

Banning Type-2, STR's does nothing to regulate several of the existing monthly rentals in the Clark Tract that are legally rented without regulation on legal 30 day leases. These rentals are predominately rented to short term renters utilizing the 30 day lease. They are not subject to regulation, taxes and have typically been rented to younger college groups including the UCSB ski/board team last winter. These rentals have been the subject of many of the complaints from the opponents over traffic, noise, and parking. However the solution the STR opponents seek of banning Type-2 STR's would contribute to the problems that they complain about. These monthly rental properties cannot be regulated under STR regulations that we established. They often end up renting to younger groups that the neighborhood as a whole would like to avoid including the owners that have been boxed into only offering these type of short term monthly rentals because their 30-day lease requirement. The properties also do not qualify

as long term monthly rentals because they would not be in the affordability range for the June Lake work force. This is a very unique situation and a policy banning Type-2 rentals will only contribute to the problems not address them. The Planning Commission should realize this would be bad public planning policy.

It's very typical for there to be opposition to short term rentals as the opponent's stoke the fears of the excess parking, traffic, noise and trash. This fear by intimidation has been played out in every city and county meeting for these short term rentals since they first became debate. Most have worked out a compromise that respected both sides in more working class neighborhoods. It would be highly unusual for any 100% tourist economy to ban Type-2 STR's permanently. The Clark Tract is made up of a large majority second homeowners that vacation and use their homes in the same manner as an STR guest. Allowing a small number of STR's will not change the character of the neighborhood at all.

There has been concern expressed about the roads and their condition. The Clark Tract is not the first neighborhood with older country roads to allow vacation rentals. The remote location is an appeal to most and this often comes with country type roads. Unlike anyone else visiting the neighborhood, a VRBO/HomeAway booking includes a 1 million liability insurance policy which protects a third party (neighbor) from liability. This policy does not cover 30 days leases which makes any visitors from those rentals uncovered compared with a STR visitor. There has been too much discussion from the opponents about liability and roads without any actual facts and common sense applied. Information on this liability policy has been attached.

During this process we have summoned the support of the local June Lake business community. Some of the supporters that attended meetings include the Double Eagle Resort, June Mountain Ski Resort and June Lake Brewery. They do represent a large number of the work force. These businesses realize that support of STR's equates to more customers and a brighter economic future for June Lake. STR's will positively impact June Lake's economy. June Lake has not had sufficient economic stimulation to grow an economy for decades. A position against STR's in June Lake is a position against proven economic growth in our existing weak economy. There are many peaks and valleys in the calendar year of June Lake and a single family residence can fill those valleys during the shoulder seasons that none of the existing rental market can attract. I have seen this rapid shoulder season growth in June Lake STR's first-hand the past several years. VRBO/HomeAway bring exposure to June Lake that no other source can. They are the future of vacation rentals. As these portals grow, a ban on Type-2, STR's will have a negative effect to our economy as guests seek destination vacations in other towns that welcome the future of STR's. June lake will be left in the weeds, stuck catering to the motel vacationer and campers. As the VRBO/HomeAway format continually grows the June Lake tourist market inevitably shrinks with a ban on Type-2 rentals.

The Planning Commission has the ability to make the right decision in what you present to the Board of Supervisors. This is completely in your hands at this time and we believe that you know what to do. We are very interested in working with the Staff, Planning Commission, CAC and the Board of Supervisors in creating a solution that is fair to everyone. Please feel free to contact me to discuss any of these matters.

Thanks for your consideration

Mike Rosas

Dear Mike,

Thank you for contacting HomeAway Customer Support. It was a pleasure speaking with you today. Below I have provided links to helpful articles, these articles are pulled directly from the Help Portal found through your owner dashboard.

[What is the \\$1M Liability Insurance?](#) \$1M Liability Insurance provides owners and property managers with liability protection for all stays processed online through the HomeAway checkout; giving you \$1,000,000 in primary liability coverage no matter what policy you currently have — at no additional cost to you.

This means that if you don't already have a liability policy, this policy responds first if someone makes a claim against you. If you already have a liability policy for your vacation rental, then consider this to be coverage additional to what you have. It will respond at the same time as your current policy and both policies will contribute if a claim is made against you.

How you're protected:

Traveler injury claims made against you - If a traveler is accidentally injured while staying in your rental property, this program may provide coverage for claims made against you.

Property damage claims made against you - If a traveler accidentally damages the property of a third party (such as a neighbor) while staying in your rental property that third party may sue you for that damage, this program may provide coverage for these types of claims.

Looking ahead - HomeAway will continue to look at options to further protect owners against the unexpected challenges involved with managing a vacation rental. Please note, \$1M Liability Insurance does not cover damage caused by a traveler to your own property.

How it works:

Up to \$1 million in coverage - Eligible claims handled under this program are subject to a maximum limit of \$1 million USD in coverage per property, per year.

Primary coverage for eligible claims - If you don't have liability insurance for your rental, this program provides that protection. If you do have liability insurance for your rental, this program works with your current provider and gives you \$1,000,000 in added protection.

Liability protection for vacation rentals - Typical homeowners policies may not provide liability protection when your property is used as a vacation rental. This program can provide that necessary coverage for when you are held liable for an accident during a stay at your property (Subject to certain conditions, limitations, and exclusions - [policy summary](#)).

Global reach - This program provides protection for every reservation processed through HomeAway checkout, no matter where in the world your property is located. Reservations processed through HomeAway checkout are automatically protected, there's nothing more you need to do!

[How do I file a claim using the \\$1M Liability Insurance?](#) The insurance provider, Generali Global Assistance, is happy to assist in filing a claim by phone 24 hours a day 7 days a week.

Generali Global Assistance support: 1-800-313-6457

Before filing there are a few things you may want to have ready:

- Full details on what happened.
- Any and all related documentation.
- Names of parties injured or claiming damages.

Additional information and a policy summary can be found [here](#).

If you have further questions about coverage and claims, please view the [policy summary](#).

Visit www.help.homeaway.com for answers to frequently asked questions.

Sincerely,

Vida
HomeAway.com Customer Support

Your Case Description:

ref:_00D1aZzRr._5001aTgeuZ:ref



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

TIME REQUIRED

SUBJECT Letter from June Lake CAC

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from June Lake CAC regarding funding for the June Lake community center.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Scheereen Dedman

PHONE/EMAIL: x5538 / sdedman@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[June Lake CAC letter](#)

History

Time	Who	Approval
12/14/2017 3:55 PM	County Administrative Office	Yes
12/14/2017 3:58 PM	County Counsel	Yes
12/14/2017 4:08 PM	Finance	Yes

June Lake Citizens Advisory Committee

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

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

October 4, 2017

Mono County Board of Supervisors
C/O Clerk of the Board
PO Box 715
Bridgeport, CA 93517

RE: FUNDING FOR THE JUNE LAKE COMMUNITY CENTER

Dear Mono County Board of Supervisors:

The June Lake Citizens Advisory Committee (CAC) would like to express our sincere appreciation for the funding allocated in the FY 17-18 Capital Improvement Program budget for June Lake Community Center improvements. This commitment by the Board upholds the original concept of a true partnership between the community and County, where ideally both would financially contribute to community improvements. Such a partnership is invaluable to strong and vibrant communities.

We would also like to express our appreciation for the Public Works – Facilities staff as partners in this effort. We recognize that staff time has a cost and value associated with it, and appreciate the commitment to June Lake projects.

Sincerely,



Jeff Ronci
Chair

CAC MEMBERS

Julie Brown, Patti Heinrich, Jora Fogg, Rob Morgan, Jeff Ronci, Ann Tozier



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

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: Mammoth Lakes Housing

TIME REQUIRED 15 minutes

PERSONS APPEARING BEFORE THE BOARD Jennifer Halferty

SUBJECT Quarterly update on the Mono County Revolving Loan Program - Housing

AGENDA DESCRIPTION:

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

Mammoth Lakes Housing utilized the Mono County Revolving Loan Fund to purchase two properties for selling at below market rates as deed restricted units. This Revolving Loan Fund (RLF) update is required every quarter by Resolution R17-86 which recently replaced Resolution R15-81.

RECOMMENDED ACTION:

Receive update from Mammoth Lakes Housing on use of Mono County Revolving Loan Fund as per Resolution 17-86. Provide any desired direction to staff.

FISCAL IMPACT:

Mammoth Lakes Housing utilized the Mono County Revolving Loan Fund as per Resolution 17-86 in the amount of \$20,000 and \$220,000, both of which have been repaid to the Mono RLF when the units recently sold.

CONTACT NAME: Megan Mahaffey

PHONE/EMAIL: 760-924-1836 / mmahaffey@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
staff report
Resolution R17-86

History

Time

Who

Approval

12/14/2017 10:05 AM

County Administrative Office

Yes

12/14/2017 9:57 AM

County Counsel

Yes

12/14/2017 10:16 AM

Finance

Yes



DEPARTMENT OF FINANCE AUDITOR-CONTROLLER COUNTY OF MONO

Stephanie M. Butters
Assistant Finance Director
Auditor-Controller

Janet Dutcher, CPA, CGFM
Director of Finance

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

Date: December 19, 2017

To: Honorable Board of Supervisors

From: Jennifer Halferty - Mammoth Lakes Housing
Megan Mahaffey - Mono County
Janet Dutcher - Mono County

Re: Mono County Revolving Loan Fund (RLF)

Recommended Action: Receive update from Mammoth Lakes Housing on use of Mono County Revolving Loan Fund as per Resolution 17-86. Provide any desired direction to staff.

Fiscal Impact: Mammoth Lakes Housing utilized the Mono County Revolving Loan Fund as per Resolution 17-86 in the amount of \$20,000 and \$220,000, both of which have been repaid to the Mono RLF when the units recently sold.

Strategic Plan: The Mono County RLF program moves Mono County towards the Strategic Directions of understanding and addressing community needs. The Mono County RLF provides loans up to \$300,000 for use by Mammoth Lakes Housing to purchase units and sell at below market rates. The Mono County RLF contributes to achieving an increased economic base by providing a way for residents to afford to purchase homes in the Town of Mammoth Lakes. Mono County is in need of housing units to support our workforce and the Mono County RLF contributes to the greater economic success of the region.

Background: Mammoth Lakes Housing utilized the Mono County Revolving Loan Fund to purchase two units. These units are priced at below market rate and have Deed Restriction Agreements recorded on it. The Agreement requires the owner to occupy the home as their primary residence, for their income to be at or below 150% of the Area Median Income at the time of purchase, for the homes' appreciation to be tied to the growth in the local Area Median Income during their time of ownership, and that MLH has a first right of refusal when they wish to sell.

Discussion:

Both units recently sold with escrow closing the first week of December. These transfers support our community members and the local economy. Both households have children and one is a single parent household. The buyers work at the local hospital and in the real estate industry. Finding safe, affordable homes in Mammoth Lakes is as challenging as ever. These homes allow these families to have stable and predictable housing expenses.

Attachments:

- Resolution 17-86



DEPARTMENT OF FINANCE AUDITOR-CONTROLLER COUNTY OF MONO

Stephanie M. Butters
Assistant Finance Director
Auditor-Controller

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OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: Information Technology

TIME REQUIRED 2 hours (45 minute presentation; 1 hour 15 minute discussion)

PERSONS APPEARING BEFORE THE BOARD Nate Greenberg

SUBJECT Radio System Workshop

AGENDA DESCRIPTION:

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

Provide an overview of the County's LMRS (Land Mobile Radio System), a brief background, discuss the current state of the system, and provide a tentative roadmap for what lies ahead. Additionally, staff is requesting authorization from the Board on several items, as identified in the recommended action.

RECOMMENDED ACTION:

1. Adopt Resolution R17-____, Authorizing the modification of the County of Mono List of Allocated Positions to include the position of Communication Specialist I/II in the Information Technology Department. 2. Transfer \$67,061 from Contingency into the Information Technology budget to support the newly created Communication Specialist position. (4/5ths vote required) 3. Authorize the Director of Information Technology to initiate an Ad Hoc Committee focused on a multi-agency approach to the management, funding, and operation of the Public Safety & Admin Land Mobile Radio System. 4. Authorize the Director of Information Technology to begin conversations about providing technology services to the fire districts.

FISCAL IMPACT:

The impact of the Communication Specialist I/II position is \$67,061, which is being requested from Contingency. Of this amount, \$36,408 is salary and \$30,653 is benefits. The annual cost of this position will be \$134,122.

CONTACT NAME: Nate Greenberg

PHONE/EMAIL: (760) 924-1819 / ngreenberg@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

[Resolution](#)

History

Time	Who	Approval
12/14/2017 10:55 AM	County Administrative Office	Yes
12/13/2017 10:10 AM	County Counsel	Yes
12/14/2017 1:44 PM	Finance	Yes



**INFORMATION TECHNOLOGY
COUNTY OF MONO**

PO Box 7657 | 437 OLD MAMMOTH ROAD, STE. 228 MAMMOTH LAKES, CA 93546
(760) 924-1819 • FAX (760) 924-1697 • ngreenberg@mono.ca.gov

Nate Greenberg
Information Technology Director

December 19, 2017

To Honorable Board of Supervisors
From Nate Greenberg, Information Technology Director
Subject Mono County Land Mobile Radio System (LMRS): Background & the road ahead

Recommendation

1. Adopt Resolution R17-___ authorizing the modification of the County of Mono List of Allocated Positions to include the position of Communication Specialist I/II in the Information Technology Department.
2. Transfer \$67,061 from Contingency into the Information Technology budget to support the newly created Communication Specialist position (4/5ths vote required)
3. Authorize the Director of Information Technology to initiate an Ad Hoc Committee focused on a multi-agency approach to the management, funding, and operation of the Public Safety & Admin Land Mobile Radio System.
4. Authorize the Director of Information Technology to begin conversations about providing technology services to the fire districts.

Discussion

In 2015, the Information Technology (IT) Department inherited the County's Public Safety and Administration Land Mobile Radio System (LMRS) from the Mono County Sheriff's Department. The system is used by the County, Town of Mammoth Lakes, eleven independent fire departments, and school district for their daily operations, and is considered critical infrastructure necessary for emergency services and response.

Since 2015, the IT Department has been working diligently to identify, plan for, and resolve a variety of maintenance issues which have developed over the years. As the second year of work on the system draws to a close, the scale and complexity of the challenges and issues with this system are becoming more clear.

This agenda item will provide an overview of the County's LMRS, a brief background, discuss the current state of the system, and provide a tentative roadmap for what lies ahead. Additionally, staff is requesting authorization from the Board on several items, as identified in the Recommendations above.

Fiscal Impact

The impact of the Communication Specialist I/II position is \$67,061, which is being requested from Contingency. Of this amount, \$36,408 is salary and \$30,653 is benefits. The annual cost of this position will be \$134,122.

Strategic Plan Alignment

2016 – 2017 Mono County Focus Areas

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

IT Strategic Initiatives

- I. Business Operations and Efficiency
- II. Communications, Broadband, and Accessibility
- III. Infrastructure Resiliency and Security



RESOLUTION NO. R17-

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE COUNTY ADMINISTRATIVE OFFICER TO AMEND THE COUNTY
OF MONO LIST OF ALLOCATED POSITIONS TO REFLECT THE ADDITION OF A
COMMUNICATION SPECIALIST I/II
IN THE INFORMATION TECHNOLOGY 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 a full-time permanent Communications Specialist I/II in the Department of Information Technology by 1 (new total of 1) (salary range of 77/79 \$32.50-\$41.52/hr.).

//

1 PASSED AND ADOPTED this 19th day of December 2017, by the following

2 Vote:

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

7 ATTEST: _____ Stacy Corless, Chair
8 Clerk of the Board 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 December 19, 2017

Departments: Sheriff

TIME REQUIRED 15 minutes

PERSONS APPEARING BEFORE THE BOARD Sheriff Ingrid Braun

SUBJECT Snowcat Purchase and Sheriff's Office Budget Amendment Request

AGENDA DESCRIPTION:

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

The Sheriff's Office Requests approval to purchase a replacement snowcat, as authorized by the Emergency Management Performance Grant, and a corresponding budget amendment.

RECOMMENDED ACTION:

1. Approve the purchase of a snowcat for \$150,000. 2. Approve a budget amendment to reduce Emergency Services Revenue by \$53,000 to \$75,000, reduce salary and benefit expenses by 223,209 to \$0, reduce services and supplies by \$32,791 to \$0 and increase capital equipment to \$150,000 leaving net cost to the General Fund of \$75,000 which is the cash match on the grant (4/5ths vote required).

FISCAL IMPACT:

This item defunds the operating budget for the County's Office of Emergency Services which includes salaries and benefits of \$123,209 and supplies and services of \$32,791, and repurposes the operating budget towards the one-time purchase of the snowcat. The salaries and benefits appropriation can be absorbed into the Sheriff's operating budget without further using our reserves or contingency so long as budgeted vacant positions remain unfilled and result in budget savings this year to offset the loss of funding.

CONTACT NAME: Ingrid Braun

PHONE/EMAIL: 760-932-7549 / ibraun@monosheriff.org

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Report](#)

[2017-18 Emergency Operations Budget](#)

History

Time	Who	Approval
12/14/2017 3:54 PM	County Administrative Office	Yes
12/14/2017 1:24 PM	County Counsel	Yes
12/14/2017 1:53 PM	Finance	Yes

MONO COUNTY
SHERIFF
A Commitment to Community Safety and Service



Ingrid Braun
Sheriff-Coroner

MONO COUNTY SHERIFF'S OFFICE

Michael Moriarty
Undersheriff

DATE: December 12, 2017
TO: The Honorable Board of Supervisors
FROM: Ingrid Braun, Sheriff-Coroner
SUBJECT: Request for Budget Amendment – Sheriff's Office Emergency Services Budget

RECOMMENDATION:

Approve Budget Amendment transferring \$150,000 from line items "Salary and Wages" and "Employee Benefits" to a new line item of "Fixed Assets" in order to purchase a replacement Snow Cat.

BACKGROUND:

The Sheriff's Office utilizes a track vehicle (Snow Cat) for emergency operations during winter conditions. The Snow Cat is used to access remote locations, including: avalanche debris fields, search and rescue missions, mountaintop radio repeaters, weather stations and recovery operations. Emergencies occur more often during inclement weather, and the Sheriff's Office requires reliable equipment to respond in a timely manner.

The current Sheriff's Office Snow Cat is 30 years old and in poor condition. During last winter's record snowfall, the Snow Cat was unusable. The night of the Long Valley avalanche, the vehicle ignition system would not engage even with a full charge of the batteries. A Sheriff's deputy hotwired a start but was not comfortable risking a breakdown in a fresh avalanche zone. The rescue was accomplished with vehicles and foot travel into the danger area. One event this past winter season was the investigation and recovery of a decedent at a remote site. The arctic temperatures and snow-covered terrain mandated the use of snow machines for the body recovery. If the Snow Cat had been operational, a more dignified extraction would have been performed and also ensured the minimization of post mortem injury.

The acquisition of a new Snow Cat will afford the regular maintenance, service and patrol of the mountain repeater sites, response to search and rescue/recovery operations and access to avalanche debris zones. The PistenBully Scout was reviewed and test driven in February by Sheriff's Office staff. The Scout is the least expensive of the three vehicles tested and was rated best for its functionality and ease of use. This very specialized equipment is only manufactured by this company and falls under the single source exemption, which has already been approved at the state level. The Scout is manufactured and assembled in Reno, Nevada, and the 2017 production model meets the requirement for California Air Resources Board (CARB) Tier 3 vehicles. 2018 CARB requirements will mandate a Tier 4 production, resulting in a redesign and at least a fifteen percent price increase.

DISCUSSION:

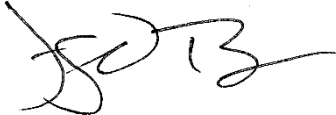
Participation in the Emergency Management Performance Grant (EMPG) was approved by the Board of Supervisors on February 14, 2017. The EMPG requires a 100% match in County Funds. All expenditures relative to the EMPG are budgeted in the Sheriff’s Office Fiscal Year 17-18 Emergency Services Budget, which allocated an income of \$128,000 in expectation of an EMPG award. However, no monies were allocated to Fixed Assets as there was no certainty that a replacement Snow Cat would be available.

In November 2017, the EMPG monies were awarded in the amount of \$127,787, and a PistenBully Scout Snow Cat became available. PistenBully will accept the old Sheriff’s Office Snow Cat as a trade-in, and the final cost will be \$143,505. In order to complete the transaction, \$143,505 needs to be reallocated from “Salary and Wages” and “Employee Benefits” to “Fixed Assets.” The Sheriff’s Office has sufficient funds in its Salary and Benefits budget to offset the transfer.

FINANCIAL IMPACT:

This item defunds the operating budget for the County's Office of Emergency Services which includes salaries and benefits of \$123,209 and supplies and services of \$32,791, and repurposes the operating budget towards the one-time purchase of the snowcat. The salaries and benefits appropriation can be absorbed into the Sheriff’s operating budget without further using our reserves or contingency so long as budgeted vacant positions remain unfilled and result in budget savings this year to offset the loss of funding.

Respectfully submitted,



Ingrid Braun
Sheriff-Coroner

State Controller Schedules	County of Mono	Schedule 9
County Budget Act	Financing Sources and Uses by Budget Unit by Object	
January 2010 Edition, revision #1	Governmental Funds	General Fund
	Fiscal Year 2017-18	

Budget Unit **Emergency Services (OES)**
Function **Public Protection**
Activity **Other Protection**
100-27-465

Detail by Revenue Category and Expenditure Object	2015-16 Actuals	2016-17 Actuals Estimated	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
Intergovernmental Revenues				
15499 State - Emergency Services	101,046	130,465	128,000	128,000
15900 Other - Other Government Agencies	-	10,000	-	-
Intergovernmental Revenues	101,046	140,465	128,000	128,000
Miscellaneous Revenues				
17020 Prior Year Revenue	2,599	1,009	-	-
Miscellaneous Revenues	2,599	1,009	-	-
Total Revenue	103,645	141,474	128,000	128,000
Salaries & Benefits				
21100 Salaries & Wages	100,126	102,359	108,752	108,752
21120 Overtime	25,960	28,826	35,000	35,000
21410 Holiday Pay	10,013	8,114	6,474	6,474
22100 Employee Benefits	68,499	72,555	72,983	72,983
Salaries & Benefits	204,598	211,854	223,209	223,209
Services & Supplies				
30120 Uniforms	1,000	835	450	450
30280 Telephone	7,482	6,599	7,000	7,000
30500 Workers' Comp Ins Expense	701	924	1,422	1,422
30510 Liability Insurance Expense	431	518	619	619
31200 Equipment Maintenance	79,603	89,568	10,000	10,000
32000 Office Expense	222	140	300	300
32010 Technology Expense	-	10,000	7,500	7,500
32450 Contract Services	7,500	7,500	-	-
32860 Rents & Leases - Other	5,178	5,332	-	-
33350 Travel & Training	8,576	164	5,500	5,500
Services & Supplies	110,693	121,580	32,791	32,791
Transfers Out				
60100 Transfers Out	162,692	-	-	-
Transfers Out	162,692	-	-	-
Total Expenditures/Appropriations	477,983	333,434	256,000	256,000
Net Cost	374,338	191,960	128,000	128,000



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

REGULAR AGENDA REQUEST

Print

MEETING DATE December 19, 2017

Departments: County Counsel

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: 1.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Stacey Simon

PHONE/EMAIL: x1704 / ssimon@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
No Attachments Available

History

Time	Who	Approval
12/12/2017 2:36 PM	County Administrative Office	Yes
12/12/2017 12:02 PM	County Counsel	Yes
12/13/2017 2:25 PM	Finance	Yes