



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

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

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

Regular Meeting January 14, 2014

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

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

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

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

9:00 AM Call meeting to Order

Pledge of Allegiance

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

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

2. APPROVAL OF MINUTES - NONE

3. PRESENTATIONS - NONE

4. BOARD MEMBER REPORTS

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

5. COUNTY ADMINISTRATIVE OFFICE

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

6. DEPARTMENT/COMMISSION REPORTS

7. CONSENT AGENDA

(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. Mono County Board of Supervisors Rules of Procedure

Departments: County Administrator

Second review of proposed Mono County Board of Supervisors Rules of Procedure.

Recommended Action: Adopt Mono County Board of Supervisors Rules of Procedure. Direct staff to schedule annual review at first meeting in January of each year for update.

Fiscal Impact: No fiscal impact from adoption of proposed rules as they reflect current practice and provide updated single source of Board Rules of Procedure for annual review.

8. CORRESPONDENCE RECEIVED (INFORMATIONAL)

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

A. State Board of Equalization Annual Report for FY 12-13

Letter from State BOE dated 1/2/14 enclosing the Annual Report for Fiscal Year 12/13. The actual report, consisting of a booklet, is on file in the clerk's office.

9. REGULAR AGENDA - MORNING

A. Ordinance re Board Authority to Waive T.O.T. Penalties

Departments: County Counsel; Finance

30 minutes (5 minute presentation; 25 minute discussion)

(Marshall Rudolph, Leslie Chapman, Rose Glazier) - Proposed ordinance adding Section 3.28.145 to the Mono County Code pertaining to waiver of transient occupancy tax (TOT) penalties in extraordinary circumstances. The ordinance would

clarify the Board's discretionary authority to waive any penalty that would otherwise be imposed by County Code on the operator of a hotel, motel, or other transient occupancy facility when the Board finds that, due to extraordinary circumstances, imposition of the penalty would be inequitable or contrary to public policy. "Extraordinary circumstances" would be defined as including but not limited to natural disasters such as fires and floods impacting an operator.

Recommended Action: Introduce, read title, and waive further reading of proposed ordinance. Provide any desired direction to staff.

Fiscal Impact: None from the ordinance itself.

B. Tax Appeal Impound Fund

Departments: Finance

10 minutes (5 minute presentation; 5 minute discussion)

(Leslie Chapman) - Establishment of a tax appeal impound fund and authorization to impound funds associated with pending appeals.

Recommended Action: Approve and authorize the Auditor-Controller to establish a tax appeal impound fund and to impound \$2,000,000 of secured taxes to offset anticipated tax appeal results covering fiscal years 2010, 2011, 2012 and 2013.

Fiscal Impact: By impounding \$2,000,000 of current secured taxes now, the County will face a reduction of approximately \$599,140 in current secured taxes for the current fiscal year. No budget amendment is necessary at this time, but will be reviewed again at third quarter.

C. Resolution for Recreational Trails Program Grant Application

Departments: Economic Development

10 minutes (5 minute presentation; 5 minute discussion)

(Alicia Vennos) - Proposed resolution to approve the application for grant funds from the State of California Recreational Trails Program in order to update, print, promote and distribute 50,000 Mono County "Motor Touring in the Eastern Sierra" Guides.

Recommended Action: Adopt proposed resolution #R14-____, approving the application for grant funds from the State of California Recreational Trails Program in order to update, print, promote and distribute 50,000 Mono County "Motor Touring in the Eastern Sierra" Guides. Provide any desired direction to staff.

Fiscal Impact: If successful, the grant will provide funding in the amount of \$36,550. Matching in-kind contribution of \$3,350 in Mono County staff time is required.

D. Baxter's Contract Extension

Departments: Public Works

15 minutes (5 minute presentation; 10 minute discussion)

(Joe Blanchard) - Proposed contract extension with Don Baxter dba Baxter's pertaining to custodial, snow removal, and campground management.

Recommended Action: Approve County entry into proposed contract extension and authorize Jim Leddy to execute said contract on behalf of the County. Provide any desired direction to staff.

Fiscal Impact: The contract limit would be increased by \$35,862 to cover the five additional months of service and is currently included in the budget.

E. Convict Lake Road Rehabilitation Project Agreements

Departments: Public Works

15 minutes (5 minute presentation; 10 minute discussion)

(Garrett Higerd) - This project would rehabilitate 2.75 miles of Convict Lake Road and add bicycle lane improvements.

Recommended Action: Approve County entry into proposed Reimbursable Agreement, Statement of Work, and Memorandum of Agreement and authorize the Public Works Director to execute said agreements on behalf of the County. Provide any desired direction to staff.

Fiscal Impact: Total project cost is estimated to be approximately \$5,688,000, and would be 88.53% paid for with Federal Lands Access Program funds, with an 11.47% County match (up to \$652,414). This project has been selected by the Mono Local Transportation Commission (LTC) for use of state and/or federal funds. There will be no General Fund impact except for advance payments subject to reimbursement.

F. 2014 Airport Capital Improvement Plans (ACIPs) for Lee Vining Airport and Bryant Field

Departments: Public Works

15 minutes (5 minute presentation; 10 minute discussion)

(Garrett Higerd) - ACIPs are submitted to and approved by the FAA annually to allow for grant funding for improvements at local airports.

Recommended Action: Receive staff report and provide any desired direction to staff. Approve submittal of 2014 ACIPs for Lee Vining Airport and Bryant Field.

Fiscal Impact: There is no fiscal impact at this time. Future projects will be funded by FAA grants which generally require a 10% local match.

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

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

11. CLOSED SESSION

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6.

Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, Bill Van Lente and Jim Leddy. 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 - Public Employee Performance Evaluation: County Administrator

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrator.

C. Conference with Legal Counsel

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

REGULAR AFTERNOON SESSION COMMENCES AT 2:00 P.M.

12. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

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

13. REGULAR AGENDA - AFTERNOON - NONE

ADJOURN



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

Departments: County Administrator

TIME REQUIRED

SUBJECT Mono County Board of Supervisors
Rules of Procedure

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Second review of proposed Mono County Board of Supervisors Rules of Procedure.

RECOMMENDED ACTION:

Adopt Mono County Board of Supervisors Rules of Procedure. Direct staff to schedule annual review at first meeting in January of each year for update.

FISCAL IMPACT:

No fiscal impact from adoption of proposed rules as they reflect current practice and provide updated single source of Board Rules of Procedure for annual review.

CONTACT NAME: Jim Leddy

PHONE/EMAIL: (760) 932-5414 / jleddy@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Board rules staff](#)
- [Board rules \(final\)](#)

History

Time	Who	Approval
1/7/2014 5:06 PM	County Administrative Office	Yes
1/9/2014 3:44 PM	County Counsel	Yes
1/9/2014 9:34 AM	Finance	Yes



COUNTY OF MONO

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

Jim Leddy
County Administrative Officer

Bill Van Lente
Director of HR/Risk Management

January 14, 2014

To: Honorable Chair and Members of the Board of Supervisors
From: Jim Leddy, County Administrative Officer

SUBJECT: Mono County Board Rules of Procedures

RECOMMENDATION: Second review of proposed Mono County Board Rules of Procedures and provide direction to staff.

FISCAL IMPACT: None

DISCUSSION: Section 25300 of the Government Code enables the Board of Supervisors to make and enforce rules and regulations necessary for the government of the Board, the preservation of order, and the transaction of business.

The Board's current rules were adopted on February 6, 1978. Since that time, some changes in law and practice have occurred, one of which is addressed through a policy regarding items generated from outside the County and incorporated through Resolution No. 00-34 adopted May 2, 2000. On January 7, 2014, the Board reviewed the draft Mono County Board Rules of Procedure and provided initial feedback. The primary changes requested were:

Attached for the Board's consideration is the updated draft Mono County Board Rules of Procedures with the recommended changes as requested. The Rules as drafted are consistent with law and generally reflect current practices of the Board. Once adopted, the new rules will supersede and replace all rules of procedure previously adopted by the Board.

The items that the Board identified for change include:

1. Page 2 – Rule 8. Powers of Chair, Vice Chair, and Chair Pro Tempore – remove phrase “..appoint members to committees and special assignments,”
2. Page 4 – Rule 16. Order of Business – Add language “*with concurrence of the Board*” after the discretion of the Chair.
3. Page 9 – Rule 33. Planning Matters – Original Jurisdiction Paragraph will read: “Any Board member may, at his or her sole discretion, continues a planning matter within his/her District from one agenda to the *next available* regular meeting of the Board *will allow for any applicable legal noticing requirements*. (Italics to emphasize added language).”
4. Page 10 – Rule 40, Board Committees/Assignments and reporting Requirements: remove phrase “and shall determine which members to appoint for the upcoming year.”

Independent of these changes which are reflected in the Attachment, three items were raised:

- 1) County commission assignments by Board members (specifically RPACs),
- 2) Use of County communication services by Board members, and;
- 3) Board to staff direction.

The first two items will be brought back as separate Board reports to discuss Regional Planning Advisory Committees forms and functions and the Information Technology Policy regarding use by employees and Board members.

If adopted as proposed in this revised format, an election will be scheduled for the Chair Pro Tempore, a new leadership position established by these rules. The item was discussed and had general Board consensus toward supporting. The responsibilities of this position are detailed in section IV of the draft rules as follows, *“If both the Chair and the Vice-Chair are absent or unable to participate, the Chair Pro-Tempore shall call the meeting to order, serve as the presiding officer and shall have and exercise all power and duties of the Chair for the meeting.”* This concept also potentially extends leadership succession among Board members.

Staff recommends these rules be reviewed annually and adopted in January of each year as well as used during new Board member orientation to set clear expectations and define roles.

If you have any questions please contact me at (760) 932-5410 or jleddy@mono.ca.gov.

Mono County Board of Supervisors

Board Rules of Procedures



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RULES OF PROCEDURE

OF THE BOARD OF SUPERVISORS

MONO COUNTY, CALIFORNIA

I. PURPOSE

The purpose of these Rules of Procedures (“Rules”) is to foster understanding and respect for the democratic process, facilitate compliance with applicable laws, encourage public participation, provide guidance on decorum, and enhance effective and efficient management of Board meetings.

II. GENERAL

Rule 1. Applicability of Rules

These Rules are adopted pursuant to Government Code §25003. The Rules shall apply to the Board of Supervisors of the County of Mono whether sitting as the Board of Supervisors of the County or as the governing board of any other district, commission, authority or board.

These Rules are intended to expedite the transaction of business of the Board in an orderly fashion, and are deemed to be procedural only. The failure to strictly observe application of the Rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with the law. Except as otherwise provide by law, these Rules, or any one of them, may be suspended by a majority of the Board.

These Rules supersede and replace all rules of procedure previously adopted by the Board.

Rule 2. Definitions

In interpreting these Rules:

- a) “Board” refers to the Board of Supervisors of Mono County, whether sitting as the Board of Supervisors of the County or as the governing body of any other district, authority or board
- b) “Board member” refers to a member of the Board
- c) “Chair” and “Vice Chair” refers to the Board members elected to those respective offices
- d) “Clerk” refers to the Clerk of the Board of Mono County
- e) “County Administrator” refers to the County Administrative Officer of Mono County

III. MEETINGS

Rule 3. Regular Meetings and Annual Calendar

Regular meetings generally shall be held on the first three Tuesdays of every month Any meeting may be cancelled upon the order of the Chair, or by a majority of the members of the Board.

Regular meetings shall commence at 9:00 a.m. The first two regular meetings of the month shall be held at the Board of Supervisors Chambers, 2nd Floor, County Courthouse, 278 Main Street, Bridgeport, California; the third regular meeting of the month shall be held in the Board of Supervisors Meeting Room, 3rd Floor, Sierra Center Mall, Suite 307, 452 Old Mammoth Road, Mammoth Lakes, California. Videoconferencing will be

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available each week between Bridgeport and Mammoth Lakes. Business shall normally be conducted between 9:00 a.m. and 5:00 p.m., but may continue past 5:00 p.m., without objection from the members present.

An annual calendar of meetings shall be adopted by the Board at their first meeting in January. The calendar will include all known regular meetings. Any meeting may be canceled upon the order of the Chair, or by a majority of Board members.

Rule 4. Special Meetings, Budget Hearings, Workshops and Planning Meetings

Special meetings may be called at any time by the Chair, or by a majority of the members. Upon the call of a special meeting, the Clerk will prepare and distribute, at least 24 hours before the time of the special meeting, written notice to each member and to a local newspaper of general circulation. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings (Government Code §54956).

Budget Hearings, Workshops, Study Sessions and Planning Meetings may be called by the Chair or by a majority of the Board at times and locations in accordance with the law and specified notice provisions.

Rule 5. Emergency Meetings

Emergency meetings may be called by the Chair or by a majority of the Board, in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. Upon the call of an emergency meeting, the Clerk shall give notice of the meeting, and comply with posting requirements (Government Code §54956.5).

Rule 6. Closed Sessions

Closed sessions of the Board can be called by the Chair or by a majority of the Board, for those purposes allowed by law (Government Code §54956.7).

Prior to holding any closed session, the Chair shall announce the session in an open meeting, and shall provide an opportunity for public comment on items on the closed session agenda. During the closed session the Board may consider only those items on the agenda. At the conclusion of the closed session the Board shall report, in an open meeting, as required by law, action taken (Government Code §54957.1).

IV. ELECTIONS, POWERS, AND DUTIES OF THE CHAIR and, VICE-CHAIR, AND CHAIR PRO-TEMPORE

Rule 7. Annual Selection of Chair and Vice Chair

At its first regular meeting, after January 1ST of each year, the Board shall nominate and elect from its membership a Chair, Vice Chair, and a Chair Pro-Tempore. The Chair shall call the meeting to order and the first order of business shall be the election of officers for the ensuing calendar year. The Chair, Vice Chair, and Chair Pro-Tempore shall serve until the election of their successors.

Rule 8. Powers of Chair, Vice-Chair, and Chair Pro-Tempore

The Chair shall serve as presiding officer of the Board, rule on questions of procedure and execute official Board records and documents presented by the County Administrator/Clerk. In the absence or unavailability of the Chair, the Vice-Chair shall call the meeting to order and serve as presiding officer. The Vice-Chair shall

have and exercise all powers and duties of the Chair for meetings over which he or she is called to preside and at ceremonial and official functions, which the Chair cannot attend.

If both the Chair and the Vice-Chair are absent or unable to participate, the Chair Pro-Tempore shall call the meeting to order, serve as the presiding officer, and shall have and exercise all power and duties of the Chair for the meeting over which he or she is called to preside and at ceremonial and official functions, which the Chair or Vice Chair cannot attend.

V. AGENDAS AND AGENDA MATERIALS

Rule 9. Meeting Agenda

At least 72 hours before a regular meeting, the Clerk shall post an agenda. The agenda shall consist of a brief statement of each item to be considered by the Board (Government Code §54950). The agenda shall indicate the time and location of the meeting and shall be posted as required by law.

Rule 10. Addendums/Supplemental Agenda Items

The Clerk shall prepare, post, and distribute all addendums/supplemental agendas when there has been an item added, continued, deleted, and/or modified since the distribution of the initial meeting agenda.

Rule 11. Use of Novus Agenda Software

All Departments/Agencies shall use Novus Agenda Software to prepare agenda items and submit supporting documents. Departments will work directly with the Clerk of the Board if they require assistance in creating an agenda item.

Rule 12. Department/Agency Agenda Responsibilities

When submitting an item for consideration by the Board, it is the responsibility of the originating Department /Agency to provide all required information, and to meet all established deadlines. Exceptions to deadlines will be considered if items are deemed to be time sensitive or of special importance to a Board member. The Clerk of the Board will work directly with departments to add agenda items after the deadline, or may require departments to obtain approval of the CAO prior to adding late items. Board members may work with the CAO, Clerk of the Board, or pertinent department head when needing to add items to an agenda.

Outside agencies and citizens will work with the Clerk of the Board when requesting an agenda item for Board consideration, and will follow established guidelines found in Appendix C (Request to place an Item on the Board's Agenda).

Rule 13. Review and Filing of Agenda Items

After preparing agenda items in Novus Agenda, all items will require review by the County Administrator, County Counsel, and Finance Director. Any one of these three reviewers may ask for additional information, clarification, and may determine not to place any item on the agenda that is not complete or is not submitted in accordance with instructions. Without amendment to these Rules, agenda submittal instructions may be amended or additional requirements imposed to ensure appropriate review and Brown Act compliance.

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Rule 14. Board Correspondence

Correspondence addressed to the Board of Supervisors will be placed on the agenda by the Clerk of the Board. If the Clerk determines that correspondence is legally questionable, objectionable, or of no interest to the public, she/he will receive direction from the CAO, County Counsel, and/or Board members prior to including the correspondence on the agenda. If the Clerk receives correspondence from County departments addressed to the Board, such correspondence will be forwarded to the Board members and CAO and not added to the agenda.

Rule 15. Supplemental Correspondence and Information Prior to Board Meeting and During the Board Meeting

- a) After Initial Agenda Distribution and Prior to the Meeting Rule - Agenda materials distributed, via mail, email, or hand delivered by the public to a majority of the Board or their staff, that is distributed or redistributed to another County employee, must be forwarded to the Clerk for public review.
- b) At the Meeting Rule - Documents, including PowerPoint handouts, distributed to Board members by County employees or Board members themselves at the meeting, shall be kept to a minimum. When necessary to distribute materials at the meeting, 20 copies shall be provided to the Clerk for distribution to: Board members, County Administrator, County Counsel, and the Clerk, with remaining copies available for distribution to the general public. If large numbers of the public are anticipated to attend the Board Meeting on a matter and new information will be distributed to the Board members, then the number of copies should be increased to anticipate the number needed for the public.

Any supplemental correspondence or written information related to an agenda item which is provided to three or more Board members, and/or members of their staffs, shall be concurrently filed with the Clerk and made a part of the official record. This Rule shall not apply to attorney-client privileged communications.

Sufficient copies of supplemental correspondence and information should be delivered to the Clerk and the Clerk shall make the appropriate distribution to the Board, CAO and County Counsel.

VI. CONDUCT OF BUSINESS

Rule 16. Order of Business

The Board shall conduct business in the order specified in the posted agenda or as modified at the discretion of the Chair with the concurrence of the Board. Without amending these Rules, the Board may modify or amend the Order of Business for Regular meetings, which shall be attached to these Rules as Appendix A.

Rule 17. Board Member; Notification of Absence

If any Board member is unable to attend a meeting of the Board, all reasonable efforts shall be made to notify the Chair, County Administrator, and the Clerk, in writing (electronic mail or regular mail) and as soon as possible to ensure there are sufficient members present to consider all agenda items.

Rule 18. Quorum and Action

Three members of the Board shall constitute a quorum sufficient to transact business. In the absence of a quorum, the remaining members or the Clerk may adjourn the meeting to another date and time in accordance with Government Code §54944 and shall post a Notice of Adjournment.

Rule 19. Matters Not on the Agenda/Emergency Items

No action shall be taken on any item not appearing on the posted agenda except:

- a) Upon a majority vote of the Board that an emergency situation exists as defined in Government Code §54956.5;
- b) Upon a determination by a four-fifths (4/5) vote of the Board, or if less than four-fifths (4/5) of the members are present, a unanimous vote of those members present, that 1) there is a need to take immediate action, and 2) the issue arose subsequent to the agenda being posted.

Any requests to hear a matter not on the agenda or emergency item shall be communicated to the Chair, County Administrator, County Counsel and Clerk as soon as the need becomes known.

Rule 20. Consent/Regular Calendar Items

Agenda items on the Consent Calendar are routine in nature, consistent with adopted Board policy, and do not require individual consideration. The Consent Calendar will be enacted by one motion for approval of the recommended actions. There will be no separate discussion of these items prior to the time the Board votes on the motion unless any member of the Board or the public requests removal of a specific item from the Consent Calendar for separate discussion and action. Any Board member may ask the Clerk to record a “no” or “abstention” vote on any Consent Calendar item.

Agenda items on the Regular Calendar require separate discussion and/or action and may include, but are not limited to changes in policy, items that require the Board to consider options and provide direction, requests for new or unbudgeted positions, introductions or adoption of a proposed Ordinance, Public Hearings, and other matters as required by law.

Rule 21. Public Hearings

Upon receipt of a request by a Department/Agency or Board member for a public hearing, the County Administrator or Clerk may set the hearing without action of the Board unless the Board is required by law to schedule the hearing. In that event, the matter shall be placed on the Consent Calendar to set the hearing.

Subject to the Chair’s right to maintain order, any person wishing to speak at a public hearing shall be heard. Except for rebuttal allowed an applicant, or the appellant in the case of an appeal, each speaker shall speak only once.

Each speaker’s presentation at a public hearing shall be relevant and to the point, and shall be as brief as possible; visual and other materials may be used as appropriate. The Chair may establish a time limit for presentations. When speakers use or submit to the Board visual or other materials, such materials shall become part of the file and identified and maintained as such. When CDs, DVDs, thumb drives, USB memory sticks, or other portable electronic media (e-media) are submitted to the Board, at least one hard-copy of the information stored on the e-media must be provided to the Clerk. Speakers with lengthy presentations are encouraged to submit them in writing.

The closing of a public hearing signifies the point after which the Board will no longer accept or consider any additional communication on the matter that was the subject of the hearing. As used in this Rule, “communication” includes oral communication; written communication such as documents, letters, and

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photographs; and any type of electronic communication, including e-mails, e-mail attachments, graphic images, spread sheets, text messages, and social media messages.

Should the Board close a public hearing and continue its deliberations to a subsequent meeting, or announce a tentative decision, by motion or other proceedings, and defer its action on a final decision to a subsequent meeting to allow preparation of appropriate findings and/or conditions of approval, any written or electronic communication received by a Board member or the Clerk after the close of the hearing on the matter that was the subject of the hearing shall be placed in a separate file kept by the Clerk and labeled to indicate it was received after the close of the hearing. Late written and electronic communication shall not be given to Board members, nor should Board members retain copies.

Should County staff determine that communication received after the close of a public hearing should be considered by the Board prior to its rendering a final decision on the matter that was the subject of the hearing, County staff shall recommend to the Board that the hearing be reopened. If the Board concurs, the Board shall reopen the hearing, following appropriate notice, for the limited purpose of receiving testimony and evidence on the new information.

VII. PROCEDURE AND VOTING

Rule 22. Order and Decorum

The Chair shall preserve order and decorum and shall decide all questions of order and procedure subject to an appeal to the Board. The nature of any appeal shall be briefly stated and the Chair shall have the right to state the reason for his or her decision.

A Board member wishing to speak shall refrain until he or she has been recognized by the Chair. While a Board member is speaking, other Board members shall be respectful and shall not engage in or entertain private discussions.

Consistent with the purpose of the Rules, members are encouraged to use a formal style, including appropriate titles, in addressing the public, staff and each other. All members shall refrain from the use of profanity, emotional outbursts, personal attacks or any speech or conduct which tends to bring the organization into disrepute.

Rule 23. Commitment to Civility

To assure civility in its public meetings, staff and the public are also encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. To achieve compliance with these Rules, Board members, staff, and the public are encouraged to:

- Create an atmosphere of respect and civility where elected officials, County staff, and the public are free to express their ideas;
- Establish and maintain a cordial and respectful atmosphere during discussions;
- Foster meaningful dialogue free of personal attacks;
- Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the Board;

- Recognize it is sometimes difficult to speak at Board meetings, and out of respect for each person's feelings, allow them to have their say without comment, including booing, whistling or clapping;
- Adhere to speaking time limit.

Rule 24. Use of Electronic devices and documents

The use of electronic documents, via iPads or other electronic means, is encouraged as a means of reducing the production and distribution of paper documents, and thereby decreasing costs.

Any member of the public may view the same electronic documents on line at:

http://monocounty.ca.gov/meetings_sub/bos, or may view the documents in paper form in the Clerk of the Board's Office.

The Board shall refrain from emailing, texting, using social media, or otherwise engaging in electronic communications in the Board Chambers on matters that are listed on the Board agenda.

Rule 25. Motions – General

Any motion for action shall require a second before being acknowledged by the Chair. The Clerk shall enter into the minutes the motion and the names of the moving and seconding members. After a motion is stated by the Chair, it shall be open for debate but may be withdrawn by the maker at any time before a decision is made or an amendment adopted. A motion may be amended with the consent of the moving and seconding members at any time before a decision is made or an amendment adopted unless another motion is pending. The Clerk shall enter into the minutes the vote of each member on each motion.

Rule 26. Voting

It shall take at least three affirmative votes of the Board to pass any motion (Govt. Code §25005), except where supermajority four-fifths (4/5) votes or unanimous votes are required by law. Appendix B contains a list of common items that require a four-fifths (4/5) vote. Appendix B may be up-dated without amending these Rules. An abstention shall count as neither an "aye" nor a "no" vote.

A supervisor who is absent from all or a part of: (1) a public hearing, (2) an item that requires findings, or (3) an item that is quasi-judicial in nature, may subsequently vote on the matter if the supervisor has reviewed all evidence received during his/her absence, listened to the Clerk's recording or read a true and complete transcript of the proceedings, and so states on the record.

Rule 27. Roll Call Votes

The roll need not be called in voting upon a motion except where specifically required by law or requested by a Board member or the Chair. Each roll call vote shall be made in an order determined by the Clerk or directed by the Chair but generally shall first include: the maker of the motion; the member who seconded the motion; the balance of the members present, with the Chair called last, unless the Chair made, or seconded, the motion.

Rule 28. Conflicts of Interest

Any Board member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

Mono County Board Rules of Procedures

- a) Publically state the nature of the conflict in sufficient detail to be understood by the public;
- b) Recuse himself/herself from discussing and voting on item; and
- c) Leave the room until after the discussion, vote, and other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

The member may be allowed to address the Board as a member of the public. Disclosure of a conflict shall be noted in the official Board minutes. The member must also comply with all other applicable conflicts of interest laws.

Members may not have a financial interest in a contract approved or considered by the Board. In these cases disclosure and recusal does not remove the conflict and such a contract is considered void (Government Code §1090). The Board member is encouraged to discuss possible conflicts with County Counsel prior to the meeting.

Rule 29. Motion to Rescind

A motion to rescind any action or motion shall require four-fifths (4/5) vote unless notice has been given at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a majority vote of all the members of the Board. A motion to rescind is not in order if action has been taken which cannot be changed.

Rule 30. Motion to Reconsider

Any Board member who votes in the majority on a question, as well as any Board member who was absent, is eligible to make a motion to reconsider. A motion to reconsider shall be in order during the meeting at which the action to be reconsidered took place provided members of the public in attendance during the original action are still present in the Board chamber. In all other cases, motions for reconsideration must be placed on a future agenda for action.

A motion to reconsider shall require a majority vote. A motion to reconsider, if lost, shall not be renewed nor shall any subject be reconsidered a second time within twelve (12) months except by a four-fifths (4/5) vote of the Board. A motion to reconsider is not in order if action has been taken which cannot be changed.

Rule 31. Substitute Motion

A substitute motion is an amendment where an entire resolution or section, or one or more paragraphs is struck out and another is inserted in its place. The motion to substitute, if adopted by majority vote, does away entirely with the original motion. The vote shall then be taken on the motion that was substituted. A substitute motion is appropriate if amendments become involved or a paragraph requires considerable changes. A substitute motion may not be made when an amendment is pending.

Rule 32. Ordinances

Ordinances (other than zoning ordinances) are introduced at one meeting (first reading), then generally placed on the agenda for adoption at a subsequent meeting.

- The first reading will become the primary meeting at which: (1) the title of the ordinance will be read; (2) the Board will typically consider a motion to waive the reading of the text of the ordinance and to

introduce the ordinance by title only; (3) members of the public shall have an opportunity to address the ordinance; (4) the ordinance shall be introduced by a motion and majority vote of the Board.

- At the second reading: (1) the ordinance may be placed on the Consent Calendar for adoption; (2) if pulled from the Consent Calendar for separate action, the title of the ordinance may be read; (3) a motion to adopt the ordinance may be made; (4) a majority vote by roll call will adopt the ordinance.
- Pursuant to Government Code §25123, ordinances shall generally become effective 30 days from the date of final passage.

Zoning ordinances are publicly noticed and may be adopted by majority roll call at one hearing. Other ordinance hearing procedures may be used as required by law.

Rule 33. Planning Matters – Request for Continuance

Any Board member may, at his or her sole discretion, continue a planning matter within his/her District from one agenda to the next available regular meeting of the Board that will allow for any applicable legal noticing requirements.

Rule 34. Planning Matters – Original Jurisdiction

Any member may request the Board to exercise original jurisdiction over a use permit or other planning application, as authorized under the County Code, except in cases where state law requires a recommendation of the Planning Commission prior to action by the Board on the matter. A request to exercise original jurisdiction shall be filed in writing with the Clerk, or made orally at a Board meeting, prior to any decision by a lower level decision maker approving or denying the subject application. A request to exercise original jurisdiction need not state the reasons for the request but shall be brought as a noticed agenda item to the full Board for majority approval.

VIII. DUTIES OF COUNTY STAFF DURING BOARD MEETINGS

Rule 35. County Administrator

The County Administrator shall be present during Board meetings and shall provide such information as necessary to assist the Board members in their deliberation and decision making. The County Administrator may delegate this responsibility to the County Finance Manager or County Counsel should extraordinary circumstances prevent the discharge of this responsibility.

Rule 36. County Counsel

County Counsel shall be present during Board meetings, and shall serve as advisor to the Board on appropriate rules to comply with legal requirements. All questions of law shall be referred to County Counsel for his or her opinion. County Counsel may delegate this responsibility to the Assistant County Counsel or a Deputy County Counsel.

Rule 37. Clerk of the Board

The Clerk or Deputy Clerk shall be present during all meetings for the purpose of taking and maintaining the minutes of the meeting; presenting and receiving correspondence, records, documents, claims, reports, or petitions; preserving all records; marking or attesting all resolutions and ordinances; imparting information on Board documents of public record; and otherwise fulfilling all duties imposed by law or required by the Board.

Mono County Board Rules of Procedures

The Clerk shall record all regular meetings of the Board by audio or visual means or both. Regular meetings may also be broadcast or webcast.

Rule 38. Sheriff

The Sheriff, or a representative of the Sheriff's Office, shall at the discretion of the Chair or a majority of Board members, be in attendance at the meeting of the Board, for the purpose of maintaining order and upholding the law.

Rule 39. Department and Agency Directors

Department and Agency Directors, or a designee, having any matter on the agenda for consideration by the Board, whether consent or regular, shall be available for the purpose of providing information to the Board and shall also attend any Board meeting when requested to do so by a Board member or the County Administrator. Department and Agency Directors may be present in person or by tele-communication as the items warrants. Given Mono County's seasons and efforts to contain costs, Department and Agency Heads are asked to keep these factors in mind when scheduling meeting attendance.

IX. COMMITTEES

Rule 40. Board Committees/Assignments and Reporting Requirements

The Clerk shall maintain a list of Board Committees and Assignments. Annually, the incoming Chair shall review the list of Committees and Assignments. The list of appointments shall be adopted by the Board at their first meeting in January.

All members who are assigned to special projects, committees, and separate boards or commissions shall provide regular reports to the full Board regarding their activity in connection with the special projects, committees, and separate boards or commissions.(Government Code §53234, et. seq.).

Committee members shall call board committee meetings as needed provided they are held in conformance with the law. The County Administrator's Office and County Counsel shall serve as support staff to all Board committees. Other department heads and/or staff may also support as requested by the committee.

Rule 41. Standing Committees

Standing committees are those which have continuing jurisdiction over a particular subject matter or whose meeting schedule is fixed by resolution or action of the Board. Even if comprised of less than a quorum of the Board, a standing committee is subject to the Brown Act.

The Chair shall appoint members to each standing committee. Generally, appointments shall occur at the Board's first regular meeting in January. All standing committees shall be appointed for the calendar year, and the members shall continue as committee members until their successors have been appointed.

Rule 42. Ad-Hoc Committees

Ad-Hoc committees are not subject to the Brown Act. They may be formed by the Chair or Board action, shall be solely composed of members of the Board, less than a quorum of the Board, shall serve a limited or single purpose, for a limited time, and shall be dissolved once the specific task assigned is completed.

Ad-Hoc Committees are encouraged to conclude their business at the end of each calendar year. The Clerk will maintain a current index of Ad-Hoc Committees and their purpose.

X. OTHER

Rule 43. Board Member Referrals to Staff

Board member referrals, excluding constituent work, that are anticipated to involve significant staff time or other resource commitment and/or are a departure from established county or departmental policy require Board approval prior to starting work. Board members are encouraged to discuss referrals which may require significant resources with the Chair and CAO.

Board approval shall be obtained through majority action of the Board, on an agenda item in which the scope and resource needs of the referral are identified.

Rule 44. Action Summaries and Recordings of Meetings

The Clerk shall prepare and distribute Action Summaries (“minutes”) of Board meetings. The minutes shall consist of the brief statement of each item posted on the agenda and supplemental agenda plus all motions, resolutions and ordinance numbers related thereto, all votes recorded thereon, and the final action taken by the Board. The minutes shall be made available internally and to the public and shall be placed on the Internet.

XI. The Clerk shall maintain the official audio record of each Board meeting for a period of at least 2 years and will make these tapes available for listening by the public at no charge. PARTICIPATION OF THE PUBLIC

Rule 45. Public Comment / Time Limits

Members of the public have the right to address the Board on any item within the subject matter jurisdiction of the Board (Government Code §54954.3). Members of the public shall direct their comments to the Chair who may, at his or her discretion, request a response from staff. Time limitations are at the discretion of the Chair, and may be reduced or extended.

Public comments on items on the agenda will be called prior to the Board taking action on the item.

Under the Public Comments portion of the meeting, members of the public will be allowed to address the Board regarding any item **not on the agenda**. No action may be taken on items not on the agenda unless authorized by law.

Rule 46. Orderly Conduct

The Chair may determine when orderly conduct of a meeting is not feasible owing to disruptive behavior by persons in attendance. The Chair may request that person(s) disrupting the meeting leave the chambers/meeting room. If order cannot be restored, the Chair may order the chambers/meeting room cleared and continue in session. Members of the news media, except those participating in the disturbance, shall be allowed to remain. The Chair may re-admit any person(s) provided their re-admission will not disrupt the continued orderly conduct of business. The Chair may also call a recess and reconvene when order has been restored.

Mono County Board Rules of Procedures

Rule 47. Security and Prohibition of Banners/Signs or other Hazardous Objects

The Board has the power to implement security measures in the chambers/meeting room. Signs, posters, banners or other hazardous objects which could impair the safety of individuals in the event of an emergency are prohibited in the chambers/meeting room. Any large object/container that may be deemed a hazardous object which could impair the safety of individuals in the event of an emergency may be prohibited in the chambers/meeting room.

XII. Appendix A. Order of Agenda

Generally, business at Regular meetings shall be transacted in the following order. Business may be reordered by the Chair or by a majority of members. Without amending these Rules, the Board may modify or amend the Agenda Order.

- I. Call to Order (9:00 a.m.)
- II. Pledge of Allegiance
- III. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- IV. Approval of Minutes
- V. Presentations
- VI. Board Member Reports on assigned Boards, Councils, Commissions or other meetings attended
- VII. County Administrative Officer Report
- VIII. Department Reports/Emerging Issues
- IX. Consent Calendar
- X. Correspondence Received
- XI. Regular Morning Calendar
- XII. Public Comment on Closed Session Items
- XIII. Closed Session
- XIV. Reconvene and Report from Closed Session (2:00 p.m. unless adjusted by the Chair as needed)
- XV. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- XVI. Regular Afternoon Calendar

Adjournment – Meeting Adjourned in the Memory of/Moment of Silence/Reading of Names, City

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XIII. APPENDIX B. 4/5ths and Unanimous Vote Requirements

Subject	Vote	Code	Description
Off Agenda Action	Unanimous	Gov Code §54954.2(b)(2)	To consider an item not on the Agenda, the Board must make findings that the need to take action arose after the Agenda was posted. The vote requires at least four votes of the Board if two-thirds of the members are present. If less than two-thirds are present, it requires a unanimous vote.
Airport	4/5	Gov Code §26021	Property acquisition for airport purchases by purchase, condemnation or lease; resolution for County aid.
Airport	4/5	Gov Code §26026	Contribute money to the United States for the acquisition or improvement by the United States or any of its authorized agencies of airports in the county.
Bonds		Gov. Code §§26880, 26885, 26946, 29917, 53595.20, 53345.8; Sts. & Hwys Code §§9132, 5227, 10355, 9534.5; Ed. Code §15145; Pub. Util. Code §§99100, 99102, 99118, 99119	There are many special voting requirements and other processes required for bonds. Please check with counsel.
Bridges	4/5	Pub. Contract §20405(c)	Modify the plans, specifications and working details of bridge construction contracts.
Budget	4/5	Gov Code §29088	Changes to proposed budget after budget hearing but prior to final budget
Budget	4/5	Gov Code §29125	The following transfers and revisions to the adopted appropriations require a 4/5 vote: (1) between funds; or (2) transfers from appropriation for contingencies.
Budget	4/5	Gov Code §29127	Adopt resolution necessary to appropriate and expend funds necessary to meet specific emergencies.

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Budget	4/5	Gov Code §29130	Make available for appropriation any of the following fund balances: a) Restricted, committed, assigned, and unassigned fund balances, excluding the general reserves and nonspendable fund balance; b) Amounts that are either in excess of anticipated amounts or not specifically set forth in the budget derived from any actual or anticipated increases in financing sources.
Collections	4/5	Gov Code §26220(a) and (b)	a) Assign for the purpose of collection any or all delinquent bills, claims and accounts, and any or all money judgments taken in the name of the County. b) Assign for the purpose of collection any or all delinquent or unsecured taxes.
Condemnation/Eminent Domain	4/5	Code of Civ. Pro §1245.240	Adopt a resolution of necessity prior to commencing an eminent domain proceeding.
Contracts	4/5	Pub. Contract Code §20128	Modify terms of a construction contract.
Contracts	4/5	Pub. Contract Code § 20135	Alter or change in any manner the plans and specifications previously adopted by the Board for the erection, alteration, construction, or repair of any public building or structure, where such alteration or change increases cost.
Contracts	4/5	Pub. Contract Code §20136	Adopt an order to alter or change a contract that is for the erection, construction, alteration or repair of any public building or other structure.
Contracts	4/5	Pub. Contract Code § 20137	Contracts for the erection, construction, alteration, or repair of any public building or other structure: the Board may authorize a change if it does not exceed 10% of the original contract price
Contracts	4/5	Pub. Contract Code § 20150.10	Adopt a resolution declaring that a project can be performed more economically by county personnel, or that in the Board's opinion a contract to perform the project can be negotiated with the original bidders at a lower price than that in any of the bids, or the materials or supplies furnished at a lower price in the open market.
Contracts	4/5	Pub. Contract Code § 22038(a)(2)	After rejection of bids, adopt a resolution that declares that a project can be performed more economically by the employees of the agency.
Contracts	4/5	Pub. Contract Code §22050(a)(1)	In the case of an emergency, repair or replace a public facility, take any directly related and immediate action

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			required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. (See also Pub. Contract Code §22035.)
Contracts	4/5	Pub. Contract Code §22050(b)(1)	Adopt a resolution or ordinance that delegates to the appropriate county administrative officer, chief engineer or other nonelected agency officer, the authority to order any action pursuant to the emergency powers described in (a)(1) above.
Contracts	4/5	Pub. Contract Code §3400(c)(4)	Use of specific brand/trade name (without “or equal”) in the invitation of bids or requests for proposals in order to respond to an emergency declared by a local agency by a four-fifths vote.
Counsel	4/5	Gov. Code § 25203	Employ counsel to assist the district attorney, county counsel or other counsel for the county or public entity for which the Board is the governing body.
Flood Control, Maintenance and Sanitation District	4/5	Gov. Code § 23014	Adopt a resolution appropriating any of its available moneys to a revolving fund (not to exceed \$500,000) to be used by any county sanitation district, county flood control district, or county district maintenance district located wholly within the county for certain purposes.
Legislation	4/5	Gov. Code §25123(d); Elec. Code §9141(a)(4)	Adopt ordinances that are for the immediate preservation of the public peace, health or safety, which contain a declaration of the facts constituting the urgency, in which case the ordinance shall take effect immediately.
Parks	Unanimous	Gov. Code §25583	Adopt a resolution of intention to abandon a park or a portion of a park and fix a time when it will meet to take final action.
Parks	4/5	Gov. Code §25553	Find that the enlargement or improvement of the public park, beach, golf course or recreation ground is of general county interest or that the cost of maintenance is increased by reason of use by residents of the county outside of the city, such that the Board may determine to extend aid to city parks.
Planning	4/5	Gov. Code §65858	Adopt as an urgency measure, an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal. Any extension of time on the interim ordinance also requires a 4/5 vote.

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Planning	4/5	Pub. Util. Code §§ 21676, 21676.5	Overrule an airport land use commission's determination.
Property	Unanimous	Gov. Code §25363	Cash sale or lease of any property not required for public use at a noticed public auction (4/5ths vote); sale or lease at an unadvertised, private sale can be authorized by simple majority, but only after the Board unanimously finds that the value of the property does not exceed \$500, monthly rental value is less than \$75 or it is a product of a County farm.
Property	Unanimous	Gov. Code §25550 & §25550.5	Conveyance of county property to city for public park purposes
Property	4/5	Gov. Code §25365(a)	Convey to another governmental agency within the county any real or personal property
Property	4/5	Gov. Code §25365(b)	Exchange real property with any person, firm or corporation for the purpose of removing defects in the title or where the real property is not required for county use and the county to be acquired is required for county use.
Property	4/5	Gov. Code §25515.2(c)	Action to approve any sale, lease, lease with option to purchase, development or contract agreement for public property after a request for proposals.
Property	4/5	Gov. Code §25536(a)	Enter leases, concession or managerial contracts involving leasing or subleasing county-owned, leased or managed property devoted to or held for certain purposes
Property	4/5	Gov. Code §25536(c)	Sell or lease county-owned property without complying with Article 8 "Sale or Lease of Real Property" if the county repurchase or leases back the property as part of the same transaction. Pledge specific revenues as security for the payment of obligations incurred in the repurchase or leaseback of the property.
Property	4/5	Gov. Code §25536.5	Approve an agreement to amend a lease, sublease, concession or managerial contract entered to permit a permanent improvement or alteration of property at the expense of the lessee or concessionaire and to permit a credit on rentals or other reimbursement.
Property	4/5	Gov. Code §25526	Adopt a resolution declaring intent to sell or lease property.
Property	4/5	Gov. Code §53867	Determines that property cannot be sold for a sum at

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			least equal to the total of the amount paid, all accrued penalties and delinquencies, and necessary expenses incurred, the local agency may sell the property or lien for less than such total but not less than the fair market value of the property or lien.
Roads	Unanimous	Sts. & Hwy Code §1026(c)	County aid to road districts: order the expense of material for highway construction to be paid out of the county general fund.
Special Assessment Districts	4/5	Sts. & Hy. Code §§ 2808.5, 2808.6, 2808.7	There are several statutory special vote requirements related to special assessment districts. Please consult with County Counsel.
Special Purpose District	Unanimous	Gov. Code § 26909, subd. (b)	Approve a unanimous request made by the governing board of a special district to replace an annual audit with another specified audit.
Streets and Highway	4/5	Sts. & Hwy. Code §942	Let county equipment used in the maintenance and construction of county roads, when such equipment is not in use upon the roads under the jurisdiction of the board, and may charge for the use thereof a rental, and arrange the basis of compensation, in keeping with the general conditions prevailing in the county in which the transaction is made.
Streets and Highway	4/5	Sts. & Hwy. Code § 969.5	Adopt a resolution that determines that the general county interest demands the improvement or repair of a privately owned road.
Streets and Highway	4/5	Sts. & Hwy. Code § 1070	Determine that the public convenience and necessity demand the acquisition or construction of a new county highway or improvement, repair or maintenance of any existing county highway, and the expense of such new highway or the expense of improving, repairing, or maintaining such existing highway is too great to pay out of the road fund of the district (such that the Board may adopt a resolution to make such acquisition or do such work and charge the expense to the county general fund, the road fund of the county, or the district fund of any district benefited).
Streets and Highway	4/5	Sts. & Hwy. Code § 1627	Adopt a resolution that establishes a “county highway right of way acquisition revolving fund” for acquiring rights of way for county highway purposes through purchase or condemnation.

Mono County Board Rules of Procedures

Streets and Highway	4/5	Sts. & Hwy. Code §§ 1680, 1686	Adopt a resolution that determines that certain activities are of general county interest and that county aid may be extended to cities for city streets.
Streets and Highway	4/5	Sts. & Hwy. Code § 1700	Adopt a resolution that declares any highway lying in whole or in part within a city to be a county highway for one or more of the following purposes: acquisition of rights-of-way, construction, maintenance, improvement, or repair.
Tax	4/5	Gov. Code § 53724	Approve an ordinance or resolution that proposes a tax that is subject to approval by the voters pursuant to Government Code section 53722
Tax	4/5	Rev. & Tax. Code § 7285	Approve ordinance proposing a transactions and use tax for general purposes.
Tax	4/5	Rev. & Tax. Code § 7285.5	Adopt ordinance regarding a transactions and use tax for specific purposes.

Mono County Board Rules of Procedures

XIV. APPENDIX C. Request to place an Item on the Board's Agenda by the public or non-County entities

- a) The public or any non county entity (i.e. other governments, businesses, non-profits groups or other interest groups) are requested to contact the Clerk of the Board of Supervisors (760-932-5533 or 760-932-5538) for the date of the next available agenda. This information online at: <http://monocounty.ca.gov/bos>; click on **Meetings** link.
- b) A non-county individual or group seeking placement of an item on the Board of Supervisor's Agenda must have one of the Supervisors sponsor the item, and notify the Clerk of the Board with the name of Board Member sponsor.
- c) The following information is required via email to the Clerk of the Board of Supervisors before the item will be added to the agenda:
- *A brief description of the item to be discussed.*
 - *Is there a requested Board action, or is this item informational?*
 - *Is there a fiscal impact to the County?*
 - *Name of the person(s) who will be appearing before the Board to make the presentation.*
 - *The amount of time requested, including discussion and questions from the Board.*
 - *Preferred time of presentation, morning or afternoon.*
Morning is between 9:30-12:00 p.m.; afternoon is after 2:00 p.m.
- NOTE:** *An afternoon time may not be possible if the meeting will be finished before Noon.*
- *If the request is coming from an organization, please provide via email a cover memo on the organization's letterhead addressed to the Mono County Board of Supervisors describing in detail the request, expected Board action, and fiscal impact.*
 - *If handouts are to be provided or additional information at the Board meeting, you must provide this information via email to the Clerk of the Board of Supervisors. At least 20 copies for public distribution*
 - *If a PowerPoint presentation will be presented, please email it prior to the agenda deadline so it can be included in the Board's packet.*
- d) Upon request, the Clerk of the Board will provide a copy of a sample cover memo.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

TIME REQUIRED

SUBJECT State Board of Equalization Annual
Report for FY 12-13

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from State BOE dated 1/2/14 enclosing the Annual Report for Fiscal Year 12/13. The actual report, consisting of a booklet, is on file in the clerk's office.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: /

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[BOE ltr](#)

History

Time	Who	Approval
1/9/2014 9:43 AM	Clerk of the Board	Yes



STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION

450 N STREET, SACRAMENTO, CALIFORNIA
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0073
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www.boe.ca.gov

BETTY T. YEE
First District, San Francisco

SEN. GEORGE RUNNER (RET.)
Second District, Lancaster

MICHELLE STEEL
Third District, Orange County

JEROME E. HORTON
Fourth District, Los Angeles

JOHN CHIANG
State Controller

CYNTHIA BRIDGES
Executive Director

January 2, 2014

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

Dear Member:

I am pleased to present the BOE Annual Report for Fiscal Year 2012-13.

This report documents our journey as we embrace greater transparency and accountability in the fulfillment of our obligation to administer tax programs for the state of California. This report is a significant departure from previous reports and distinguishes itself in several important ways:

- The report provides BOE data and information in a clear, easy-to-read format and highlights the collection of more than \$56 billion in revenue during fiscal year 2012-13.
- The sources of revenues reported by BOE are featured to better inform Californians of the benefits and uses of their tax dollars.

We look forward to meeting the exciting challenges of the future and are proud to serve our great state by doing our part to contribute to a better quality of life for all Californians.

Sincerely,

Cynthia Bridges
Executive Director

CB:az

Enclosures



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

Departments: County Counsel; Finance

TIME REQUIRED 30 minutes (5 minute presentation; 25 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

Marshall Rudolph, Leslie Chapman,
Rose Glazier

SUBJECT Ordinance re Board Authority to
Waive T.O.T. Penalties

AGENDA DESCRIPTION:

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

Proposed ordinance adding Section 3.28.145 to the Mono County Code pertaining to waiver of transient occupancy tax (TOT) penalties in extraordinary circumstances. The ordinance would clarify the Board's discretionary authority to waive any penalty that would otherwise be imposed by County Code on the operator of a hotel, motel, or other transient occupancy facility when the Board finds that, due to extraordinary circumstances, imposition of the penalty would be inequitable or contrary to public policy. "Extraordinary circumstances" would be defined as including but not limited to natural disasters such as fires and floods impacting an operator.

RECOMMENDED ACTION:

Introduce, read title, and waive further reading of proposed ordinance. Provide any desired direction to staff.

FISCAL IMPACT:

None from the ordinance itself.

CONTACT NAME: Marshall Rudolph

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

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[staff report re T.O.T.](#)

- [T.O.T. ordinance](#)
- [MCC TOT code #1](#)
- [MCC TOT Code #2](#)

History

Time	Who	Approval
1/9/2014 3:12 PM	County Administrative Office	Yes
1/9/2014 2:25 PM	County Counsel	Yes
1/9/2014 3:13 PM	Finance	Yes

County Counsel
Marshall Rudolph

Assistant County Counsel
Stacey Simon

Deputy County Counsels
John-Carl Vallejo
Christian Milovich

**OFFICE OF THE
COUNTY COUNSEL**

Mono County
South County Offices
P.O. BOX 2415

MAMMOTH LAKES, CALIFORNIA 93546

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

Legal Assistant
Jennifer Senior

TO: Board of Supervisors

FROM: Marshall Rudolph

DATE: January 14, 2014

RE: Proposed Ordinance adding Section 3.28.145 to the Mono County Code pertaining to waiver of transient occupancy tax penalties in extraordinary circumstances

Recommendation:

Introduce, read title, and waive further reading of proposed ordinance.

Fiscal/Mandates Impact:

None from the ordinance itself.

Discussion:

This proposed ordinance was requested to be agendized by some Board members. It would add a new section to the transient occupancy tax (T.O.T.) chapter of the Mono County Code (Chapter 3.28) in order to clarify the Board's independent authority to waive transient occupancy tax penalties in extraordinary circumstances. As drafted, the proposed ordinance defines "extraordinary circumstances" as including but not being limited to "natural disasters such as fires and floods" affecting a T.O.T. facility operator (e.g., a motel owner). The ordinance provides that the Board may waive a penalty in extraordinary circumstances "for a single operator or class of operators, and may do so in response to a direct request by one or more operators or on its own initiative."

Without adopting the proposed ordinance, provision, the Board does already have some authority to waive penalties pursuant to the general T.O.T. appeal process set forth in Section 3.28.140 of the County Code (also enclosed for reference), which allows an operator to appeal to the Board of Supervisor any decision of the tax collector

regarding a tax delinquency. In making its decision regarding such an appeal, the Board has the authority, upon good cause, to “waive any or all of any accrued penalty.” But that process is designed to be pursued by one operator at a time (not a class of operators) and does not necessarily contemplate appeals or requested relief based on natural disasters or other “extraordinary circumstances.” Incidentally, pursuant to this Section, the Board has generally declined to waive penalties based on a financial hardship but has waived penalties on a handful of occasions for operators who were found by T.O.T. audits to have inadvertently undercollected T.O.T. based on a good-faith misunderstanding of the County’s T.O.T. ordinance.

Encl.



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ORDINANCE NO. ORD13-___

AN ORDINANCE OF THE MONO COUNTY BOARD OF SUPERVISORS ADDING SECTION 3.28.145 OF THE MONO COUNTY CODE, PERTAINING TO WAIVER OF TRANSIENT OCCUPANCY TAX PENALTIES IN EXTRAORDINARY CIRCUMSTANCES

WHEREAS, Section 3.28.140 of the Mono County Code allows an operator of a transient occupancy appeal to appeal certain decisions of the tax collector to the Board of Supervisors; and

WHEREAS, the Board wishes to clarify its independent authority to waive transient occupancy tax penalties in extraordinary circumstances.

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

SECTION ONE: Section 3.28.145 is hereby added to the Mono County Code and will read as follows:

“3.28.145 Penalty waivers in extraordinary circumstances.

In addition to the appeal process set forth in Sections 3.28.130 and 3.28.140, the Board may in its sole discretion waive any penalty or portion thereof which would otherwise be imposed on an operator under this chapter where the Board finds and determines that, due to extraordinary circumstances, imposition of the penalty would be inequitable and contrary to public policy. “Extraordinary circumstances” include but are not limited to natural disasters such as fires and floods affecting an operator. The Board may waive a penalty for a single operator or a class of operators, and may do so in response to a direct request by one or more operators or on its own initiative. The Board may waive a penalty after it has been imposed or prospectively, before a penalty is imposed, if the circumstances warrant it. In addition to any other relief granted by the Board under this section, the Board may also authorize the tax collector to enter into a payment-plan agreement with one or more operators for accrued tax, interest and/or penalties (or portions thereof) on such terms and conditions as the tax collector and/or the Board determines to be just and proper.”

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 or a summary thereof 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 or a summary thereof within said 15 day-period, then the ordinance shall not take effect until 30 days after the date of publication.

1 **PASSED, APPROVED and ADOPTED** this ___day of_____, 2013, by the
2 following vote, to wit:

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

7 _____
8 BYNG HUNT, Chair
9 Mono County Board of Supervisors

10 ATTEST:

11 APPROVED AS TO FORM:

12 _____
13 Clerk of the Board

14 _____
15 COUNTY COUNSEL

pancy Tax Ordinance by registering with the Tax Collector for the purpose of collecting from transients the Transient Occupancy Tax and remitting said tax to the Tax Collector. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business in an unlawful manner or to operate a transient occupancy facility without strictly complying with all local applicable laws, including, but not limited to, those requiring a permit from any board, commission, department or office of this County. This certificate does not constitute a permit.” (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.080 Reporting and remitting.

Each operator shall, on or before the last day of the month following the close of each calendar quarter, or at the close of any shorter reporting period which may be established by the tax collector, make a return to the tax collector, on forms provided by him, of the total rents charged and received and the amount of tax collected for transient occupancies. At the time the return is filed, the full amount of the tax collected shall be paid to the tax collector. The tax collector may establish a shorter reporting period for any certificate holder if he deems it necessary in order to insure collection of the tax and he may require further information in the return. Returns and payments are due immediately upon cessation of business for any reason. All taxes collected by operators pursuant to this chapter shall be held in trust for the account of the county until payment thereof is made to the tax collector. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.090 Original delinquency.

Any operator who fails to pay any tax imposed by this chapter within the time required shall pay a penalty of fifteen percent of the amount of the tax in addition to the amount of the tax. Every penalty imposed, and such interest as accrues, under the provisions of this chapter shall become a part of the tax required to be paid. No penalties or interest shall accrue from the date of the filing of any successful appeal from the imposition of the tax as provided by this chapter. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.100 Continued delinquency.

A. Any operator who fails to pay any delinquent tax on or before the lapse of thirty days following the date on which the tax first became delinquent shall pay a second penalty of fifteen percent of the amount of the tax, penalties and interest then due.

B. If the tax, penalties and interest are not paid within sixty days from the date on which the tax became delinquent, the tax collector shall give written notice to the

operator in whose name the transient occupancy registration certificate was issued of his intention to cancel the certificate within fifteen days from the date on the notice should the taxes, penalties and interest then due not be paid. Written notice shall be deemed given when a copy of same is enclosed in a sealed envelope with postage thereon fully prepaid in the United States mail and addressed to that address given by the operator in the application for the certificate. The transient occupancy registration certificate shall be cancelled upon lapse of the fifteen days provided in the notice and nonpayment of taxes, penalties and interest within said fifteen-day period. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.110 Fraud.

If the tax collector determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of twenty-five percent of the amount of the tax shall be added thereto in addition to the penalties stated in Sections 3.28.090 and 3.28.100. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.120 Interest.

In addition to the penalties imposed, any operator who fails to remit any tax imposed by this chapter shall pay interest at the rate of one and one-half percent per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid. Any delinquent taxes due but unpaid as of the effective date of the ordinance codified in this section shall accrue interest at the rate set by this section until paid. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.130 Collection and report failure—Tax collector determination.

If any operator fails or refuses to collect the tax imposed by this chapter and to make, within the time provided in this chapter, any report and remittance of the tax or any portion thereof required by this chapter, the tax collector shall proceed in such manner as he or she may deem best to obtain facts and information on which to base an estimate of the tax due. As soon as the tax collector procures such facts and information deemed necessary upon which to base the assessment of any tax imposed by this chapter and payable by an operator who has failed or refused to collect the same and to make such report and remittance, he shall proceed to determine and assess against such operator the tax, interest and penalties provided for by this chapter. In case such determination is made, the tax collector shall give a notice of the amount so assessed by serving it personally or by depositing it in the

United States mail, postage prepaid, addressed to the operator so assessed at the operator's last known address. Such operator may within ten days after the serving or mailing of such notice make application in writing to the tax collector for a hearing on the amount assessed. If application by the operator for a hearing is not made within the time prescribed, the tax, interest and penalties, if any, determined by the tax collector, shall become final and conclusive and shall be immediately due and payable. If such application is made, the tax collector shall give not less than five days' written notice in the manner prescribed herein to the operator to show cause at a time and place fixed in the notice why the amount specified therein should not be fixed for such tax, interest and penalties. At such hearing, the operator may appear and offer evidence why such specified tax, interest and penalties should not be so fixed. After such hearing the tax collector shall determine the proper tax to be remitted and shall thereafter give written notice to the person in the manner prescribed herein of such determination and the amount of such tax, interest and penalties. The amount determined to be due shall be payable after fifteen days unless an appeal is taken as provided in Section 3.28.140. On good cause, the occupancy certificate of the operator may be suspended by the tax collector pending the hearing as herein provided or any appeal thereof. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.140 Appeal.

Any operator aggrieved by a decision of the tax collector with respect to the amount of such tax, interest, penalties, or suspension, if any, may appeal to the board of supervisors by filing a notice of appeal with the clerk of the board of supervisors within fifteen days of the serving or mailing of the determination of tax due. The board of supervisors shall fix a time and place for hearing such appeal, and the clerk of the board of supervisors shall give notice in writing to such operator at his last known place of address. The findings of the board of supervisors shall be final and conclusive and shall be served upon the appellant in the manner prescribed above for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice.

Upon good cause, the board may waive any or all of any accrued penalty and may authorize the tax collector to approve and enter into a payment-plan agreement with the operator for accrued tax, interest and/or penalties upon such terms and conditions as the tax collector determines to be just and proper. (Ord. 07-09 § 1, 2007; Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.150 Records.

It shall be the duty of every operator liable for the collection and payment to the county of any tax imposed by this chapter to keep and preserve, for a period of four years prior to the last reporting quarter, all records as may be necessary to determine the amount of such tax as the operator may have been liable for the collection of and payment to the county, which records the tax collector shall have right to inspect or audit at all reasonable times. All tax returns and information furnished by any operator pursuant to this chapter shall be confidential and shall not be open to the public inspection nor the specific contents thereof disclosed by any officer or employee except as necessary in the performance of official duty pursuant to this chapter, or in the course of any proceedings, hearing or litigation involving the existence or amount of the tax liability of such operator, or with the written consent of the operator or his authorized representative. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.160 Refunds—Erroneously or illegally collected amounts.

Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once or has been erroneously or illegally collected or received by the county under this chapter, it may be refunded as provided in Sections 3.28.170 and 3.28.180, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the tax collector within three years of the date of payment. The claim shall be on forms furnished by the tax collector (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.170 Refunds—Credit against taxes.

Any operator may claim a refund or take as credit against taxes collected and remitted the amount overpaid, paid more than once or erroneously or illegally collected or received when it is established in a manner prescribed by the tax collector that the person from whom the tax has been collected was not a transient; provided, however, that neither a refund nor a credit shall be allowed unless the amount of the tax so collected has either been refunded to the transient or credited to rent subsequently payable by the transient to the operator. (Ord. 04-05 § 1 (Att. A, part), 2004.)

3.28.180 Refunds—Repayment to transient.

A transient may obtain a refund of taxes overpaid or paid more than once or erroneously or illegally collected or received by the county by filing a claim in the manner provided in Section 3.28.160, but only when the tax was paid by the transient directly to the tax collector, or when the transient, having paid the tax to the operator establishes to the satisfaction of the tax collector that the tran-



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

Departments: Finance

TIME REQUIRED 10 minutes (5 minute presentation; 5 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Leslie Chapman

SUBJECT Tax Appeal Impound Fund

AGENDA DESCRIPTION:

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

Establishment of a tax appeal impound fund and authorization to impound funds associated with pending appeals.

RECOMMENDED ACTION:

Approve and authorize the Auditor-Controller to establish a tax appeal impound fund and to impound \$2,000,000 of secured taxes to offset anticipated tax appeal results covering fiscal years 2010, 2011, 2012 and 2013.

FISCAL IMPACT:

By impounding \$2,000,000 of current secured taxes now, the County will face a reduction of approximately \$599,140 in current secured taxes for the current fiscal year. No budget amendment is necessary at this time, but will be reviewed again at third quarter.

CONTACT NAME: Leslie Chapman

PHONE/EMAIL: 760 932-5494 / lchapman@mono.ca.gov

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

SEND COPIES TO:

Auditor-Controller
Assessor

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Report](#)

[Government Code](#)

History

Time	Who	Approval
12/26/2013 11:29 AM	County Administrative Office	Yes
12/30/2013 8:53 AM	County Counsel	Yes
1/9/2014 8:53 AM	Finance	Yes



DEPARTMENT OF FINANCE COUNTY OF MONO

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Leslie L. Chapman, CPA
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

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

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

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Roberta Reed, Assistant Finance Director, Auditor-Controller

DATE: December 19, 2013

SUBJECT: Creation of Tax Appeal Impound Fund

RECOMMENDED ACTION:

Approve and authorize the Auditor-Controller to establish a tax appeal impound fund and to impound \$2,000,000 of secured taxes to offset anticipated tax appeal results covering fiscal years 2010, 2011, 2012 and 2013.

BACKGROUND:

The Assessor has informed our office of several major appeals covering multiple parcels over multiple years. In conversations with the Assessor, refunds could total upwards to \$3,115,453 through 2013. In order to prepare and insure sufficient availability of funds to make the anticipated refunds, the Auditor-Controller would like to create a new tax appeal impound fund and impound \$2,000,000 (64% of anticipated refunds) from current secured taxes. Impounding this money now as the County makes its first tax apportionment of the year will be easier and less painful than trying to make a negative apportionment at the end of the year when funds are running low and there is very little time left to make budget adjustments. As the Assessor and the Auditor-Controller learn more as the appeals progress, impounded funds could be released back to each taxing entity.

Government Code §26906.1 allows the County Auditor, with the approval of the Board of Supervisors, to impound disputed revenues of any tax upon secured or unsecured property. If the pending appeals run through the next fiscal year, further adjustments could be made. Once the appeals are resolved, any additional

funds required or any excess impounded will be apportioned appropriately to each taxing entity.

FISCAL IMPACT:

By impounding \$2,000,000 of current secured taxes now, the County will face a reduction of approximately \$599,140 in current secured taxes for the current fiscal year. No budget amendment is necessary at this time, but will be reviewed again at third quarter.

GOVERNMENT CODE - GOV

TITLE 3. GOVERNMENT OF COUNTIES [23000 - 33205] (*Title 3 added by Stats. 1947, Ch. 424.*)

DIVISION 2. OFFICERS [24000 - 28085] (*Division 2 added by Stats. 1947, Ch. 424.*)

PART 3. OTHER OFFICERS [26500 - 27758] (*Part 3 added by Stats. 1947, Ch. 424.*)

CHAPTER 4. Auditor [26900 - 26946] (*Chapter 4 added by Stats. 1947, Ch. 424.*)

ARTICLE 1. Duties Generally [26900 - 26915] (*Article 1 added by Stats. 1947, Ch. 424.*)

^{26906.1} The county auditor, with the approval of the board of supervisors, may impound the disputed revenues of any tax upon secured or unsecured property, levied and collected by the county for the county or any revenue district, whenever, pursuant to Chapter 5 (commencing with Section 5096), Part 9, Division 1 of the Revenue and Taxation Code, a claim or action is filed for the return of the revenues, or the auditor reasonably anticipates that the tax may be refunded in whole or in part. The county auditor shall continue to impound such revenues until the final disposition of the claim or action, or a refund of the tax is no longer anticipated. If, under the final disposition, it is determined that such taxes were properly levied against such property, the auditor shall release the revenues to the county or revenue district.

(Amended by Stats. 1984, Ch. 884, Sec. 3.)



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

Departments: Economic Development

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

PERSONS APPEARING BEFORE THE BOARD Alicia Vennos

SUBJECT Resolution for Recreational Trails Program Grant Application

AGENDA DESCRIPTION:

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

Proposed resolution to approve the application for grant funds from the State of California Recreational Trails Program in order to update, print, promote and distribute 50,000 Mono County "Motor Touring in the Eastern Sierra" Guides.

RECOMMENDED ACTION:

Adopt proposed resolution #R14-____, approving the application for grant funds from the State of California Recreational Trails Program in order to update, print, promote and distribute 50,000 Mono County "Motor Touring in the Eastern Sierra" Guides. Provide any desired direction to staff.

FISCAL IMPACT:

If successful, the grant will provide funding in the amount of \$36,550. Matching in-kind contribution of \$3,350 in Mono County staff time is required.

CONTACT NAME: Alicia Vennos

PHONE/EMAIL: 760-924-1743 / avennos@mono.ca.gov

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

SEND COPIES TO:

Alicia Vennos

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Report](#)

[Draft Resolution approving the application for RTP Grant funds](#)

History

Time	Who	Approval
1/9/2014 12:28 PM	County Administrative Office	Yes
1/9/2014 2:42 PM	County Counsel	Yes
1/9/2014 9:31 AM	Finance	Yes



MONO COUNTY

ECONOMIC DEVELOPMENT and SPECIAL PROJECTS

P.O. BOX 603, MAMMOTH LAKES, CALIFORNIA 93546
(760) 924-1743 • (760) 924-1697 (Fax)

Dan Lyster
Director
dlyster@mono.ca.gov

Alicia Vennos
Manager
avennos@mono.ca.gov

STAFF REPORT

SUBJECT: Resolution of the Board to approve the application for grant funds from the state's Recreational Trails Programs (RTP).

RECOMMENDATION: Approve the resolution for staff to apply for RTP grant funds in order to update, print, promote and distribute the popular "Motor Touring in the Eastern Sierra" Guide book for Mono County.

BACKGROUND:

RTP Grant - The RTP is a state-administered local assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). Within the State of California, the Department of Parks and Recreation administers the program and recently informed Mono County, as a past recipient of funding, that the suspended RTP grant funding and cycle had been reinstated. Mono County's application for funding to replenish the inventory of the Motor Touring Guide falls under "Motorized Projects" which are administered by the Off-Highway Motor Vehicle Recreation Division (OHMVR).

Project Background - The original concept for the Motor Touring Guide was formulated in 2001 when the Bureau of Land Management, Bishop Field Office secured a grant to create and produce a comprehensive guide for the touring public to explore the back roads of the Eastern Sierra. Interpreting the landscape, the natural world, and the history of these routes, as well as providing road and travel safety information, were the main objectives. The featured routes in the Guide provide for off-highway experiences in some of the most spectacular scenery in North America. The 51-page Motor Touring Guide for Mono County has been an extremely popular publication from its launch, and has assisted the region's economy by encouraging visitors to not just drive through the county, but to stay and travel the side roads with confidence, and to come back again to explore other designated routes. Moreover, the Guide offers access information to all the outdoor activities – hiking, biking, fishing, climbing, photography – that visitors to the Eastern Sierra specifically come here to enjoy. Tourism is the economic driver for Mono County, and this publication motivates people to not only visit our area, but to stay longer, and return again and again.

Project Scope - The grant application proposes that with this funding, the Motor Touring Guide for Mono County will continue to be available to visitors and residents alike and will be utilized to achieve the following objectives:

- As inventory of the Guide is currently depleted, funding to print 50,000 guides will allow this brochure to live on and to continue to assist the traveling public with a tool to explore the back roads of the region.
- The Guide's content will be reviewed and modified to allow inclusion of three additional back road routes, one in the Antelope Valley and two in the Benton/Chalfant Valley area. The content will also be updated and will reflect more information and education regarding ATV travel.
- The cover will be updated with a new design and image to provide a fresh, appealing look and tone to the piece without losing the "classic" message of the current branding.
- Distribution is critical and will include recreation destinations and visitor centers throughout California and neighboring Nevada, as well as at 7-10 consumer travel shows attended annually by Mono County Tourism. The Guide will also be featured on the tourism website, www.MonoCounty.org, where free copies may be requested.
- Online distribution of the Guide will be accessible on the tourism website for eco-friendly downloading and browsing:
<http://www.monocounty.org/forms/index.cfm?action=viewform&formID=14>.
- Finally, expanded awareness of, and requests for the Guide have resulted from advertising Mono County's "The Road Best Traveled" ad with the call-to-action being the Motor Touring Guide. Grant funding for advertising outreach will be applied to two key publications produced and distributed by the California Tourism & Travel Commission/Visit California, the state's primary marketing entity – Visit California's Official Visitor Guide (circulation 500,000) and Visit California's annual "Road Trip" Guide (circulation 1,000,000). Both advertising opportunities provide lead generation through which readers are able to request more information directly from the advertiser.

Summary - The Motor Touring Guide has proven to be a major success in encouraging the public to venture off the highway and experience the back road landscapes of Mono County in a responsible way. The Guide has received both national and statewide recognition. In 2009, the Mono County Motor Touring Guide received the prestigious "Judge's Choice Award" for the "best brochure in California" from the California Travel and Tourism Commission. Funding to reprint the Guide is required to keep the publication in circulation -- an important aspect for tourism marketing outreach.

FISCAL IMPACT:

If successful, the grant will provide funding in the amount of \$36,550.

Matching in-kind contribution of \$3,350 in Mono County staff time is required.



RESOLUTION NO. R14-_____

**A RESOLUTION OF THE BOARD OF SUPERVISORS, COUNTY OF MONO,
APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE
RECREATIONAL TRAILS PROGRAM**

WHEREAS, the “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail Projects; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing Project Application under the program; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of Application(s) before submission of said Application(s) to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California to complete the Project(s);

NOW, THEREFORE, BE IT RESOLVED that the Mono County Board of Supervisors hereby:

1. Approves the filing of an Application for the Recreational Trails Program; and
2. Certifies that the Project is consistent with the Applicant’s general plan or the equivalent planning document; and
3. Certifies that said Applicant has or will have available prior to commencement of any work on the Project(s) included in this Application, sufficient funds to operate and maintain the Project(s); and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and

- 1 5. Appoints the Economic Development Manager as agent to conduct all negotiations,
2 execute and submit all documents, including, but not limited to Applications,
3 agreements, amendments, payment requests and so on, which may be necessary for
4 the completion of the Project.
5 6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules,
6 regulations and guidelines.

7 **APPROVED AND ADOPTED** this ____ day of January, 2014 by the following vote of
8 the Board of Supervisors, County of Mono:

9 **AYES** :

10 **NOES** :

11 **ABSENT** :

12 **ABSTAIN** :

13 _____
14 **LARRY JOHNSTON, CHAIR**
15 **BOARD OF SUPERVISORS**
16 **COUNTY OF MONO**

17 **ATTEST:**

18 **APPROVED AS TO FORM:**

19 _____
20 **LYNDA ROBERTS**
21 **CLERK OF THE BOARD**

22 _____
23 **MARSHALL RUDOLPH**
24 **COUNTY COUNSEL**



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

Departments: Public Works

TIME REQUIRED 15 minutes (5 minute presentation; 10 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Joe Blanchard

SUBJECT Baxter's Contract Extension

AGENDA DESCRIPTION:

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

Proposed contract extension with Don Baxter dba Baxter's pertaining to custodial, snow removal, and campground management.

RECOMMENDED ACTION:

Approve County entry into proposed contract extension and authorize Jim Leddy to execute said contract on behalf of the County. Provide any desired direction to staff.

FISCAL IMPACT:

The contract limit would be increased by \$35,862 to cover the five additional months of service and is currently included in the budget.

CONTACT NAME: Joe Blanchard

PHONE/EMAIL: 760-932-5443 / jblanchard@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report](#)
- [Agreement and First Amendment](#)

History

Time	Who	Approval
1/7/2014 5:05 PM	County Administrative Office	Yes
1/9/2014 2:32 PM	County Counsel	Yes
1/9/2014 9:27 AM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: January 21, 2014
To: Honorable Chair and Members of the Board of Supervisors
From: Joe Blanchard, Facilities Superintendent
Re: Contract Extension for Baxter's Janitorial

Recommended Action:

Approve Agreement and First Amendment to Agreement between County of Mono and Baxter's providing for Custodial, Snow Removal, and Campground Management Services, thereby extending the contract termination date by five months, to June 30, 2014.

Fiscal Impact:

The contract limit would be increased by \$35,862 to cover the five additional months of service.

Background:

Don Baxter, dba Baxter's, currently provides custodial, snow removal, and campground management services to the County pursuant to an agreement entered into on February 1, 2012. If not extended, that contract will expire on January 31, 2014. Separately, Mr. Baxter contracts with the County to provide site coordinator services for three of the County's community centers. The latter contract expires on June 30, 2014. The proposed extension to the custodial, snow removal, and campground management agreement will align the termination dates of these two contracts, providing additional flexibility to the County in contracting for or otherwise providing these services beginning on July 1, 2014.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joe Blanchard", with a long, sweeping flourish extending to the right.

Joe Blanchard, Facilities Superintendent

**AGREEMENT AND FIRST AMENDMENT TO AGREEMENT
BETWEEN COUNTY OF MONO AND BAXTER'S
PROVIDING FOR CUSTODIAL, SNOW REMOVAL, AND CAMPGROUND
MANAGEMENT SERVICES**

This Agreement and First Amendment is entered into on January 25, 2014 by and between the County of Mono (hereinafter, "County"), a political subdivision of the State of California, and Don Baxter, dba "Baxter's," of Walker California (hereinafter, "Contractor"), for the purpose of amending the Agreement Between the County of Mono and Baxter's Providing for Custodial, Snow Removal, and Campground Management Services (Mono County Contract # B000691) (hereinafter, "the Agreement"). The County and Contractor are sometimes referred to herein collectively as "the parties."

NOW, THEREFORE, the parties agree as follows:

1. The term of the Agreement shall be extended until June 30th 2014, unless sooner terminated as provided in the Agreement.
2. The contract limit set forth in paragraph 3-D of the Agreement shall be increased from \$175,000 to \$210,862.00.
3. All other provisions of the Agreement not herein modified shall remain in full force and effect.
4. This Agreement and First Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all of which constitute one and the same written instrument.

IN WITNESS of the foregoing, the parties have signed this Agreement and First Amendment through their duly-authorized representatives, as set forth below:

County of Mono:

Contractor:

By: _____

By: _____

Name: Byng Hunt

Name: Don Baxter

Title: Chair, Board of Supervisors

Title: Principal

Date: _____

Firm: Don Baxter, dba Baxter's

Date: _____

Approved as to Form:

Tax ID: 680053719

Stacey Simon,
Assistant County Counsel

Date

Approved by Risk Management:

Bill Van Lente,
HR/Risk Management



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

Departments: Public Works

TIME REQUIRED 15 minutes (5 minute presentation; 10 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Garrett Higerd

SUBJECT Convict Lake Road Rehabilitation Project Agreements

AGENDA DESCRIPTION:

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

This project would rehabilitate 2.75 miles of Convict Lake Road and add bicycle lane improvements.

RECOMMENDED ACTION:

Approve County entry into proposed Reimbursable Agreement, Statement of Work, and Memorandum of Agreement and authorize the Public Works Director to execute said agreements on behalf of the County. Provide any desired direction to staff.

FISCAL IMPACT:

Total project cost is estimated to be approximately \$5,688,000, and would be 88.53% paid for with Federal Lands Access Program funds, with an 11.47% County match (up to \$652,414). This project has been selected by the Mono Local Transportation Commission (LTC) for use of state and/or federal funds. There will be no General Fund impact except for advance payments subject to reimbursement.

CONTACT NAME: Garrett Higerd

PHONE/EMAIL: 760.924.1802 / ghigerd@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report and Exhibits](#)

History

Time	Who	Approval
1/9/2014 12:28 PM	County Administrative Office	Yes
1/9/2014 2:26 PM	County Counsel	Yes
1/9/2014 9:12 AM	Finance	Yes



MONO COUNTY

DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: January 14, 2014
To: Honorable Chair and Members of the Board of Supervisors
From: Garrett Higerd, Assistant Public Works Director
Re: Convict Lake Road Rehabilitation Project Agreements

Recommended Action:

Approve County entry into proposed Reimbursable Agreement, Statement of Work, and Memorandum of Agreement and authorize the Public Works Director to execute said agreements on behalf of the County. Provide any desired direction to staff.

Fiscal Impact:

Total project cost is estimated to be approximately \$5,688,000, and would be 88.53% paid for with Federal Lands Access Program funds, with an 11.47% County match (up to \$652,414). This project has been selected by the Mono Local Transportation Commission (LTC) for use of state funds. No General Fund impact is expected based on the expected level of effort for CEQA compliance.

Discussion:

This project would rehabilitate 2.75 miles of Convict Lake Road and add bicycle lane improvements. For a more detailed project scope see page 2 from the Initial Scoping Summary attached as Exhibit A.

Here is a brief recap of how this project has developed to date:

- February 2013 – The Federal Highway Administration issued a request for project applications for the California Federal Lands Access Program (FLAP).
- April 2013 – Public Works coordinated with project stakeholders (Economic Development, Inyo National Forest, private businesses, cycling groups, etc.) and submitted a FLAP grant application for Convict Lake Road.
- July 2013 – The California's Programming Decisions Committee (PDC) accepted our application into the short list.
- August 2013 – County staff met with the FHWA, their consultants, and the Inyo National Forest for a scoping meeting.
- October 2013 – The PDC reviewed scoping documents and selected the Convict Lake Road project for FLAP funding.
- December 9, 2013 – The Mono LTC programmed the 11.47% match for this project in the 2014 RTIP. This leverages state and/or federal funds to take advantage of this opportunity.

The Convict Lake Road Project is a high priority for the FHWA and it would like to begin preliminary engineering work as-soon-as-possible. In order for work to start, the Board of Supervisors must enter into agreements with the FHWA and the Inyo National Forest specifying roles and responsibilities. These documents are attached as Exhibits B and C. Staff had originally planned to bring this item

after the California Transportation Commission (CTC) had adopted the 2014 RTIP in March. However, waiting to April to begin work is not acceptable to the FHWA.

The proposed agreements require the County to provide the following contributions to the project:

- 11.47% match for the Preliminary Engineering phase – **\$68,132 upon approval of state matching funds (anticipated in June 2014, but no later than December 31, 2014).**
- Mono County would perform CEQA review and compliance (i.e., serve as the lead agency under CEQA), provide data for project development, review technical documents and plans, provide utility information and coordination, and be responsible for the NPDES permit until a Notice of Termination is accepted.
- 11.47% match for the Construction phase – \$524,982 to be invoiced at the time of PS&E approval for advertisement. These funds must be available **no later than August 1, 2015**.
- 11.47% match for Contingency – \$59,300 contingency account for variations in engineering and construction costs. To be invoiced, if needed, **at final closeout of the construction contract or at the resolution of any disputes or claims**.
- Mono County would continue to provide long-term maintenance and operation of Convict Lake Road.

Because the County plans to use state and/or federal funds for the 11.47% match, and the 2014 RTIP has not been approved by the CTC yet, the FHWA has agreed to give Mono County until the end of 2014 to tender the first installment. This should allow time for the 2014 RTIP to be approved and a Request for Authorization for the funds to be processed. However, because these match funds are not in the County's accounts, there is some chance that they could be delayed past the due date, in which case other funds would have to be used.

In order for the project to move forward, your Board must approve the Reimbursable Agreement, Statement of Work, and Memorandum of Agreement which are provided in the agenda packet.

Please contact me at 760.932.5457 or by email at ghigerd@mono.ca.gov if you have any questions regarding this report.

Respectfully submitted,



Garrett Higerd, PE
Assistant Public Works Director

Attachments: Exhibit A – Initial Scoping Summary for Convict Lake Road - Page 2
 Exhibit B – FHWA Reimbursable Agreement for Convict Lake Road
 Exhibit C – FHWA Memorandum of Agreement for Convict Lake Road

CENTRAL FEDERAL LANDS HIGHWAY DIVISION INITIAL SCOPING SUMMARY

Project Scope

General. This project will pulverize, repave, and widen 2.75 miles of the Convict Lake Road from US 395 to the turn around at the end of Convict Lake Road.

Safety and Highway Design. Segment 1 (MP 0.00 to MP 2.20) existing pavement width is 22 ft pavement top with 3 ft gravel shoulders with a posted speed of 35mph. The programmed typical section is 22 ft traveled way, 3 ft paved shoulders. Segment 1 accommodates a Class III bike lane. Segment 2 (MP 2.20 to 2.75) existing pavement width varies from 22 ft to 37 ft with a posted speed of 10 and 15mph. Segment 2 is bordered with parallel parking and concrete curb. The recommend typical section is match existing pavement widths.

Roadway improvements consist of pulverizing, paving, widening, shoulder and ditch reconditioning, embankment construction, slope scaling, retaining wall replacement, and replacing a pedestrian walkway on the existing bridge at Convict Lake.

Safety improvements include widening, signing, striping, ditch reconditioning and grading to develop clear zone, guardrail and pedestrian rail replacement.

Utilities. A Utility Quality Level B is programmed for utilities. There are sanitary, water, electric and telephone utilities on the route. Sanitary manholes (estimated 8 locations) in and adjacent to the road require adjustments. Utilities and utility boxes at the bridge and lift station will need identification and adjustment.

Permits and Environment. The following permits will be required for construction of the project: Section 404 Nationwide Permit #14, Section 401 Water Quality Certification, NPDES General Construction Permit, Special Use Permit from INF and BLM, Water Use Permit from LADWP (Potential). FHWA-CFLHD will prepare a Categorical Exclusion. Mono County will prepare a Class 1 Categorical Exemption. Critical resources include delineating wetlands and waters of the U. S., biological assessment and cultural resources survey.

Survey and Right-of-Way. Programmed effort is consistent with a 3R project Type 3 survey with the exception of a full topo survey throughout. Research for ROW information will be required to determine ROW for the existing corridor on Federal lands. A DOT authority will be used to develop a ROW corridor.

Geotechnical and Pavements. The programmed pavement section is full depth reclamation with 3" HMA over 6" pulverized base.

Replacing timber pedestrian railing on the existing timber retaining walls. It is assumed the timber retaining walls will be replaced. Option 1 is No Retaining Wall Replacement (for cost savings should further geotechnical investigation show that the existing walls are structurally sufficient).

Geotechnical investigation is required for pavement design, identifying subexcavation and roadbed reconditioning locations, and wall selection.

Hydrology/Hydraulics. No drainage issues were identified. Drainage work will consist of 2-24 inch culvert replacements and ditch grading.

Bridge. Programmed effort for bridge work is replacing an existing timber bridge walkway and railing with a precast concrete walkway with steel railing.

EXHIBIT B

**Federal Highway Administration
Federal Lands Highway
AGREEMENT**

**DTFH68-13-E-00073
Modification #001**

PARTIES TO THE AGREEMENT

Reimbursing Organization	Organization to be Reimbursed
Mono County, California Department of Public Works P.O. Box 457 Bridgeport, CA 93517	Federal Highway Administration Central Federal Lands Highway Division 12300 West Dakota Ave Lakewood, CO 80228
DUNS Number: 0861288832 TIN: 956005661	DUNS Number 126129936

POINTS OF CONTACT FOR THE AGREEMENT

Reimbursing Organization Finance Point of Contact	Organization to be Reimbursed Finance Point of Contact
Name: Megan Mahaffey Address: P.O. Box 347 Mammoth Lakes, CA 93546 Phone: 760-924-1836 E-mail: mmahaffey@mono.ca.gov	Name: Suzanne Schmidt Address: 12300 West Dakota Ave Lakewood, CO 80228 Phone: 720-963-3356 E-mail: suzanne.schmidt@dot.gov
Reimbursing Organization Program Point of Contact	Organization to be Reimbursed Program Point of Contact
Name: Garrett Higerd Address: P.O. Box 457 Bridgeport, CA 93517 Phone: 760-924-1802 E-mail: ghigerd@mono.ca.gov	Name: Wendy Longley Address: 12300 West Dakota Ave Lakewood, CO 80228 Phone: 720-963-3394 E-mail: wendy.longley@dot.gov

PERIOD OF PERFORMANCE	LEGAL AUTHORITY
From: Original Agreement Date: 7/24/2013 To: Original Agreement Date: 12/30/2013 Modification 01 Date: From 10/17/2013, To 01/31/2018	23 U.S.C. 201 and 204

TOTAL AGREEMENT AMOUNT	PAYMENT TERMS AND SCHEDULE
ORIGINAL AGREEMENT AMOUNT: \$10,000.00 MODIFICATION 01 INCREASE: \$642,414 TOTAL AGREEMENT AMOUNT: \$652,414	EFT

DESCRIPTION OF SUPPLIES, SERVICES, AND DELIVERABLES
See attached SOW

AUTHORIZED APPROVALS

For Reimbursing Organization	For Organization to be Reimbursed
Signature _____ Date _____ Byng Hunt, Chair, Board of Supervisors	Signature _____ Date _____
Approved as to Form by Assistant County Counsel	Title _____
Signature _____ Date _____	

Statement of Work

Project: CA FLAP CR4S07 (1) – Convict Lake Road

Reimbursable Agreement No.: DTFH68-13-E-00073

July 19, 2013

Modification 01: October 3, 2013

- I. Introduction: Mono County, California will provide matching funds, as set forth in Section IV, for development of a scoping report, project agreement and project delivery plan including a design statement of work and project cost estimates to the Federal Highway Administration, Central Federal Lands Highway Division (CFLHD) for the **CA FLAP CR4S07 (1) – Convict Lake Road** project. Mono County shall be referred to as the Requesting Agency and the CFLHD shall be referred to as the Servicing Agency.

Modification 01: Mono County will also provide matching funds, as set forth in Section IV, for preliminary engineering, construction, and construction engineering for the CA FLAP CR4S07(1) Convict Lake Road project.

- II. Location: Convict Lake Road, Local Route 4S07, County Road 2018, Mono County, CA.
- III. Work Required: For the **CA FLAP CR4S07 (1) – Convict Lake Road** project, as selected by the Programming Decisions Committee (PDC) in the state of California, develop a scoping report, project agreement and project delivery plan including a design statement of work and project cost estimates for design, construction engineering and construction.

Modification 01: Also develop a contract (plans, specifications, and estimate) for the advertisement and award of a construction contract to complete this work. Provide contract administration and construction engineering services.

The project is to include preliminary engineering, construction and construction engineering of the Convict Lake Road from the intersection with US 395 to the Convict Lake Parking/ Turnaround for a distance of 2.75 miles. The project is to widen the roadway from the existing 22-24 feet to 26-28 feet as possible along the length. The scoping effort will assist in defining the limits of the increase in width. The project application notes replacement of retaining walls and correction of deficiencies on the single short span outlet structure. Slope stabilization is noted within the application and the scoping effort will assist in defining the needs for this work. Mono County and Inyo National Forest will work with CFLHD to develop the frequency, number and configuration of the approach roads and pull offs along the route. Safety improvements are to include traffic calming elements, pavement markings and signage.

This Agreement does not obligate (commit to the expenditure of) Federal funds nor does it commit the parties to complete the project. ~~This agreement documents the intent of the parties, sets forth the anticipated responsibilities of each in the scoping of the project and commits the Requesting Agency to provide its share of costs in the scoping of the project.~~

Statement of Work

Project: CA FLAP CR4S07 (1) – Convict Lake Road

Reimbursable Agreement No.: DTFH68-13-E-00073

July 19, 2013

Modification 01: October 3, 2013

Modification 01: This agreement documents the intent of the parties, sets forth the anticipated responsibilities of each in the development and construction of this project and commits the Requesting Agency to provide its share of costs in the performance of the project. The parties understand that neither can commit to construction of the project, or to a final project design, unless and until the appropriate review has been performed and approvals given pursuant to CEQA and NEPA, as applicable.

The parties further understand that any final decision as to design and construction will be made by the PDC after completion of the scoping report, project agreement, project delivery plan and any environmental analysis required under the National Environmental Policy Act and California Environmental Quality Act. Any decision to proceed with the design and construction of the project will depend on the availability of appropriations and matching funds at the time of obligation and other factors, such as issues raised during the NEPA/CEQA processes, a natural disaster that changes the need for the project and a change in Congressional authorization.

- IV. Non-Federal Share of Costs: ~~It is estimated that Federal Lands Access Program funding will be used to fund the scoping effort as follows:~~

~~Scoping report, project agreement and project delivery plan: estimated cost \$75,000.~~

~~At the completion of the project delivery plan Mono County will provide funds in the amount of 11.47% of the total Federal Lands Access Program funding required to complete the work in this Agreement. The amount of matching funds provided by Mono County shall not exceed \$10,000.00.~~

Modification 01: It is anticipated that the Federal Lands Access Program funding will be used to fund the scoping, preliminary engineering, construction, and construction engineering as shown in the table below. Approximate total project costs are estimated at \$5,688,000.

Statement of Work
Project: CA FLAP CR4S07 (1) – Convict Lake Road
Reimbursable Agreement No.: DTFH68-13-E-00073
July 19, 2013

Modification 01: October 3, 2013

	Federal Share	County Share	Total	Notes
Scoping	\$46,921	\$6,079	\$53,000	Actual for scoping.
Preliminary Engineering & NEPA (PE)	\$478,947	\$62,053	\$541,000	
Construction (CN)	\$3,683,733	\$477,267	\$4,161,000	Assuming FY17 construction
Construction Engineering (CE)	\$368,285	\$47,715	\$416,000	
Subtotal	\$4,577,886	\$593,114	\$5,171,000	
Contingency (10%)	\$457,700	\$59,300	\$517,000	
Total	\$5,035,586	\$652,414	\$5,688,000	
	88.53%	11.47%		

Modification 01: The Requesting Agency will provide funds in the amount of 11.47% of the total Federal Lands Access Program funding required to complete the scoping and preliminary engineering work described in this agreement. The local match amount for this work is estimated at \$68,132.

Modification 01: The Requesting Agency will provide funds in the amount of 11.47% of the total Federal Lands Access Program funding required to award the contract and for construction engineering (administration and oversight of the contract). The local match amount for this work is estimated at \$524,982.

Modification 01: A contingency of 10% has been added to this agreement to account for variations in the preliminary and construction engineering as well as variations in the bidding of this contract. The local match amount for this contingency is estimated at \$59,300.

The Requesting Agency is not required to reimburse the Servicing Agency for any costs incurred by the Servicing Agency prior to the date of this Agreement.

V. Period of Performance: ~~All work associated with this agreement will be completed no later than December 30, 2013.~~

*Modification 01: All work associated with this agreement will be completed no later than **January 31, 2018**.*

VI. Technical Representative: CFLHD Program Point of Contact for this Agreement is Ms. Wendy Longley, Project Manager. Ms. Longley can be contacted at 720-963-3394 or wendy.longley@dot.gov.

Statement of Work

Project: CA FLAP CR4S07 (1) – Convict Lake Road

Reimbursable Agreement No.: DTFH68-13-E-00073

July 19, 2013

Modification 01: October 3, 2013

The Mono County Program Point of Contact for this Agreement is Mr. Garrett Higerd. He can be contacted at (720) 924-1802.

VII. Roles and Responsibilities

Modification 01: Refer to the Project Memorandum of Agreement, which is hereby incorporated by this reference, for revised Roles and Responsibilities.

A. FHWA, Central Federal Lands Highway Division will:

- ~~1) Conduct scoping field review;~~
- ~~2) Prepare a Scoping Report;~~
- ~~3) Prepare a Project Agreement;~~
- ~~4) Prepare a Project Delivery Plan including design statement of work and project estimate for design, construction engineering and construction;~~
- ~~5) Coordinate with the Programming Decisions Committee on final approval of the project scope, schedule and budget; and~~
- 6) Manage the overall effort on this agreement regarding scope, schedule and budget in coordination with Mono County.

B. Mono County will:

- ~~1) Provide relevant documents regarding this project to FHWA for use in project development;~~
- ~~2) Participate in the field scoping activities;~~
- ~~3) Review and consider for approval all documents prepared by FHWA; and~~
- 4) Provide funding as referenced in this document.

VIII. Financial Administration:

A. **Total Agreement Amount:** ~~Not to exceed \$10,000.00~~

Modification 01: Not to exceed \$652,414

B. **Funding Citations:** 23 U.S.C. 201 and 204.

C. **Reimbursable Payment:**

Modification 01: Upon approval of state matching funds (anticipated in June 2014, but no later than December 31, 2014), the Servicing Agency will bill the Requesting Agency in the amount of 11.47% of the total Federal Lands Access Program funding estimated to complete the scoping and preliminary engineering work described in this agreement. The local match amount for this work is estimated at \$68,132.

Statement of Work

Project: CA FLAP CR4S07 (1) – Convict Lake Road

Reimbursable Agreement No.: DTFH68-13-E-00073

July 19, 2013

Modification 01: October 3, 2013

*Modification 01: At the time of PS&E approval for advertisement the Servicing Agency will bill the Requesting Agency in the amount of 11.47% of the total Federal Lands Access Program funding estimated for the construction contract and construction engineering (administration and oversight of the contract). The local match amount for this work is estimated at **\$524,982**. These funds must be available no later than August 1, 2015. Any remaining balance will be billed at final closeout of the construction contract or at the resolution of any disputes or claims.*

Mono County will provide 11.47% of the total Federal Lands Access Program funding required for the project through construction contract completion, closeout, and resolution of any disputes, in an amount not to exceed \$652,414.

~~The Servicing Agency will bill upon completion of the work in this Agreement.~~ The Servicing Agency is limited to recovery of the matching share of actual costs incurred, as reflected in the invoice provided by the Servicing Agency.

The Servicing Agency shall not incur costs which result in matching funds exceeding the maximum cost stated in this Agreement without authorization by the Requesting Agency in the form of written modification to this agreement.

Upon receipt of the invoice of costs incurred and authorized, the Requesting Agency will issue payment via one of the methods listed below.

D. Method of Billing:

The Servicing Agency shall bill the Requesting Agency, in accordance with the payment terms and schedule set forth in this Agreement.

~~Billing for this Agreement will be upon completion of work and the amount determined at 11.47% of the costs in accordance with the Federal Lands Access Program funding expended on the project.~~

The Servicing Agency will furnish a Project Status Report detailing the funding usage on the project and calculations used to determine match funding requirements.

Modification 01: The Project Status Report will be provided to the Requesting Agency on a quarterly basis during preliminary engineering and on a monthly basis during construction.

The Servicing Agency requests that these payments be made through the US Treasury's website <https://pay.gov>. Pay.gov can be used to make secure

Statement of Work

Project: CA FLAP CR4S07 (1) – Convict Lake Road

Reimbursable Agreement No.: DTFH68-13-E-00073

July 19, 2013

Modification 01: October 3, 2013

electronic payments to any Federal Government Agencies via credit card or direct debit. Payment shall be submitted referencing the FHWA/CFLHD-ID Agreement Number: **DTFH68-13-E-000073**

Option 1 (Preferred Method)

- Plastic card or Automatic Clearing House Payment (ACH Direct Debit)
- Go to Treasury's website – <https://pay.gov>
- Search for Agency Name (Transportation Department)
- Select the appropriate Transportation Agency (Federal Highway Administration)
- Follow the form instructions to make your payment. Note, if making an ACH payment from your bank account, please select ACH Direct Debit as the payment type.

Option 2

- Mail check payment to the following address for Paper Check Conversion (PCC) processing:

Make Check Payable To:

DOT FHWA

Mailing Address:

Enterprise Service Center
Federal Aviation Administration
ATTN: AMZ-340, Mark Richardson
6500 S. MacArthur Blvd., HDQ Rm 285
Oklahoma City, OK 73169

- Notice to customers making payment by check:
 - Please notify Regina Monroe at 720-963-3460 or regina.monroe@dot.gov if mailing a check.
 - When you provide a check as payment you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.
 - When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment and you will not receive your check back from your financial institution.

Privacy Act- A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at (PCCOTC.GOV), or call toll free; at (1-800-624-137) to obtain a copy by mail. Furnishing the check information is voluntary, but a

Statement of Work

Project: CA FLAP CR4S07 (1) – Convict Lake Road

Reimbursable Agreement No.: DTFH68-13-E-00073

July 19, 2013

Modification 01: October 3, 2013

decision not to do so may require you to make payment by some other method,

- IX. Modifications: Any modifications to the Agreement must be made in writing and agreed to by both parties. Such modifications are not binding unless they are in writing and signed by personnel authorized to bind each of the agencies.

- X. Agreement Completion: When the Requesting Agency has received all deliverables, the Servicing Agency will provide a written project evaluation and final accounting of project costs to the Requesting Agency contact.

- XI. Termination: This agreement will terminate upon the date specified in Section V or upon 30 calendar day prior written notification to the other party. If this agreement is terminated by the Requesting Agency its liability shall extend only to pay for its share of the actual and reasonable costs of the items/services rendered and the costs of any non-cancelable obligations incurred in accordance with the terms of this agreement prior to the effective date of termination. If this agreement is terminated by the Servicing Agency its liability shall extend only to the release of its work products and related materials to the Requesting Agency by the effective date of termination.

FEDERAL LANDS ACCESS PROGRAM
PROJECT MEMORANDUM OF AGREEMENT

Project/Facility Name: CA FLAP CR4S07(1) Convict Lake Road

Project Route: Convict Lake Road, FH-199, County Road 2018

State: California

County: Mono

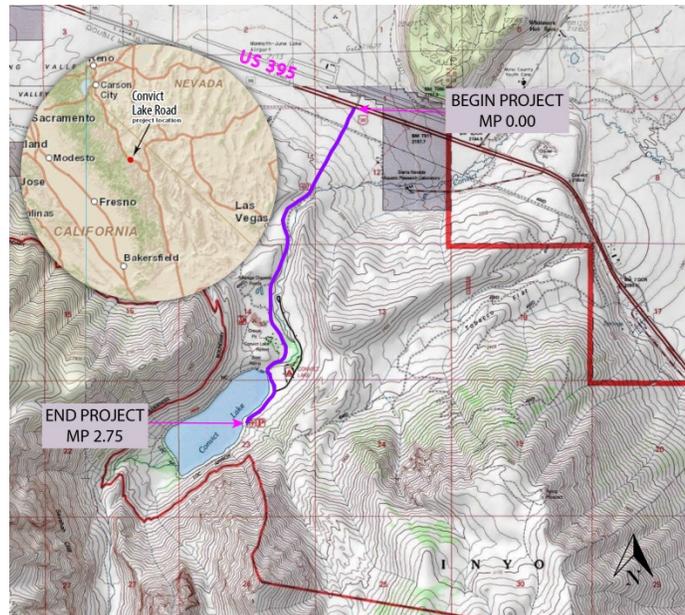
Owner of Federal Lands to which the Project Provides Access: Inyo National Forest

Entity with Title or Maintenance Responsibility for Facility: Mono County

Type of Work:

The Central Federal Lands Highway Division of the Federal Highway Administration (FHWA-CFLHD), in cooperation with Mono County and the Inyo National Forest (INF), are proposing improvements to CA FLAP CR4S07(1) Convict Lake Road, a two-lane paved major collector roadway accessing Convict Lake and John Muir Wilderness in the Inyo National Forest on the east side of the Sierra Nevada off US-395 approximately 10 miles southeast of Mammoth Lakes, California within Mono County.

Convict Lake Road begins at the intersection of US 395 and proceeds southward for approximately 2.75 miles to a turn around at Convict Lake. The route is entirely on Federal land within the Inyo National Forest. The road is maintained by Mono County.



The general scope of roadway improvements is proposed as: pulverize and reclaim the existing pavement and portion of the existing subgrade for use as a new base course and overlay with a new asphalt concrete pavement section as well as minor widening of 2.75 miles of Convict Lake Road. Additional improvements include:

- Improvements to minor drainage structures;
- Upgrading guardrails to meet current standards;

FEDERAL LANDS ACCESS PROGRAM PROJECT MEMORANDUM OF AGREEMENT

- Performing minor rehabilitation work on the existing bridge, consisting of removing the wood sidewalk on the northeast side of the bridge and replacing it with a slightly wider concrete deck and steel railing;
- Investigating the existing creosote timber walls near the end of the project for deterioration and structural stability. If they are in good condition, then they will remain. If in poor condition, then the preferred option is to leave the existing walls in place and construct a gravity-type wall in front of the timber walls. Either way, minor repairs are recommended including new railing for pedestrian safety and repair of specific deteriorated areas; and
- Signing, striping, and other safety-related features as practicable to meet current design practice.

A scoping meeting and field visit was completed in August 2013, reviewing the tentative project elements and issues associated with the project. Attendees from FHWA-CFLHD, Mono County and the Forest Service participated, and helped identify the improvements that are detailed in a Scoping Report, which formed the basis for this project.

This Agreement does not obligate (commit to) the expenditure of federal funds nor does it commit the parties to complete the project. Rather, this Agreement sets forth the respective responsibilities as the project proceeds through the project development process.

Parties to this Agreement:

- Mono County
- Inyo National Forest
- Federal Highway Administration Central Federal Lands Highway Division (FHWA-CFLHD)

The Program Decision Committee approved this project on October 3, 2013
Date

FEDERAL LANDS ACCESS PROGRAM
PROJECT MEMORANDUM OF AGREEMENT

AGREED:

Mono County Date

Inyo National Forest Date

Director of Program Administration Date
FHWA-CFLHD

FEDERAL LANDS ACCESS PROGRAM
PROJECT MEMORANDUM OF AGREEMENT

A. PURPOSE OF THIS AGREEMENT

This Agreement documents the intent of the parties and sets forth the anticipated responsibilities of each party in the development, construction, and future maintenance of the subject project. The purpose of the Agreement is to identify and assign responsibilities for the environmental analysis, design, right-of-way, utilities, acquisition and construction as appropriate for this programmed project, and to ensure maintenance of the facility for public use if improvements are made. The parties understand that any final decision as to design or construction will not be made until after the environmental analysis required under the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA) is completed (this does not prevent the parties from assigning proposed design criteria to be studied in the NEPA and CEQA process.) Any decision to proceed with the design and construction of the project will depend on the availability of appropriations at the time of obligation and other factors such as issues raised during the NEPA/CEQA process, a natural disaster that changes the need for the project, a change in Congressional direction, or other relevant factors.

If Federal Lands Access Program funds are used for the development or construction of this project, **Mono County, California** agrees to provide a matching share equal to **11.47%** of the total cost of the project, as detailed more fully in Sections J and K below.

B. AUTHORITY

This Agreement is entered into between the signatory parties pursuant to the provisions of 23 U.S.C. 204.

C. JURISDICTION AND MAINTENANCE COMMITMENT

Mono County, California has jurisdictional authority to operate and maintain the existing facility and will operate and maintain the completed project at its expense.

D. FEDERAL LAND MANAGEMENT AGENCY COORDINATION

Mono County, California has coordinated project development with the **Inyo National Forest**. The **Inyo National Forest** support of the project is documented in a letter from Inyo National Forest to Mono County dated April 17, 2013. Each party to this agreement who has a primary role in NEPA/CEQA, right-of-way, design, or construction shall coordinate its activities with the **Inyo National Forest**.

E. PROJECT BACKGROUND/SCOPE

This project will pulverize, repave, and widen 2.75 miles of the Convict Lake Road from US 395 to the turn around at the end of Convict Lake Road, provide minor drainage improvements, replace a timber walkway on the existing bridge at Convict Lake, investigate the condition of the

FEDERAL LANDS ACCESS PROGRAM **PROJECT MEMORANDUM OF AGREEMENT**

existing timber walls at Convict Lake and improve the walls as needed, replace and/or add guardrail as needed, and provide improved signing and striping of the roadway.

The purpose of this project is to improve and widen Convict Lake Road and provide safety enhancements including guardrail, an improved bridge walkway for pedestrian access, and signing and striping. The roadway widening will accommodate a Class III bike lane for alternate transportation options. This project will provide overall improved access to Convict Lake, Inyo National Forest, and the John Muir Wilderness which are high use and high economic generating Federal Lands destinations.

Safety and Highway Design

- Segment 1 (MP 0.00 to MP 2.20) existing pavement width is 22 ft pavement top with 3 ft gravel shoulders with a posted speed of 35 mph. The proposed typical section is 22 ft traveled way and 3 ft paved shoulders. Segment 1 accommodates a Class III bike lane.
- Segment 2 (MP 2.20 to 2.75) existing pavement width varies from 22 ft to 37 ft with a posted speed of 10 and 15 mph. Segment 2 is bordered with parallel parking and concrete curb. The recommend typical section is match existing pavement widths.
- Roadway improvements consist of pulverizing, paving, widening, shoulder and ditch reconditioning, embankment construction, slope scaling, retaining wall replacement, and replacing the timber pedestrian walkway on the existing bridge at Convict Lake.
- Safety improvements include widening, signing, striping, ditch reconditioning and grading to develop clear zone, guardrail and pedestrian rail replacement.

Utilities

- A Utility Quality Level B is proposed for utilities.
- There are sanitary, water, electric and telephone utilities on the route.
- Sanitary manholes (estimated 8 locations) in and adjacent to the road require adjustments.
- Utilities and utility boxes at the bridge and lift station will need identification and adjustment.

Environment and Permits

- A Cultural Resource Survey and coordination with Native American tribes will be required for compliance with the National Historic Preservation Act.
- There is potential for Federally-listed and FS sensitive species along the route so a Biological Assessment/Evaluation will be required.
- There is potential for impacts to wetlands and waters of the U.S. so a wetland delineation will be required.
- FHWA-CFLHD will be the lead for the National Environmental Policy Act (NEPA) and anticipates preparing a Categorical Exclusion.

FEDERAL LANDS ACCESS PROGRAM **PROJECT MEMORANDUM OF AGREEMENT**

- Mono County will be the lead for the California Environmental Quality Act (CEQA). Mono County will complete all compliance documentation and reviews required to approve the CEQA document.
- The following permits will be required for construction of the project: Section 404 Nationwide Permit #14, Section 401 Water Quality Certification, NPDES General Construction Permit, Special Use Permit from INF (Potential), Water Use Permit from LADWP (Potential).
- Upon completion of the construction project, FHWA-CFLHD will transfer the NPDES permit to Mono County.
- A Caltrans Encroachment Permit will not be required as the project will start outside of State ROW.

Survey and Right-of-Way

- Proposed effort is consistent with a 3R project Type 2 survey with the exception of a full topographical survey throughout.
- Research for ROW information will be required to determine ROW for the existing corridor on Federal lands.
- A DOT authority will be used to develop a ROW corridor.

Geotechnical and Pavements

- The proposed pavement section is full depth reclamation with 3 inches of hot mix asphalt over 6 inches of pulverized base.
- It is proposed to replace the timber pedestrian railing on the existing timber retaining walls. It is assumed the timber retaining walls will be replaced.
- Option 1 is No Retaining Wall Replacement (for cost savings should further geotechnical investigation show that the existing walls are structurally sufficient).
- Geotechnical investigation is required for pavement design, identifying areas requiring sub-excavation and roadbed reconditioning, and possible wall selection.

Hydrology/Hydraulics

- No drainage issues were identified. Drainage work will consist of 2-24 inch culvert replacements and ditch grading.

Bridge

- Proposed effort for bridge work is replacing an existing timber bridge walkway and railing with a precast concrete walkway with steel railing.

Construction

FEDERAL LANDS ACCESS PROGRAM
PROJECT MEMORANDUM OF AGREEMENT

- One construction season is anticipated for this work.
- The roadway is to remain open during construction with short duration closures as required to construct portions of the project.
- Single lane closures with pilot cars and appropriate traffic control signing is anticipated.

F. PROJECT BUDGET

Item	Total	Comments
Scoping	\$53,000	Actual for scoping as of 9/23/2013.
Preliminary Engineering & NEPA (PE)	\$541,000	Includes contracting costs.
Construction (CN)	\$4,161,000	Assuming FY17 construction
Construction Engineering (CE)	\$416,000	
Subtotal	\$5,171,000	
Contingency (10%)	\$517,000	
Total	\$5,688,000	

Note: Scoping total is actual costs to date for the scoping effort. The PE, CN, and CE costs are estimated from the scoping effort.

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G. ROLES AND RESPONSIBILITIES

Responsible Party	Product/Service/Role	Comments
FHWA-CFLHD	<ul style="list-style-type: none"> • Develop and sign this Project Agreement • Manage project development schedule and preliminary engineering costs • Perform topographic surveys, environmental surveys, and pavement and geotechnical investigations • Serve as the lead agency for NEPA • Prepare and approve environmental documents and make project decisions based on the NEPA documents • Obtain permits required for Federally constructed projects • Prepare right-of-way plans and legal descriptions for the Highway Easement Deed • Prepare the PS&E • Advertise and award the contract (Bids will not be solicited by FHWA-CFLHD until Mono County has concurred with the plans and specifications) • Construct the project • Potentially enter into a formal partnering work session and agreement with all parties involved in the construction contract (FHWA-CFLHD, Mono County, INF, contractor, etc.) • Provide Project Engineer on site for construction administration • Determine the need for any proposed changes to contract documents, evaluate change impacts, coordinate technical reviews as needed, and ensure that the construction meets the requirements intended in the PS&E • Ensure that the contractor will bear all expense of maintaining traffic, other than snow removal and normal state or county maintenance work • Verify adherence to environmental documents • Attend final inspection with Mono County, and INF upon completion of construction 	

FEDERAL LANDS ACCESS PROGRAM
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Responsible Party	Product/Service/Role	Comments
Mono County	<ul style="list-style-type: none"> • Review and sign this Project Agreement • Attend reviews and meetings • Provide in a timely manner available data including but not limited to traffic, accidents, material sources, construction costs, agreements, other technical data • Review the environmental documents, plans and specifications at each phase of design and provide project development support • In coordination with the FHWA-CFLHD project manager, ensure that completed plans, specifications, and estimates (PS&E) are consistent with the intended outcome • Provide overall direction regarding policy and administration for the project and concur with the final plans and specifications • Provide ROW and utility information and coordination • Acquire TCEs if necessary. No private property acquisition is anticipated. FHWA-CFLHD will develop the TCEs within the Forest lands • Obtain all rights necessary to construct, operate, and maintain the facility • Work with the FHWA and the USFS to develop conditions and stipulations acceptable to all parties to allow Mono County to accept the Highway Easement Deed • Provide for utility relocation if necessary. No utility relocations anticipated. • Sign FHWA-CFLHD Utility and Right of Way certifications • Coordinate with FHWA-CFLHD on NEPA related issues • Be the lead agency for CEQA • Complete all compliance documentation and reviews and consider the CEQA document for approval • If required, enter into a formal partnering work session and agreement with all parties involved in the construction contract (FHWA-CFLHD, Mono 	<p>All responsibilities listed are in addition to the required 11.47% hard match.</p>

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Responsible Party	Product/Service/Role	Comments
	County, INF, contractor, etc.) <ul style="list-style-type: none"> • Designate a representative who will be the primary contact for FHWA-CFLHD's construction staff during construction • Attend a final inspection with the FHWA-CFLHD and INF upon completion of construction • Assume responsibility of the NPDES permit until the Notice of Termination is filed and accepted • Provide long term maintenance and operation of the project upon completion 	

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PROJECT MEMORANDUM OF AGREEMENT

Responsible Party	Product/Service/Role	Comments
Inyo National Forest	<ul style="list-style-type: none"> • Review and sign this Project Agreement • Attend reviews and meetings • Provide in a timely manner available data including but not limited to existing agreements or technical data • Review the environmental documents, plans and specifications at each phase of design and provide project development support • In coordination with the FHWA-CFLHD project manager, ensure that completed plans, specifications, and estimates (PS&E) are consistent with the intended outcome • Provide overall direction regarding Forest policy and administration for the project and concur with the final plans and specifications • Provide a fire plan for incorporation into the Special Contract Requirements • Provide a seed mix for the final seeding mix into the Special Contract Requirements • Provide support to FHWA-CFLHD (respond to question regarding environmental issues), as requested, for the development of environmental documents • INF will coordinate with the Pacific Southwest Regional Office of the Forest Service to issue a Letter of Consent prior to advertisement • Provide a Special Use Permit for any lands within the National Forest used for material sources, or as staging areas for the contractor • Develop a public information program in coordination with FHWA-CFLHD and the County • If required, enter into a formal partnering work session and agreement with all parties involved in the construction contract (FHWA-CFLHD, County, contractor, etc.). • Designate a representative who will be the primary contact for the FHWA-CFLHD's Construction staff • Continue to update and implement the public 	

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Responsible Party	Product/Service/Role	Comments
	information program <ul style="list-style-type: none"> Attend final inspection with the FHWA-CFLHD and County upon completion of construction 	

H. ROLES AND RESPONSIBILITIES—SCHEDULE

Responsible Lead	Product/Service/Role	Schedule Finish Date	Comments
FHWA-CFLHD	Project Development and Planning	Fall 2013	Project Development Plan
FHWA-CFLHD	Preliminary Design	Summer 2014	Develop 30% PS&E including Bridge TS&L (if needed)
FHWA-CFLHD	Pavement and Geotechnical Investigations and Recommendations	Spring 2014	Perform site investigations and provide design recommendations
FHWA-CFLHD	NEPA Compliance	Fall 2014	Categorical Exclusion (CE) completed
Mono County	CEQA Compliance	Fall 2014	Unknown
FHWA-CFLHD	Intermediate Design	Late Fall 2014	Develop 70% PS&E
FHWA-CFLHD	Pre-Final Design	Winter 2015	Develop 95% PS&E
FHWA-CFLHD	Final Design	Spring 2015	Develop the final contract documents
FHWA-CFLHD	Advertise and Award Contract and NTP	2017	Dependent upon FLAP funding and County match being in place

Note: A more detailed schedule will be developed and changes will be provided to the County and INF.

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I. PROPOSED DESIGN STANDARDS

Final design standards will be determined through the NEPA process.

Criteria	Proposed	Comments
Standard	AASHTO	AASHTO and local design standards
Functional Classification	Major Collector	
Surface Type	Asphalt	
Design Volume	Current 200-500 ADT Projected 200-500 ADT	
Design Speed	Segment 1 – 35 mph Segment 2 – 10 and 15 mph	Match existing
Travel Way Width	Segment 1 – 22 feet Segment 2 – varies 22-37 feet	
Shoulder Width	Segment 1 – 3 feet Segment 2 - 0	

J. FUNDING

Fund Source	Amount	Comments
California Federal Lands Access Program Funds	\$5,035,586	88.53%
Local Match – <u><i>Mono County</i></u>	\$652,414	11.47% Hard Match (Includes \$10,000 from original scoping agreement)
TOTAL	\$5,688,000	

FEDERAL LANDS ACCESS PROGRAM
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K. MATCHING SHARE REQUIREMENTS

Local match schedule of payments:

Milestone	Projected Match Requirement	Schedule
Scoping/Preliminary Engineering	\$68,132	To be invoiced upon approval of state matching funds (anticipated in June 2014 but no later than December 31, 2014).
Construction/Construction Engineering	\$524,982	To be invoiced at the time of PS&E approval for advertisement. These funds must be available no later than August 1, 2015.
Contingency	\$59,300	Contingency to account for variations in engineering and construction costs. To be invoiced, if needed, at final closeout of the construction contract or at the resolution of any disputes or claims.

During Preliminary Engineering FHWA-CFLHD will provide quarterly reports showing actual costs and projected remaining costs as well as current project costs for the Construction and Construction Engineering.

Mono County will provide 11.47% of the total Federal Lands Access Program funding required for the project through construction contract completion, closeout, and resolution of any disputes, in an amount not to exceed \$652,414.

FEDERAL LANDS ACCESS PROGRAM
PROJECT MEMORANDUM OF AGREEMENT

L. PROJECT TEAM MEMBERS—POINTS OF CONTACT

The following table provides the points of contact for this project. They are to be the first persons to deal with any issues or questions that arise over the implementation of each party's role and responsibility for this agreement.

Name/Title	Organization	Address/Phone Number/Email
Jeff Walters, Director of Public Works (Interim)	Mono County	(760) 932-5440 jwalters@mono.ca.gov
Garrett Higerd, Senior Engineer	Mono County	(760) 932-5457 Ghigerd@mono.ca.gov
Edward Armenta, Forest Supervisor	Inyo National Forest	(760) 873-2400 earmenta@fs.fed.us
Olin Beall, Forest Engineer	Inyo National Forest	(760) 873-2487 obeall@fs.fed.us
Adrienne Dunfee, Assistant Forest Engineer	Inyo National Forest	(760) 873-2546 aedunfee@fs.fed.us
Wendy Longley, Project Manager	FHWA-CFLHD	(720) 963-3394 Wendy.Longley@dot.gov

M. CHANGES/AMENDMENTS/ADDENDUMS

The Agreement may be modified, amended, or have addendums added by mutual agreement of all parties. The change, amendment, or addendum must be in writing and executed by all of the parties.

The types of changes envisioned include, but are not limited to, changes that significantly impact scope, schedule, or budget; changes to the local match, either in type or responsibility; changes that alter the level of effort or responsibilities of a party. The parties commit to consider suggested changes in good faith. Failure to reach agreement on changes may be cause for termination of this Agreement.

A change in the composition of the project team members does not require the Agreement to be amended.

It is the responsibility of the project team members to recognize when changes are needed and to make timely notification to their management in order to avoid project delivery delays.

FEDERAL LANDS ACCESS PROGRAM
PROJECT MEMORANDUM OF AGREEMENT

N. ISSUE RESOLUTION PROCEDURES MATRIX

Issues should be resolved at the lowest level possible. The issue should be clearly defined in writing and understood by all parties. Escalating to the next level can be requested by any party. When an issue is resolved, the decision will be communicated to all levels below.

FHWA-CFLHD	Mono County	Inyo National Forest	Time
Project Manager: Wendy Longley	Senior Engineer: Garrett Higerd	Assistant Forest Engineer: Adrienne Dunfee	14 days
Ed Hammontree, Project Management Branch Chief	Public Works Director (Interim): Jeff Walters	Forest Supervisor: Edward Armenta	30 days
Michael Davies, Director of Project Delivery	Mono County Board of Supervisors	Regional Engineer Earl Applekamp	90 days

O. TERMINATION

This Agreement may be terminated by mutual written consent of all parties. This Agreement may also be terminated if either the NEPA/CEQA process or funding availability requires a change and the parties are not able to agree to the change. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the parties prior to termination. If Federal Access funds have been expended prior to termination, the party responsible for the match agrees to provide a match in the applicable percentage of the total amount expended on the project prior to the termination.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

Departments: Public Works

TIME REQUIRED 15 minutes (5 minute presentation; 10 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Garrett Higerd

SUBJECT 2014 Airport Capital Improvement Plans (ACIPs) for Lee Vining Airport and Bryant Field

AGENDA DESCRIPTION:

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

ACIPs are submitted to and approved by the FAA annually to allow for grant funding for improvements at local airports.

RECOMMENDED ACTION:

Receive staff report and provide any desired direction to staff. Approve submittal of 2014 ACIPs for Lee Vining Airport and Bryant Field.

FISCAL IMPACT:

There is no fiscal impact at this time. Future projects will be funded by FAA grants which generally require a 10% local match.

CONTACT NAME: Garrett Higerd

PHONE/EMAIL: 760.924.1802 / ghigerd@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report and Exhibits](#)

History

Time	Who	Approval
1/7/2014 4:59 PM	County Administrative Office	Yes
1/9/2014 2:29 PM	County Counsel	Yes
1/9/2014 9:28 AM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: January 21, 2014
To: Honorable Chair and Members of the Board of Supervisors
From: Garrett Higerd, Assistant Public Works Director
Re: 2014 Airport Capital Improvement Plans (ACIPs) for Lee Vining Airport and Bryant Field

Recommended Action:

Receive staff report and provide any desired direction to staff. Approve submittal of 2014 ACIPs for Lee Vining Airport and Bryant Field.

Fiscal Impact:

There is no fiscal impact at this time. Future projects will be funded by FAA grants which generally require a 10% local match.

Background:

Every year Public Works prepares Airport Capital Improvement Plans that prioritize projects for the next five years at both Mono County airports - Bryant Field and Lee Vining Airport. After the ACIPs are approved by the FAA, grant applications are submitted to the FAA for the highest priority projects. Preliminary 2014 ACIP documents are attached as Exhibits 1-4. The 2014 ACIP documents have been prepared in consultation with the FAA and need to be finalized and submitted by the end of January.

Please contact me at 760.924.1802 or by email at ghigerd@mono.ca.gov if you have any questions regarding this report.

Respectfully submitted,

Garrett Higerd, PE
Assistant Public Works Director

Attachments: Exhibit 1 – Lee Vining Airport 2014 Preliminary ACIP Summary of Project Costs
Exhibit 2 – Lee Vining Airport 2014 Preliminary ACIP Map
Exhibit 3 – Bryant Field 2014 Preliminary ACIP Summary of Project Costs
Exhibit 4 – Bryant Field 2014 Preliminary ACIP Map

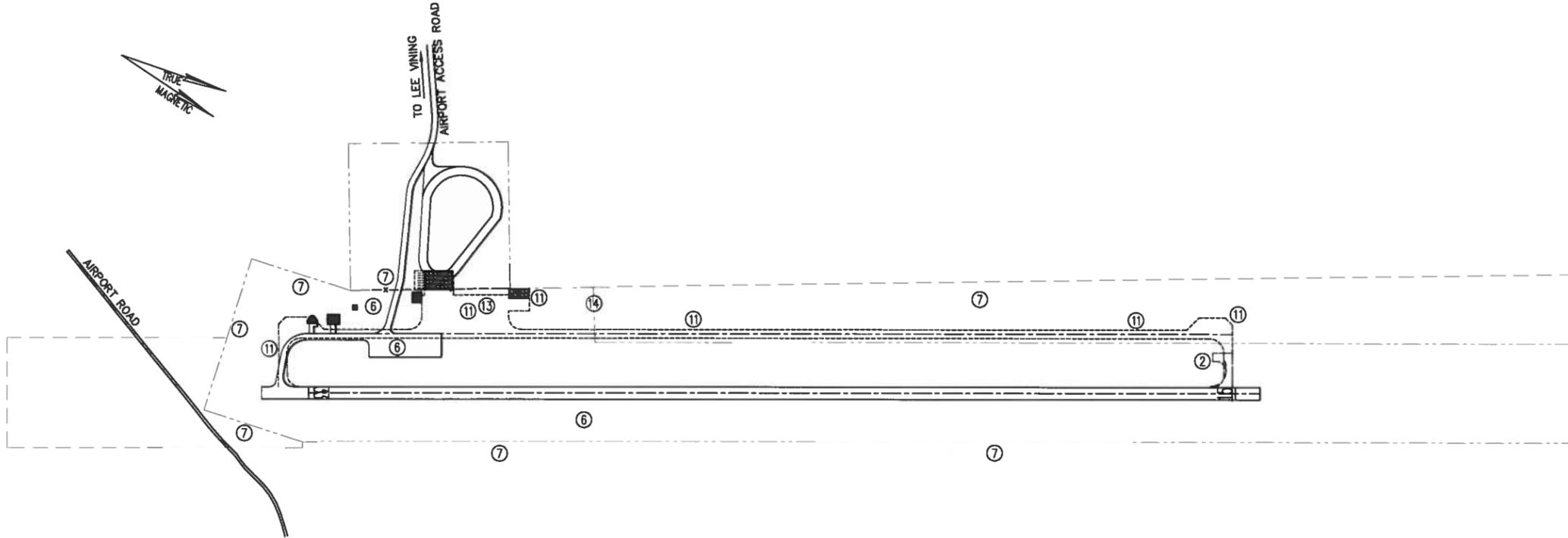
TABLE NO. 15

**LEE VINING AIRPORT
LEE VINING, MONO COUNTY, CALIFORNIA**

AIRPORT CAPITAL IMPROVEMENT PROGRAM - 2014-2020 - PRELIMINARY

**SUMMARY OF PROJECT COSTS
(Based on 2013 Unit Prices)**

Project Priority/ No.	Shown on ALP	Project Type	Project Year	Environmental	Description	Construction Cost	Engineering & Administration Cost	Total Project Cost	F.A.A. Participation	Local Participation
1	Yes	D	2014	Dec-12	Engineering Design - Project No. 2 Construct Holding Apron at Cross Taxiway at Runway 15	\$ -	\$ 18,000	\$ 18,000	\$ 16,200	\$ 1,800
2	Yes	D	2014	Dec-12		90,000	16,000	106,000	95,400	10,600
3	--	P	2014	--	Airport Land Use Compatibility Plan (ALUC)			State Funded		
4	Yes	E	2014	--	NEPA Document - Projects No. 6 & 7	-	45,000	45,000	40,500	4,500
Total 2014										
5	Yes	D	2015	2014	Engineering Design of Projects No. 6 & 7 Install AWOS, Apron Lighting, and Rotating Beacon	\$ 90,000	\$ 79,000	\$ 169,000	\$ 152,100	\$ 16,900
6	Yes	D	2015	2014		270,000	50,000	320,000	288,000	32,000
Total 2015										
7	Yes	D	2016	2014	Construct Perimeter Fencing	\$ 270,000	\$ 110,000	\$ 380,000	\$ 342,000	\$ 38,000
8	Yes	E	2016	--	NEPA Document - Project No. 11	\$ 325,000	\$ 60,000	\$ 385,000	\$ 346,500	\$ 38,500
Total 2016										
9	Yes	D	2017	2016	Engineering Design of Project No. 11 Pavement Maintenance/Management Program	\$ 325,000	\$ 110,000	\$ 435,000	\$ 391,500	\$ 43,500
10	Yes	D	2017	--		-	70,000	70,000	63,000	7,000
Total 2017										
11	Yes	D	2018	2016	Construct Parallel Taxiway to Runway 15-33, Construct Tie Down Apron (150' x 350'), and Construct Hangar Taxilanes (225' x 25')	\$ 1,530,000	\$ 304,000	\$ 1,834,000	\$ 1,650,600	\$ 183,400
12	Yes	D	2018	2017	Engineering Design of Projects No. 13 & 14	-	55,000	55,000	49,500	5,500
Total 2018										
13	Yes	D	2019	2017	Install 1,000-gallon Avgas Self Service Fuel Tank	\$ 130,000	\$ 20,000	\$ 150,000	\$ 135,000	\$ 15,000
Total 2019										
14	Yes	D	2020	2017	Construct Two 40' x 40' Box Hangar Buildings	\$ 215,000	\$ 30,000	\$ 245,000	\$ 220,500	\$ 24,500
Total 2020										
Totals						\$ 2,560,000	\$ 958,000	\$ 3,518,000	\$ 3,166,200	\$ 351,800



PROJECT NUMBER	DESCRIPTION
①	ENGINEERING DESIGN - PROJECT NO. 2
②	CONSTRUCT HOLDING APRON AT CROSS TAXIWAY AT RUNWAY 15
③	AIRPORT LAND USE COMPATIBILITY PLAN (ALUC)
④	NEPA DOCUMENT - PROJECT NO. 6 & 7
⑤	ENGINEERING DESIGN - PROJECTS NO. 6 & 7
⑥	INSTALL AWOS, APRON LIGHTING, AND ROTATING BEACON
⑦	CONSTRUCT PERIMETER FENCING
⑧	NEPA DOCUMENT - PROJECT NO. 11
⑨	ENGINEERING DESIGN - PROJECT NO.11
⑩	PAVEMENT MAINTENANCE / MANAGEMENT PROGRAM
⑪	CONSTRUCT PARALLEL TAXIWAY TO RUNWAY 15-33 CONSTRUCT TIE DOWN APRON - 150' X 400' CONSTRUCT HANGAR TAXILANES - 265' X 25'
⑫	ENGINEERING DESIGN - PROJECTS NO. 13 & 14
⑬	INSTALL 1,000-GALLON AVGAS SELF SERVICE FUEL TANK
⑭	CONSTRUCT TWO 40' X 40' BOX HANGAR BUILDINGS

LEGEND

— EXISTING EDGE OF PAVEMENT
 - - - CENTERLINE
 - - - FUTURE EDGE OF PAVEMENT
 - - - EXISTING PROPERTY LEASE LINE
 - - - FUTURE PROPERTY LEASE LINE

NO.	REVISED	BY	DATE	DESIGNED	DATE	TRACED	DATE
				RWB		AS SHOWN	
				LSB		CHKD	
				CONTRACT NO.		DRAWING NO.	
						94.03	
				REGISTERED		C.E.	8044
CITY OF LEE VINING MONO COUNTY, CALIFORNIA							
LEE VINING AIRPORT CALIFORNIA							
LEE VINING, AIRPORT CAPITAL IMPROVEMENT PROGRAM - SKETCH MAP							
Richard W. Bransley CONSULTING AIRPORT ENGINEER <small>8125 Hwy Road, Suite 201 • Lodi, California 95240-8004 • (916) 432-1725</small>							
DATE OCT. 29, 2013							
SHEET NUMBER 1 OF 1 SHEETS							

TABLE NO. 9

**BRYANT FIELD
BRIDGEPORT, MONO COUNTY, CALIFORNIA**

AIRPORT CAPITAL IMPROVEMENT PROGRAM - 2014-2019 - PRELIMINARY

**SUMMARY OF PROJECT COSTS
(Based on 2013 Unit Prices)**

Project Priority/No.	Shown on ALP	Project Type	Project Year	Environmental	Description	Construction Cost	Engineering & Administration Cost	Total Project Cost	F.A.A. Participation	Local Participation
1	Yes	D	2014	Cat Ex	Land Acquisition for Stock Drive	\$ 56,000	\$ 12,000	\$ 68,000	\$ 61,200	\$ 6,800
2	--	P	2014	--	Airport Land Use Compatibility Plan (ALUC)			State Funded		
3	Yes	D	2014	Cat Ex	Engineering Design - Project No. 4	-	33,000	33,000	29,700	3,300
Total 2014										
4	--	D	2015	Cat Ex	Realign Stock Drive	\$ 56,000	\$ 45,000	\$ 101,000	\$ 90,900	\$ 10,100
5	Yes	D	2015	--	Engineering Design - Projects No. 6 & 8	\$ 304,000	\$ 57,000	\$ 361,000	\$ 324,900	\$ 36,100
Total 2015										
6	Yes	D	2016	Cat Ex	Construct Perimeter Fencing	\$ 304,000	\$ 112,000	\$ 416,000	\$ 374,400	\$ 41,600
Total 2016										
7	--	D	2017	--	Pavement Maintenance/Management Program	\$ 285,000	\$ 40,000	\$ 325,000	\$ 292,500	\$ 32,500
Total 2017										
8	--	D	2018	2014	Construct Two Tee Hangars	\$ 140,000	\$ 35,000	\$ 175,000	\$ 157,500	\$ 17,500
Total 2018										
Totals						\$ 785,000	\$ 302,000	\$ 1,087,000	\$ 978,300	\$ 108,700

EXHIBIT 3



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

TIME REQUIRED

SUBJECT Closed Session--Human Resources

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

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

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time

Who

Approval

12/27/2013 1:47 PM	County Administrative Office	Yes
1/9/2014 2:25 PM	County Counsel	Yes
12/5/2013 2:26 PM	Finance	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

TIME REQUIRED

SUBJECT Closed Session - Public Employee
Performance Evaluation: County
Administrator

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrator.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Jim Leddy

PHONE/EMAIL: (760) 932-5414 / jleddy@mono.ca.gov

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
12/27/2013 1:47 PM	County Administrative Office	Yes
1/9/2014 2:35 PM	County Counsel	Yes
12/30/2013 3:14 PM	Finance	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 14, 2014

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Conference with Legal Counsel

AGENDA DESCRIPTION:

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

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

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
1/9/2014 3:12 PM	County Administrative Office	Yes
1/9/2014 2:42 PM	County Counsel	Yes
1/9/2014 3:12 PM	Finance	Yes