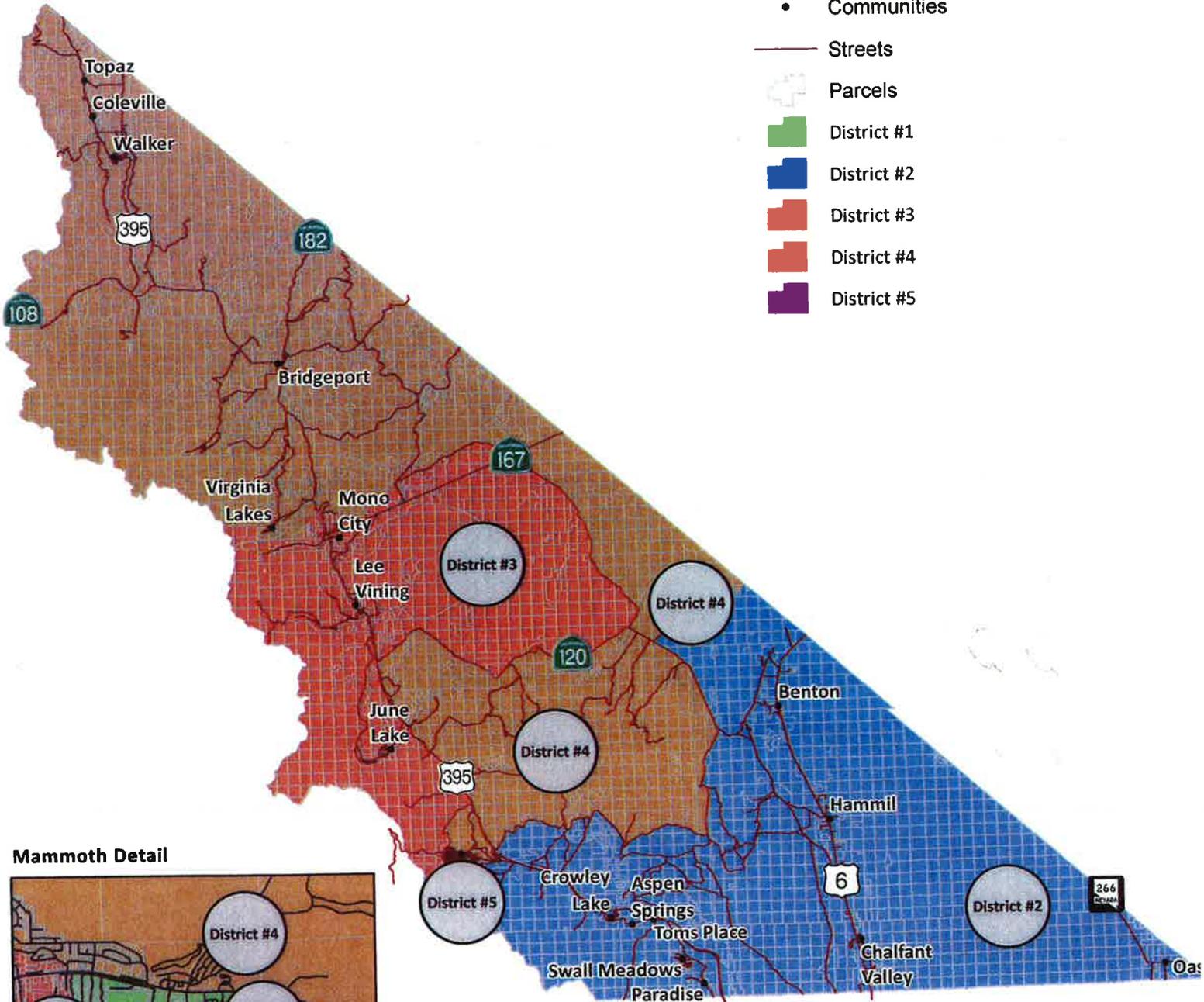
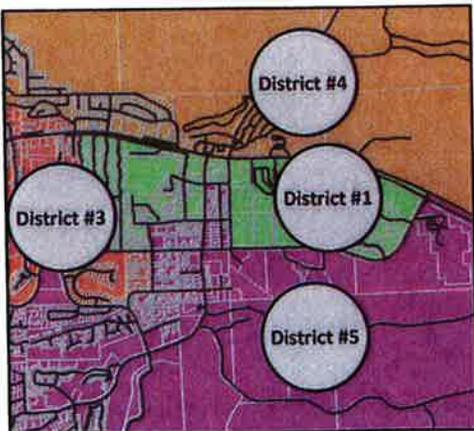




MONO COUNTY SUPERVISOR DISTRICTS



Mammoth Detail



MONO COUNTY BOS HANDBOOK



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

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5534 • FAX (760) 932-5531

Linda Romero, Acting Clerk of the Board

To: Members of the Board of Supervisors

From: Linda Romero, Acting Clerk of the Board

Subject: Board of Supervisors Handbook – July 2014

I am pleased to present the Board of Supervisors Handbook dated July 2014. It is intended to provide Supervisors with the most up to date information to support your efforts. This binder contains basic information on critical aspects of the County operations as well as procedures and issues that will help you hit the ground running when you take office in January.

Included for your information is:

- General process for taking office, general BOS office information (including travel policy and reimbursement information);
- Board meeting calendar and process for creating agenda items;
- Information on Committees, Commissions and Boards;
- Board Rules of Procedure;
- General Information about the Clerk of the Board of Supervisors including role, official duties;
- General Information about the County Administrator's Office including organizational chart, phone lists, CAO's purpose;
- Copy of the 2014 Adopted Mono County State and Federal Legislative Platform;
- Links to Mono County's Strategic Plan, General Plan, and Adopted Budget.

If you have any questions or would like additional information about the documentation contained within this binder, please contact me at (760) 932-5534.

1	Helpful Tips Now That You're Elected
2	Taking Office; Code Section Chapter 2.04; 2014 Calendar of Board Meetings; Guidelines for Agenda
3	Mono County Board of Supervisors – Rules of Procedures (Adopted 1/14/14)
4	Mono County Board of Supervisors Commissions, Committees and special Board Appointments
5	Travel Reimbursement Information
6	Office of the Mono County Clerk of the Board of Supervisors – Responsibilities
7	Office of the Mono County Administrator – Responsibilities, Purpose, etc.
8	Department Phone List; Organizational Chart; Department Head Biographies and Contact Info.
9	Mono County Strategic Plan (In Progress)
10	Mono County 2013/14 Adopted Budget
11	Mono County 2014 State and Federal Legislative Platform (Adopted 1/7/14)
12	Mono County General Plan
13	Training Information
14	Emergency Operations Center
15	Mono County Injury and Illness Prevention Program

HELPFUL TIPS NOW THAT YOU'RE ELECTED

1. Miscellaneous Contact Information:

County Clerk of the Board
74 School Street, Annex I (library building)
P.O. Box 715
Bridgeport, CA 93517

Linda Romero, Acting Clerk of the Board: (760) 932-5534
lromero@mono.ca.gov

Shannon Kendall, Sr. Deputy Clerk of the Board: (760) 932-5533
skendall@mono.ca.gov

County Administration
Jim Leddy, County Administrative Officer: (760) 932-5414
jleddy@mono.ca.gov

Finance
Stacey Westerlund, Payroll Manager: (760) 932-5495
swesterlund@mono.ca.gov

2. **Brown Act Information:** The Brown Act prohibits Board Members from conducting business with three or more members (or their staff) in private. It also prohibits meeting individually with three or more members or their staff to gain consensus on an item that is on the agenda or that will knowingly be on an upcoming agenda. Such business must be conducted in an open forum at a duly posted public meeting. To view the Brown Act in it's entirety, please visit the link below. **Reminder:** The Brown Act applies to you once you have been elected:
[http://www.todb.ca.gov/images/2013 Additional Material/Brown Act 2013 January.pdf](http://www.todb.ca.gov/images/2013%20Additional%20Material/Brown%20Act%202013%20January.pdf).
3. **County Credit Card (CAL CARD):** To begin the process of acquiring your county credit card, which you will use for all training registrations and hotel stays, please contact Caron Timpone in the Finance Office at (760) 932-5498. Alternatively, her email address is: ctimpone@mono.ca.gov.
4. **Official Photographs:** Once you have been elected, you will need to make arrangements to have an official photograph portrait taken at Cooke's Photography in Bishop, CA. The Board of Supervisor's office will be billed for this service. You only need to contact Mr. Cooke and set up a mutually convenient time to have the portrait done. If you have additional questions about

this process, feel free to contact the Clerk's office at (760) 932-5530. See below for photography contact information:



5. Biography: Write and submit a biography to be posted to the Mono County Board of Supervisor's Website. This should be submitted electronically to Sr. Deputy Clerk Shannon Kendall at skendall@mono.ca.gov and she will make sure the information gets put onto the website. Please visit the website at <http://www.monocounty.ca.gov/bos/page/about-board-supervisors> to get samples of previous biographies that have been submitted.
6. Name plaque for Board Chambers: Once you have been elected, please contact the Shannon Kendall, Sr. Deputy Clerk at (760) 932-5533 and she will be happy to assist you with the ordering of your name plaque.
7. Stationery and Business Cards (see attached samples): The Clerk's office can print out generic cards for you to use and can email you a copy of the most up to date letterhead for your use in creating correspondence. Additionally, you can customize letterhead with your own name simply by using the template and making necessary changes.
8. Office Supplies: The Clerk's office maintains a small inventory of general office supplies such as pens, file folders, manila envelopes, etc. Catalogs for our office supply vendors are available at the office as well. Please contact Shannon Kendall, Sr. Deputy Clerk at (760) 932-5533 or via email at skendall@mono.ca.gov and she can assist you with any ordering needs you might have.
9. Meeting/Conference Room Reservations: The Clerk of the Board can assist you with reserving County meeting or conference rooms. Please contact Shannon Kendall, Sr. Deputy Clerk at (760) 932-5533 or via email at skendall@mono.ca.gov.
10. Office Space: If office space is needed, please contact Shannon Kendall, Sr. Deputy Clerk at (760) 932-5533 or via email at skendall@mono.ca.gov and we will inquire as to what is available.

11. Computers, Laptops and Email: The Clerk of the Board will make sure the I.T. Department sets up your email in a timely fashion. If you have a need for a county owned computer/laptop, please let the clerk know and I.T. will be contacted and can then follow up with you on your needs.
12. Cellular Phone Policy and Reimbursement Information: Please see attached information regarding this.
13. Conflict of Interest – Form 700 – Assuming Office Statement: Newly elected Supervisors are required to file this form within 30 days of assuming office. The Cover Page is to be completed and turned in to Linda Romero, Acting Clerk-Recorder with the “Assuming Office” box checked (see attached for information and form). Linda can be reached at (760) 932-5534 or by email at lromero@mono.ca.gov.
14. Pool Car Information – Mono County Supervisors are allowed to utilize pool cars for county business and to take the car home if desired. To get information regarding this, please contact Jeff Walters, Motor Pool Administrator at (760) 932-5459 or by email at jwalters@mono.ca.gov.
15. Payroll, Benefits, Retirement: Please contact Stacey Westerlund, Payroll Manager, at (760) 932-5495 for information related to these topics.
16. Human Resources Documents: All required documentation will be provided to you during your New Employee Orientation, conducted by the HR Department. See attached information and you may also contact HR at (760) 932-5416.
17. During your orientation process, a Mono County Employee badge will be issued which will have your photograph and your title on it. You should keep this with you when conducting county business.



BOARD OF SUPERVISORS COUNTY OF MONO

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(760) 932-5534 • FAX (760) 932-5531

Linda Romero
Acting Clerk of the Board
lromero@mono.ca.gov

PRIVATE

ROSTER

2014

District #1	Larry Johnston PO Box 1903 Mammoth Lakes, CA 93546	Home: (760) 934-9718 Work: (760) 924-1806 Cell: (760) 914-0826 Email: ljohnston@mono.ca.gov
District #2	Fred Stump 120 Lake Manor Place Crowley Lake, CA 93541	Home: (760) 935-4673 Work: (760) 924-1783 Cell: (760) 914-1294 Email: fstump@mono.ca.gov Email: stumpsuper@gmail.com
District #3	Tim Alpers 54880 Highway 395 (PO Box 263) Lee Vining, CA 93541	Home: (760) 647-6652 Cell: (760) 937-0385 Email: talpers@mono.ca.gov Email: timalpers@schat.net
District #4	Tim Fesko 110437 US Highway 395 Coleville, CA 96107	Home: (530) 495-2255 Office: (760) 932-5532 Cell: (530) 208-6259 Email: tfesko@mono.ca.gov
District #5	Byng Hunt PO Box 2608 Mammoth Lakes, CA 93546	Home: (760) 934-6643 Cell: (760) 914-0469 Email: bhunt@mono.ca.gov

County Administrative Officer:

Jim Leddy
P.O. Box 696, Bridgeport, CA 93517
(760) 932-5413 (760) 924-1703
Cell: (707) 529-4510

Office Hours:

Monday through Friday – 8:00 to 5:00 p.m.

Regular Meetings of the Board of Supervisors are held the **first and second Tuesday** of each month in Bridgeport, CA (Board Chambers) and the **third Tuesday** of each month in Mammoth Lakes, CA (BOS meeting room, 3rd Flr. Sierra Center Mall) beginning at 9:00 a.m.



BOARD OF SUPERVISORS COUNTY OF MONO

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Linda Romero
Acting Clerk of the Board
lromero@mono.ca.gov

PUBLIC

ROSTER

2014

District #1 Chairman	Larry Johnston PO Box 1903 Mammoth Lakes, CA 93546	Work: (760) 924-1806 Cell: (760) 914-0826 Email: ljohnston@mono.ca.gov
District #2	Fred Stump PO Box 715 Bridgeport, CA 93517	Work: (760) 924-1783 Cell: (760) 914-1294 Email: fstump@mono.ca.gov
District #3	Tim Alpers PO Box 263 Lee Vining, CA 93541	Cell: (760) 937-0385 Email: talpers@mono.ca.gov
District #4 Vice Chairman	Tim Fesko 110437 US Highway 395 Coleville, CA 96107	Office: (760) 932-5532 Cell: (530) 208-6259 Email: tfesko@mono.ca.gov
District #5	Byng Hunt PO Box 2608 Mammoth Lakes, CA 93546	Home: (760) 934-6643 Email: bhunt@mono.ca.gov

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

BOARD OF SUPERVISORS
COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5534 • FAX (760) 932-5531

Linda Romero, Acting Clerk of the Board

SAMPLE



LARRY K. JOHNSTON

First Supervisorial District
Mono County Board of Supervisors
CHAIRMAN

P.O. Box 1903 (760) 924-1806 (Work Phone)
Mammoth Lakes, CA (760) 914-0826 (Cell)
93546 ljohnston@mono.ca.gov



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Mono County Board of Supervisors
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93546 ljohnston@mono.ca.gov

The CELLULAR PHONE AUTHORIZATION FORM

CELLULAR PHONE REIMBURSEMENT REQUEST

(Please return form to Teresa Neely, Human Resources, by fax # 932.5411 and mail original form by interoffice mail)

Date: _____

Employee Name: _____

Department: _____

Department Head approval: _____

Signature

Employee Signature: _____

Signature

Cell phone number: _____

Tier I – Limited Use Rate - \$25 (100 minutes per month).

(Department Head: Phone bill records do need to be retained in your files for the 1st month only in the event of an audit.)

Tier 2 – Limited Use Rate - \$35 (101 – 400 minutes per month).

(Department Head: Please retain monthly phone bill copies in your files in the event of an audit.)

Tier 3 – Limited Use Rate - \$55 (over 400 minutes per month).

(Department Head: Please retain monthly phone bill copies in your files in the event of an audit.)

Add on Rate for PDA - \$50.

Cancel Request.

Change current request. A new PAF is required.

**MONO COUNTY
CELLULAR PHONE AUTHORIZATION FORM**

This form is to be completed when a County official or employee, as part of his or her job, needs to use a Cellular Phone or Personal Digital Assistant (PDA), or when that use is to be discontinued.

NOTE: Cellular Phones or PDA's with an activated cell phone service component may be employee-owned or County-owned by an authorized official or employee.

Name of employee:

Position:

Department:

Type of Device: cell phone

List cell phone #: _____

Allowance Requested:

PLAN A: ALLOWANCE FOR BUSINESS USE OF EMPLOYEE-OWNED CELL PHONE

Cell Phone Allowance:

Employee will accept ownership of a Cell Phone which is currently owned by the County or provide his/her own cell phone, on _____ [date].

Employee will begin receiving an allowance within 30 days hereafter, and on a monthly basis, until he or she no longer needs to use the Cell Phone for County business purposes or chooses to stop this allowance.

The employee and his/her department head (for County elected officials or appointed department heads, the CAO) hereby certify that the employee needs to use a Cell Phone for County business because (initial all that apply):

- _____ _____ The employee's work requires timely, business critical, two-way communication for which there is no reasonable alternative technology.
- _____ _____ The employee provides emergency support and back-up from a mobile environment.
- _____ _____ A Cell Phone is needed to ensure the safety of the employee or others who may be at risk.
- _____ _____ The employee must be able to immediately communicate with staff in the department and other agencies to coordinate programs or to provide adequate customer service, and using a land line would not adequately meet this need.

_____ The employee's main work location is in the field where land lines and other primary radio/telephone communications are not available.

Usage Guidelines:

- A. Any County official or employee who applies to receive a Cellular Phone allowance hereby agrees to:
- Pay all monthly service charges in full and on time.
 - Keep their cellular phone turned on during times directed by their department head
 - Answer all business-related calls to his or her Cellular Phone and promptly respond to any messages.
 - Provide the Cell Phone number to his or her department head (for County officials, the CAO).
 - Notify the department head (or in the case of the County official, the CAO) if service will be terminated.
 - Replace or repair the Cell Phone as needed.
- B. County officials who are authorized to receive an allowance for the cell phone service component of a personally owned PDA, must pay all monthly service charges in full and on time, comply with paragraph A above, and provide a PAF to the Personnel Division if service will be terminated.

OTHER WIRELESS COMMUNICATION DEVICES:

The employee and his/her department head (or the CAO for a County official or department head) must initial all that apply:

- _____ na PDA for an Employee: The employee and his or her department head hereby certify that the employee needs a PDA with an activated cell phone service component to efficiently carry out the employee's assigned duties.
- _____ na PDA for an Official: A County elected official or department head who wishes to use a personal PDA with an activated cell phone service component and the CAO hereby certify that the PDA and the cell phone service component are needed to efficiently carry out the official's duties.

TAXABILITY: Any County official or employee accepting an allowance for a Cell Phone or for a cell phone service component of a PDA acknowledges that the allowance is considered to be taxable income by the Internal Revenue Service. For determination of individual taxability, officials and employees should check with their tax advisor.

PLAN B: USE OF COUNTY-OWNED WIRELESS COMMUNICATION DEVICES

- A. All users of County-owned Cell Phones (including an official who has a County-owned PDA with an activated cell phone service component) must completely refrain from making any personal calls on that Cell Phone or PDA. Personal use may result in disciplinary action. The official or employee who makes a personal call on a County-owned Cell Phone or PDA accepts responsibility for any fines or penalties imposed by the IRS for that use.
- B. Each month, each official or employee who uses a County-owned Cell Phone or PDA shall review the bill for that Cell Phone and declare that he or she has not made any personal calls on that device. The employee's department head must then review the employee's bill and certify that there has been no personal use.
- C. PDA users are subject to the County's policies to protect the security, integrity and availability of the data stored on these devices. PDA's that will be connected to County-owned computers shall be approved by the IT department prior to purchase.

DISTRIBUTION: If this form authorizes an allowance, send the original of this form and a Personnel Action Form (PAF) to the Human Resources Department and keep copies of those documents in the department's files along with a copy of the service agreement or a current bill for service. If no allowance is being authorized, the department should keep the original of this form; no PAF, service agreement, or bill is necessary.

CERTIFICATIONS:

I certify that the foregoing is true and correct.

Date: _____

Signature of Employee (or Official)

Date: _____

Signature of Department Head (or CAO)

COUNTY OF MONO CELLULAR PHONE POLICIES AND PROCEDURES



Department of Finance
Rev 4/08

COUNTY OF MONO CELLULAR PHONE POLICY AND PROCEDURES

I. Statement of Policy

The County of Mono recognizes that the use of cellular phones and personal digital assistants with activated cellular phone components (PDAs) provides an opportunity for its staff and officials to improve service and responsiveness to other employees and its citizens. Cellular phones and PDAs are most effective in establishing lines of immediate communications when other direct communications resources are unavailable or impractical.

Therefore, it is the County's policy to provide employees access to cellular phones or PDAs upon determination of need and following an established approval process. The County has chosen the payment of a monthly cellular phone or PDA allowance as the primary method for providing cellular phone or PDA access to its employees. The allowance is intended to reimburse the employees for the use of their personally-owned cellular phones or PDA's for County-related business. The cellular phone allowance is taxable income.

As an alternative, the County may provide employees with a County-owned cellular phone or PDA with a County-paid monthly service plan in lieu of a monthly allowance. County-owned cellular phones and PDAs are for official business use only, and subject the County and its employees to strict IRS substantiation requirements for their use. Substantiation includes daily logging of all calls (in and out) showing the name of caller/callee and the business purpose of the call, and regular audits of those logs by Department Heads and the County Finance Director. (References: Internal Revenue Code §132 Taxable Fringe Benefits; Internal Revenue Code §274(d) Substantiation Requirements; Internal Revenue Code §280F(d)(4) Listed Property) If appropriate, Department Heads may authorize a County-owned cellular phone that several staff members within the department can share if an "on-call" or "on-duty" policy exists within the department and cellular phone support is essential. A log will be maintained to substantiate use.

II. Eligibility Criteria

Employees may qualify for a cellular phone allowance or the assignment of a County-owned cellular phone when the Department Head has determined that the use of a cellular phone is **REQUIRED** and **NECESSARY** for the performance of their jobs.

Department Heads shall use the following criteria to determine the work-related requirements and needs that may qualify the employees for the cellular phone allowance or assignment of County-owned cellular phones:

1. The nature of work assigned requires timely, business critical, two-way communication for which there is no reasonable alternative technology.
2. The employee provides emergency support and back-up from a mobile environment.
3. A cellular phone is needed to insure the safety of the employee or others who may be at risk.
4. The employee must be able to immediately communicate with staff in the department and other agencies to coordinate programs or to provide adequate customer service, and using a land line would not adequately meet this need.
5. The employee frequently works in the field where land lines and other primary radio or telephone communications are not available.

III. Cellular Phone or Personal Digital Assistant Device Allowance

1. Establishing the allowance
 - a. The County has established three tiers for the payment of monthly cellular phone allowance and a separate add-on allowance for e-mail and data service for PDAs based on anticipated or documented business usage.
 - (1) Tier 1 - Limited Use Rate - \$25.00

This rate is appropriate for users with incidental or low usage level of up to 100 minutes per month
 - (2) Tier 2 - Standard Rate - \$35.00

This rate is appropriate for users with usage level between 101 and 400 minutes per month
 - (3) Tier 3 - High Use Rate - \$55.00

This rate is appropriate for users with anticipated or documented heavy volume usage of over 400 minutes per month.
 - (4) Add-on Rate for Data Plan and Email (PDA) - \$50.00
 - b. In exceptional cases, the County Administrator may approve a higher allowance for employees that demonstrate consistent documented official business use that exceeds the authorized allowance listed above.

Occasional, infrequent spikes in business use do not qualify for a higher allowance or additional reimbursements.

- d. Allowances expire at the end of each Fiscal Year, June 30, XXXX. Re-certifications are required each fiscal year to continue receiving the monthly cellular phone allowance.
 - e. The Finance Director shall review the rates annually and recommend changes, as appropriate, to the existing rates to the County Administrative Officer for consideration.
2. Tax issues and payment to employees
- a. The allowance is taxable income.
 - b. The allowance will be paid to employees each pay period as an addition to employees' payroll checks.
3. Using the cellular phone
- a. The cellular phone is personally owned, and may therefore be used for both personal and business calls. Employees receiving a cellular phone or PDA allowance must maintain an active cellular phone contract, with an add-on data plan (if approved), for the life of the allowance. Employees must provide their cellular phone numbers to the department, and agree to notify their departments immediately of any changes to their cellular phone numbers or termination of their monthly service plans.
 - b. There are no requirements to substantiate the business use of personally owned cellular phones. However, Department Heads may require employees to provide business usage documentation to validate the appropriateness of the monthly cellular phone allowance rates approved for the employees.
 - c. Understanding that County information may be stored on certain devices, employees must take certain security precautions. If an employee loses the cellular phone device, the employee must immediately notify the Department Head and the Director of Information Technology.

IV. County-owned Cellular Phones and PDAs

- 1. As an alternative to cellular phone allowances, employees may choose to use County-owned cellular phones/PDAs with County-paid service plans.
- 2. The use of County-owned cellular phones is restricted to Official County Business. County policy prohibits the personal use of County-owned cellular phones or PDAs. Employees are required to reimburse the County for any

personal calls made or received on County-owned cellular phones/PDAs. Employees shall reimburse the County for each call at the rate of \$.05/minute and a pro-rated share of the monthly service charge. The County does not consider emergency and 9-1-1 calls as personal calls.

3. All business calls made or received on a County-owned cellular phone shall be recorded on the 'County-Owned Cellular Phone Log Sheet' for tracking purposes. The log shall cover the period of the regular billing cycle for the account and turned in with the monthly billing statement when it is presented to the Finance Department for payment.

V. Department Responsibilities and Documentation Requirements

1. Cellular Phone and PDA Device Allowance

- a. Departments shall maintain a centralized file for the records of all employees authorized cellular phone or PDA allowances. Included in the files are copies of the employee's service plan, cellular phone number, cellular phone authorization form, and annual re-certifications.
- b. For all allowance rates above tier 1 departments shall establish a process to conduct an annual analysis of actual business usage of employee's personally owned cellular phone or PDA to support the monthly cellular phone allowance rate.

2. County-owned Cellular Phones and PDAs

- a. Departments shall maintain accountability of all County-owned cellular phones assigned to their departments. Accountability includes: equipment description, assigned cellular phone numbers, contracts for service plans and add-on features, and names of employees to whom the cellular phones are assigned.
- b. Departments shall maintain a centralized file for records of all assigned cellular phones that includes monthly billing statements approved by the Department Head, telephone logs for official calls, reimbursement receipts by employees for personal calls, approved Cellular Phone Authorization Form.
- c. Departments shall establish a process to audit the business use of cellular phones and for employees to reimburse the County for personal calls. Departments shall also establish a process to annually analyze the actual business usage of employee's County-owned cellular phone or PDA to ensure that it is consistent with the assigned monthly service plan.

VI. Procedures

1. The Department Head shall determine the work-related requirements and needs of an employee for cellular phone allowance as provided in this policy. If the employee is determined to be eligible, Department Head shall select the appropriate monthly cell phone allowance rate based on the anticipated or documented business usage level of the employee.
2. The Department Head must complete and submit the completed and approved Cellular Phone Authorization Form, along with a Personnel Action Form to the Department of Human Resources. A copy of the cell phone service agreement or monthly bill must be provided to activate the allowance.
3. The Department of Human Resources will activate the allowance the pay period following receipt of the appropriate paperwork. No retroactivity will be provided.
4. Should an employee decide to use a County-owned cellular phone in lieu of an allowance, a Cellular Phone authorization form shall be completed and kept in the department's files.
5. If the employee is assigned a County-owned cell phone the Department shall determine the most appropriate cellular phone provider and service plan for the employee based on the County's established procurement policies. In all cases, the most economical service plan that meets individual business needs must be chosen. Employees are responsible for the safekeeping and care of their cell phones.

VII. Termination of Allowance

Department Heads shall terminate the monthly cellular phone allowance or the assignment of a County-owned cellular phone under the following conditions:

1. When the requirement and the need for cellular phone/PDA access by the employee cease to exist as determined by the Department Head at his or her sole discretion.
2. When the employee is transferred from the department or terminates employment with the County. Cellular phones/PDAs will not be transferred between employees without department head approval.
3. When there is a pattern of abuse.

Department Heads shall use a Personnel Action Form to notify the Department of Human Resources within seven days of the termination of the cellular phone allowance.

2013/2014
Statement of
Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

428 J Street, Suite 620 • Sacramento, CA 95814

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2013

What's New

Gifts and Travel Payments

The Commission is continually updating regulations and rules that pertain to gifts and travel payments. For the most current information, including new travel rules effective January, 2014, refer to the fact sheets and FAQs on our website. The rules contained in this publication were those in effect through December 31, 2013 and apply to gifts and travel payments received during 2013.

New Gift Tracking Mobile Application

FPPC has created and launched a new gift tracking app for mobile devices. The app helps filers track gifts they receive in a calendar year and provides a quick and easy way to upload the information to the Form 700. The data is not collected electronically, it is fully stored on the phone. This app is currently available for Android Phone running version 4.0 or higher, with an iOS version coming in the near future.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)
- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at www.fppc.ca.gov or obtain from your filing officer.

Where to file:

87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict of interest code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies: File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing

Agencies: File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

When to file:

Annual Statements

⇒ March 3, 2014

- Elected State Officers
- Judges and Court Commissioners
- State Board and Commission Members listed in Government Code Section 87200

⇒ April 1, 2014

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2013, and December 31, 2013, and filed an assuming office statement, you are not required to file an annual statement until March 2, 2015, or April 1, 2015, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2014. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (Regulation 18723) Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2013, the gift limit was \$440 from a single source for the calendar year. This gift limit is effective until December 31, 2014.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must identify orally the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18702.5, and the Overview of the Conflict of Interest Laws at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

FPPC Form 700 (2013/2014)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Introduction

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2013, through December 31, 2013. If the period covered by the statement is different than January 1, 2013, through December 31, 2013, (for example, you assumed office between October 1, 2012, and December 31, 2012 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2013.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2013, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2013, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2012, and December 31, 2012, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2013.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, and water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

Part 3. Type of Statement

1. Office, Agency, or Court	
Agency Name South Sutter Water District	Your Position Board Member
Division, Board, Department, District, if applicable	
► If filing for multiple positions, list below or on an attachment.	
Agency	Position
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input type="checkbox"/> Multi-County	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input checked="" type="checkbox"/> Other – Portions of Yuba & Sutter Counties

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2013 annual statement, **do not** change the pre-printed dates to reflect 2014. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2014, through December 31, 2014, will be disclosed on your statement filed in 2015. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Enter the total number of completed pages including the cover page and either:

Check the box for each schedule you use to disclose interests;

- or -

if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2013/2014)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 1

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State, Multi-County, City of, Judge or Court Commissioner (Statewide Jurisdiction), County of, Other

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2013, through December 31, 2013. Leaving Office: Date Left. Assuming Office: Date assumed. Candidate: Election year and office sought.

4. Schedule Summary

Check applicable schedules or "None."

Total number of pages including this cover page:

- Schedule A-1 - Investments, Schedule A-2 - Investments, Schedule B - Real Property, Schedule C - Income, Loans, & Business Positions, Schedule D - Income - Gifts, Schedule E - Income - Gifts - Travel Payments

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE (Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS (OPTIONAL)

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed statement with your filing official.)

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 12, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

Remember:

- ✓ Mark the "No reportable interests" box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency's conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as "acting," "interim," or "alternate" must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Questions and Answers Continued

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the

"comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before her name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Questions and Answers Continued

Q. I am running for re-election to city council and made a personal loan to my campaign committee. Is this reportable on my Form 700?

A. No, the loan is not reportable on Form 700; however, loan repayments from a campaign committee are reported on Schedule C as income.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. My daughter is buying her first home and I am the co-signer on the loan. I won't occupy the home, but my daughter will. The home is located in my agency's jurisdiction. Must I report this property?

A. No. Property occupied by a family member is not reportable as long as you are not receiving rental income or using the property for business purposes.

Gift Disclosure

Q. If I received a gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?

A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2013 the gift limit was \$440, so the Bensons may have given the supervisor artwork valued at no more than \$880. The supervisor must identify Joe and Mary Benson as the sources of the gift.

Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?

A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.

Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.

A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?

A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments that are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 12, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

SCHEDULE A-1
Investments
Stocks, Bonds, and Other Interests
 (Ownership Interest is Less Than 10%)
 Do not attach brokerage or financial statements.

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION Name _____ _____ _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/13 ____/____/13
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/13 ____/____/13
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/13 ____/____/13
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/13 ____/____/13
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/13 ____/____/13
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/13 ____/____/13
 ACQUIRED DISPOSED

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. See Reference Pamphlet, page 11, for examples.

Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income. You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> ____/____/13 ACQUIRED </td> <td style="width: 50%; text-align: center;"> ____/____/13 DISPOSED </td> </tr> </table>	____/____/13 ACQUIRED	____/____/13 DISPOSED
____/____/13 ACQUIRED	____/____/13 DISPOSED		

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> ____/____/13 ACQUIRED </td> <td style="width: 50%; text-align: center;"> ____/____/13 DISPOSED </td> </tr> </table>	____/____/13 ACQUIRED	____/____/13 DISPOSED
____/____/13 ACQUIRED	____/____/13 DISPOSED		

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
---	--

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
---	--

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> ____/____/13 ACQUIRED </td> <td style="width: 50%; text-align: center;"> ____/____/13 DISPOSED </td> </tr> </table>	____/____/13 ACQUIRED	____/____/13 DISPOSED
____/____/13 ACQUIRED	____/____/13 DISPOSED		

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> ____/____/13 ACQUIRED </td> <td style="width: 50%; text-align: center;"> ____/____/13 DISPOSED </td> </tr> </table>	____/____/13 ACQUIRED	____/____/13 DISPOSED
____/____/13 ACQUIRED	____/____/13 DISPOSED		

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.
- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 are not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."

- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS	
4600 24th Street	
CITY	
Henry Wells	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE
<input type="checkbox"/> \$2,000 - \$10,000	
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED <u> </u> / <u> </u> / <u>13</u> DISPOSED <u> </u> / <u> </u> / <u>13</u>
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
Yes, remaining	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
<input type="checkbox"/> None	
Henry Wells	
NAME OF LENDER*	
Sophia Petroillo	
ADDRESS (Business Address Acceptable)	
2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
Restaurant Owner	
INTEREST RATE	TERM (Months/Years)
8 % <input type="checkbox"/> None	15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	

FPPC Form 700 (2013/2014)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 11

Instructions – Schedule C Income, Loans, & Business Positions (Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

A source of income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others, including loan repayments from a campaign committee (including a candidate's own campaign committee)
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

See Reference Pamphlet, page 11, for more exceptions to income reporting.

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes

Reminders

- Gifts from a single source are subject to a \$440 limit during 2013. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- During 2013, the cost of food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service but only if the cost is paid for by a federal, state, or local government agency. **This exception does not apply to a state or local elected officer, as defined in Section 82020, or an official specified in Section 87200.**
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

SCHEDULE D
Income – Gifts

Name _____

▶ NAME OF SOURCE (*Not an Acronym*)

 ADDRESS (*Business Address Acceptable*)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE (*Not an Acronym*)

 ADDRESS (*Business Address Acceptable*)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE (*Not an Acronym*)

 ADDRESS (*Business Address Acceptable*)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE (*Not an Acronym*)

 ADDRESS (*Business Address Acceptable*)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE (*Not an Acronym*)

 ADDRESS (*Business Address Acceptable*)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE (*Not an Acronym*)

 ADDRESS (*Business Address Acceptable*)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at www.fppc.ca.gov.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C
- During 2013, payments for admission to an event at which you make a speech, participate on a panel, or make a substantive formal presentation, transportation, and necessary lodging, food, or beverages, and nominal non-cash benefits provided to you in connection with the event so long as both the following apply:
 - The speech is for official agency business and you are representing your government agency in the course and scope of your official duties.
 - The payment is a lawful expenditure **made only by a federal, state, or local government agency** for purposes related to conducting that agency's official business.

The above exception does not apply to a state or local elected officer, as defined in Section 82020, or an official specified in Section 87200.

Note: Effective January, 2014, certain travel payments may not be reportable if reported on Form 801 by your agency.

- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement. When reporting travel payments that are gifts, you must provide a description of the gift and the **date(s)** received.
 - **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is the chairman of a trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which Rick is not providing services are likely considered gifts.

▶ NAME OF SOURCE	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Ste. 610	
CITY AND STATE	
Sacramento, CA	
BUSINESS ACTIVITY, IF ANY, OF SOURCE	<input type="checkbox"/> 501 (c)(3)
Association of Healthcare Workers	
DATE(S): ____/____/____	AMT: \$ 588.00
<small>(If applicable)</small>	
TYPE OF PAYMENT: (must check one) <input type="checkbox"/> Gift <input checked="" type="checkbox"/> Income	
DESCRIPTION: Travel reimbursement for board meeting	

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the \$440 gift limit, but may result in a disqualifying conflict of interest.

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

Comments: _____

MONO COUNTY

NEW EMPLOYEE ORIENTATION

The Human Resources Generalist, Teresa Neely, will meet with you to review and discuss the following topics:

- Introduction
- Values, Vision, Mission, Goals and Objectives
- Organization Chart
- Roster: Board of Supervisors
- Paragraph on each county department
- Personnel System
- Personnel Code
- MOUs
- Dental Benefits
- Benefit Information
- Accident, Cancer , Life Insurance
- Policies: Discrimination, Sexual, Pregnancy, Paid Family Leave
- California Family Rights Act
- Paid Family Leave
- 401A Guidelines
- Injury and Illness Prevention Program
- Education Incentive Program
- EAP: Employee Assistance Program
- Policy: Sexual Harassment
- Policy: Substance Abuse
- History of Mono County
- Miscellaneous:
 - a. Agreement for use of Memorial Hall Exercise Facility
 - b. IT: Phone tips and IT tips

Ms. Neely can be reached via telephone at (760 932-5416 or via email at: tneely@mono.ca.gov

GENERAL BOARD OF SUPERVISORS INFORMATION

Taking Office

Newly elected and re-elected Supervisors take office at 12 o'clock noon on the first Monday after January 1st (Government Code section 24200).

Swearing-In Ceremony

Your swearing-in ceremony will take place at the first regular meeting in January, and will be the first item on the agenda. The Clerk of the Board will arrange to have a judge perform the ceremony. If you wish, you may invite friends and family to attend.

Chapter 2.04

BOARD OF SUPERVISORS

Sections:

- 2.04.010** Regular meeting days.
- 2.04.020** Special meetings.
- 2.04.030** Compensation.
- 2.04.040** Statutory authority.
- 2.04.060** Training and orientation of supervisors-elect.
- 2.04.070** Automobile allowance.

2.04.010 Regular meeting days.

The regular meetings of the board shall be held at the county seat on the first, second, and third Tuesdays of each month at the hour of nine a.m. unless otherwise directed by the board. Should any such Tuesday fall on a legal holiday, the regular meeting of the board shall be held on the next business day. Adjourned regular meetings of the board may be held at any time and place within the county deemed appropriate by the board and permitted by applicable state law. (Ord. 98-04 § 1, 1998; Ord. 97-02, 1997; Ord. 86-453-E § 1, 1986; Ord. 84-453-D § 1, 1984; Ord. 84-453-C § 1, 1984; Ord. 78-453-B § 1, 1978; Ord. 77-453-A § 1, 1977; Ord. 74-453 § 2, 1974.)

2.04.020 Special meetings.

Special meetings of the board may be called in the manner provided by Sections 54956 and 54956.5 of the Government Code of the state. The order calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting, and no other business shall be considered at that meeting. (Ord. 81-493 § 1, 1981; Ord. 73-434 § 1(B), 1973.)

2.04.030 Compensation.

The salary of members of the board of supervisors is set at three thousand nine hundred and forty dollars per month, with the exception of the chair of the board whose salary is set at four thousand two hundred and thirty-five dollars per month. In addition, the members of the board and their dependents shall be entitled to the same medical care, dental care, and vision care coverage provided to all county department heads (elected and appointed). Members of the board shall also continue to have the option of being members of the California Public Employees Retirement System (CalPERS), with the employee's share of any CalPers contributions being paid by said board members (as it is by other county officers and employees). (Ord. 08-01 § 1, 2008; Ord. 06-12 § 1, 2006; Ord. 05-07

§ 1, 2005; Ord. 04-07 § 1, 2004; Ord. 04-01 § 1, 2004; Ord. 03-02 § 1, 2003; Ord. 85-405-L § 1, 1985; Ord. 84-405-K § 1, 1984; Ord. 83-405-J § 1, 1983; Ord. 82-405-I § 1, 1982; Ord. 81-405-H § 1, 1981; Ord. 81-405-6 § 1, 1981; Ord. 80-405-F § 1, 1980; Ord. 79-405-F § 1, 1979; Ord. 79-405-E § 1, 1979; Ord. 77-405-D § 1, 1977; Ord. 76-405-C § 1, 1976; Ord. 75-405-B § 1, 1975; Ord. 74-405-A § 1, 1974; Ord. 405 § 2, 1971.)

2.04.040 Statutory authority.

Authority for Section 2.04.030 is the amendment to Article 11 of the California Constitution, more specifically known as subsection B of Section 1 of Article 11, wherein the legislative body of any county has the power to determine the compensation of its members. (Ord. 405 § 1, 1971.)

2.04.060 Training and orientation of supervisors-elect.

A. Upon request of a supervisor-elect, county general fund moneys may be used prior to the assumption of office by that supervisor-elect, for the training and orientation of that supervisor-elect including the payment of course fees, travel and per diem expenses, course materials, and consultant fees.

B. Such training and orientation programs, and expenses therefor, shall be those the board deems proper and beneficial to the exercise of supervisorial duties by newly elected supervisors.

C. In order to receive training and orientation funds, the supervisor-elect shall:

1. Make a formal request of the board of supervisors;
2. Comply with county reimbursement claim procedure. (Ord. 82-504, 1982.)

2.04.070 Automobile allowance.

Commencing in the first month of Fiscal Year 2006-07 that the ordinance amending this section takes effect and continuing thereafter, each member of the board of supervisors shall receive a monthly automobile allowance in the amount of seven hundred twenty-five dollars, in recognition of the considerable amount of driving necessary for board members to attend public meetings and other functions in their official capacities within the territorial boundaries of Mono County and the contiguous northern territory of Inyo County bounded to the south by (and encompassing) the Bishop region. In addition, members of the board may be reimbursed for actual miles driven on county business to and from destinations outside of the aforementioned territory on the same terms and conditions that reimbursement is provided to other management-level

2.04.070

officers and employees of the county. During the budget process for Fiscal Year 2007-08, the board shall consider whether the amount of the automobile allowance specified by this section should be adjusted based on changes in the mileage reimbursement rate published by the United States Internal Revenue Service and such other factors as the board may deem appropriate. (Ord. 06-08 § 1, 2006; Ord. 00-10 § 1, 2000.)

2014 Calendar of Board Meetings

The annual calendar of meetings is established in County Code Section 2.04.010. The calendar includes all known regular meetings. Any meeting may be canceled upon the order of the Chair, or by a vast majority of Board members.

As referenced by Mono County Code, Chapter 2.04, Board of Supervisors, regular meetings are generally held on the first three Tuesdays of every month. Unless otherwise noted, meetings are held three per month. Regular meetings commence at 9:00 a.m. and are held the first two Tuesdays at the Board of Supervisors Chambers, located at Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517 and on the third Tuesday at the Mammoth Lakes BOS Meeting Room, 3rd Fl. Sierra Center Mall, Suite 307, 452 Old Mammoth Rd., Mammoth Lakes, CA 93546. Business is normally 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.

**2014 Agenda Deadline Schedule
Board of Supervisors**

BOS Meeting Dates 2014

**Agenda Deadlines
(Mondays at Noon,
unless a holiday, then
Tuesday)**

**January 7
January 14
January 21**

**December 23, 2013
December 30, 2013
January 6, 2014**

**February 4
February 11
February 18**

**January 21
January 27
February 3**

**March 4
March 11
March 18**

**February 18
February 24
March 3**

**April 1
April 8
April 15**

**March 17
March 24
April 1**

**May 6
May 13
May 20**

**April 21
April 28
May 5**

**June 3
June 10
June 17**

**May 19
May 27
June 2**

**July 1
July 8
July 15**

**June 16
June 23
June 30**

**August 5
August 12
August 19**

**July 21
July 28
August 4**

**September 2
September 9
September 16**

**August 18
August 25
September 2**

**2014 Agenda Deadline Schedule
Board of Supervisors**

BOS Meeting Dates 2014

**Agenda Deadlines
(Mondays at Noon)
unless a holiday, then
Tuesday)**

**October 7
October 14
October 21**

**September 22
September 29
October 6**

**November 4
November 11
November 18**

**October 20
October 27
November 3**

**December 2
December 9
December 16**

**November 17
November 24
December 1**



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

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5534 • FAX (760) 932-5531
Linda Romero, Acting Clerk of the Board

MONO COUNTY BOARD OF SUPERVISORS Request to place an Item on the Board's Agenda

1. The Clerk of the Board of Supervisors will work directly with you to get items onto the agenda. Please call or email Shannon Kendall, (760) 932-5533 or Linda Romero (760) 932-5534. We will help you determine the next available meeting date. You can also view this information online at:

<http://www.monocounty.ca.gov/bos.html>; click on **Meetings** link.

2. You must provide the following information via email to the Clerk of the Board of Supervisors so your item can be added to the agenda:
 - *A brief description of the item you plan to discuss.*
 - *Are you requesting Board action, or is this just 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. Let the clerk know if additional contact may be needed if you have a person from outside the county presenting.*
 - *The amount of time you are requesting, including discussion and questions from the Board.*
 - *Preferred time of agenda item; morning or afternoon?*
 - *If you plan to provide handouts or additional information at the Board meeting, you must provide this information via email to the Clerk of the Board of Supervisors by the agenda deadline.*
 - *If you plan to give a PowerPoint presentation, please email it prior to the agenda deadline so it can be included in the Board's packet.*

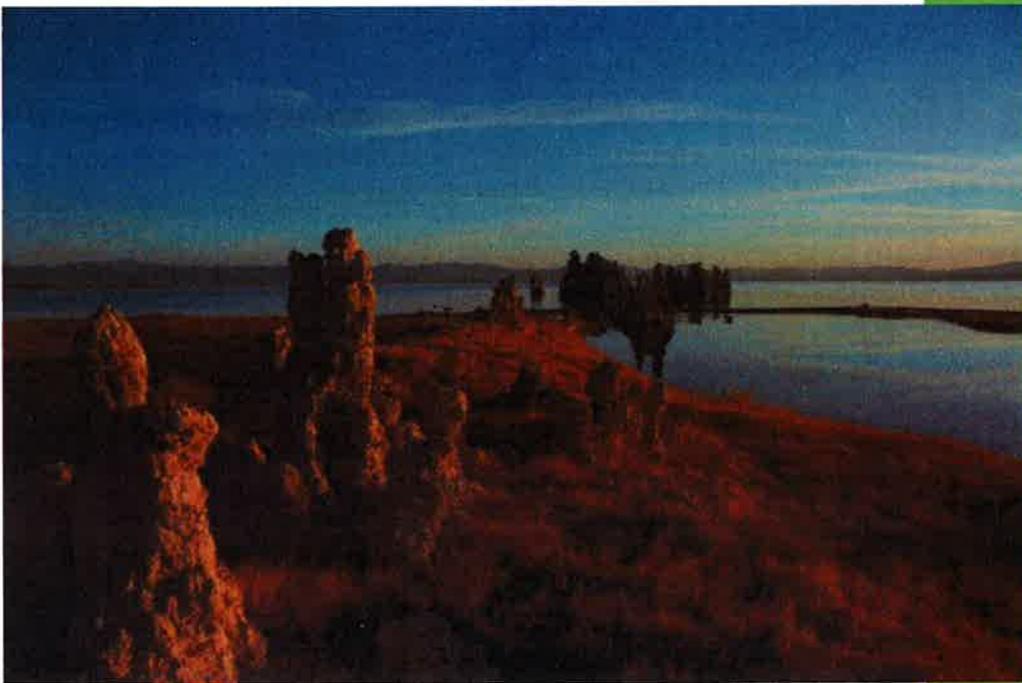
**MONO COUNTY
BOARD OF SUPERVISORS
BOARD RULES OF PROCEDURE**

**A COPY IS INCLUDED WITH
THIS HANDBOOK, BUT TO
ACCESS ELECTRONICALLY,
CLICK ON LINK BELOW:**

<http://www.monocounty.ca.gov/bos/page/mono-county-board-supervisor-rules-procedure>

**Mono
County
Board of
Supervisors**

Board Rules of Procedures



Adopted Date: January 14, 2014

Mono County 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

Mono County Board Rules of Procedures

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, 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. It is intended (but not mandated) that the Supervisor elected as Vice Chair will succeed the Chair in the following year and that the Chair Pro-Tempore shall similarly succeed the Vice Chair.

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.

Mono County Board Rules of Procedures

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:

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- 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.

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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 telecommunication 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.

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.

XI. 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.

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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/Commission Reports
- 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.

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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.

MONO COUNTY BOARD MEMBERS

COMMITTEES, COMMISSIONS AND BOARDS

Members of the Mono County Board of Supervisors serve on various boards, committees and commissions. These appointments are made at the first Board of Supervisor's meeting in January and each appointment is discussed and decided upon between all five board members. The attached lists show which supervisors are currently serving on which board/commission/committee.

MONO COUNTY BOARD MEMBERS
APPOINTED TO COMMISSIONS & COMMITTEES
2014

LARRY JOHNSTON – SUPERVISOR DISTRICT #1

Airport Land Use Commission (Alternate)
Alcohol, Drug, Mental Health combined Advisory Board (Alternate)
Conway Ranch Task Force (Alternate)
Collaborative Planning Team (Alternate)
CSAC (California State Association of Counties)
Eastern Sierra Child Support Regional Oversight Committee
Eastern Sierra Council of Governmental Entities
Great Basin Unified Air Pollution Control District
Law Library
Local Transportation Commission (??, Alternate)
Long Valley Hydrologic Advisory Committee
Mammoth Lakes Housing
Mammoth Mountain Ski Area Liaison Committee
Mono County Children & Families Commission (Alternate)
Town-County Liaison Committee (Alternate)
Treasury Oversight Committee
YARTS JPA (Alternate)

FRED STUMP – SUPERVISOR DISTRICT #2

Airport Land Use Commission
Community Corrections Partnership (Alternate)
Emergency Services Council (ex-officio chair)
Great Basin Unified Air Pollution Control District (Alternate)
Local Agency Formation Commission (LAFCO)
Local Transportation Commission (Lynda Salcido, Alternate)
Treasury Oversight Committee
Mono County Senior Citizens Program
Town-County Liaison Committee

TIM ALPERS – SUPERVISOR DISTRICT #3

Central Sierra Conservation Resource Development Council
Coalition for Unified Recreation in the Eastern Sierra (Alternate)
Eastern Sierra Community College Committee
Eastern Sierra Council of Governmental Entities (Alternate)
Eastern Sierra Transit Authority (ESTA)
Emergency Services Council (Alternate)
Local Agency Formation Commission (LAFCO) (Alternate)
Mammoth Mountain Ski Area Liaison Committee
National Association of Counties
YARTS JPA

TIM FESKO – SUPERVISOR DISTRICT #4

Bodie Hills Coordinating Resource Management Planning Steering Committee
Central Nevada Regional Water Authority (CNRWA)
California State Association of Counties (CSAC) (Alternate)
Conway Ranch Task Force
Economic Development Strategic Plan Sub-Committee
Local Transportation Commission (Tim Hansen, Alternate)
Mono County Senior Citizens Program
National Association of Counties (Alternate)
Regional Council of Rural Counties (RCRC), CRHMFA Homebuyers Fund &
Environmental Services Joint Powers Authority (ESJPA)

BYNG HUNT – SUPERVISOR DISTRICT #5

Airport Land Use Commission
Alcohol, Drug, Mental Health Combined Advisory Board
BLM Land Tenure Committee
Coalition for Unified Recreation in the Eastern Sierra
Collaborative Planning Team
Community Corrections Partnership
Eastern Sierra Child Support Region Oversight Committee (Alternate)
Eastern Sierra Council of Governmental Entities
Eastern Sierra Transit Authority (ESTA)
Emergency Services Council
Great Basin Unified Air Pollution Control District

Integrated Waste Management Act of 1989 Independent Hearing Panel
for Local Enforcement Agency
Inter-Agency Visitors' Center Board of Directors
Local Agency Formation Commission (LAFCO)
Mammoth Lakes Chamber of Commerce (ex-officio member to serve as liaison)
Mammoth Lakes Housing (Alternate)
Mammoth Mountain Ski Area Liaison Committee (Alternate)
Mono County Children & Families Commission
Regional Council of Rural Counties (RCRC), CRHMFA Homebuyers Fund &
Environmental Services Joint Powers Authority (ESJPA) (Alternate)
Sierra Nevada Conservancy
Town-County Liaison Committee
YARTS JPA

**MONO COUNTY BOARD OF SUPERVISORS
2014 BOARD/COMMISSION/COMMITTEE MEMBERSHIP LIST**

Date of Appointment 01/07/20143 ~ Term Expires 12/31/2014

AIRPORT LAND USE COMMISSION

- Byng Hunt, Supervisor
- Fred Stump, Supervisor
- Larry Johnston, Supervisor Alternate

ALCOHOL, DRUG, MENTAL HEALTH COMBINED ADVISORY BOARD

- Byng Hunt, Supervisor
- Larry Johnston, Supervisor Alternate

BODIE HILLS COORDINATING RESOURCE MANAGEMENT PLANNING STEERING COMMITTEE

- Tim Fesko, Supervisor

BLM LAND TENURE COMMITTEE (issues are addressed as part of the CPT)

- Byng Hunt, Supervisor

CENTRAL NEVADA REGIONAL WATER AUTHORITY (CNRWA)

- Tim Fesko, Supervisor

CENTRAL SIERRA CONSERVATION RESOURCE DEVELOPMENT COUNCIL

- Tim Alpers, Supervisor

CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC)

- Larry Johnston, Supervisor
- Tim Fesko, Supervisor Alternate

CONWAY RANCH TASK FORCE

- Tim Fesko, Supervisor
- Larry Johnston, Supervisor Alternate

COALITION FOR UNIFIED RECREATION IN THE EASTERN SIERRA

- Byng Hunt, Supervisor
- Tim Alpers, Supervisor Alternate

COLLABORATIVE PLANNING TEAM, MONO COUNTY

- Byng Hunt, Supervisor
- Larry Johnston, Supervisor Alternate

COMMUNITY CORRECTIONS PARTNERSHIP

- Byng Hunt, Supervisor
- Fred Stump, Supervisor Alternate

ECONOMIC DEVELOPMENT STRATEGIC PLAN SUB-COMMITTEE

- Tim Fesko, Supervisor

EASTERN SIERRA CHILD SUPPORT REGIONAL OVERSIGHT COMMITTEE

- Larry Johnston, Supervisor
- Byng Hunt, Supervisor Alternate

EASTERN SIERRA COMMUNITY COLLEGE COMMITTEE

- Tim Alpers, Supervisor

EASTERN SIERRA COUNCIL OF GOVERNMENTAL ENTITIES

- Byng Hunt, Supervisor
- Larry Johnston, Supervisor
- Tim Alpers, Supervisor Alternate

EASTERN SIERRA TRANSIT AUTHORITY (ESTA)

- Byng Hunt, Supervisor
- Tim Alpers, Supervisor

EMERGENCY SERVICES COUNCIL, MONO COUNTY

- Fred Stump, Supervisor (ex-officio chair)
- Byng Hunt, Supervisor
- Tim Alpers, Supervisor Alternate

GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

Ted Schade, Air Pollution Control Officer, 157 Short Street, Suite 6, Bishop, California 93514
760-872-8211, 760-872-6109 (fax)

- Larry Johnston, Supervisor
- Byng Hunt, Supervisor
- Fred Stump, Supervisor Alternate

INTEGRATED WASTE MANAGEMENT ACT OF 1989 INDEPENDENT HEARING PANEL FOR LOCAL ENFORCEMENT AGENCY

- Byng Hunt, Supervisor 11/3/2009-11/3/2013

INTER-AGENCY COMMITTEE ON OWENS VALLEY LAND & WILDLIFE

BLM Office (Bishop)

January 4, 2011: Removed from list; retain for future reference

INTER-AGENCY VISITORS' CENTER BOARD OF DIRECTORS

- Byng Hunt, Supervisor

LAW LIBRARY, MONO COUNTY

Board of Library Trustees

- Larry Johnston, Supervisor

LOCAL AGENCY FORMATION COMMISSION (LAFCO)

Scott Burns, Executive Officer (appointed 4/1/86)

- Fred Stump, Supervisor
- Byng Hunt, Supervisor
- Tim Alpers, Supervisor Alternate

LOCAL TRANSPORTATION COMMISSION, MONO COUNTY

- Tim Fesko, Supervisor (Tim Hansen, alternate)
- Larry Johnston, Supervisor (??, alternate)
- Fred Stump, Supervisor (Lynda Salcido, alternate)

LONG VALLEY HYDROLOGIC ADVISORY COMMITTEE

- Larry Johnston, Supervisor

MAMMOTH LAKES CHAMBER OF COMMERCE

Mailing Address: P.O. Box 3268, Mammoth Lakes, CA 93546 Phone: (760) 934-3068

- Byng Hunt, Supervisor (ex-officio member to serve as liaison)

MAMMOTH LAKES HOUSING

- Larry Johnston, Supervisor
- Byng Hunt, Supervisor Alternate

MAMMOTH MOUNTAIN SKI AREA LIAISON COMMITTEE

- Larry Johnston, Supervisor
- Tim Alpers, Supervisor
- Byng Hunt, Supervisor Alternate

MONO COUNTY CHILDREN & FAMILIES COMMISSION

P. O. Box 130, Mammoth Lakes, CA 93546, 760-924-7626, Fax 760-934-8443

- Byng Hunt, Supervisor
- Larry Johnston, Supervisor Alternate

MONO COUNTY SENIOR CITIZEN PROGRAM

- Tim Fesko, Supervisor
- Fred Stump, Supervisor

NATIONAL ASSOCIATION OF COUNTIES

- Tim Alpers, Supervisor
- Tim Fesko, Supervisor Alternate

REGIONAL COUNCIL OF RURAL COUNTIES (RCRC)/CRHMFA Homebuyers Fund & Environmental Services Joint Powers Authority (ESJPA)

1020 12th Street, Suite 200, Sacramento, California 95814

- Tim Fesko, Supervisor
- Byng Hunt, Supervisor Alternate
- Tim Alpers, Supervisor 2nd Alternate
- Tony Dublino, Solid Waste (backup)

SIERRA NEVADA CONSERVANCY

Bishop Office: 351 Pacu Lane, Ste 200, Bishop, CA 93514, 760-872-1120

- Byng Hunt, Supervisor

SOLID WASTE TASK FORCE

January 7, 2014: No appointment made; composition of committee changed

TOWN-COUNTY LIAISON COMMITTEE

- Byng Hunt, Supervisor
- Fred Stump, Supervisor
- Larry Johnston, Supervisor Alternate

TREASURY OVERSIGHT COMMITTEE

- **Larry Johnston**, Supervisor
- **Fred Stump**, Supervisor

YARTS JPA

- **Tim Alpers**, Supervisor
- **Byng Hunt**, Supervisor
- **Larry Johnston**, Supervisor Alternate



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

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5534 • FAX (760) 932-5531

Linda Romero, Acting Clerk of the Board

TRAVEL REIMBURSEMENT PROCEDURES

1. When you wish to attend a conference, you will need to pay the registration fee in advance. Please use your own COUNTY CAL CREDIT CARD and print a receipt to turn in with all your other travel forms at the end of your conference.
2. When making hotel reservations, please use your own COUNTY CAL CREDIT CARD. If, upon checking in, you are required to pay for parking (self parking price ONLY is reimbursable), please add that charge to your room and your county credit card. Please avoid charging meals to your room, if possible, and make sure you get a printed receipt of ALL your room charges prior to checking out to bring back to the clerk's office.
3. You are entitled to the following when you travel: \$12.00 for breakfast if you leave before 7:30 a.m., \$12.00 for lunch if you leave before 11:00 a.m. or return after 2:00 p.m. and \$25 for dinner if you leave before 5:30 p.m. or return after 5:30 p.m. Any meals included in the cost of your registration are NOT reimbursable. You are also entitled to mileage reimbursement of \$.056/mile. You are not *required* to claim these, but you are entitled to. Should you choose to claim these you must submit the following upon returning from your travel:
 - a. Completed travel reimbursement form showing number of meals claimed. (Actual receipts of your meals are NOT required and are really not necessary. You should pay cash for all reimbursable meals and/or use your own personal credit card).
 - b. A detailed Google map printout showing route taken to and from training, number of miles driving directions and a map. This is how we determine the number of miles to reimburse you for. We *must* have a Google map for mileage reimbursement.
 - c. You will be REQUIRED to sign the travel reimbursement form (sample attached) prior to the processing of your reimbursement claim. The Finance Department will not issue your reimbursement without this signed form.
4. When you return from your travel, please turn in all pertinent receipts/paperwork in to the clerk's office. We will do our best to process your claim as soon as possible. It is extremely important to turn in all required paperwork so that we can easily prepare your claim and get it over to Finance.

Summary of Required Documentation

- Travel reimbursement form
- Receipt for registration
- Copy of meeting agenda
- Hotel receipt (should include all charge to your room i.e. parking, etc.)
- A map showing your driving route and mileage (i.e. Google Map, MapQuest)

County of Mono Travel Reimbursement Form

Name of Employee: _____
 Department: _____

Destination: _____

Departure Date: _____
 Departure Time: _____

Return Date: _____
 Return Time: _____

*Please note, in order to be eligible for breakfast reimbursement, an employee must leave before 7:30am. In order to be eligible for lunch reimbursement, an employee must leave prior to 11:00am or return after 2:00pm. In order to be eligible for dinner reimbursement, an employee must leave prior to 5:30pm or return after 5:30pm. Any meals included in the cost of registration are not eligible for reimbursement.

Purpose of Trip: _____

Per Diem		
Meals		
No. of Days		
*Breakfasts (\$12 each)		0.00
*Lunches (\$12 each)		0.00
*Dinners (\$25 each)		0.00
Total for Meals		0.00

Other Costs		
Travel		
**Hotel		0.00
***Miles @ (.565 per mile)		0.00
**Cost of parking		0.00
**Cost Air Fare		0.00
**Cost of Tolls		0.00
**Cab Fare		0.00
Total Other Claims		0.00

**Receipts required for reimbursement.

***Attach copy of MapQuest or other equivalent form of mileage calculation.

Reimbursement requested by employee = \$0.00

**Please attach separate claim for additional money owed to employee

Notes: _____

I certify that the foregoing is true and correct:

 Signature

 Title

 Date

 Department Head Approval

 Date

CLERK OF THE BOARD OF SUPERVISORS

In Mono County, the County Clerk is ex officio Clerk of the Board of Supervisors, pursuant to Government Code §§25100 and 26801. The Clerk of the Board shall:

- (a) Attend each session of the board of supervisors of his county and attend committee meetings when requested so to do.
- (b) Keep and enter in the minute book of the board a full and complete record of the proceedings of the board at all regular and special meetings, including the entry in full of all resolutions and of all decisions on questions concerning the allowance of accounts. The vote of each member on every question shall be recorded.
- (c) Immediately after each meeting of the board, deliver to and leave with the auditor all demands allowed for the payment of money.
- (d) File and preserve, or dispose of pursuant to law, all petitions, applications, and other papers and records deposited with him.
- (e) Authenticate with his signature and the seal of the board and file each ordinance passed by the board.

Chapter 2.84

COUNTY ADMINISTRATOR

Sections:

2.84.010	Purpose.
2.84.020	County administrative office, county administrator.
2.84.030	Appointment and removal—Residence.
2.84.040	Salary and benefits.
2.84.050	Administrative powers and duties.
2.84.060	General administration.
2.84.070	Budgetary matters.
2.84.080	Departmental supervision—Appointment—Removal.
2.84.090	Employment policies and practices.
2.84.100	General services.
2.84.110	Appearance in small claims court.

2.84.010 Purpose.

It is the intent of the board of supervisors, in adopting this chapter, to create the Mono County administrative office and to provide Mono County government with a county administrator who, under the direction of the board of supervisors, shall provide effective centralized administration for Mono County government, and to define the duties, responsibilities, authority, and qualifications thereof. (Ord. 83-514 § 1, 1983.)

2.84.020 County administrative office, county administrator.

There shall be in the county of Mono a county administrative office, under a county administrative officer (CAO), who shall be appointed by and serve at the pleasure of the board of supervisors or on such other contractual terms as may be agreed upon by the parties. (Ord. 83-514 § 2, 1983.)

2.84.030 Appointment and removal—Residence.

The county administrator shall:

A. Be chosen upon the basis of knowledge and skills in public administration, demonstrated administrative ability, and knowledge of public budgeting, personnel, finance, and organization. This requirement may normally be met by a combination of education and experience equal to a master's degree plus five or more years experience in a highly responsible administrative or supervisory position in a public agency;

B. Be appointed by, and serve at the pleasure of the board of supervisors, and may be removed from office by majority vote of the board of supervisors upon ninety days' written notice of such removal. The board may also relieve the county administrator of his duties during said period;

C. Maintain residence within the county during his tenure in office, but he need not be a resident of the county at the time of appointment. (Ord. 83-514 § 3, 1983.)

2.84.040 Salary and benefits.

The salary of the county administrator shall be established by the board of supervisors and be paid by the auditor-controller in the same manner as the salaries of the other county employees are paid. Mileage allowance in an amount adopted by the board of supervisors, all actual and necessary budgeted expenses for conducting county business, dues and expenses to participate in state and national professional organizations of benefit to the county, and all other benefits conferred upon county management employees shall be granted to the county administrator. (Ord. 83-514-A § 1, 1983; Ord. 83-514 § 4, 1983.)

2.84.050 Administrative powers and duties.

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

The board of supervisors and its members have delegated administrative responsibilities over county governmental activities to the county administrator and shall, except for the purposes of normal inquiry, not intervene or detract from this delegation. (Ord. 83-514 § 5, 1983.)

2.84.060 General administration.

The county administrator shall:

A. Administer and enforce policies established by the board of supervisors; promulgate rules and regulations as necessary to implement board policies;

B. Refer policy matters and other matters beyond his authority to resolve to the board of supervisors for determination, direction, or authorization;

C. Represent the board of supervisors in the county's intergovernmental relationships, including legislative mat-

ters, in accordance with board policies and instructions; when directed, represent the board in dealing with individuals or groups, concerned with county affairs;

D. Attend all meetings of the board of supervisors, except when excused; when directed, attend meetings of commissions and committees established by the board of supervisors;

E. Supervise the board clerks and assist, on behalf of the board of supervisors, the preparation of the agendas for regular and special board meetings; to prepare administrative practices agendas; evaluate departmental and other requests to determine if such requests should be submitted to the board, and make recommendations to the board on all agenda items; propose necessary revisions of the county code in conjunction with the county counsel; make weekly reports to the board on county matters;

F. Implement the board of supervisors' legislative advocacy program, including the initiation of legislation approved by the board of supervisors that will benefit the county and county government; the analysis of proposed state and federal legislation; make recommendations to the board of supervisors for positions on proposed legislation; and review all department head requests involving legislative activities;

G. In conjunction with the county counsel and other relevant county officers and employees, to negotiate and/or supervise the negotiation of all county contractual agreements, including, but not limited to all agreements between the county and any third party to acquire, buy, sell, borrow, loan, encumber, or hypothecate real or personal property and all collective bargaining agreements with county employee representative bargaining units. Further, to execute on behalf of the board of supervisors, subject to the limitations and procedures established by state law and the board of supervisors, all county agreements and to administer and enforce said agreements on behalf of the county;

H. In conjunction with the auditor-controller, maintain or supervise the maintenance of inventories of all the county's real and personal property, and undertake activities to prevent the misuse, loss, theft, or damage of county property;

I. Conduct continuous research in administrative practices so as to bring about greater efficiency and economy in county government; develop and recommend to the board of supervisors long-range plans to improve county operations and to prepare for future county growth and development;

J. In periods of extreme emergency, when there is not sufficient opportunity for the board of supervisors to meet and act, act in conjunction with the director of emer-

gency services to take steps reasonably necessary to meet such emergencies. (Ord. 83-514 § 6, 1983.)

2.84.070 Budgetary matters.

The county administrator shall:

A. Develop budget instructions and policies, revenue estimates, and departmental budget targets to guide departments in budget preparation;

B. Recommend to the board of supervisors an annual county operating budget based upon long-range plans for acquiring, constructing, or improving buildings, roads, and other county facilities; make recommendations to the board on the acquisition and disposition of real property, except for county roads, easements, and right-of-ways, which shall be the responsibility of the public works director;

C. Establish a control system or systems to assure that the various county departments and other agencies under the jurisdiction of the board of supervisors are operating within their respective budgets; make recommendations to the board regarding requests for unforeseen and unbudgeted expenditures; approve fund transfers and budget revisions within appropriations, including additional fixed assets in accordance with Government Code Section 29125, and make recommendations to the board of supervisors for fund transfer requests which require board action under state law; establish policies for acquiring additional or replacement fixed assets;

D. The county administrator may establish a budgetary allotment system and such other expenditure controls which are necessary or desirable, and may authorize department heads to approve fund transfers except those requiring approval of the board of supervisors under state law;

E. Keep the board informed of the financial status of the county and of other matters of major significance which affect the county. (Ord. 83-514 § 7, 1983.)

2.84.080 Departmental supervision— Appointment—Removal.

The county administrator shall:

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

B. Evaluate all proposed departmental programs and recommend those to the board of supervisors that he feels

should be approved or modified; periodically evaluate existing departmental programs and recommend changes to the board where they are indicated;

C. Evaluate departmental organization on a continuous basis; subject to the limitations of state law or the directives of the board of supervisors, initiate changes in interdepartmental organization, structure, duties, or responsibilities when warranted, including authorizing the transfer of equipment between departments; assign space to county departments in county facilities, and authorize budgeted out-of-county travel and in-county business expense in accordance with rules and regulations prepared, based upon policies established by the board; recommend to the board of supervisors the transfer of positions between departments and the consolidation or combining of county offices, departments, positions or units;

D. Evaluate department head performance, under the direction of the board of supervisors, and recommend compensation in accordance with demonstrated performance; confer with department heads as necessary to discuss any shortcomings noted and to suggest remedial action;

E. Unless otherwise specified by this code or prohibited by state law, the county administrator shall possess the authority to appoint, discipline, transfer, and dismiss all nonelected department heads in accordance with any applicable procedures provided by state or federal law or by any personnel ordinances, resolutions, handbooks, or memoranda of understanding (MOUs) duly adopted by the board of supervisors. In any cases where final action by the board of supervisors is mandated by applicable state law, actions by the county administrator shall not be effective unless and until ratified by the board of supervisors.

F. When necessary or upon a department's request, assist department head in solving problems which inhibit efficient operation within a department or create friction between departments; and be responsible to the board of supervisors for ensuring that coordination exists between and among the various county departments and offices, both elective and appointive;

G. Provide, under the direction of the board of supervisors, management training and develop leadership qualities among department heads to build a county management team that can plan for and meet future challenges, and in order to facilitate improved communication between the board of supervisors, the county administrator, and departments, the county administrative officer shall create a management advisory panel. The management advisory panel shall consist of all appointive and elective department heads and others deemed necessary or appropriate by the board of supervisors, subject to approval by the board of supervisors. Through periodic meetings and

discussions, it may provide input to the county administrator and the board regarding matters of general policy. (Ord. 99-13 § 2, 1999; Ord. 83-514 § 8, 1983.)

2.84.090 Employment policies and practices.

The county administrator shall:

A. Review all requests to fill permanent and limited-term personnel positions to assure that the position is required and that salary funds are available; authorize advanced step recruitment upon recommendations by department heads authorize and control the use of extra help and payment for overtime within available funds;

B. Be responsible for orientation and training of new county supervisors, members of boards, commissions and committees, and new department heads;

C. Supervise the administration of employee relations, classifications, recruitment and selection, affirmative action and management, employee training, personnel policies and procedures, and other performance programs. (Ord. 83-514 § 9, 1983.)

2.84.100 General services.

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

A. Direct the purchasing of supplies, materials, and equipment through the procedures established by the board of supervisors;

B. Exercise general supervision over all public buildings and property, whether leased or owned by the county, and such other public lands and facilities under the control and jurisdiction of the board of supervisors;

C. Through the public works department and the parks and facilities department, supervise building construction, alterations, maintenance, and the utilization of county vehicles;

D. Supervise county branch offices and operations;

E. Supervise all support services, such as duplication, central services, communications, and other ancillary services. (Ord. 83-514 § 10, 1983.)

2.84.110 Appearance in small claims court.

The county administrator, or the administrator's designee, is authorized to appear in small claims court on behalf of the county. (Ord. 07-07 § 2, 2007.)

MONO COUNTY DEPARTMENTS/DEPARTMENT HEADS

Elected Officials:		
Assessor Bob Musil (760) 932-5515 bmusil@mono.ca.gov	District Attorney Tim Kendall (760) 932-5560 tkendall@mono.ca.gov	Sheriff-Coroner Ralph Obenberger (760) 932-7549 robenberger@mono.ca.gov
Superior Court Judges Judge Stan Eller Judge Mark Magit (760) 932-5239 – Bridgeport (760) 924-5444 – Mammoth	Board of Supervisors Supervisor Tim Alpers Supervisor Tim Fesko Supervisor Byng Hunt Supervisor Larry Johnston Supervisor Fred Stump (760) 932-5533	
Appointed Officials:		
County Administrative Officer Jim Leddy (760) 932-5414 – Bridgeport (760) 924-1703 jleddy@mono.ca.gov	County Counsel Marshall Rudolph (760) 932-5417 (760) 924-1707 mrudolph@mono.ca.gov	Court Executive Officer Hector Gonzalez, Jr. (760) 924-5444, ext. 230
Chief Probation Officer Karin Humiston (760) 932-5572 – Bridgeport (760) 924-1732 khumiston@mono.ca.gov	Social Services Director Kathy Peterson (760) 924-1763 kpeterson@mono.ca.gov	Public Health Director Lynda Salcido (760) 932-5586 (760) 924-1842 lsalcido@mono.ca.gov
Director of Behavioral Health Robin Roberts (760) 924-1729 rroberts@mono.ca.gov	Information Technology Director Nate Greenberg (760) 932-5503 – Bridgeport (760) 924-1819 ngreenberg@mono.ca.gov	Community Development Director Scott Burns (760) 932-5423 (760) 924-1807 sburns@mono.ca.gov
Public Works Director Jeff Walters (760) 932-5459 jwalters@mono.ca.gov	Building Official Tom Perry (760) 932-5433 tperry@mono.ca.gov	Finance Director Leslie Chapman (760) 932-5494 lchapman@mono.ca.gov Auditor/Controller Roberta Reed (760) 932-5492 rreed@mono.ca.gov Treasurer/Tax Collector (760) 932-5483
Director of Human Resources/Risk Management Vacant.	Acting Clerk-Recorder/Elections/Clerk of the Board Linda Romero (760) 932-5534 – Bridgeport (760) 924-1689 lromero@mono.ca.gov	Economic Development & Special Projects Director Alicia Vennos (760) 924-1743 avennos@mono.ca.gov
Agricultural Commissioner Nathan D. Reade (760) 873-7860 inyomonoag@gmail.com	Child Support Director Susanne Rizo, Esq. (866) 901-3212 Rizo.susanne@inyo.cse.ca.gov	Public Health Officer Dr. Rick Johnson (760) 924-1828 rjohnson@mono.ca.gov

THIS SECTION CURRENTLY BEING WORKED ON



TITLE OF DEPARTMENT:

NAME OF DEPARTMENT HEAD:

PROFESSIONAL EXPERIENCE:

PROFESSIONAL ORGANIZATIONS:

EDUCATION AND CERTIFICATES:

**MONO COUNTY
STRATEGIC PLAN**

**(CURRENTLY BEING WORKED
ON, WILL PROVIDE A LINK
WHEN IT IS COMPLETE)**

**MONO COUNTY ADOPTED
BUDGET 2013-2014**

**TO VIEW THE DOCUMENT,
PLEASE VISIT THE FOLLOWING
LINK:**

**[http://www.monocounty.ca.gov/auditor/
page/auditor-controller-budgets](http://www.monocounty.ca.gov/auditor/page/auditor-controller-budgets)**

**MONO COUNTY
2014 STATE AND FEDERAL
LEGISLATIVE PLATFORM
(ADOPTED 1/7/14)**

**A COPY IS INCLUDED WITH
THIS HANDBOOK, BUT TO
ACCESS ELECTRONICALLY,
CLICK ON LINK BELOW:**

<http://www.monocounty.ca.gov/bos/page/2014-mono-county-legislative-platform>



Mono County

2014 State and Federal Legislative Platform

Adopted by the Mono County Board of Supervisors

January 7, 2014

MONO
C O U N T Y

Mono County Board of Supervisors

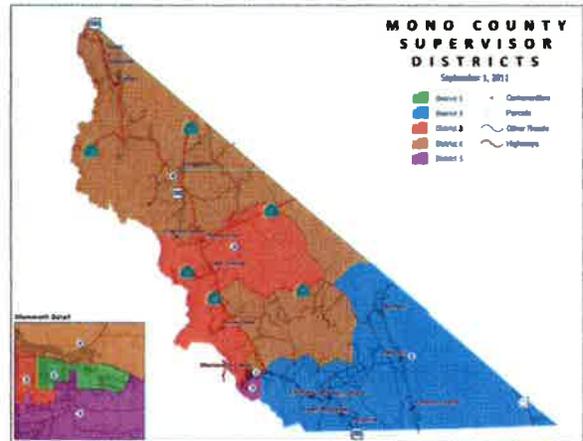
Larry Johnston District 1

Fred Stump District 2

Tim Alpers District 3

Tim Fesko District 4

Byng Hunt District 5



Jim Leddy
County Administrative Officer
PO Box 696
Bridgeport, CA 93517
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Introduction

Mono County, California, is a rural county situated between the crest of the Sierra Nevada Mountains and the California/Nevada border. Accessed by state-designated Scenic Byway US Highway 395 which weaves its way north-south, Mono County is 108 miles in length, and has an average width of only 38 miles. With dramatic mountain boundaries that rise in elevation to over 13,000 feet, the county's diverse landscape includes forests of Jeffrey and lodge pole pine, junipers and aspen groves, hundreds of lakes, alpine meadows, streams and rivers, and sage-covered high desert. The county has a land area of 3,030 square miles, or just over 2 million acres, 94% of which is publicly owned. Much of the land is contained in the Inyo and Humboldt-Toiyabe National Forests, as well as the John Muir and Ansel Adams Wilderness areas. As a result, Mono County offers vast scenic and recreational resources, and has unsurpassed access to wilderness and outdoor recreation and adventure.

The county is home to, and named after Mono Lake, which is a large high-desert saline lake with intriguing limestone tufa formations, and is a vital habitat for millions of migratory and nesting birds. Mono Lake is just one of the reasons that Mono County was listed in the "Top 10 U.S. Destinations to Visit" in 2013, by pre-eminent travel guide publisher, *Lonely Planet*, along with the historic gold rush town of Bodie, which during its heyday in the late 1800's was home to as many as 10,000 people, and is now maintained in a state of "arrested decay" for the public to come and enjoy. The travel guide also called out Devils Postpile National Monument, which stretches 60 feet into the sky like a giant stone pipe organ and is one of the world's finest examples of columnar basalt. Yet another natural wonder, Yosemite National Park is only 12 miles from Lee Vining and Mono Lake; the park's east entrance gate is located at the top of Tioga Pass, which is open seasonally from mid-May to early November.

Mono County has several small towns and charming villages, each with their own scenic beauty, year-round recreational opportunities, natural and historical attractions, and unique characteristics. The County seat is proudly located in Bridgeport where the original courthouse is the second oldest in the state to be in continuous use. The only incorporated town in the county is Mammoth Lakes, which is located at the base of world-renowned Mammoth Mountain Ski Area, with a summit of 11,053 feet, over 3500 skiable acres, 28 lifts, and an average of 400 inches of snowfall annually. Approximately 7,500 people reside in the Mammoth Lakes area year-round, but during the peak winter season, the population swells to over 35,000 when visitors from around the state, country and world come to ski and snowboard and take part in many other winter activities. Sister resort, June Mountain, just 20 miles north of Mammoth, offers uncrowded, wide-open slopes and a more peaceful, family-friendly alternative to busier ski areas.

Summer, however, is when Mono County really shines. The region offers countless miles of alpine hiking, superb trout fishing at dozens of well-stocked lakes, streams and rivers, kayaking, cycling, horseback riding, golfing and endless warm-weather adventures. Photographers flock to the county in September and October when it is almost impossible to take a bad photo of the fall color that lights up the Eastern Sierra landscape. *Sunset Magazine* named Mono County one

of the “Top 5 places to Hike” in autumn and *TravelAndLeisure.com* listed Mono County as one of “America’s Best Fall Color Drives.” A wide variety of lodging, restaurants and shops are available throughout the county, and commercial air service to Mammoth Yosemite Airport, just a 10 minute drive from the Town of Mammoth Lakes, is available from Los Angeles, San Francisco, Orange County and San Diego on Alaska and United Airlines throughout the winter, and from Los Angeles in summer and fall.



General Guidelines

The Mono County Board of Supervisors supports the general guidelines set forth below. County staff will apply these guidelines in evaluating legislation, as well as executive and regulatory actions. It is the Board's objective to implement these guidelines.

To support the County's service to the community, the County should:

- Support legislative and budget efforts that protect and/or enhance local governments revenues, maximize the County's access to state and federal funding sources, and/or increases local funding flexibility;
- Oppose any effort to balance the state budget through the taking of local government resources;
- Support legislation that protects the County's quality of life, its diverse natural resources, and preserves the essence and history of the County;
- Support legislation that provides tax and funding formulas for the equitable distribution of state and federal monies while opposing attempts to decrease, restrict or eliminate County revenue sources;
- Support legislation and budget action which provides additional and continuing funding for local road infrastructure;
- Oppose legislative and administrative actions which would create federal unfunded mandates and/or preempt local decision making authority;
- Support legislation that realigns governmental services in such a manner as to improve the delivery of services and make government more accountable to the people;
- Support the promotion of tourism and a diversified local economy in the Eastern Sierra in order to achieve strong economic growth and prosperity;
- Continue to support legislation that honors our veterans for their service to our country;
- Support efforts that further the goals outlined in the County's Strategic Plan (once developed and adopted).

State Priorities

1. **Protect County Revenue Sources** - Many County programs are at risk due to the instability of State and Federal funding. The Board supports efforts to sustain funding enabling continuation of critical programs for Mono County's constituents.

2. **Encourage Regulation Relief/Reform** – Given government downsizing at all levels, the Board supports efforts to achieve responsible regulation relief in the following areas:
 - a. **California Environmental Quality Act (CEQA) Reform** –Support legislative reforms to CEQA to simplify and streamline local permit processing, while still protecting the environment. State Involvement in local matters should always be collaborative rather than oversight (I.e. Mines and Geology; Housing and Community Development) Certain exemptions to CEQA should also be extended so they not only apply to urban areas but also to the smaller developed communities more commonly found in rural counties such as Mono.

Efforts to streamline CEQA should include:

- i. Eliminate duplicative layers of regulation between state and federal agencies;
- ii. Single Permit issuance where multiple agencies regulate (i.e. wetlands permit);
- iii. Support the granting of CEQA Exemptions for projects in existing local government Right of Ways.

3. Natural Resources & Agriculture

- a. **Sustainable Funding for State Parks** – Continue to support measures to sustain our State parks for the continued enjoyment of visitors and local residents alike. Closure of these parks would result in a significant negative economic impact on our County as tourism is one of our most important economic drivers.

- b. **Continue forest management to protect our Communities from vegetation Fires** –
 - i. Support measures to address wild fire prevention policies and programs in both private and public lands. Ensure these measures are aware of out of area impacts i.e. smoke into other regions.
 - ii. Continue to seek funding for legislation that supports these goals.

- c. **Support Bio-energy Action Plan** - Mono County supports the ongoing commitment of the California Energy Commission to the 2012 Bio-energy Action Plan, which has resulted in working groups such as the California Biomass

Collaborative and legislation like SB 1122. We encourage the various state agencies involved to continue evolving this field of work to produce cleaner, more affordable technology based on sustainable and healthy forestry principles in a manner that benefits rural Sierra economies. In particular, we encourage state agencies such as the Sierra Nevada Conservancy and California Energy Commission to provide funding for project scoping and planning. Determining a suitable site and the biomass supply that is sustainably available and generating community support is critical to a project's success, but funding for these activities is currently limited.

- d. **Support legislation that promotes, protects, or facilitates the sustainability of our local agricultural** - Mono County agriculture is an important local economic driver, provides jobs, and contributes to the open-space landscape that draws visitors.

4. Public Safety & Criminal Justice

- a. **Encourage Efforts to Combat Illegal Trespass due to Marijuana Cultivation** - Instances of illegal trespass and violent crimes on both public and private lands place our residents, visitors, and law enforcement officers at risk. The County will advocate for solutions to stem illegal marijuana cultivation in all areas of the County by working with private property owners, the U.S. Forest Service, the Bureau of Land Management, the California State Board of Forestry and Fire Protection, the California Department of Parks and Recreation, and other regulatory entities to address this problem. The County also supports fines that cover the cost of site clean-up and restoration to mitigate for the impacts to the land, water quality and quantity.
- b. **State Realignment & Cost-Shifts** - Continue to ensure successful implementation of the broad array of programs transferred to county jurisdiction under the 2011 Public Safety Realignment. Including appropriate distribution of AB 109 funding. Support state policy changes that will allow for greater administrative and program flexibility for County programs associated with this shift of responsibility.
- c. **Rural Fire Districts** - The population of Mono County is highly rural and dependent upon voluntary associations that provide basic emergency services. These volunteer fire districts provide services to residents, tourists, and are often the first responders to accidents. Support relief for rural fire districts.

5. Transportation & Infrastructure

- a. **Support legislation and budget action which provides additional and continuing funding for local road and county facility infrastructure.**

- i. **Support rehabilitation of Highway 270** - Our County economy is based on tourism and one of the main attractions in the Bridgeport area is Bodie State Historical Park. Currently the unpaved section of State Highway 270 which connects the park to Highway 395 is in disrepair. Seek legislation that funds state repairs and maintenance as deemed appropriate by the responsible state agencies for State Highway 270. .
 - ii. **Support Early Sierra Pass Openings** - Another main attraction for tourists in the Eastern Sierra is Yosemite National Park. It is vital for Mono County tourism that all trans Sierra passes including Tioga Pass (State Route 120), Sonoma (SR 108) and Monitor (SR 89) are open by Memorial Day, allowing spring holiday travelers access to the park from the eastside. In the past, ensuring timely snow removal has required collaboration between Caltrans, the County and in the case of Highway 120 the Yosemite National Park and the County. Each agency currently provides funding, equipment and personnel for various sections of the road. Seek legislation that ensures State and Park responsibility, funding and timeliness for their sections of the road, allowing county funds to be used for County roads.
- b. **Support state resources for county compliance with California Air Resources Board (CARB) Emissions Standards** – In order to meet the CARB requirements for improving air quality in California, Mono County will need to replace most of our fleet of heavy duty diesel equipment. Current replacement schedules show this would cost the County around \$21 million over the next 14 years. Support legislation extending the compliance deadline in rural counties for replacement of on-road and off-road heavy duty diesel equipment. Support exemptions for rural counties that do not have the resources to meet regulatory requirements and encourages financial assistance from the State Air Resources Board to foster compliance.

6. Administrative & Fiscal Services

- a. **Support resources for improving county record keeping services and election administration and monitor legislation that may impact the following:**
 - i. 1) recording fees and process, and recorded documents;
 - ii. 2) vital statistic fees and process;
 - iii. 3) public records;
 - iv. 4) unfunded mandates;
 - v. 5) vote-by-mail, voter registration, election management systems, elections process, and election equipment.

- b. **Support Williamson Act Funding** - The State of California has eliminated funding for the Williamson Act (the California Land Conservation Act). Mono County, like most other rural counties, is dependent on State funding to offset the loss of property tax revenue to the County. This program has been hugely beneficial to our agricultural county. Support legislation and budget language that seeks full funding of the Williamson Act.
- c. **Support the full funding of all Payment in Lieu of Taxes (PILT)** - Support legislation and budget efforts that continue to maximize the PILT revenue from the federal and state government to counties and continues full funding of PILT without restrictions beyond the current authorization.

7. Health & Human Services

- a. **Ensure State and Federal Healthcare Reform has equitable funding formula for rural counties** - In 2014, Implementation of Affordable Care Act (ACA) will begin, it is vital that local government funding streams reflect equitable distribution formulas to service our rural constituents. Securing adequate funding to sustain health care reform measures is important to Mono County. Key issues include:
 - i. Medi-Cal expansion and funding for these mandates
 - ii. The 1991 Realignment allocation/amounts

Federal Priorities

1. **Support Funding/Program Preservation** – Support legislative, regulatory and budget efforts that protect and/or enhance local governments’ revenues, maximize the County’s access to federal funding sources, and/or increase local funding flexibility.
 - a. **Oppose Federal unfunded mandates and/or preempt local decision-making authority**
 - b. **Ensure Affordable Care Act (ACA) funding maintained for local governments** – Support the Prevention and Public Health Fund of the ACA, the nation’s first dedicated mandatory funding stream for public health and prevention activities, which support Mono County health care services to underserved residents.
 - c. **Support federal funding for Housing and Economic Development Programs** – Support the highest possible funding level for key federal housing and economic development programs, including the Community Development Block Grant (CDBG).
 - d. **Support local efforts to develop alternative energy sources including but not limited to appropriate scale biomass, solar, wind and geothermal power generation.**
 - e. **Support funding for Broadband Deployment through the funding of infrastructure projects and grant programs, allocation of resources to broadband planning, advisory, or support oriented organizations** - Mono County is a rural California county in which most of our communities and constituents lack access to high-speed Internet. Though improving in the region through the Digital 395 Project, Mono County communities and residents still face barriers to connectivity. Support for federal funds is critical, as infrastructure projects in much of the area are typically cost prohibitive, and do not yield a significant enough return based on the small population.
 - f. **Support legislation that promotes, protects, or facilitates the sustainability of our local agricultural** - Mono County agriculture is an important local economic driver, provides jobs, and contributes to the open-space landscape that draws visitors.
 - g. **Support Economic Development Resources** –
 - i. **Support H.R. 1241, an act to facilitate a land exchange at the base of Mammoth Mountain Ski Area** - The vitality of Mammoth Mountain will have substantial beneficial economic effects on the Eastern Sierra region

and Mono County, including increased property tax and transient occupancy tax revenues, increased regional visitation, and direct and indirect job creation.

- ii. **Ensure access to federal public lands which support tourism**
- iii. **Maintain and support access to small business capital for local business development through the Small Business Administration.**
- iv. **Support the funding of efforts to bolster fishing and other recreational activities such as funding for the Lahonton Cutthroat Trout Recovery Program.**

2. **Natural Resources & Agriculture** – Support legislation that ensures public access to local natural resources and agriculture throughout the County.

- a. **Support Forest Fuels Reduction and Management Efforts** - with 94% of Mono County publically owned, much of which is covered with high fuel loads, fuels reduction is a major concern for Mono County and its communities. Continue to seek funding priority fuel reduction projects around Mono County communities and key tourist resources through local fire safe councils and public agencies.
- b. **Support control and mitigation for the spread of invasive species to protect, conserve and restore public and private lands**
- c. **Support Biomass Project Development** – Support legislation that encourages the US Forest Service (USFS) to continue actively promoting and assisting with biomass project development. For instance, the Woody Biomass Utilization Grant is critical to funding engineering and design for a somewhat high-risk venture, and is directly related to the USFS’s multiple-use mission which requires healthy forests.

3. **Endangered Species** – **Support a balanced approach of the implementation of endangered species regulation with impacts to the economy and communities of Mono County.** Mono County is fortunate to have a rich natural heritage which should be conserved, and supports the need to protect and recover imperiled species. At the same time, these conservation measures must be weighed and balanced against impacts to the fragile rural economy and local communities, and every effort must be made to protect private property rights and avoid detrimental impacts to County residents. The species below only include those known or anticipated to be listed, and any other listings that may arise should be analyzed carefully.

- a. **Minimize local impacts that result from Yellow Legged Frog and Yosemite Toad Listing and Critical Habitat Designation** – Ensure critical habitat and the threats

to the Sierra Nevada yellow-legged frog and Yosemite toad are correctly identified to stop the precipitous decline of these species and support their eventual recovery while minimizing impacts to the economy and communities of Mono County.

- b. Oppose Proposed Sage-Grouse Listing under the Endangered Species Act (ESA)**
– Support continued participation by federal agencies in a collaborative process to address Bi-State Sage-Grouse listing and conservation efforts. A current USFWS listing proposal recommends over 82% of our small private land base to be included within critical habitat for the sage-grouse.
- c. Monitor Western Yellow-billed Cuckoo listing process-** Mono County is not impacted by the Service's current proposal to list the cuckoo as a threatened species. Found in counties to the north, west and south of Mono County, the potential exists that the County could be impacted by a future critical habitat designation proposal.
- d. Monitor American Wolverine & Pacific Fisher listing process -** Proposals are anticipated for these two species that currently and/or historically occurred in Mono County, based on the list of species from a July 2011 legal settlement between the Service and the Center for Biological Diversity. The settlement requires the Service to make listing determinations for 757 species by 2018.

4. Public Safety & Criminal Justice

- a. Support full funding of Byrne Justice Assistance Grants** – Support the preservation of funding levels for existing safety programs such as the Byrne Justice Assistance Grant (Byrne/JAG) Program and oppose efforts to reduce or divert funding away from these programs.

5. Transportation & Infrastructure

- a. Ensure federal transportation formulas support rural road infrastructure -** Mono County has concerns regarding the continued implementation of the federal surface transportation reauthorization program, known as the Moving Ahead for Progress in the 21st Century Act or MAP-21. Mono County relies on the network of state highways and locally maintained roads to link residents to essential services. Transportation funding formulas should provide funding protections or guarantees for California's rural transportation system and reflect that rural counties lack viable means to fund larger projects that provide statewide benefit. We should advocate for formulas that distribute federal funds to support local transportation priorities.

- b. Support efforts to protect the Highway Trust Fund and support programs that provide funding for local roads, bridges, and transit initiatives including pedestrian and bicycle systems.**

Elected Officials

Elected State Representatives:

<p>Assemblymember Frank Bigelow 5th Assembly District State Capitol, Suite #4116 Sacramento, CA 94249-0005 Phone: (916) 319-2005 Fax: (916) 319-2105 Website: http://arc.asm.ca.gov/</p>	<p>Senator Tom Berryhill 14th Senate District State Capitol, Room 3076 Sacramento, CA 95814 Phone: (916) 651-4014 Fax: (916) 651-4914 Website: http://district14.cssrc.us/</p>
<p>Governor Jerry Brown c/o State Capitol, Suite 1173 Sacramento, CA 95814 Phone: (916) 445-2841 Fax: (916) 558-3160 Website: http://gov.ca.gov/</p>	

Elected Congressional Representatives:

<p>Senator Barbara Boxer United States Senate 112 Hart Senate Office Building Washington, D.C. 20510 Phone: (202) 224-3553 Fax: (202) 224-0454 Website: http://www.boxer.senate.gov/</p>	<p>Senator Dianne Feinstein United States Senate 331 Hart Senate Office Building Washington, D.C. 20510 Phone: (202) 224-3841 Fax: (202) 228-3954 Website: http://www.feinstein.senate.gov/</p>
<p>Congressman Paul Cook 8th Congressional District 1222 Longworth House Office Building Washington, DC 20515 Phone: (202) 225-5861 Fax: (909) 797-4997 Website: http://cook.house.gov/</p>	

MONO COUNTY GENERAL PLAN

Mono County is embarking on a General Plan Update to incorporate mandatory legal elements, policy development directed by the Board of Supervisors, policy development of interest to local communities, and various sustainability issues. The full website is coming soon, and policy elements will be updated when available.

**TO VIEW A LIST OF THE
APPROVED PLANS IN MONO
COUNTY, CLICK ON THE
FOLLOWING LINK:**

**[http://www.monocounty.ca.gov/planning
/page/specific-plans](http://www.monocounty.ca.gov/planning/page/specific-plans)**

MONO COUNTY TRAINING

REQUIRED AND OFFERED:

CSAC New Supervisors Institute

Every two years CSAC offers newly elected county supervisors this extensive seminar designed to provide them with background foundation on the myriad of county policy issues, the basics of county government, and the role of county supervisor.

CSAC's next New Supervisors Institute will begin in November 2014.

To view more information about new supervisor training, please click on the following link:

<http://www.csac.counties.org/csac-new-supervisors-institute>

Additional Training:

Ethics Training AB 1234 – Mandates that ethics training be required by any local agency that pays any type of compensation, salary, or stipend to, or provides reimbursement for the expenses of, a member of a legislative body. Ethics training is available on-line at the FPPC website:

<http://www.fppc.ca.gov/index.php?id=477>.

Sexual Harassment Training AB 1825 – California's Sexual Harassment training law requires employers to provide every two years at least two hours of effective training to all supervisory employees on the prevention of sexual harassment, discrimination and retaliation. This is provided in house by Mono County. These are set up by Sarah Messerlian, Office Manager in the CAO's office. She can be contacted at smesserlian@mono.ca.gov or by calling (760) 932-5405.

MONO COUNTY

EMERGENCY OPERATIONS

CENTER INFORMATION

**THE LOCATION OF THE EOC IS
THE MONO COUNTY SHERIFF'S
DEPARTMENT -**

**FOR INFORMATION
REGARDING THIS, CONTACT
SGT. JEFF BEARD AT**

(760) 932-7549 OR EMAIL:

JBEARD@MONOSHERIFF.ORG

**MONO COUNTY INJURY AND
ILLNESS PREVENTION
PROGRAM (IIPP)
INFORMATION**

PLEASE VISIT LINK BELOW:

[http://mononet/twiki/pub/Main/RiskManagement/Injury and Illness Prevention Program IIPP.pdf](http://mononet/twiki/pub/Main/RiskManagement/Injury_and_Illness_Prevention_Program_IIPP.pdf)