

Agenda

County of Inyo Board of Supervisors

Board of Supervisors Room
County Administrative Center
224 North Edwards
Independence, California

All members of the public are encouraged to participate in the discussion of any items on the Agenda. Anyone wishing to speak, please obtain a card from the Board Clerk and indicate each item you would like to discuss. Return the completed card to the Board Clerk before the Board considers the item (s) upon which you wish to speak. You will be allowed to speak about each item before the Board takes action on it.

Any member of the public may also make comments during the scheduled "Public Comment" period on this agenda concerning any subject related to the Board of Supervisors or County Government. No card needs to be submitted in order to speak during the "Public Comment" period.

Public Notices: (1) In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (760) 878-0373. (28 CFR 35.102-35.104 ADA Title II). Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. Should you because of a disability require appropriate alternative formatting of this agenda, please notify the Clerk of the Board 72 hours prior to the meeting to enable the County to make the agenda available in a reasonable alternative format. (Government Code Section 54954.2). (2) If a writing, that is a public record relating to an agenda item for an open session of a regular meeting of the Board of Supervisors, is distributed less than 72 hours prior to the meeting, the writing shall be available for public inspection at the Office of the Clerk of the Board of Supervisors, 224 N. Edwards, Independence, California and is available per Government Code § 54957.5(b)(1).

Note: Historically the Board does break for lunch, the timing of a lunch break is made at the discretion of the Chairperson and at the Board's convenience.

August 12, 2014

8:30 a.m. 1. **PUBLIC COMMENT**

CLOSED SESSION

2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Pursuant to Government Code §54956.9(d)(1)]** – Verizon California Inc. v. California State Board of Equalization, et al., Sacramento County Superior Court Case No. 34-2014-001572145.
3. **REAL PROPERTY NEGOTIATIONS - CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Pursuant to Government Code §54956.8)** – Property – APN010-490-08, Bishop, California – Negotiating Parties – County Administrator, Kevin Carunchio, Sr. Deputy County Administrator, Pam Hennarty, and Public Works Director, Clint Quilter, and Joseph Enterprises - Negotiating Parties, Steve Joseph, Scott Piercey, Wayne Lamb and Jeff Shepard – Negotiations – Terms and Conditions.
4. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Elected Officials Assistant Association (EOAA) – Negotiators - County Administrative Officer, Kevin Carunchio, Sr. Deputy County Administrator, Pam Hennarty, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
5. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Deputy Sheriff's Association (DSA) - Negotiators: County Administrative Officer, Kevin Carunchio, Sr. Deputy County Administrator Pam Hennarty, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
6. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Inyo County Correctional Officers Association (ICCOA) – Negotiators - County Administrative Officer, Kevin Carunchio, Sr. Deputy County Administrator, Pam Hennarty, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
7. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Inyo County Peace Officers Association (ICPPOA) – Negotiators - County Administrative Officer, Kevin Carunchio, Sr. Deputy County Administrator, Pam Hennarty, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
8. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: ICEA - Negotiators - County Administrative Officer, Kevin Carunchio, Sr. Deputy County Administrator, Pam Hennarty, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.

9. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Law Enforcement Administrators' Association (LEAA) - Negotiators: - County Administrative Officer, Kevin Carunchio, Sr. Deputy County Administrator, Pam Hennarty, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
10. **CONFERENCE WITH LABOR NEGOTIATOR (Pursuant to Government Code §54957.6)** – Instructions to Negotiators re: wages, salaries and benefits – Title: IHSS – Negotiators: Jean Turner, Director of Health and Human Services, Sue Dishion, Deputy Personnel Director, Employer of Records, Ann Parkinson Noda and Bill May.

OPEN SESSION

10:00 a.m. PLEDGE OF ALLEGIANCE

11. **REPORT ON CLOSED SESSION AS REQUIRED BY LAW.**
12. **PUBLIC COMMENT**
13. **INTRODUCTION** – Mr. Oliver Hardwick, Supervising Agricultural Biologist in the Agricultural Department will be introduced to the Board.

CONSENT AGENDA (Approval recommended by the County Administrator)

COUNTY ADMINISTRATOR

14. **Inyo County Recycling and Integrated Waste Management** – Request Board award the bid for and approve the purchase of five solid waste roll-off bins, from Stockton Tri Industries, Inc., as the low bidder.

CHILD SUPPORT SERVICES

15. Request Board approve a proclamation declaring August 2014 as Child Support Awareness Month in Inyo County.

PLANNING

16. **Architectural Design Review Board** – Request Board appoint Jim Gentry to the Architectural Design Review Board as a member of the Planning Commission representing the Fifth District, and reappoint Brian Webb to the Lone Pine Architectural Design Review Board representing the Qualified Licenses Architect category, to complete a two year term ending August 19, 2016. (Notice of vacancy resulted in one request for appointment being received from Mr. Webb.)

PUBLIC WORKS

17. Request approval of blanket purchase orders to the following vendors in the amounts noted for vehicle and equipment repair parts and tires: \$10,000 to Blaine Equipment; \$30,000 to Britt's Diesel, \$30,000 to Dave's Auto Parts, \$10,000 to Silver State International, and \$20,000 to Steve's Auto.
18. Request Board declare Mission Linen & Uniform Services as a sole source provider of laundry services and authorize the issuance of a blanket purchase order to Mission Linen in the amount of \$60,000.
19. Request Board approve the Plans and Specifications for the Bishop Airport – Airfield Lighting, Signing and Visual Aids Rehabilitation Project; and authorize the Director of Public Works to advertise and bid the project.

DEPARTMENTAL (To be considered at the Board's convenience)

20. **COUNTY ADMINISTRATOR – Budget** – Request Board conduct a budget presentation where the County Administrator will talk about A) the status of the FY 2014-15 CAO Recommended Budget, B) provide options for the Board's consideration, and C) seek direction from the Board for completing the CAO Recommended Budget.

21. **BOARD OF SUPERVISORS – Supervisor Linda Arcularius** – Request Board A) approve the letter to the CHF, which is a Rural County Representatives of California (RCRC) housing program, to assign Inyo County's 2014 allocation of CRHMFA Homebuyers Fund for inclusion in the Mortgage Credit Certificate (MCC) Program, and authorize the Chairperson to sign; and B) approve the Housing Element Certification Form, and authorize the County Administrator to sign.
22. **SHERIFF** - Request Board find that consistent with the adopted Authorized Position Review Policy: A) the availability of funding for the Sergeant and Corporal positions comes from the General Fund, as certified by the Sheriff, and concurred with by the County Administrator and the Auditor-Controller; B) the vacancies will be filled through internal recruitments; C) approve the filling of one Sergeant position at Range 74SB-74SD (\$5,216-\$6,289) and authorize hiring up to the E step for qualified applicant; and D) approve the filling of two Corporal positions at Range 70SA-70SD (\$4,511-\$6,048), and authorize hiring up to the D step for qualified applicants.
23. **HEALTH AND HUMAN SERVICES – Behavioral Health Services** – Request Board ratify the Contract between the County of Inyo and the Echo Group, for the period of July 1, 2014 through June 30, 2015, in an amount not to exceed \$121,380.27, contingent upon the Board's adoption of a FY 2014-15 budget; and authorize the Chairperson to sign the Contract and the HIPPA Business Association Agreement.
24. **HEALTH AND HUMAN SERVICES – Behavioral Health Services** - Request Board A) amend the Department authorized strength by adding one full-time Administrative Analyst I or II position, at Range 68-70 (\$4,025 – \$5,133); and B) find that consistent with the adopted Authorized Position Review Policy: (1) the availability of funding for the positions of Administrative Analyst and Behavioral Health Registered Nurse exists, as certified by the Director of Health and Human Services and concurred with by the County Administrator and the Auditor-Controller; (2) where internal candidates meet the qualifications for the Administrative Analyst position, the vacancy could be filled through an internal recruitment, and while it is unlikely that the Behavioral Health Registered Nurse position could be filled by internal candidates meeting the qualifications for the position, an open recruitment would be appropriate to ensure qualified applicants apply for the specialized position; and (3) approve the hiring of one Behavioral Health Registered Nurse I at Range 78 (\$5,097-\$6,195) or II at Range 80 (\$5,343-\$6,498) contingent upon qualifications, and one Administrative Analyst I at Range 68 (\$4,025– \$4,890) or II at Range 70 (\$4,221-\$5,133) contingent upon qualifications.
25. **COUNTY ADMINISTRATOR – Information Services** – Request Board ratify the renewal of a Software Maintenance Agreement between the County of Inyo and Crest Software Corporation for the County's enterprise Property Tax Management System for the period of July 1, 2014 through June 30, 2015, in an amount not to exceed \$28,347, contingent upon the Board's adoption of a FY 2014-15 budget.
26. **PLANNING** – Request Board receive a presentation from staff about coordination with Forest Service staff regarding the Inyo National Forest Plan Update/Revision and provide input.
27. **CLERK OF THE BOARD** – Request approval of the minutes of the August 5, 2014 Board of Supervisors Meeting.

TIMED ITEMS (Items will not be considered before scheduled time)

- 11:45 a.m. 28. **COUNTY ADMINISTRATOR – Film Commissioner** – Request Board receive the Film Commissioner's FY 2013-14 Year End Film Commissioner Report.

WORKSHOPS AND PRESENTATIONS (To be considered at the Board's convenience)

29. **COUNTY ADMINISTRATOR – Libraries** – Request Board conduct a workshop with library staff on status library automation projects.
30. **PUBLIC WORKS** – Request Board A) conduct a workshop on the seasonal closures of Whitney Portal and B) provide direction to staff.
31. **PUBLIC WORKS** – Request Board A) conduct a workshop on the closure of Whitney Portal Road during construction of the Federal Highway Administration's FLAP project that is planned for spring through autumn of 2015; and B) provide direction to staff.
32. **AGRICULTURAL COMMISSIONER** – Request Board conduct a workshop on the effects of the gas tax funding on the Agricultural Department.

CORRESPONDENCE - ACTION

COMMENT (Portion of the Agenda when the Board takes comment from the public and County staff)

33. **COUNTY DEPARTMENT REPORTS** (*Reports limited to two minutes*)

34. **PUBLIC COMMENT**

BOARD MEMBERS AND STAFF REPORTS

CORRESPONDENCE - INFORMATIONAL

35. **STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION** – Notice of proposed speed limit change on SR 190 in the developed area of Panamint Springs.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 14

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Recycling and Waste Management

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Bid award for the purchase of solid waste roll-off bins

DEPARTMENTAL RECOMMENDATION: Request that your Board award a bid in the amount of \$29,069.28 to Stockton Tri Industries, Inc of Stockton, CA. for the purchase of five (5) solid waste roll-off bins.

SUMMARY DISCUSSION: The Inyo County Recycling and Waste Management 2014/2015 fiscal year preliminary budget included funding for the purchase of five (5) roll-off bins. \$21,235 was awarded to the Inyo County Recycling and Waste Management Program to purchase roll-off bins through the Indian Gaming and Casino Grant. The roll-off bins will allow Inyo County Recycling and Waste Management to increase the recycling and diversion of cardboard and green waste at the Lone Pine and Independence Landfills as well as increase the efficiency of the Bishop-Sunland Landfill.

The bids are summarized as follows:

- Stockton Tri Industries, Inc. \$29,069.28
- Consolidated Fabricators \$31,815.04
- Enterprise Sales, Inc. \$36,100.00
- Waste Equip Mfg. \$30,542.00

ALTERNATIVES: Your Board may choose not to award this bid to the low bidder, however, this is not recommended due to the Indian Gaming Grant application stated that we would purchase roll off bins with the money.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: The purchase of the roll-off bins have been budgeted in the fiscal year 2014/2015 preliminary Solid Waste budget, 045700, object code #5650 (Equipment).

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: <u>Margaret Kemp-Williams</u> Date <u>08/06/14</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE: (Not to be signed until all approvals are received) Pam Spennay Date: 8/6/14



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 14

- Consent
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COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: <input checked="" type="checkbox"/> Date 08/06/14 <i>Margaret Kemp-Williams</i>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received) *Fam Spennay* Date: 8/6/14



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
15

Consent Departmental Correspondence Action Public Hearing
Scheduled Time for Closed Session Informational

FROM: Eastern Sierra Department of Child Support Services

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Proclamation declaring August 2014 as Child Support Awareness Month

DEPARTMENTAL RECOMMENDATION: Request Board approve a proclamation declaring August 2014 as Child Support Awareness Month in Inyo County.

SUMMARY DISCUSSION:

The month of August 2014 is being proclaimed Child Support Awareness month in jurisdictions across California. This year marks the fourteenth annual observance of Child Support Awareness Month (CSAM) in California.

Child Support is an investment in California's future. California's child support services program works with parents whether they are paying or receiving child support, to ensure that children and families receive court-ordered financial and medical support. Eastern Sierra Department of Child Support Services increases family self-sufficiency, reduces child poverty, and has a positive effect on children's educational and personal achievement.

The focus in 2014 of Child Support Awareness Month in Inyo and Mono Counties is to get parents with a suspended license for failure to pay child support to stop by or call their local child support agency to make a payment, seek modification of their child support order, obtain a repayment plan, and get their license released. Letters were sent to program participants requesting they come into the office to meet with their caseworker. Increased communication with customers has positive results for our case management and customers. By offering to release a driver's license in exchange for a child support payment, Eastern Sierra Department of Child Support Services reinforces our dedication to assist persons paying support to become more productive. Having an active driver's license increases: opportunities to visit with children; ability to work; and contributes to a better future for their children.

The attached proclamation for your consideration recognizes the many men and women child support professionals who make a difference in the lives of our region's children, and fragile families whose basic needs rely upon child support funding.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i>

DEPARTMENT HEAD SIGNATURE:  _____ Date: 7-31-14

(Not to be signed until all approvals are received)

**PROCLAIMING AUGUST 2014
AS
CHILD SUPPORT AWARENESS MONTH
IN
INYO COUNTY**

WHEREAS, Child Support Awareness Month celebrates the important emotional and financial parental support that can create a brighter future for our children, helping them to become healthy, productive, and well-adjusted adults; and,

WHEREAS, Eastern Sierra Department of Child Support serving Inyo and Mono Counties, actively seeks to provide Family-Centered Services through partnerships with other State and County agencies, to establish and collect consistent child support payments to families; and,

WHEREAS, in recognition of Child Support Awareness Month, Eastern Sierra Department of Child Support Services is promoting the "Get Back on the Road" campaign, which encourages parents who have had a driver's or professional license suspended for failure to pay child support to re-engage with the child support program and their children, and have their suspended licenses restored.

WHEREAS, Nine Child Support Professionals working for the Eastern Sierra Department of Child Support Services work day in and day out to improve the quality of life of children and families through timely, accurate, and responsive child support services; and,

WHEREAS, Eastern Sierra Child Support Professionals manage cases impacting over 1300 children under the age of 18, and have a positive impact on the quality of life of children in Inyo & Mono Counties; and

NOW, THEREFORE, BE IT RESOLVED that the Inyo County Board of Supervisors does hereby unanimously proclaim August 2014 as Child Support Awareness Month in Inyo County and commends this observance to all our residents.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

16

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for ___ Closed Session Informational

FROM: Inyo County Planning Department

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Re-Appointment of the “qualified licensed architect” member to the Lone Pine Architectural Design Review Board and a new appointment of the “Planning Commissioner” member to the Lone Pine Architectural Design Review Board.

DEPARTMENTAL RECOMMENDATION:

Reappoint Brian Webb to the Lone Pine Architectural Design Review Board: to serve as the “Qualified Licensed Architect” member; and, request the appointment of Jim Gentry a member of the Planning Commission representing the Fifth District, pursuant to Section 18.69.020(B)(1) & (3) of the Inyo County Code.

CAO RECOMMENDATION: N/A

SUMMARY DISCUSSION:

Inyo County Code Section 18.69.020 describes these appointments to the Lone Pine Architectural Design Review Board:

- B. The members shall be:
1. A qualified licensed architect;
 3. A member of the planning commission or a professional city or regional planner;

These appointments will be for a term of two years, to expire on August 12, 2016.

Mr. Brian Webb has been serving as the ‘Qualified Licensed Architect’ board member for the past term and has expressed interest in continuing his service on the board. There were no respondents other than Mr. Webb to a public notice of the available ‘Qualified Licensed Architect’ board member vacancy. Mr. Paul Payne served as the Planning Commission board member on the Lone Pine Architectural Design Review Board for many terms. Mr. Payne has resigned as the Fifth District Planning Commissioner and Mr. Gentry has been appointed to replace him, as result of this, it is appropriate for the Board of Supervisors to appoint Mr. Gentry to take Mr. Payne’s place on the Lone Pine Architectural Design Review Board.

ALTERNATIVES:

1. Do not reappoint Mr. Webb and advertise again for other interested persons to serve on the Board. This is not recommended as Mr. Webb's appointment will expire on August 19, 2014; he has experience serving on the Board; and, is the only person who submitted a letter of interest.
2. Do not appoint Mr. Gentry to the Lone Pine Architectural Design Review Board and appoint someone else. This is not recommended as the Planning Commission member has historically been the Planning Commissioner from the Fifth District in which Lone Pine is located.

OTHER AGENCY INVOLVEMENT:

N/A

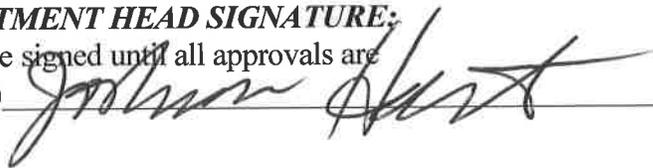
FINANCING:

No impact. The Planning Department (Budget Unit No. 023800) funds the costs of the Lone Pine Architectural Design Review Board.

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> <p style="text-align: right;">Approved:</p>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> <p style="text-align: right;">Approved:</p>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 8/5/14

ATTACHMENTS:

- 1.) Letter of interest from Mr. Brian Webb.

BRIAN WEBB - ARCHITECT



July 7 2014

**Board of Supervisors
County of Inyo**

**Re: Notice of Vacancy
Architectural Review Board**

I have served as the Architect Member on the Lone Pine Architectural Review Board for the past two years. I will be happy to extend my position for the next two year period if it is the pleasure of the Board of Supervisors.

Sincerely

**C/ Cathleen Richards, Senior Planner
Inyo County Planning Department**



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
17

Consent Departmental Correspondence Action

Public Hearing Schedule time for Closed Session Informational

FROM: Public Works/Road Department

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Authorization to issue blanket purchase orders for vehicle and equipment repair parts and tires.

DEPARTMENTAL RECOMMENDATIONS:

Authorize the issuance of blanket purchase orders for the following vendors:

Vendor	Amount
Blaine Equipment	\$10,000.00
Britt's Diesel	\$30,000.00
Dave's Auto Parts	\$30,000.00
Silver State International	\$10,000.00
Steve's Auto	\$20,000.00

Once approved, these purchase orders will be created utilizing the Road funds, Budget 034600, various object codes. This request is contingent upon the Board's adoption of the 2014/15 fiscal year budget.

CAO RECOMMENDATIONS:

SUMMARY DISCUSSION:

The Road Department normally requests blanket purchase orders for various parts vendors. The blanket purchase order expedites repairs since the time of issuing a purchase order, which normally takes several days, is not needed for each purchase. The issuance of a blanket purchase order does not negate the requirements of getting verbal or written quotes for the individual purchases, in accordance with the County Purchasing policy.

ALTERNATIVES:

Your Board could choose not to authorize the issuance of blanket purchase orders or modify the amounts of the blanket authority. In the event that the blanket purchase orders are not issued, the procedure of getting purchase orders for the individual purchases would be used. The effect would be to increase the down time for the vehicle and equipment that need parts for repairs.

OTHER AGENCY INVOLVEMENT:

Purchasing, Auditor Controller

FINANCING:

Included in the 2014/15 Fiscal Year Budget, 034600, Road, Object Codes 5112 Safety, 5171 Maintenance Of Equip. Labor, 5173 Maintenance of Equip. Parts, 5199 Maintenance of Structures, 5232 Office & Other Equip., 5301 Small Tools, and 5311 General Operating Expense.

APPROVALS

COUNTY COUNSEL:

AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.)

Margaret Kemp-Williams

Approved:

Date *08/14/14*

AUDITOR/CONTROLLER

ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.)

[Signature]

Approved: *yes*

Date *8/14/14*

PERSONNEL DIRECTOR

PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)

Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

AG

Date: *8/5/12*



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

Consent Departmental Correspondence Action

Public Hearing Schedule time for Closed Session Informational

For Clerk's Use
Only:

AGENDA NUMBER

18

FROM: Public Works/Road Department

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Authorization to issue a blanket purchase order for laundry services to Mission Linen, which is the only provider of such services in Inyo County.

DEPARTMENTAL RECOMMENDATIONS:

1. Declare Mission Linen & Uniform Service as a sole source provider of laundry services.
2. Authorize the issuance of blanket purchase order for the following vendor:

Vendor	Amount
Mission Linen	\$60,000.00

Once approved, this purchase order will be created utilizing the Road funds, Budget 034600, object code 5265. This request is contingent upon the Board's adoption of the 2014/15 fiscal year budget.

CAO RECOMMENDATIONS:

SUMMARY DISCUSSION:

The Road Department normally requests blanket purchase orders for various vendors. The blanket purchase order expedites the length of time of issuing a purchase order, which normally takes several days, is not needed for each purchase. The issuance of a blanket purchase order does not negate the requirements of getting verbal or written quotes for the individual purchases, in accordance with the County Purchasing policy. This is the only laundry service in the area to provide weekly laundering and rental of uniforms and shop supplies. In accordance with County Purchasing Policy Section E.3.

ALTERNATIVES:

Your Board could choose not to authorize the issuance of blanket purchase orders or modify the amounts of the blanket authority. In the event that the blanket purchase orders are not issued, the procedure of getting purchase orders for the individual purchases would be used. The effect would be to increase the down time for the vehicle and equipment that need parts for repairs.

OTHER AGENCY INVOLVEMENT:

Purchasing, Auditor Controller

FINANCING:

Included in the 2014/15 Fiscal Year Budget, 034600, Road, Object Code 5265, Other Professional Services.

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.)	Approved: <u>✓</u>	Date <u>08/04/14</u>
AUDITOR/CONTROLLER	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.)	Approved: <u>yes</u>	Date <u>8/5/2014</u>
PERSONNEL DIRECTOR	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)	Approved: _____	Date _____

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)



Date: 8/5/14



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

- Consent Departmental Correspondence Action Public Hearing
 Schedule time for Closed Session Informational

For Clerk's Use Only:
AGENDA NUMBER
19

FROM: Public Works Department

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Bishop Airport - Airfield Lighting, Signing, and Visual Aids Rehabilitation Project.

DEPARTMENTAL RECOMMENDATION:

1. Request Board approve the plans and specifications for the Bishop Airport - Airfield Lighting, Signing, and Visual Aids Rehabilitation Project; and,
2. Authorize the Public Works Director to Advertise and Bid the project.

CAO RECOMMENDATION:

SUMMARY DISCUSSION: The Public Works Department is working to improve the Bishop Airport airfield runways and taxiways lighting systems and associated signage. The components and wiring of the existing airport airfield lighting system, as well as the associated runway and taxiway signage, are outdated and in need of replacement. In order to address these deficiencies, the County contracted with Wadell Engineering Corporation of Burlingame, California (Wadell) to provide engineering design services for the Bishop Airport – Airfield Lighting, Signing, and Visual Aids Rehabilitation Project.

The project is partially funded by a Federal Aviation Administration (FAA) grant that must be in place by the end of the 2013/2014 federal fiscal year (September 30, 2014). The funding is reserved in fiscal year 2013/2014, but a grant is not yet in place. In order for the FAA to process the grant, it must be fully executed by both the County and the FAA by September 30, 2014. FAA procedures require that bids for the project be opened and approved for funding prior to applying for grant funding. Therefore, bids must be opened by the middle of September at the latest.

The scope of work for the project generally consists of the rehabilitation of the entire Bishop Airport Airfield area lighting, signing, and visual aids. This project is the second phase in installing a new air operations area (AOA) lighting system. This project will connect to the recently constructed airport lighting vault project. All electrical systems and lighting will remain in service during construction, except during brief daytime periods as approved by the Engineer. Construction of the project will need to be phased and coordinated with airport staff to minimize ongoing airside operations at the airport. Project plans consist of 51 sheets and are available for viewing at the office of the Board Clerk.

The project will be bid with two schedules (Schedules A and B) containing several bid additive items. This was done at the recommendation from FAA due to the uncertainties of federal funding that may be available for the project construction. Construction estimates range from \$1.85 million for Schedule A work to \$3.6 million for both Schedules A and B work.

The construction contract, construction engineering, and construction management costs are 90 percent reimbursable the FAA grant. After the FAA grant is in place, the County can apply for a California Division of Aeronautics matching grant, which will fund 5 percent of the FAA grant (4.5 percent of the entire project). The County must pay the remainder of the match, which is 5.5 percent of the entire project.

ALTERNATIVES: The Board could choose not to approve the plans and specification and advertising for bids for the Bishop Airport - Airfield Lighting, Signing, and Visual Aids Rehabilitation Project. This is not recommended because an FAA grant for construction must be in place by the end of this federal fiscal year

(September 30, 2014). If the grant is not in place, the funding will expire and the project cannot be constructed. Additional funding for construction would have to be identified in an outer year, and funding is not guaranteed.

OTHER AGENCY INVOLVEMENT:

The auditor's office to make payments to the contractor after the contract is awarded
County counsel to review and approve the bid procedures, bid documents and contract

FINANCING: The project is funded by the FAA's ACIP, which will reimburse the County for 90 percent of the construction cost of the project, and by the CDA's Matching Grant Program, which will reimburse the County for 4.5 percent of the construction cost of the project. The reimbursable costs will be paid through budget unit 630303, Bishop Airport Improvement Projects, object code 5700, Construction in Progress. The County will pay the 5.5 percent match through budget unit 011500, Public Works, object code 5850, In-Kind Contributions.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.) <i>Margaret Long-Williams</i> Approved: <input checked="" type="checkbox"/> Date <u>08/06/14</u>
AUDITOR/CONTROLLER	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.) <i>[Signature]</i> Approved: <u>yes</u> Date <u>08/06/14</u>
PERSONNEL DIRECTOR	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

[Signature] Date: 8/6/14



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

20

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: County Administrator

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: FY 2014-15 CAO Recommended Budget Presentation

DEPARTMENTAL RECOMMENDATION: - Request Board conduct a presentation where the County Administrator will A) talk about the status of the FY 2014-15 CAO Recommended budget; B) provide options for the Board's consideration; and C) seek direction from the Board for completing the CAO Recommended Budget.

SUMMARY DISCUSSION: - As reported during last week's Board Members and Staff Report portion of the Agenda, this is a request for the Board to receive an update and information on the FY 2014-15 CAO Recommended budget, and provide direction for the completion of the CAO Recommended Budget. Because we are in the midst of budget preparation, fiscal landscape and associated are changing daily, no presentation materials are included with this Agenda Request Form. The presentation materials will consist of the most up to date budget picture and numbers as of Monday, August 11th.

ALTERNATIVES: - N/A

OTHER AGENCY INVOLVEMENT: - N/A

FINANCING: - N/A

APPROVALS

BUDGET OFFICER:	BUDGET AMENDMENTS <i>(Must be reviewed and approved by Budget Officer prior to being approved by others, as needed, and submission to the Assistant Clerk of the Board.)</i>
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)

Date: _____



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

21

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Supervisor Linda Arcularius

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Letter re: CHF Program -2014 Single Family Allocation

DEPARTMENTAL RECOMMENDATION: - Request Board approve A) the letter to the CHF, which is a Rural County Representatives of California (RCRC) housing program, to assign Inyo County's 2014 allocation of CRHMFA Homebuyers Fund for inclusion in the Mortgage Credit Certificate (MCC) Program, and authorize the Chairperson to sign; and B) the Housing Element Certification Form, and authorize the County Administrator to sign.

SUMMARY DISCUSSION: - The County participates in the CHF Program, which is the California Home Finance Authority, which is a Rural County Representatives of California (RCRC) developed program to provide rural communities with mortgage financing alternatives. Every two years the County allocates its per capita portion of the private activity bonds to this RCRC Program. In 2012 the County authorized the allocation for the MCC Program. As in 2012, it is a requirement that the County confirm its assignment of the allocation to the CHF program. Therefore, it is requested that our Board approve the letter and the certification form as requested. Additionally as in previous authorizations, approval of this request consents, for a two year period, to all CHF 2014 and 2015 Programs.

ALTERNATIVES: Our Board could choose to not send the letter, this alternative is not recommended in that not meeting the requirements of the Program may preclude Inyo County from participating in this mortgage financing opportunity for our residents who are first time home buyers.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: There is no fiscal impact associated with this action. Inyo County has participated in this program since its inception.

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)

Linda Arcularius

Date: _____



BOARD OF SUPERVISORS COUNTY OF INYO

P. O. BOX N • INDEPENDENCE, CALIFORNIA 93526
TELEPHONE (760) 878-0373 • FAX (760) 878-2241
e-mail: pgunsolley@inyocounty.us

MEMBERS OF THE BOARD
LINDA ARCULARIUS
SUSAN CASH
BEVERLY BROWN
MARTY FORTNEY
RICHARD CERVANTES

KEVIN D. CARUNCHIO
Clerk of the Board

PATRICIA GUNSOLLEY
Assistant Clerk of the Board

August 14, 2012

Ms. Misty Armstrong, Program Manager
California Debit Limit Allocation Committee (CDLAC)
915 Capitol Mall Room 303
Sacramento, CA 95814

Re: Inyo County – 2012 Single Family Allocation

Dear Ms. Armstrong:

This letter is to request that CDLAC assign Inyo County's 2014 allocation to California Home Finance Authority (CHF) for inclusion in their Mortgage Credit Certificate (MCC) Program. This authorization also consents to all CHF 2014 and 2015 Programs.

If any supplemental allocation is available at the end of the year, the County would like to be notified and considered for a portion of that allocation for MCC Programs.

Inyo County is a Member of CHF. No further action is required for this assignment to occur. Please let us know if you require additional information.

Sincerely,

Richard Pucci, Chairperson
Inyo County Board of Supervisors

CR:pg
Cc: CHF/Craig Ferguson, Vice President



California Home Finance Authority
1215 K Street, Suite 1650 · Sacramento, California 95814
Phone: (855) 740-8422 · Fax: (916) 444-3551 · www.chfloan.org

July 02, 2014

Kevin Carunchio, County Administrative Officer
Inyo County
P.O. Drawer N
Independence, CA 93526

Dear Mr. Carunchio,

Thank you for your continued participation in California Home Finance Authority (“CHF”) housing programs. Your participation and support enables the residents of Inyo County to take advantage of the housing programs developed by CHF, like the Mortgage Credit Certificates (MCC) program.

Each year the California Debt Limit Allocation Committee (CDLAC) allocates each county their per capita portion of private activity bonds. In 2012, the county assigned its allocation to CHF in order to participate in the Mortgage Credit Certificate (MCC) program (see attached letter). This year, CHF is requesting the assignment of Inyo County’s 2014 allocation in order to participate in the upcoming MCC Program. Enclosed is the letter that needs to be placed on county letterhead for this year’s allocation as well as a Housing Elements Form (Attachment K) required by CDLAC.

CHF appreciates your continued participation in our programs and your interest in helping to further homeownership opportunities for low-to-moderate income Californians. Please feel free to contact myself or Peter Tran at 855-740-8422 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Craig Ferguson', is written over a light blue horizontal line.

Craig Ferguson
Vice President
CHF

CC: Peter Tran, Program Manager, CHF
Supervisor Arcularius, Inyo County

ATTACHMENT K

HOUSING ELEMENT CERTIFICATION FORM FOR APPLICATION FOR AN ALLOCATION OF QUALIFIED PRIVATE ACTIVITY BONDS FOR A SINGLE FAMILY HOUSING MORTGAGE CREDIT CERTIFICATE PROGRAM

Note: To be completed by each participating jurisdiction.

Certification of the Inyo County (Participating Jurisdiction)

In connection with the following Qualified Private Activity Bond Application:

APPLICANT: California Home Finance Authority (CHF) for a Mortgage Credit Certificate Program.

The undersigned officer of Inyo County (Participating Jurisdiction) hereby certifies as follows:

1. I, Kevin Carunchio (Name), am the County Administrative Officer (Title) of Inyo County (Participating Jurisdiction); which is a participating jurisdiction of the proposed Single Family Housing Mortgage Credit Certificate program.
2. The proposed Single Family Housing Program is consistent with the adopted housing elements for Inyo County (Participating Jurisdiction) in which the proposed program will operate, pursuant to Section 5267 of the California Debt Limit Allocation Committee Regulations.

Signature of Senior Official

Kevin Carunchio

Print or Type Name

County Administrative Officer

Title

Date



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerks Use Only
AGENDA NUMBER
22

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Sheriff's Department

FOR THE BOARD MEETING OF: August 12, 2014

Subject: Request to promote (1) Sergeant and (2) Corporal Positions.

DEPARTMENTAL RECOMMENDATION:

Request Board find that consistent with the adopted Authorized Position Review Policy:

- 1) The availability of funding for the requested positions comes from the General Fund, as certified by the Sheriff, and concurred with by the County Administrator and the Auditor Controller; and
- 2) These vacancies will be filled through internal recruitments; and
- 3) Approve the filling of (1) Sergeant position (Range 74SB-74SD, \$5,216-6,829), and authorize up to the E step for qualified applicant; and
- 4) Approve the filling of (2) Corporal positions (Range 70SA-70SD, \$4,511-6,048), and authorize up to the D step for qualified applicants.

CAO RECOMMENDATION:

There are no salary savings associated with this request to fill the positions. The Sheriff has ability to place employees in an acting capacity when vacancies exist. If your Board decides to not fill the vacancies, we recommend deleting the positions from the authorized staffing.

SUMMARY DISCUSSION:

In June 2014, (1) Sergeant position was vacated. The Sheriff's Office currently has one Corporal position vacant due to a retirement. A second Corporal position will be vacated with the internal promotion to fill the Sergeant's position from our current promotional list. The Department will need to recruit internally for the (2) vacant Corporal positions.

Finally with the internal promotions, the Sheriff's Office will have (3) Deputy Sheriff vacancies, (2) of which are currently approved to be filled. Hopefully the (2) approved positions will be filled with an existing list of "Lateral Entry" applications, or "Certificated" applications. If none of these applicants are available, the Sheriff's Office will have to recruit for "Entry" level applicants. Hiring these Deputies will fall within the Sheriff's current authorized strength. With the potential filling of these (2) positions, (1) Deputy Sheriff's position will remain unfilled.

ALTERNATIVES:

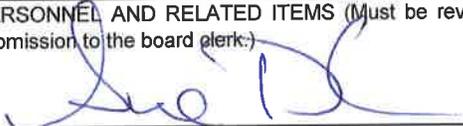
Deny filling the vacancies.

OTHER AGENCY INVOLVEMENT:

Personnel
Auditor

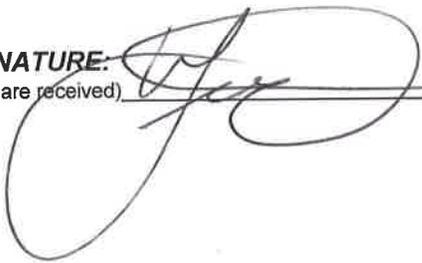
FINANCING:

The Sergeant's and (1) Corporal position is included in the requested 2014-2015 Sheriff Safety budget, 022710; the remaining (1) Corporal position is included in the requested 2014-2015 Jail Safety budget, 022910.

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)  Approved: <input checked="" type="checkbox"/> Date 8/4/14

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date:

8/5/14



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 23

- Consent Hearing
 Scheduled Time for
- Departmental
 Closed Session
- Correspondence Action
 Informational
- Public

FROM: HEALTH & HUMAN SERVICES – Behavioral Health

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Approval of ECHO Contract

DEPARTMENTAL RECOMMENDATION:

Request your Board ratify the contract between the County of Inyo and the Echo Group for a total amount not to exceed \$121,380.27 for the period of July 1, 2014 to June 30, 2015; contingent upon the Board's adoption of the FY14/15 budget, and authorize the Chairperson to sign the contract and the HIPPA Business Association Agreement.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This contract is late in coming to the Board as we spent time in considering whether we would implement the new clinical product in conjunction with the new contract period. We have decided to hold off on this implementation until later in the fiscal year as discussed below.

Behavioral Health began the implementation of the Echo Share Care product in April 2010 and has since implemented both the billing and the clinical portion for the mental health and substance use disorders programs. We know the strengths and limitations of the product and have been able to create "work arounds" when necessary. We have now also completed a full year of billing for Drug Medi-Cal in addition to our ongoing billing of Specialty Mental Health services as the Medi-Cal Managed Care Plan. Fiscal staff members have worked to maximize reimbursement for services as allowed. While there are many restrictions regarding what is allowable under Medi-Cal and other insurance, staff diligently follow up on all billing issues. We also participate in user group calls to identify barriers and advocate for solutions.

In addition to use of Share Care for billing purposes, we have looked for ways to maximize use of the data collected for quality assurance and quality improvement purposes. We have full access to our data and have become more proficient at pulling the data for use in reports related to access and timeliness as well as cost. This has been a challenging process.

Finally, we have used the product clinically to generate an electronic health record. There have been several areas in which we have had to develop "work arounds" in order to meet Medi-Cal documentation requirements. While the product has limitations, we have been hesitant to move forward with the Virtual Health Record (VHR) product until this product has proven to warrant the changes that will be involved in the adoption of a new clinical product. In addition, our Medi-Cal Triennial Review occurs in FY 14-15 and we do not wish to be in the midst of implementation, using two products concurrently, during the review. We are aware that the VHR will be necessary for meeting "meaningful use" standards and that our current product will not be supported in the future. Therefore, we will continue to work with HHS management and County IT staff to determine the best time to begin implementation of the VHR.

ALTERNATIVES:

Your Board could deny approval of this contract. This would result in an inability to produce a claim to draw down Medi-Cal funds. The Division would need to identify a viable alternative and implement.

OTHER AGENCY INVOLVEMENT:

California Department of Health Care Services, Medi-Cal and Medicare programs.

FINANCING:

MHSA IT funds, Medi-Cal Administrative funds and Mental Health Realignment. This expense will be budgeted in Mental Health (045200) in Professional & Specialized Services (5265). No County General Funds.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.)  Approved: <u>yes</u> Date: <u>7/1/2014</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)  Approved: <u>yes</u> Date: <u>7/1/2014</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)  Approved: <u>✓</u> Date: <u>7/2/14</u>
INFORMATION SERVICES DIRECTOR:	INFORMATION SERVICES AND RELATED ITEMS (Must be reviewed and approved by the Director of Information Services prior to submission to the Board Clerk.)  Approved: <u>✓</u> Date: <u>7/3/14</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 7-14-14

ATTACHMENT A

AND **AGREEMENT BETWEEN COUNTY OF INYO**
The ECHO Group
FOR THE PROVISION OF Information Technology **SERVICES**

TERM:

FROM: July 1, 2014 **TO:** June 30, 2015

SCOPE OF WORK:

Paragraphs 1. Support Services, 2. Software Updates, and 3. Hosting Services, from the Software Support and Maintenance Agreement attached.

CONSIDERATION:

Notwithstanding the terms of Paragraph 3.B Travel and per diem – Contractor shall be reimbursed for travel and per diem in the event that additional training or on-site services are requested and approved under separate work order by County while Contractor is providing the services outlined in the Agreement. Contractor shall request approval by the County prior to incurring any travel or per diem expenses. Requests by Contractor for approval to incur travel and per diem expenses shall be submitted to Gail Zwier, Ph.D. whose title is Behavioral Health Director. Travel and per diem expenses will be reimbursed in the same amount and to the same extent as County reimburses its permanent status employees for such expenses.

Notwithstanding the terms of Paragraph 3.E Billing and payment – Contractor shall submit to the County an annual invoice under this Agreement.

CANCELLATION:

Notwithstanding the terms of Paragraph 14. CANCELLATION – Maintenance Fees will not be refunded to the County in the event County cancels the Agreement without cause. In the event the provisions of Paragraph 22. FUNDING LIMITATIONS, apply, prorated maintenance fees will be refunded to the County. In the event Contractor cancels this Agreement for any reason whatsoever, prorated maintenance fees will be refunded to the County.

ASSIGNMENT:

Notwithstanding Paragraph 15. ASSIGNMENT – County will not unreasonably withhold written consent to assign monies due under this Agreement.

The work under this contract shall be quality and quantity that is acceptable to the County. Contractor is required to enter into a HIPAA Business Associate Agreement incorporated herein as Attachment D.

1. Support Services

A. ECHO shall provide telephone support for the ECHO products as listed in Attachment B of this Agreement. Telephone support services will include assistance related to routine questions regarding use of the products, assistance in identifying and verifying the causes or suspected errors or malfunctions in the products, advice on detours for identified errors or malfunctions, where reasonably available, and advice on the best means for correcting operator error. Telephone support does not include Implementation or Training services or the development of new programs by COUNTY. ECHO will make a good faith effort to respond to COUNTY requests for telephone support between the hours of 8:30 a.m. to 5:30 p.m. P.T. Monday through Friday within two hours, except for ECHO holidays. ShareCare Support can be reached by e-mail at sharecaresupport@echoman.com or by phone at (510)238-2727.

B. Telephone support specifically excludes any questions arising from:

1. Modifications to software by persons other than ECHO personnel
2. Products not listed in Attachment B of this Agreement.
3. Correction of operator error. ECHO will answer questions resulting from operator error; however, corrections made by ECHO to COUNTY database as a result of operator error are not included.
4. COUNTY operating system, telecommunications and/or hardware products
5. Third-party software products including but not limited to Delphi™, Cold Fusion™, any SQL engines and Crystal Reports™.

C. In the event that the resolution of a support case involves ECHO's correction of a COUNTY data error, ECHO will provide written documentation of the error identified and the script or other method used to correct the data. No data will be adjusted without the prior written consent of authorized COUNTY personnel.

D. The COUNTY agrees to assume responsibility for installation and maintenance of an Internet connection with a reliable connection speed as identified by ECHO to enable access to your hardware configuration for purposes of remote support. An email address is also required for the purpose of upgrades and updates.

E. ECHO reserves the right to refuse requests for support made by customers without a current agreement or with an undisputed receivable balance due to ECHO in excess of thirty (30) days overdue.

F. Priorities and Escalation ECHO prioritizes its support requests and responds to those requests in the following fashion:

1. A Priority 1 issue begins when the one of the following occur as a result of an ECHO system failure to perform in accordance with its Software Documentation:
 - a) COUNTY formally reports that the COUNTY's system is down and inaccessible to all or a majority of COUNTY personnel. This may take the format of an email or other written communication.
 - b) COUNTY is unable to produce bills or create charges, or
 - c) COUNTY is unable to post payments

2. These issues will receive immediate attention from support department management and the COUNTY's business analyst during the hours specified in paragraph 1 listed above. Both will coordinate a plan of action as soon as practicable, and will provide regular updates to COUNTY personnel on the status and resolution of the issue. The Chief Executive Officer and / or the Director of Engineering will be notified if the issue is not resolved within four hours.
3. It is understood that at the COUNTY's discretion, the COUNTY may be entitled to claim against the maintenance fees paid during the applicable year in the event a Priority 1 issue results in downtime exceeding three business days. Such claim would be calculated as one-fifty-second of the annual software support and maintenance fee for each three days that the system is down (no proration) up to the total software support and maintenance fee paid for that specific year.
4. All other support issues are identified as Priority 2 issues. Each support case under this category is assigned to a Support Department Specialist and if the specialist is unable to provide an immediate resolution to the issue, they will involve other support, quality assurance and development personnel as required.

2. Software Updates

- A. ECHO will provide the COUNTY with updated, enhanced versions of all ECHO products described in Attachment B of this Agreement. The interval of updates and new features of updates will be at ECHO'S sole discretion, but will include consideration of all COUNTY requests. Funding source or COUNTY specific enhancements will be done only at standard ECHO rates, as will the cost of incorporating enhancements into funding source or COUNTY specific software.
- B. Shipment of updates, corrections, or other software by ECHO will be by lowest cost carrier. Request by the COUNTY for faster shipment will result in all shipping costs being borne by the COUNTY.

3. Hosting Services

A. ECHO Responsibilities

ECHO will maintain application, database, and communications servers adequate for COUNTY to operate the software defined in Attachment B. Hosting will include:

1. Installation of all application software defined in Attachment B.
2. Installation of all operating system and communications software necessary on the server to operate the software and number of users defined in Attachment B.
3. Creation of the initial database necessary for the operation of the application software
4. Maintenance of the application database, including indexes, stored procedures and triggers
5. TCP/IP communications linkages accessible to COUNTY via the Internet
6. Adequate data storage capacity for application software operation
7. Network Monitoring
8. A full database back-up will be executed nightly, without interruption of system operation. In addition, at least four (4) times during each ECHO workday, a complete transaction log back-up will be made. Verification of successfully completed backup processes is included
9. Monitoring of key system metrics including: Threshold based monitoring of CPU utilization, file systems space utilization, and memory utilization

10. Network/firewall monitoring
11. Server Redundancy: In order to maximize system availability, server redundancy will be maintained, including web server and application server, as well as industry standard RAID data storage configuration. In addition, Internet connectivity will have multiple broadband or faster connections.
12. Security / Encryption: ECHO will utilize industry standard digital certificates that provide a minimum of 128-bit encryption through Secure Socket Layer (SSL) technology to manage server-based security of COUNTY data and data communications.
13. Updates and System Maintenance
14. Database and operating system software will be installed and maintained in operating order
15. ECHO will provide updated versions of application, database and operating system software at intervals determined by ECHO
16. ECHO will establish maintenance timeframe windows with COUNTY for required updates and general system maintenance that will limit access to the system.

B. COUNTY Responsibilities

System Support

1. COUNTY shall provide all of the local equipment and operating systems necessary for operation of the products.
2. COUNTY shall install and pay the cost of the high speed communication interface with the Internet with which the products will operate
3. From time to time, ECHO may need the assistance of the COUNTY in diagnosing a support issue. The COUNTY will assist ECHO in performing diagnostic activities in connection with a request for services under this Agreement

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF INYO
AND The ECHO Group
FOR THE PROVISION OF Information Technology SERVICES**

TERM:

FROM: July 1, 2014

TO: June 30, 2015

SCHEDULE OF FEES:

B.2 Payment Grid attached

B.2 PAYMENT GRID.

Program/Service Description	Unit Type	Rate	Total # Units	Maximum Contract Amt
Support, Maintenance and Hosting Services Fee for – 24 Concurrent Echo Software Users (15 ShareCare Clinical & 9 ShareCare Administrative and Billing)	Year	\$97,280.27 Annually	1	\$97,280.27
Subscription License: DrFirst ePrescribing Software	Each	\$600.00	1	\$600.00
Support, Maintenance and Hosting Services Fee for Data Junction Lite Maintenance	Each	\$500.00	1	\$500.00
Support, Maintenance and Hosting Services Fee for Database Replication Services	Month	\$250.00	12	\$3,000.00
Development, Implementation, Support and Maintenance for California Mandates	Hours	\$225.00	44.4 HRS as needed and approved	Not to exceed \$10,000.00 per year
Contingent Professional Services	Hours	\$225.00	44.4 HRS as needed and approved	Not to exceed \$10,000.00 per year
MAXIMUM CONTRACT AMOUNT*				\$121,380.27**

* Any services needed that exceed the Maximum Contract Amount must be authorized by an Amendment executed by both parties.

** Contingent upon the availability of funds and approval of the Board of Supervisors.

END OF ATTACHMENT B



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:

AGENDA NUMBER

24

Consent
Hearing

Departmental

Correspondence Action

Public

Scheduled Time for

Closed Session

Informational

FROM: HEALTH & HUMAN SERVICES – Behavioral Health Division

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Authorization to increase the HHS departmental authorized strength and hire one full time Behavioral Health Registered Nurse and one full time Administrative Analyst in the HHS Behavioral Health Division.

DEPARTMENTAL RECOMMENDATION:

Request your Board:

1. Change the authorized strength in the Health and Human Services Behavioral Health division by adding one full time Administrative Analyst I at Range 68 (\$4,025-\$4,890) or II at Range 70 (\$4,221-\$5,133); and
2. Find that consistent with the adopted Authorized Position Review Policy:
 - a. the availability of funding for these requested positions exists, as certified by the Health and Human Services Director and concurred with by the County Administrator, and the Auditor-Controller; and
 - b. where internal candidates meet the qualifications for the Administrative Analyst position, the vacancy could be filled through an internal recruitment, though it is unlikely that the Behavioral Health Registered Nurse position could be filled by internal candidates meeting the qualifications for the position, and therefore an open recruitment would be appropriate to ensure qualified applicants apply for that specialized position; and
 - c. approve the hiring of one Behavioral Health Registered Nurse I at Range 78 (\$5,097 - \$6,195) or II at Range 80 (\$5,343-\$6,498) contingent upon qualifications, and one Administrative Analyst I at Range 68 (\$4,025-\$4,890) or II at Range 70 (\$4,221-\$5,133), contingent upon qualifications.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

On June 10, 2014, the Health and Human Services Department's Behavioral Health Director presented your Board with an update on the Care Coordination Collaborative that the division has piloted as part of the Mental Health Services Act (MHSA) Innovation Plan. Based on experience gained through this collaborative, we and our partners in the Northern Inyo Hospital Rural Health Clinic (NIHRHC) have put much consideration into the types of positions that would be most effective in our efforts to integrate and coordinate behavioral health care with primary health care, especially for our population of individuals with severe mental illness. We have also consulted with the Community Corrections Partnership (CCP) to look for ways to support inmates with mental illness who are transitioning out of incarceration. Through these discussions we have concluded that a large part of care coordination requires the knowledge and skills of a registered nurse (RN), and also require a considerable amount of data collection and analysis to ensure that innovations are, in fact, improving outcomes and/or reducing costs.

Under the direction of our Psychiatrist, the nurse will provide medication support and will communicate with primary health providers to ensure accurate reconciliation of psychotropic and physical health care medication as well as tracking health conditions. This nurse position will also be instrumental in the role as single point of contact for optimal coordination of care. Further, the nurse will take part in the identification and teaching of self-management strategies to improve health and wellness. The addition of this registered nurse will also help the Behavioral Health division continue to coordinate care for jail inmates who have a mental illness in order to ensure that both physical and mental health care needs are met as these inmates transition out of incarceration. As part of our initial pilot, we developed an excellent working relationship with the Northern Inyo Hospital Rural Health Clinic (NIHRHC) and upon completion of the pilot we hope to expand our efforts to the RHC in Southern Inyo County as well as working further with Toiyabe Indian Health Services. An additional nurse position was included as part of the FY 13/14 budget process and then as part of the Mental Health Services Act (MHSA) Innovation Plan which was approved by the Board of Supervisors on February 4, 2014. We are now requesting permission to hire this Behavioral Health Registered Nurse position.

As we now move forward with our Innovation Plan and our coordinated care collaborative, we further increase our need to look at outcomes and cost containment and "bending the cost curve" on a larger basis. We are also requesting an additional administrative analyst position to ensure that we can track and evaluate our programs in order to maximize efficiency and effectiveness. As part of our Innovations Plan we are developing shared treatment plans with our partners and are also developing or enhancing tracking systems to analyze health indicators, behavioral health and physical health costs in our clinics and in the jail, and consumer and provider satisfaction. We are testing many small changes and analyzing whether the changes improve our system. The Innovation Plan offers us an opportunity to invest in building our team of analysts to make sure that scarce funds are used most effectively. This position will report to our HHS Management Analyst to ensure that data is also analyzed within the bigger HHS and County "picture".

ALTERNATIVES:

The Board could choose to not to allow Behavioral Health to hire these positions. This will limit our ability to pursue our Innovation Plan to pilot and develop a coordinated health system ultimately moving forward toward integrated care and looking for ways to contain costs for this population of persons with mental illness, and will also limit our ability to develop our expertise in the area of evaluation and outcomes. This is a critical area as we need to ensure that efficiency and effectiveness is achieved in our use of public funds.

OTHER AGENCY INVOLVEMENT:

Behavioral Health is a division of Health and Human Services and works in partnership with multiple agencies such as probation, primary health, and law enforcement, in addition to most other HHS divisions.

FINANCING:

State MHSA funds including Innovation funds, and Medi-Cal reimbursement for QA functions when allowed. These positions will be budgeted in Mental Health (045200) in the salaries and benefits object codes. No County General Funds.

evaluation, negotiations, directing staff in daily accounting/analysis duties, preparation of necessary monthly, quarterly, and yearly documents, and perform related duties as required. Work with HHS Administration in the development and implementation of various State mandated programs, and perform the necessary duties required by those programs. Analyze data and outcomes in relation to program service requirements and service delivery.

ESSENTIAL JOB DUTIES: Works closely with the Department or Division Head or independently and performs a variety of responsible administrative, organizational, budgetary, accounting, and statistical work; researches, writes, monitors, and administers a variety of grants; works with the public; monitors, maintains, and organizes training and other records; prepares budget documents; prepares and presents comprehensive reports and recommendations; assist in the development and implementation of various State mandated programs, and perform the necessary duties required by those programs. May supervise and evaluate the personnel assigned to assist with the accounting programs, trust distributions and balancing, and any other programs and systems determined to be necessary or required. Analyze revenues and expenditures in relation to program service requirements and service delivery; provides accounting, collections, and related financial documents; works closely with federal, state, county, and city personnel and departments; provides public information and makes public presentations as needed; attends out-of-county training, seminars, and meetings as required; and performs other duties as assigned.

EMPLOYMENT STANDARDS:

Education/Experience:

Analyst I: Equivalent to graduation from a four-year college or university with major coursework in business or public administration, management, or closely related field with knowledge and understanding of governmental grant administration and monitoring being highly desirable; OR six years of office or program administrative experience including prior supervisory experience. Experience working in a governmental agency is preferred.

Analyst II: Must meet all qualifications for Administrative Analyst I above; plus one additional year of administrative and analytical experience, preferably within a local government environment, involving grant administration and monitoring or the collection, compilation, and analysis of financial, budgetary, or administrative data.

Analyst III: Must meet all qualifications for Administrative Analyst II above, plus two years of professional level experience, preferably within a local government environment, in administrative, management, budgetary, grant administration, or similar analytical or management support work.

Knowledge of: Administrative techniques including the principles of organization, accounting, budget, and organizational analysis; budgetary procedures and practices; basic principles of administration; research methods and techniques; methods of report preparation; modern office procedures, methods, and equipment, including computer software and hardware, particularly as related to budgetary and statistical analysis.

Ability to: Collect, evaluate, and interpret varied information and data, either in statistical or narrative form; coordinate multiple projects and meet critical deadlines; prepare clear, concise and complete reports and other written materials on a variety of financial, budgetary, and administrative issues; maintain accurate records and files; perform detailed analysis and administrative work involving the use of independent judgment and personal initiative; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; work cooperatively with those contacted in the course of work. Physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.



**AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO**

For Clerk's Use
Only:
AGENDA NUMBER

25

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: County Administrator – Information Services

FOR THE BOARD MEETING OF: ¹² August 6, 2014

SUBJECT: Software Maintenance for the OPTIM property tax management system

DEPARTMENTAL RECOMMENDATION:

A) Request your Board ratify the renewal of a Software Maintenance Agreement between Crest Software Corporation and the County of Inyo for the County's enterprise Property Tax Management System for the period July 1, 2014 through June 30, 2015 in an amount not to exceed \$28,347 contingent on Board approval of FY 2014-15 budget.

SUMMARY DISCUSSION:

The annual maintenance agreement is to ensure basic software support is available and provided by the vendor throughout the agreement period. The maintenance agreement is renewed automatically each year, unless formally terminated by either party prior to 60 days of the automatic renewal.

ALTERNATIVES:

Your Board could choose not to approve the software maintenance agreement in which case basic support of the software would have to be negotiated on an as-needed basis and might not be made available by the vendor.

OTHER AGENCY INVOLVEMENT:

The OPTIM property tax management system is used by the Assessor's Office, Auditor's Office and Tax Collector's Office to manage and collect property tax annually.

FINANCING:

The cost of the support service renewal for the period from 07/01/2014– 06/30/2015 is requested in the Information Services FY 2014-15 budget [011801-5177] (Maint. of Computer Systems).

APPROVALS	
COUNTY COUNSEL: 	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: <u>yes</u> Date: <u>7/31/2014</u>
AUDITOR/CONTROLLER: 	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: <u>yes</u> Date: <u>8/6/14</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date: _____

DEPARTMENT HEAD SIGNATURE:  Date: 8/6/14
(Not to be signed until all approvals are received)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 26

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Inyo County Planning Department

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Inyo National Forest Plan Update/Revision

RECOMMENDATION: Receive a presentation from staff about coordination with Forest Service staff regarding the Inyo National Forest Plan Update/Revision and provide input.

SUMMARY DISCUSSION: The Inyo National Forest (INF) is working on updating the INF Plan.¹ Staff is working with Forest Service staff in developing the Plan, and will report on recent activities. Input from the Board is requested to guide staff in future coordination efforts with Forest Service staff.

OTHER AGENCY INVOLVEMENT: Department of Agriculture, U.S. Forest Service; Mono, Fresno, Madera, and Tuolumne counties; other interested persons and organizations.

FINANCING: General fund resources are utilized to monitor planning work in the Forest. Resources for Willdan's assistance with the effort are funded by operating transfer from the Geothermal Royalties fund.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i>

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received)

[Handwritten Signature]

Date: 8/5/14

¹ Refer to <http://inyoplanning.org/InyoNationalForest.htm> for more information about the County's participation in the Plan Update/Revision.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 27

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: CLERK OF THE BOARD
By: Patricia Gunsolley, Assistant Clerk of the Board

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Approval of Minutes

DEPARTMENTAL RECOMMENDATION: - Request approval the minutes of the Board of Supervisors Meeting of August 5, 2014.

SUMMARY DISCUSSION: - The Board is required to keep minutes of its proceedings. Once the Board has approved the minutes as requested, the minutes will be made available to the public via the County's web page at www.inyocounty.us.

ALTERNATIVES: - Staff awaits your Board's changes and/or corrections.

OTHER AGENCY INVOLVEMENT: - n/a

FINANCING: n/a

APPROVALS

BUDGET OFFICER:	BUDGET AMENDMENTS <i>(Must be reviewed and approved by Budget Officer prior to being approved by others, as needed, and submission to the Assistant Clerk of the Board.)</i>
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

(The Original plus 20 copies of this document are required)


 _____ Date: _____



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

28

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for 11:45 a.m. Closed Session Informational

FROM: County Administrator – Film Commissioner
BY: Kelley Williams

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: FY 2013-2014 Year End Film Commissioner Report

DEPARTMENTAL RECOMMENDATION

Request your Board receive the Film Commissioner's FY 2013-2014 Year End Film Commissioner Report.

SUMMARY DISCUSSION

Per Attachment A-Scope of Work, (Section III. Reporting -Item #7) of the Inyo County Contract with Chris Langley for Film Commissioner Services, the Scope of Work states that the Film Commissioner shall submit a written report no later than June 1st, to the County Administrator, to be agendized for an upcoming Board of Supervisor's meeting.

ALTERNATIVES

N/A

OTHER AGENCY INVOLVEMENT

N/A

FINANCING

Film Commissioner Services are paid through the Advertising County Resource Budget #011400.

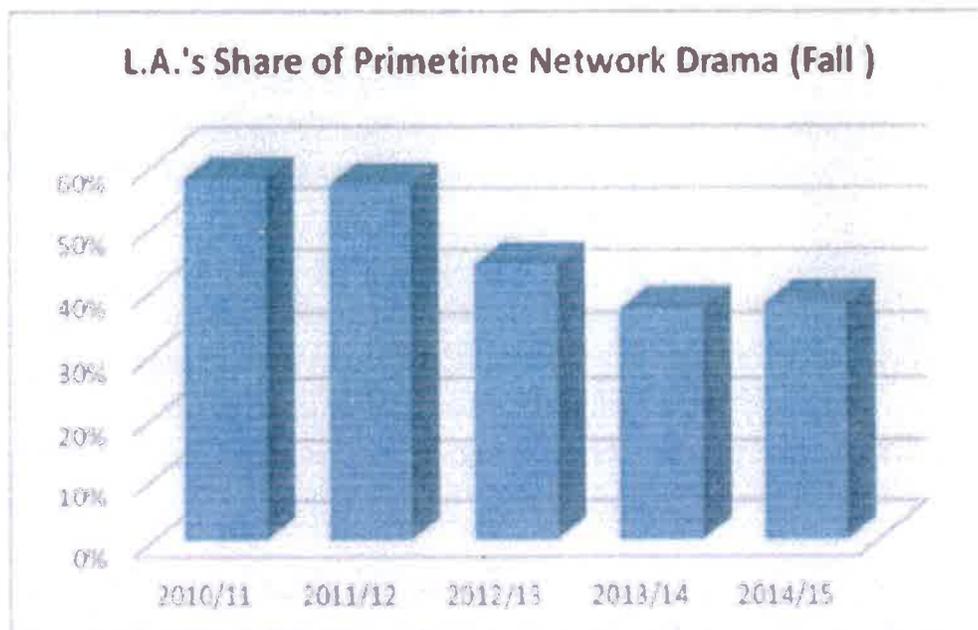
<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE: _____ Date: 08-06-2014
(Not to be signed until all approvals are received)

Received
7/31/14
KW

2013-2014

**“THE SQUEEZE ON FILMING
CONTINUES IN INYO COUNTY AND
CALIFORNIA”**



INYO COUNTRY FILM COMMISSION ANNUAL REPORT
Christopher Langley, Film Commissioner

“THE SQUEEZE ON FILMING CONTINUES IN INYO COUNTY AND CALIFORNIA”

INTRODUCTION

The 2013-2014 film season in Inyo County has been defined by three major forces in the film industry.

First, the improving economy has not left the industry in the state of vitality in California it once experienced. Production companies now more than ever keep an eye on the bottom line and abandon a project quicker than in the past. Cancelled shoots have become more common. This however has not resulted in less time and resources invested by the agency in processing as the cancellations usually occurs after the permit has been completed.

Second, with other states developing more robust, better-funded incentive programs, now more than before, filming is leaving the state.

Third, severe cut backs in the budgets and thus the personnel managing our federal lands have left the USFS, BLM, and NPS handicapped in processing film permits in a “timely” manner.

In this annual report I will examine these forces in more detail, the new proposed California Film Incentive program that has passed the California Assembly, and my various activities during the year.

GENERAL CONDITIONS

California historically has been the home of the film industry in the United States and has dominated both the domestic industry and that across the world, through production and distribution of filmed product. The same world market has had enormous impact on the nature, content and style of the films produced. Hollywood looks to the world audience to shape the movies’ content and politics.

California remains where the best crafts people, crew, and talent reside. But as the productions have moved from the state, two examples being to New York City and North Carolina, slowly this advantage is being eroded. The industry workers relocating themselves and their families to these new areas. Keynote speaker Danny Devito at our recent California On Location Conference at the Hollywood Museum spoke about how it used to be you worked all day, but could be home watching your kids grow up at night. Now these same professionals are spending more and more

time away from home in these other states. He explained to the film commissioners that this was a serious change that was beginning to erode the industry in California.

In Inyo County, while we have some of the best locations upping the production value of film, and we have a certain number of experienced technicians residing



here and in nearby counties, there is a perennial resistance to coming out of the "zone" (the 40 mile radius around downtown Los Angeles where companies do not have to pay per diem) to work. The best enticement (after a competitive state incentive program) is the ease with which

MERCEDES FILMING AT A RANCH

filming can take place here and the film-friendly atmosphere exhibited by the County government and the public in general. This is major factor in attracting projects, and one we always want to support and encourage.

As the local economy has begun to improve, there are negative impacts of the drought that will only grow as the drought persists. There is little to be done, but the number of dead and dying trees, the dropping water in our lakes and streams, all make meeting the needs of these companies more challenging. In a Biblical movie to be filmed in September, the directors wanted a flowing creek for David (the film "David and Goliath") to pick up a stone. The flowing water has dropped and it was a challenge to find a creek where the water rushed over rocks yet the view was not occluded by willows and flora in general. This scouting goal was successful.

The drought has also required severe fire restrictions by the agencies. This will affect a Honda commercial camping set where people are supposed to be sitting around a campfire.

The California Film Commission (CFC) and the Film Liaison in California (FLICS) remain vital and energized organizations, and they are constantly at work, both as lobbying agents and creative problem solvers in addressing these and other daily challenges.

CALIFORNIA TAX INCENTIVE LEGISLATIVE CAMPAIGN

The financial desirability of having film projects working in your area is now widely known and accepted. More and more incentive programs are being implemented by state governments in state not normally associated as filming centers. Areas that have always had their fair share of filming activity have begin to develop more and more attractive incentive programs and facilities to convince film professional to move their operations there.

One example is the New York incentive programs providing more than \$400,000,000 a year for incentives, tax breaks and other economic advantages to film companies. When compared to the California incentive program of \$100,000,000, the advantage is clear. In California there are so many qualifying projects that applications must be received on only one day a year. After evaluation they are all put in lottery system, and winners pulled out until the money is all gone.

California needs a new more soundly funded film and tv tax credit passed. Much discussion was devoted in our last FLICS meeting to getting the legislation passed in the Senate and signed by the governor. The FLICS organization of 25 film commissions have been actively involved in the process. AB 1839 passed 62-0, but



the rest of the passage looks encouraging but is by no means guaranteed. As Variety reported there was a key ingredient missing: "Just how much the state will allocate each year for the incentive program, a figure that will determine the extent to which California will be competitive with dozens of other states offering generous tax credits."

DAVID DOUMENG; DUDLEY LESLIE, ROD AYERS (MERCEDES COMMERCIAL)

This is a strange situation, a large bill without a definite money amount identified. But the sponsors, Raul Bocanegra and Mike Gatto, both Democrats, said they wanted to get a better sense of the state budget before penciling in an amount. Two elements of the new bill allows budgeted feature above \$75,000,000 to qualify, although it is limited to the first \$100 million in expenditures for incentives. The legislation also will expand eligibility to premium cable, network and internet dramas to attract back shows that have migrated to other states, Variety: **"Additional incentives will be offered for such things as visual effects and film scoring, as well as productions that shoot in the state but outside the Los Angeles area."**

All the film commissions were urged to get letters in support from their local entities such as in our case the County Board of Supervisors.

PERSONNEL
SHORTAGES IN
FEDERAL LAND
MANAGEMENT
AGENCIES

As mentioned above, of major impact on the timely



BENTON CROSSING WHEN SOMEONE NEEDS A RIVER)

processing of filming permits is the manpower shortages in the Bureau of Land Management, Inyo National Forest and Death Valley National Park. The Park has not been able to be quickly responsive in every case to requests for permits.

On the other hand, the BLM personnel have been working overtime to accommodate film company requests. When the previous permitting ranger Donna McMillan retired, the Bureau was on a hiring freeze. I believe the Bishop office is down 30% in budget. **Richard Williams took on the job on top of his already full plate and has done a yeoman's job in accommodating filming requests.** It is the nature of many companies to work on very short turnarounds for decision making. This has become the industry standard, unfortunately. The location scouts I know often do not know if they are going to be asked to work until nearly mid day and thus end up working late into the night. Again, they often are unsure about the day to day commitment until the night before, nor whether it will be a straight through assignment. There can be breaks of a week or more, as fiscal decisions come into play.

To expect a three or five working day turn around in a permit process is needed by the production company, but impossible usually for the agency to meet. Rich Williams took the eight-page permit application down to a three page one, to facilitate quicker response. **He is to be commended for this and his very positive attitude working with a group of people who can be both disorganized, demanding and pushy by nature.**

The Inyo National Forest is also short handed, and this year for all summer into the fall the permit person is on "detail" and out of the area. This has left filming permits orphaned, yet District Ranger Margaret Wood is making a very good faith effort to meet the needs of the requests. She asked one person to do the complex process for a climbing film called *Gripped* that wanted to film in the Whitney area and the Bishop area for twenty plus days. I had been working with the director and other



members of his company for more than six months. Much work has been done by INF personnel and now the director is feeling budget challenged. He's busy looking for inexpensive housing for his cast and crew in the Bishop area and contacts the Bishop C of C. This request was after a request by a Japanese company making a dinosaur documentary wanting to film and camp in the Bristlecone area. The permitting dragged on and again Margaret stepped into help. **Ranger Margaret Wood should also be commended for her positive problem solving attitude. Also Katie Rich, Forest Service landscape architect, has been working to address the problems as best she can.** Sadly at this point, the Forest really needs months not even weeks lead time for permit processing.

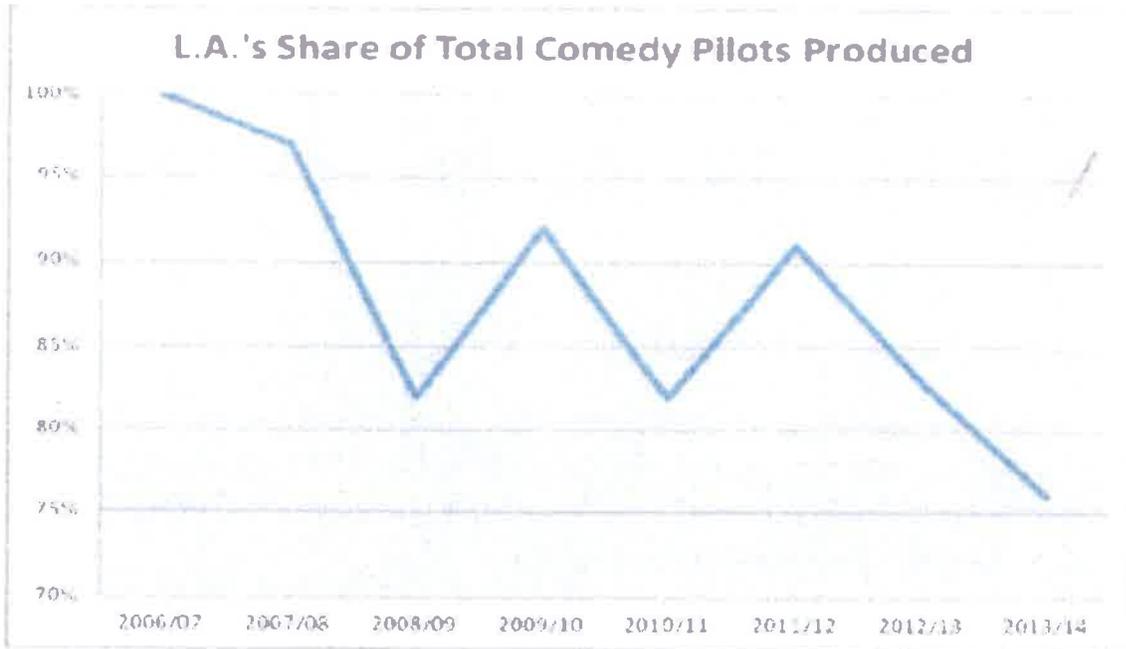
There are no signs that this lack of personnel for film permits will be solved

THE BUFFALO KILLER: A SMALL FILM THAT WILL STRUGGLE FOR DISTRIBUTION

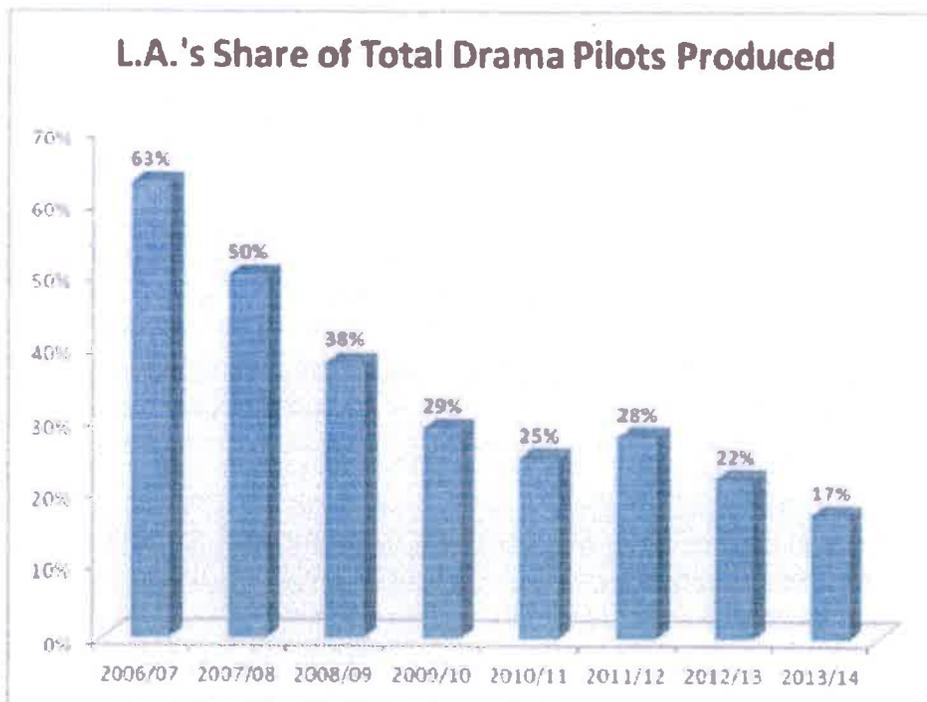
any time soon as budget short falls continue. Positive attitudes and hard work on the part of several personnel are making it all work as best it can.

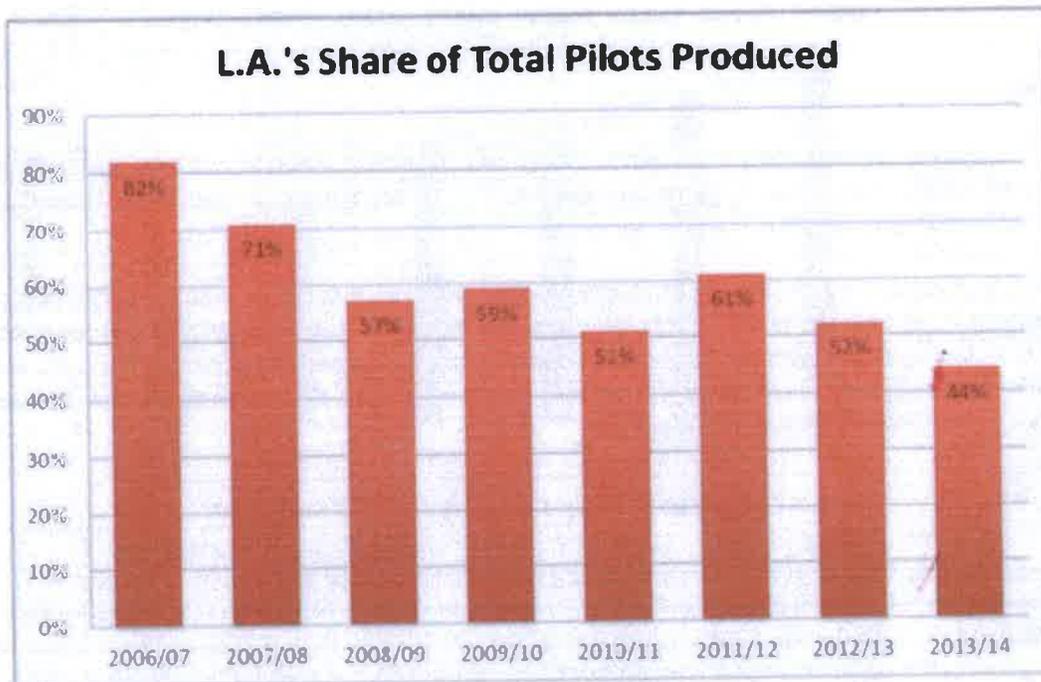
CHANGES IN FEATURE FILM FUNDING AND DISTRIBUTION

Changing economics in the production and distribution of small, medium and large budget feature films: independent vs. studio productions for instance, is showing a steady change. As Robert Sigman, director of the Lone Pine Film History Museum and past president of Republic pictures points out, the new system of finding money greatly favors large tent-pole productions with familiar actors, they have a great advantage over small, independent films (the ones seen at film festivals across the nation and the world. It is becoming increasingly difficult to "break-in" to film making. Inyo County has always had a few big pictures on occasional. In the last few years *Ironman*, *Man of Steel*, *G.I. Joe*, *The Lone Ranger* and *Django Unchained* are examples. Many more of the films over the years have been smaller films, and independent films. These are finding it more and more difficult to gain funding for in this new world of film production.



TELEVISION MOVING TO NEW YORK AND NORTH CAROLINA
 As demonstrated in these charts, more and more television pilots are being





produced in New York and Atlanta. New incentive programs are definitely



responsible for this change. The decision to produce series depends less on the production of a pilot, although they are still made. The decision to create the series depends less on this than on management. An example is HBO/ Warner Brothers series *Westworld*, which was going to

film locally and then moved to an area with better incentives. If you can save 30% of your budget (actually get that much back to also spend on the production)

DIRECTOR JONAH NOLAN CENTER (*WESTWORLD*) GETS CAUGHT IN SNOW ON WHITNEY PORTAL

you are going to go to that place to film. These charts were created from research done by FilmLA (Los Angeles regional film office).

However, the California incentive program has been successful in bringing productions back to California, as demonstrated in this chart. These seven “run away” series are coming back and bringing \$170,000,000 with them.

Production	Background & Stand-ins	Cast	Crew	Qualified Spending	Prior Location
<i>Deliverance Creek</i>	3,450	120	200	\$23,425,111	Austin, TX (Pilot)
<i>Franklin & Bash</i>	3,580	261	142	\$20,128,375	Atlanta, GA (Pilot)
<i>Justified</i>	3,705	331	140	\$29,457,855	Pennsylvania (Pilot)
<i>Perception</i>	4,954	179	207	\$27,748,988	Toronto, ON (Pilot)
<i>Pretty Little Liars</i>	10,500	313	130	\$40,181,676	Vancouver, BC (Pilot)
<i>Teen Wolf</i>	3,570	20	130	\$24,069,925	Atlanta, GA (Pilot, Season 1)
<i>Let's Stay Together</i>	480	10	86	\$5,664,555	Atlanta, GA (Season 1-4)

COMMERCIAL PRODUCTION AND NEW FORMATS AND VENUES

Commercials are also changing. Formats now include a majority of digitally based technology. If you have attended a feature film projection in the last year, it was undoubtedly digital not film. The change over has happened quickly. Projects that come to Inyo are usually digital in nature or at least involve digital technology. Crews are smaller, more flexible and better able to deal with technology on locations without 100 plus people.

By the time you read this chances are a five minute short funded by Lincoln automobiles will have filmed here. This production is a hybrid, combining narrative film with the appearance of a Lincoln car. Six of these films are shooting around the United States. The young directors were selected for the popularity of their work on an internet site called Vimeo. They had to write a script that had one of the characters owning and driving a Lincoln. The movie was primarily there to tell a story. Ours is a love story between a French tourist isolated in Inyo County who meets a young man and there is an immediate attraction. At this writing he has a house in the Alabama Hills and drives a Lincoln. Is it a commercial or sweet storytelling of two people falling in love?

The internet and new technologies are changing everything. Even when a commercial is filmed for television, they are also presented on the internet, and most times can be viewed on Youtube. Video games, music videos, "found footage" films like *Blair Witch Project* have been working here in the last year. One actually was filming in the Alabama Hills during last year's Lone Pine Film Festival, only at night.

GOVERNMENT SHUTDOWN

Remember the government shut down? During that period at least three projects were lost because the BLM was also shut down and there was no "formal" processing of permits. Two of the projects cancelled entirely and a third found an area that had a better ratio of private land to public. Luckily the LADWP was still open for business and their 240,000 acres could still be permitted. Let's hope Congress is done closing up for business over extended periods.

FEWER SCOUTS AND MORE DIRECTORS, ART DIRECTORS AND DIRECTORS OF PHOTOGRAPHY DOING SCOUTS.

One final change, and I think it simply a bottom line decision is in our area to have fewer professional scouts working here, identifying locations. Companies are relying more on the Film Commissioner to initially identify locations. Then the Film Commission leads the actual scout. In the last month alone I have led a scout with co-directors on a small feature film, led a scout with the art director and director of photography on an automobile commercial still shoot, the Lincoln financed film mentioned above, and a short Power Rangers spec film being financed by the prospective director. Generally, in the past scout or scouts have spent one or more days locally for a project, staying in local motels, eating at local restaurants. With these cases, I slept in my own bed and ate at home. Not a giant loss in revenue, but still this change adds up over a year.

FLICS MEETINGS

During the past year I attended two FLICS meetings. I found them useful and it helps to compare experiences with other film commissioner, particularly Doug Lueck from Ridgcrest, Alicia Vennos from Mono County and Sheri Davis from the Inland Empire.

Besides the regular business agenda, there have been training sessions, and in the second case the California on-Location event at the Hollywood Museum in downtown Hollywood.

The FLICs meeting was held at the FilmLA Offices, and the training included working with film companies on location to maximize and manage public relations for the company and for the community. Attending these meetings require mileage, accommodations and per diem, but also are worth doing.

CALIFORNIA LOCATIONS CONFERENCE

This one day event is the transformed California Only Locations Show, which I did not find very effective except as a social wine tasting event. The new one combines speaking with scouts, producers and directors and included the opportunity to attend training sessions. I have attached the program timeline so you can see the various events and trainings and professional speakers who made the experience inspirational as well as productive for me. A reasonably small, contained event meant you had access to the speakers and panel members, several of whom I have worked with. These included panelists Mark Indig with whom I was involved in a photography exhibit on Chung King Road in L.A. Chinatown and on *The Lone Ranger*; Ken Haber who I worked with on *The Lone Ranger*; and David Doumeng who was Location Manager on a Mercedes commercial in Lone Pine only a few weeks before the show.



DONNA MCMILLEN, COLA WINNER FOR BLM

2013 COLA AWARDS PROGRAM

I attended this year's California On Location Awards (presented by the FLICS organization) at the Beverly Hilton with scout Osceola Refetoff, my collaborator (fine art photographer on the High & Dry Project.) By staying with him, my involvement in terms of financial responsibility was minimal. These are awards presented to film professionals that are nominated by film commissioners. It is a huge crowd and at this point in my life as ICFC commissioner I know many of them professionally. Of special pleasure was hearing that our own Donna McMillen had one as federal agency permitting person for BLM. It was honor she well deserved.

WRITING

During the year I continued writing my *Inyo Film Journal*, producing 26 bi-weekly columns, primarily Death Valley film history. A couple of Film Commission news stories also ran. The Death Valley 49ers Club invited me to write the 2014 keepsake booklet of 90 pages. It is called ***From Jayhawkers to Jawas: A Short History of Filming in Death Valley***. It is now at the publisher. A more extended history of

Death Valley filming called *Dust, Doom, Death And Destruction: The Film History Of Death Valley* is nearing completion and will be printed by the end of 2014.

THE COMING YEAR

I do not know what the coming year will bring. While challenges have increased and film professionals generally reflect a growing frustration with conditions, working with film people is still a fun job. Hopefully a new appropriately funded tax incentive program will be passed. While there does not seem a simple solution for the costs of a government that we deserve, the improving economic conditions may show some loosening of the purse strings, Changing formats and film business financing are nothing new. The goal is to raise the number of productions and the revenues they leave behind. It will take new strategies, but with FLICS members it is something we are all facing. I find that Mono and Ridgecrest friends are there and we are able to support each other and offer fabulous locations to new groups of young filmmakers and returning veterans as well.



CALIFORNIA LOCATIONS CONFERENCE

JUNE 28, 2014 • HOLLYWOOD MUSEUM

Date: June 28, 2014

Location: The Hollywood Museum
1660 N. Highland Ave
Hollywood 90028
(323) 464-7776

Event Website: www.conference.filmcalifornia.com

TIMELINE

Friday, June 27

10:30 a.m. – 5 p.m. Deliveries, set-up, goodie bag stuffing, etc.
FILICS load-ins

Saturday, June 28

8:30 – 10:30 a.m. **FLICS load-ins**

9:00 – 11:00 a.m. **Exhibitor load-ins**

12 noon Registration begins

12:45 p.m. Opening Session – 4th floor ballroom

- Welcoming remarks from Amy Lemisch (CFC)
- Amy will then introduce Los Angeles Councilmember Felipe Fuentes
- Councilmember Fuentes will speak
- Welcoming remarks from Janice Arrington (FLICS)
- Janice will welcome special guest speaker, Matthew Modine
- Matthew Modine will speak
- Amy will introduce Danny De Vito
- After Danny De Vito speaks, Amy will introduce Sharon Lawrence

1:15 – 2:10 p.m. **PANEL #1: *Cost vs. Value: Why There's Still No Substitute for Shooting in California*** – 4th floor ballroom
Amy Lemisch will introduce moderator, Sharon Lawrence

2:00 – 6:00 p.m. Trade show exhibition

2:25 – 3:15 p.m. **PANEL #2: *Going Digital: Creating Premium Content for Online Distribution*** – 1st floor Red Room
Janice Arrington will introduce moderator, Laura Hertzberg

PANEL #3: *Safety on Location: Preventing a Disaster*

1st floor small theater

Eve Honthaner will introduce moderator, Joe Spano

2:30 – 3:30 p.m. Two museum tours (20 people max for each) conducted by Steve and Ken from the museum

3:30 – 4:20 p.m. **PANEL #4: *A Case Study of the World's First Interactive 24-hr. Music Video – Pharrell Williams' Oscar-Nominated Song HAPPY***

1st floor small theater

Sharianne Greer (L.A. Times) will introduce moderator, Dash Mihok

PANEL #5: *The Commercial Producer's Playbook for Shooting in California* – 1st floor Red Room

Beverly Lewis will introduce moderator, David Doumeng

3:30 – 4:30 p.m. Two museum tours (20 people max for each) conducted by Steve and Ken from the museum

4:00 – 6:00 p.m. Wine tasting and networking reception on 4th floor

6:00 – 7:00 p.m. Wrap-up and load-out



Contact: Philip Sokoloski
VP, Integrated Communications
(213) 977-8630
psokoloski@filmla.com

Danielle Walker
Communications Coordinator
(213) 977-8635
dwalker@filmla.com

FOR IMMEDIATE RELEASE

New York Surpasses Los Angeles in Attracting New TV Drama Pilots

Los Angeles' Annual Pilot Production Share Slips to 44 Percent – A New Low

LOS ANGELES – June 24, 2014 – FilmL.A., the not-for-profit film office serving the Greater Los Angeles Region, today announced the release of a new report prepared by its research division. The **2014 Television Pilot Production Report** provides updated insight into L.A.'s ongoing loss of new television pilot projects and promising series.

The 2013/2014 development cycle saw New York (with 24 drama projects retained) dethrone Los Angeles (with 19 drama projects retained) to become North America's most attractive location for one-hour TV pilot production.

Overall, Los Angeles retained only 90 projects (19 one-hour dramas and 71 half-hour comedies) out of 203 tracked during the '13/'14 development cycle, yielding a 44 percent pilot production share. Last year, L.A.'s pilot production share was 52 percent, and six years earlier, a commanding 82 percent.

Leading competitors – including New York (35 total projects), Vancouver (17 total projects), Atlanta (12 total projects) and Toronto (8 total projects) – continue to gain ground on Los Angeles by attracting pilot producers with class-leading film incentive programs.

Most of the pilot projects shot outside California were lucrative one-hour drama series produced for network, cable, or new media distribution. Including "straight-to-series" orders favored by new media content producers like Netflix, these projects cost \$6 to \$8 million to produce and employ 150-230 people during production. In all, there were 91 drama pilots produced outside Los Angeles in the '13/'14 development cycle, whittling L.A.'s share down to just 17 percent of drama projects, another record low.

"Losing television pilots – and then series – to other North American competitors leads to the destruction of steady, well-paying California jobs," said FilmL.A. President Paul Audley.

-- MORE --

Audley added, "California's current incentive program makes it hard to attract and retain new pilots and TV series. The data makes plain why an expanded film incentive is needed to bring this part of the industry back."

Having lost its leadership in drama pilot production, Los Angeles' status as North America's premier pilot production location now hinges on its attractiveness to comedy producers. Los Angeles' share of overall comedy production in the '13/'14 development cycle was 76 percent, down slightly from the 83 percent share it enjoyed last year, but off considerably from the 100 percent share the region captured seven years prior.

FilmL.A.'s study devotes considerable page space to film incentives and their effect on the pilot production market. The California Film & Television Tax Credit – outmatched as it is – has over time helped reverse a tiny amount of runaway production. From 2009-2014, the program has helped relocate seven current series to California from other destinations – a benefit worth thousands of full and part-time jobs and more than \$170 million in qualified production spending. None of the series produced in California with the aid of the state's tax credit have ever left the state in search of a new production location.

The study also examines the impact of new media companies' efforts at original content production and resulting changes to broadcast and cable business models. The '13/'14 development cycle saw 38 network, cable and new media shows skip traditional pilot testing and instead go "straight-to-series." More shows went straight to series this development cycle than in the three previous cycles combined. The list of "straight-to-series" shows includes both one-hour dramas (10 broadcast, and 20 between cable and new media) and half-hour comedies (3 broadcast, and 5 between cable and new media).

About FilmL.A.

FilmL.A. is Los Angeles' regional film office, serving the City and County of Los Angeles and an ever-increasing roster of local municipalities. Providing streamlined permit processing, comprehensive community relations, marketing services, film policy analysis and more to these jurisdictions, FilmL.A. works to attract and retain film production in Greater Los Angeles. Learn more about FilmL.A. at www.filmla.com.

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AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 29

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Inyo County Free Library

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Workshop on Library Automation

SUMMARY DISCUSSION:

This workshop will be a presentation of information about the status of automation projects in the Inyo County Library.

ALTERNATIVES:

OTHER AGENCY INVOLVEMENT:

FINANCING:

N/A

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)
 (The Original plus 20 copies of this document are required)

[Handwritten Signature] for _____ Date: 8/7/14
 Pam Hemarty



INYO COUNTY FREE LIBRARY

Serving the Eastern Sierra Since 1913

168 NORTH EDWARDS STREET
POST OFFICE DRAWER K
INDEPENDENCE, CALIFORNIA 93526

MEMORANDUM

TO: Board of Supervisors
FROM: Nancy Masters
DATE: August 12, 2014
SUBJECT: Library Automation Update

OVERVIEW

In libraries, electronic tools are used for many activities including statistics and data, e-books and downloadable audio, theft prevention, public internet control, acquisitions, communications such as social media, the catalog, and circulation, among others. Primary to the function of a library is the need to classify and catalog the materials it owns for the purposes of access and collection control, including circulation functions. It is critical to public service that a library knows what items it owns and where they are. For that reason, libraries have catalogs and create metadata, a machine readable catalog (MARC) bibliographic record, describing the items they own. The MARC record is essentially similar to a paper catalog record, the differences being that more data points can be feasibly included in an electronic database than a card catalog, and no local and unique item information is usually in a generic MARC record unless modified by the individual library to include specific data from the card catalog. It is also accessible from remote locations. When a library patron accesses the database to seek an item, there is a reasonable expectation that the item is extant in the collection, leading to the need to have an inventoried collection prior to the process of transferring bibliographic records from paper to electronic format. An inventoried collection not only reduces the errors built into the system, it eliminates the cost for converting non-existent items. For years, the Inyo County Free Library has been in the process of converting its holdings, both the cataloged and uncataloged collections, into electronic format, an expensive process known as retrospective conversion. Just for comparison, Inyo Library holdings are estimated at over 110,000 items, while the Assessor's Secured and Unsecured Property database contains about 19,800 parcels. Creating records for and maintaining such a large database is an enormous undertaking and requires dedicated and knowledgeable staff. There have been several conversion efforts, some more problematic than others, yielding database issues which are being cleared up gradually. Funding has been largely from outside sources, with the County able to contribute staffing. One and a half years ago, a funding source was made available that finally makes it possible to complete the retrospective conversion of the print and media holdings of the Library in order to fully implement circulation and other functions of the catalog (also known as an integrated library system – ILS). Below is presented a brief history of the project and future plans.

HISTORY

- 1995 - Need for electronic library catalog identified.
- 1999 – System-wide inventory and bibliographic cleanup started.
- 2000 – Two State Library grants over several years enabled the Library to begin retrospective conversion of its adult fiction and part of the adult nonfiction holdings. During this time, the Library did not have the library system software needed to import the developing database of MARC records in order to manipulate or even see them. Ultimately, the records were held by two vendors.
- 2002 – New adult items began to be converted, but the resulting records were not visible to the cataloger, creating problems for the future.
- 2006 - A State Library grant enabled the Library to join the Inland Library Network catalog, and Inyo’s bibliographic records were imported to the Sirsi Unicorn system in the fall of 2006. Due to the quality of the earlier efforts, significant record cleanup was needed prior to the download, and continues as necessary today. 37,958 records added.
- 2007 – Smart barcodes produced from the records began to be placed in the books which further identified problem records, triggering additional need for extensive record cleanup. Again, this is an ongoing issue for technical services staff.
- 2007/2008 – Through the barcoding process, it was found that over 4000 bibliographic records were defaulted to an incorrect library location due to a holdings scheme devised in 1999. Many of these records have been corrected. It was also discovered that most of the letter “S” in fiction was not converted, and some of that deficit has been corrected. . The online catalog was introduced to the public in December of 2006. 854 records added.
- 2009 – All books transiting the Central Library received conversion, whether a new or existing title. Conversion of the juvenile holdings began with the cataloging of new items into the ILS. 5,897 records added.
- 2010/2012 – Inventory and retrospective conversion continued to be included into regular workflow. An in-house cataloging system, JoeCat, was developed to synthesize cataloging processes due to loss of OCLC database for record sourcing. Uncataloged materials such as mass market paperbacks and media began to be added to the catalog. A protocol for creation of brief records for paperbacks was developed and implemented as the Library system has an extensive holding of paperbacks utilized by patrons. Full MARC cataloging is applied to new media items. 4,584 record added in 09-10; 6,671 records added in 10-11.
- 2012 – In July, Inyo’s catalog migrates to a new ILS, Polaris, along with the rest of the Inland Network. Modifications needed for JoeCat, and protocols were created for the circulation module. Inyo’s holdings are searchable as though in a separate database to minimize confusion for patrons, and because delivery between the Southland and Inyo is infeasible due to distance for the delivery service. Additional databases added to the Library website through membership in the Inland Library System, a library consortium, including Mango Languages. 9,122 records added.
- 2012/2013 – Friends of the Bishop Library agree to fund the automation project with a bequest received by that organization. The focus of the initial efforts is completion of the system-wide inventory and preparation of the accession file with bibliographic information. Sunrise Rotary organizes a cadre of volunteers to assist with inventory of the juvenile collection. The advent of a funding source allows the library to hire temporary employees to complete the adult inventory in Bishop and Central. Due to the 5 month time limit on

temporary county employees, the Manzanar History Association under the aegis of the Friends of the Eastern California Museum agrees to handle payroll services for automation workers beginning December 2013. Through 6/30/14, the Friends funds have rebated the County \$7934.96 and paid \$10,147.50 to catalogers and inventory workers through MHA. The technical services librarian creates a "New Acquisitions" module for the ILS, enabling patrons to see what has been added to the library's holdings, and saving the cost of a vendor to create this user-friendly feature. The Library Refresh construction projects and staffing shortages slow conversion efforts, but they continue at a reasonable rate. 6,016 records added.

- 2013/2014 – Inventory essentially completed by end of the fiscal year, except for a large amount of problem items and a few Big Pine books. Through the inventory process, branch libraries were found to have extensive collections of uncataloged items, despite previous admonitions to avoid adding materials unless they were cataloged. In some inventory batches of 200 item cards, 25% of the problem books were uncataloged. This provided an opportunity to remove those items from the shelves, reducing the volume of retrospective conversion necessary. With inventory done, the preparation of the bibliographic records (accession cards) for conversion has been increased as a prelude to conversion. Staff resources are also focused on direct conversion efforts, with the goal to convert the Central holdings in-house, and utilize a vendor for much of the remainder. Due to the need to minimize complexity and avoid error, all multiple copies added to the ILS necessitate call-back and conversion of existing copies. The ongoing construction projects, collection development grants, and staffing issues slow the library staff's ability to engage in retrospective conversion, except for call-backs and problem books. The bulk of the retrospective conversion efforts are performed by trained MHA employees drawn from the pool of temporary library employees that have worked for the Library. As of the end of FY 13/14, there are 73,982 active items in the database (76,504 including shadowed items), with an approximate 22,300 book records (about 25,000 items) remaining to be converted, not including paperbacks and media. Also during this time an internet control system was purchased and installed through the Library Refresh project. It has already simplified patron computer access, and will assist the librarians in ensuring that patrons who use internet services are in good standing with the Library. Also, wireless access was made available in all County Libraries. 5,402 records added.

TODAY AND MOVING FORWARD

A laptop computer has now been set up as a portable brief barcoding workstation with a scanner, enabling the worker to move to various libraries. Existing media will be given brief barcodes rather than a full MARC record due to the short life expectancy of CDs and DVDs. Information regarding the item is put into a spreadsheet and a barcode is applied by the worker. The information is later imported by the technical services librarian into the Polaris system. The extensive paperback collection in the Big Pine Library will also be converted.

With inventory completed and the Central holdings converted through Dewey call number 917.2, the remaining branch library cards can now be sent to a vendor – 1000 at a time. Also, remaining smart barcodes will be placed in books gradually so that problems generated by this activity can be fixed without having materials off the shelf for an extended period of time. The Central, Lone Pine, Furnace Creek and Tecopa Branches are complete; Bishop and Big Pine will be barcoded at a rate such that technical services can keep up with the problems that will be generated.

In-house conversion will continue in advance of shipment of cards for vendor conversion. For uncomplicated books, a rate of 60-70 items per day is good, with difficult or unique items requiring additional time. Each MHA cataloger works one or two days weekly.

Another automation project that is on the horizon is the possibility of subscribing to Enki, an open source e-book platform that is a collaborative project between Contra Costa County Library, Califa and the State Library. Information is developing, but will probably include access to about 17,000 e-books and the possibility of e-book ownership rather than licensing. Should this come to fruition, we will be providing barcodes to patrons who wish to use this service, and thus creating a patron database in Polaris, which will jump-start our ability to circulate through Polaris when most holdings have been converted. With Enki, and e-books in Inyo County, it will be important to look at the digital divide that will be created since many of these holdings will not be in print format, and therefore cannot be accessed by those that cannot afford a tablet or e-reader. The Library will consider acquiring tablets or readers to circulate to those patrons in order to achieve a more level playing field. Print continues to be very popular in U.S. libraries, and is egalitarian because it is accessible to most patrons.

Anticipating the question of time remaining to convert the rest of the holdings so that we can begin to circulate via Polaris, it is dependent upon staff resources to manage the automation project, the construction project in Lone Pine, and the amount of time that MHA workers are able to dedicate to conversions. Even with dedicated workers, there is much to be done by County Library staff, and there is no doubt that placing a technical services librarian in Bishop is an impact to the project. Seeking a positive result from the situation, we will use this opportunity to deal with the Bishop Branch automation issues such as barcode problems. We will also seek ways to utilize direct conversion within that branch, now that a cataloging station is set up there. After the situation is more settled, it will be possible to provide a time estimate. The key factor is that everything that will circulate through Polaris must have either a brief record or a MARC record.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

- Consent Departmental Correspondence Action Public Hearing
 Schedule time for Closed Session Informational

For Clerk's Use
Only:

AGENDA NUMBER

30

FROM: Public Works Department

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Workshop Regarding Seasonal Closures to Whitney Portal

DEPARTMENTAL RECOMMENDATIONS:

Hold workshop on seasonal closures of Whitney Portal and provide direction to staff.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

For a number of years, Inyo County has seasonally closed Whitney Portal. The closure has been done through the use of portable barricades and signage. This resulted in a "soft" closure of the road as the barricades were easily avoided or moved. Last year a gate was installed to allow physical closure of the road. This has created a number of issues that should be discussed at a policy level. Staff will make a presentation highlighting these issues.

ALTERNATIVES:

Not hold the workshop.

OTHER AGENCY INVOLVEMENT:

US Forest Service

FINANCING: Not known at this time. It will depend upon direction provided by your Board.

Agenda Request Form
Board meeting of
Subject:

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.) <i>Margaret Kemp-Hillman</i> Approved: <input checked="" type="checkbox"/> Date <u>08/04/14</u>
AUDITOR/CONTROLLER	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.) Approved: _____ Date _____
PERSONNEL DIRECTOR	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)

Cheryl Q...

Date: 8/6/14

WHITNEY PORTAL

SEASONAL CLOSURE

Whitney Portal Seasonal Closure

- Currently closed seasonally by Inyo County
 - Closure done with portable barricades and signs (soft closure)
 - Easily circumvented
 - Closure generally done after first “major” storm of the year
- Gate has been installed cooperatively by USFS and Inyo County Forces
 - Allows physical closure

Whitney Portal Seasonal Closure

- Issues
 - Access
 - Safety
 - Liability

Whitney Portal Seasonal Closure

- Alternatives
 - Open year round
 - Continue with soft closure
 - Hard closure
 - Hard closure with provisions for access by stakeholders

Questions/Discussion



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

- Consent Departmental Correspondence Action Public Hearing
 Schedule time for Closed Session Informational

For Clerk's Use
Only:

AGENDA NUMBER

31

FROM: Public Works Department

FOR THE BOARD MEETING OF: August 12, 2014

SUBJECT: Workshop to discuss closure of Whitney Portal Road during Federal Lands Access Program roadway reconstruction project.

DEPARTMENTAL RECOMMENDATIONS:

Request that your Board consider closure of a portion of Whitney Portal Road during construction of the Federal Highway Administration's (FHWA's) FLAP project that is planned for spring through autumn of 2015.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The Federal Lands Access Program (FLAP) provides federal funds for construction on public highways, roads, bridges, trails, and transit systems that are located on, are adjacent to, or provide access to federal lands. These facilities are owned or maintained by local agencies. The FLAP program places emphasis on projects that provide access to high-use recreation sites or economic generators.

In April 2013, Inyo County submitted an application proposing reconstruction of and the possible addition of bicycle lanes to Whitney Portal Road. The FHWA approved this application on October 3, 2013, and the FHWA began environmental studies and design activities shortly thereafter. The FHWA performs all environmental, design, and construction engineering and management tasks for the project. The construction contractor will be under contract to the FHWA.

The project will reconstruct approximately 11 miles of Whitney Portal Road from its intersection with Tuttle Creek Road almost to the end of Whitney Portal Road near the parking lot at the Whitney Portal Store. Four-foot wide bicycle lanes will be installed on each side of the road from the intersection with Tuttle Creek Road to the intersection of Horseshoe Meadows Road, and approximately 1,700 feet of guardrail will be installed or replaced. The estimated cost of the project is \$11.5 million dollars.

In order to construct the narrow, upper 5.2 miles of Whitney Portal Road, where it will be difficult to maintain one-lane traffic control, the FHWA has requested that the county close the road. The proposed closure will be from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m., from Monday through Friday. The road will be open from 11:00 a.m. to 1:00 p.m. to allow traffic to pass through the construction zone. The contractor will be required to cease operations during or otherwise accommodate special events. The contractor will also be given the option of performing work at night, in areas where there are no campgrounds. On July 24, 2014, Public Works Department staff met with Forest Service staff, their concessionaire, and the owner of the Whitney Portal Store to discuss impact of the closure, and they are in agreement with the proposed closure. Prior to the start of construction, the Public Works Department will again approach the Board for formal permission to close the road.

ALTERNATIVES:

The Board could choose to continue the discussion to a future meeting.

OTHER AGENCY INVOLVEMENT:

FHWA, Inyo National Forest, Bureau of Land Management, Los Angeles Department of Water and Power.

FINANCING:

There are no financial impacts associated with presentation of this workshop.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.) Approved: _____ Date _____
AUDITOR/CONTROLLER	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.) Approved: _____ Date _____
PERSONNEL DIRECTOR	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date:

8/5/14

COUNTY ADMINISTRATIVE OFFICER:

Date: _____

Gas Tax/Ag Budget Workshop

22

Unclaimed Gas Tax

- Excises taxes collected on motor vehicle fuels are deposited in the Motor Vehicle Fuel Account (MVFA) in the Transportation Tax Fund.
- Section 8352.5 of the Revenue and Taxation Code requires fuel taxes attributable to unclaimed, unrefundable agricultural gasoline tax used for off-highway be transferred from the MVFA to CDFA.
- Agricultural gas tax that is unrefundable and unclaimed must be transferred to CDFA for agricultural programs

FAC Section 224(g)

- Moneys transferred by the Controller to the Department of Food and Agriculture Fund from the Motor Vehicle Fuel Account pursuant to Section 8352.5 of the Revenue and Taxation Code shall be expended by the Secretary of Food and Agriculture as follows:
 - (g)The total amount transferred during each fiscal year less the amounts provided in subdivisions (a) to (f), inclusive, is hereby appropriated to be paid to the counties for agricultural programs authorized by this code that are supervised by the department and administered by agricultural commissioners. Reimbursement shall be apportioned to the counties in relation to each county's expenditures to the total amount expended by all counties for the preceding fiscal year for agricultural programs, as determined by the secretary, or with the collective agreement of the agricultural commissioners, disbursement to counties according to criteria developed in work plans for a current fiscal year, or any combination of reimbursement and disbursement as agreed upon by the secretary and the commissioners. The amount to be transferred to any county for a fiscal year may be increased or decreased by the secretary to provide that, insofar as those transferred unclaimed refundable gas tax funds for apportionment to the counties are available, no county shall receive smaller combined apportionments of gas taxes and unclaimed refundable gas taxes than that county would have received had the gas taxes been apportioned without the transfer required by Section 8352.5, as determined by the secretary, except that the amount of unclaimed refundable gas tax funds to be transferred to any county for a fiscal year may be increased or decreased by the secretary to compensate for incorrect previous transfers to that county, and to account for any failure to meet the criteria listed in Section 224.5.

How our Ag Department's Share of 224 revenues are Calculated:

- Our portion of the 224(g) pool is determined by
 - Our net county cost for *agricultural* programs compared to statewide combined county costs

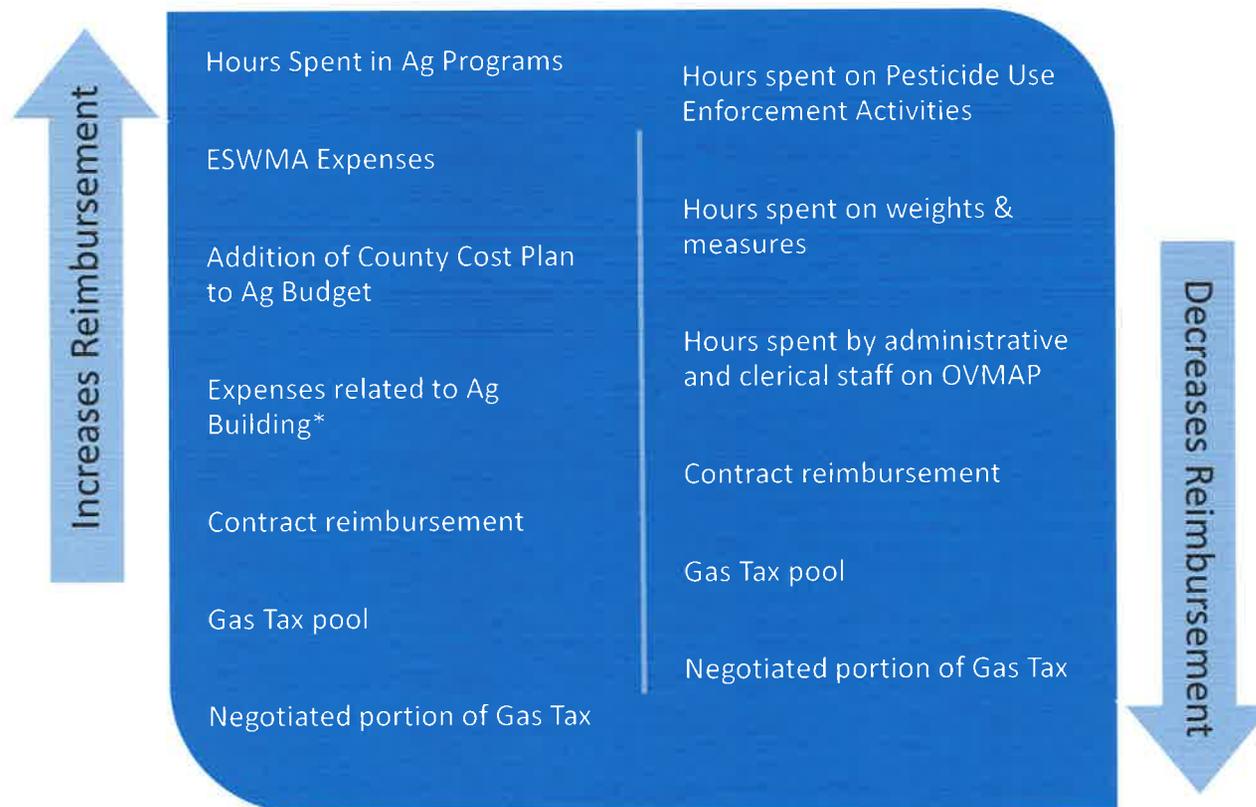
FAC Section 224.5 Criteria

1. Currently employ or contract with a licensed agricultural commissioner;
2. Submit annual agricultural expenditure reports to the department in a timely manner; and
3. Maintain county general fund support for agricultural commissioner services at least equal to the average amount expended for the five preceding fiscal years, unless the county is facing unusual economic hardship that precludes support.

Maintenance of Effort (MOE)

- Based on the 5-year average net county cost
- During the last two cycles, Inyo/Mono has dipped below MOE
- This will happen again when reporting is complete for FY 13/14 due to reduction in net county cost from one vacant position
- Both CDFA and DPR have questioned our counties' ability to operate programs effectively over the past two years, and could reduce funding if we do not show a good faith effort to improve our hours spent in several programs

Other factors affecting gas tax calculations

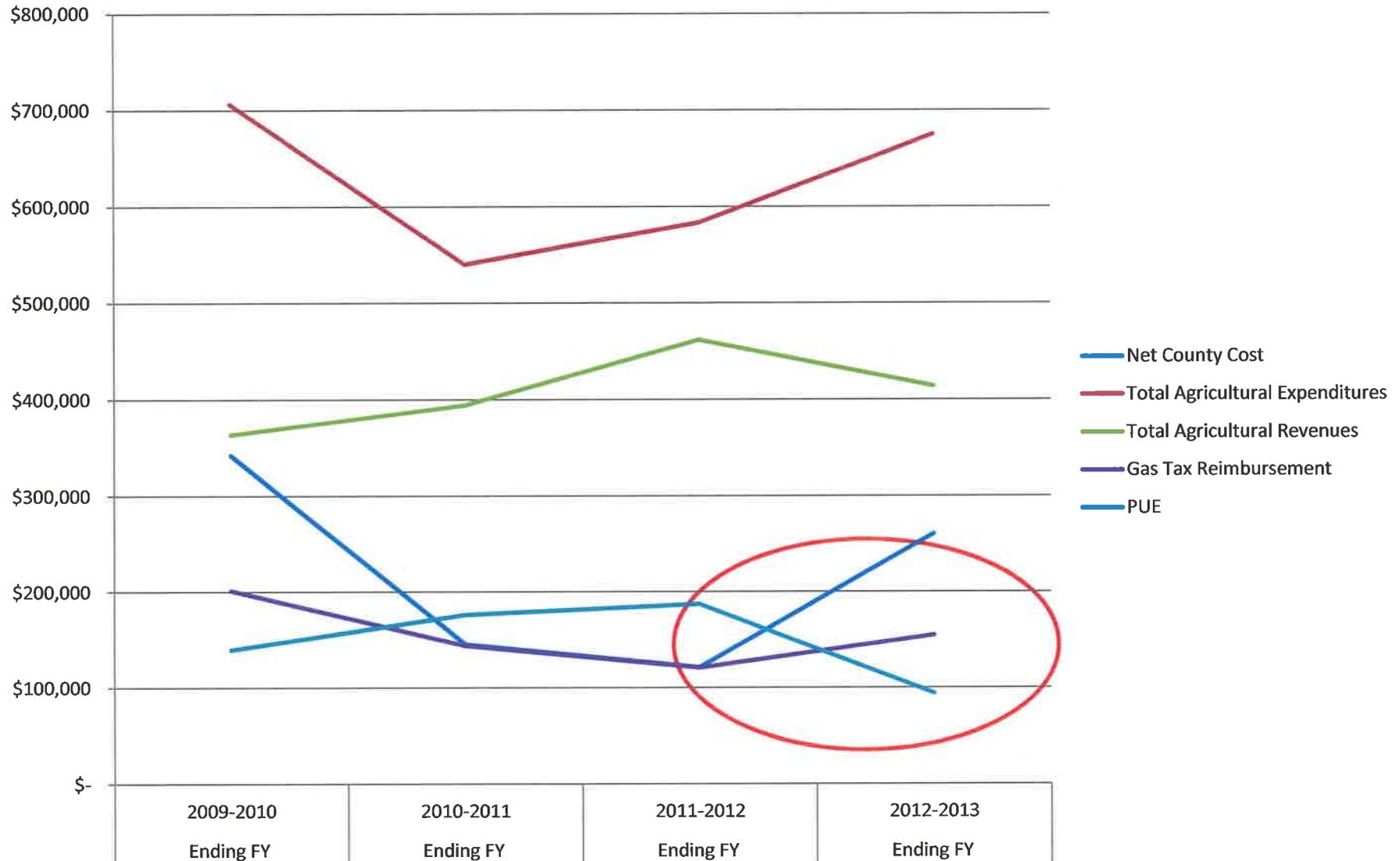


*Deposits into the Ag Building Trust have been treated as capital improvement expenses per CDFA since inception of the Trust.

So what does this all mean for future years?

- The next several years will be difficult to predict

A Look at the Past and Current Years



Assumptions for Future Year Estimates:

- Personnel levels will stabilize
- Number of hours for programs will stabilize
- Allocation of hours for programs will stabilize, and will be similar to FY 08/09 – FY 11/12
- County cost plan will remain the same amount
- ESWMA reportable hours will remain at FY 13/14 levels
- State contract amounts will remain static
- Ag Building expenditures will remain (loan repayment, and then improvements or maintenance)
- Gas Tax pool will remain the similar and CDFA portion will remain the same
- 56 other counties will not have any changes in their programs

Future Year Estimates (No Changes to Current Budget)

Fiscal Year		Net County Cost	Total Agricultural Expenditures	Total Agricultural Revenues	Gas Tax Reimbursement
Ending FY	2011-2012	\$ 121,531	\$ 583,288	\$ 461,757	\$ 120,828
Ending FY	2012-2013	\$ 260,900	\$ 674,730	\$ 413,830	\$ 155,154
Ending FY	2013-2014	\$ 66,542	\$ 364,985	\$ 298,443	\$ 130,000
Ending FY	2014-2015	\$ 279,285	\$ 511,985	\$ 232,700	\$ 226,863
Ending FY	2015-2016	\$ 275,270	\$ 437,000	\$ 161,730	\$ 223,602
Ending FY	2016-2017	\$ 221,148	\$ 455,750	\$ 234,602	\$ 179,639
Ending FY	2017-2018	\$ 258,699	\$ 449,538	\$ 190,839	\$ 210,141

Future Year Estimates

	Net County Cost			Gas Tax Reimbursement		
Fiscal Year	No Changes	-\$18,900	-\$94,034	No Changes	-\$18,900	-\$94,034
2014-2015	\$279,285	\$260,385	\$185,251	\$226,863	\$211,511	\$150,479
2015-2016	\$275,270	\$256,370	\$181,236	\$223,602	\$208,249	\$147,218
2016-2017	\$275,270	\$217,601	\$203,498	\$179,639	\$176,757	\$165,301
2017-2018	\$258,699	\$222,835	\$174,300	\$210,141	\$181,009	\$141,584

DEPARTMENT OF TRANSPORTATION

DISTRICT 9

500 SOUTH MAIN STREET

BISHOP, CA 93514

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Serious drought.
Help save water!

July 21, 2014

Rick Pucci, Chairman
Inyo County Board of Supervisors
PO Box N
Independence, CA 93526

PROPOSED SPEED LIMIT CHANGE ON SR190

Dear Chairman Pucci:

The California Department of Transportation (Caltrans) has conducted a speed zone survey on State Route 190, in Death Valley National Park, from postmile (PM) 55.0 to PM 55.8. This is the developed area of Panamint Springs.

The MUTCD and Caltrans Policy require setting a speed limit at the nearest 5 mph increment to the 85% speed of free flowing traffic.

CVC Section 22354.5 (b) states, "The city council or board of supervisors of a city or county through which any portion of a state highway subject to subdivision extends may conduct a public hearing on the proposed increase or decrease at a convenient location as near as possible to that portion of state highway. The Department of Transportation shall take into consideration the results of the public hearing in determining whether to increase or decrease the speed limit."

The results of this speed study support lowering the speed limit to 45 mph from PM 55.0 to PM 55.8. See the attached map of the proposed speed zone for the exact limits and changes. The current speed limit is 55 mph in this segment. This proposed speed limit was discussed with Sergeant Goren of the California Highway Patrol (CHP) and the local CHP management is in support of posting this speed limit. This proposed speed limit was discussed with Death Valley National Park Chief Ranger Karen McKinlay-Jones and the Park management is in support of posting this speed limit.

Caltrans is proposing to change the speed limit as described above. We are asking for input from the Inyo County Board of Supervisors. If the Board would like to hold a public hearing on this issue, please contact me with the time, date and location of the hearing. If the Board does not

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Chairman Pucci
July 21, 2014
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want to hold a public hearing, please let me know. If you would like me to speak to the Board or would like more information, please call me at 760-872-0650. If I do not hear back from you by September 12, 2014 I will assume you do not wish to hold a hearing and I will proceed with the speed limit changes. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Teresa ERLWEIN PE". The signature is written in a cursive style with a horizontal line underlining the name.

TERESA ERLWEIN PE
District 9 Senior Traffic Operations Engineer

Enclosure

c: Tom Hallenbeck, Department of Transportation – District 9
Craig Holste, Department of Transportation – District 9
Ryan Dermody, Department of Transportation – District 9
Bryan Winzenread, Department of Transportation – District 9



**INY 190 PM 55.10 TO PM 55.86
PANAMINT SPRING SPEED ZONE**

NO SCALE