

AGENDA TRANSMITTAL FORM

To: **Board of Supervisors**

Date: April 2, 2013

Budget Matters

From: Charles Iley, CAO
(Department Head - please type)

Phone Ext. 490

- Regular Agenda
- Consent Agenda
- Blue Slip
- Closed Session

Meeting Date Requested:

4-23-13

Department Head Signature _____

Agenda Title: Budget Unit: 1105 - Transfer of Salary/Benefits to Supplies/Services

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
The Chief Administrative Officer budget analyst was budgeted full-time for all of FY12-13; however, the analyst began December 2012 and works 80 percent time. This schedule generated salary savings to Budget 1105. A request is made to transfer \$10,000 of the salary savings from the salary/benefits to the supplies/services for operating necessities for the remainder of the fiscal year.

Recommendation/Requested Action:

Transfer salary savings from salary/benefits object to supplies/services object.

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts None

None

Is a 4/5ths vote required?

Yes

No

Contract Attached:

Yes

No

N/A

Resolution Attached:

Yes

No

N/A

Ordinance Attached:

Yes

No

N/A

Comments: _____

Committee Review?

N/A

Name _____

Committee Recommendation: _____

Request Reviewed by:

Chairman _____

Counsel CS

Auditor EJL

GSA Director HJ

CAO _____

Risk Management SM

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

FOR CLERK USE ONLY

Meeting Date

April 23, 2013

Time

9 a.m.

Item #

1A

Board Action: Approved Yes No

Unanimous Vote: Yes No

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by _____

Department
For meeting
of _____

ATTEST: _____

Clerk or Deputy Board Clerk

Save ...

DATE: 4/2/2013

REQUESTED BY:

Charles Iley, CAO

DEPARTMENT: CAO (BU1105)

APPROVED BY ADMINISTRATIVE OFFICER: _____ DATE: _____

APPROVED BY ADMINISTRATIVE COMMITTEE: _____ DATE: _____

APPROVED BY BOARD OF SUPERVISORS: _____ DATE: _____

APPROVED BY AUDITOR/CONTROLLER: _____ DATE: _____

JOURNAL ENTRY NO. _____

BUDGET APPROPRIATIONS				REVENUE APPROPRIATIONS			
DEPARTMENT	ACCOUNT	INCREASE	DECREASE	FUND #	REVENUE #	INCREASE\$	DECREASE\$
1105	50100		10000				
1105	52800	5000					
1105	52200	5000					

REASON FOR THE REQUEST:

Request to transfer salary savings from Salary/Benefits object to Supplies/Services object. Salary savings has been generated by budget analyst hired mid-year and working 80 percent time. Increase in supplies/services appropriations will be used for operating necessity for the remainder of the fiscal year.

PLEASE NOTE: TRANSFERS BETWEEN OBJECTS - SALARIES & BENEFITS TO SERVICES & SUPPLIES
BOARD OF SUPERVISORS APPROVAL
TRANSFER WITHIN OBJECTS - OFFICE EXPENSE TO TRAVEL - COUNTY ADMINISTRATOR APPROVAL
FIXED ASSETS - BOARD OF SUPERVISORS APPROVAL
TOTAL DOLLARS BUDGET INCREASE - BOARD OF SUPERVISORS APPROVAL

SUNGARD PENTAMATION
 DATE: 04/02/2013
 TIME: 11:16:48

AMADOR COUNTY
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTAIL

SELECTION CRITERIA: orgn.fund='11000' and orgn.orgn4='1105'
 ACCOUNTING PERIOD: 10/13

SORTED BY: FUND, DEPARTMENT, ACCOUNT
 TOTALED ON: FUND, DEPARTMENT
 PAGE BREAKS ON: FUND

FUND-11000 GENERAL
 DEPARTMENT-1105 ADMINISTRATIVE OFFICER

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
50100	SALARIES	173,980.00	.00	.00	109,509.51	64,470.49	62.94
50101	CASH IN-LIEU INS	.00	.00	.00	744.58	-744.58	.00
50103	SICK LEAVE	.00	.00	.00	133.04	-133.04	.00
50111	VACATION	.00	.00	.00	6,583.20	-6,583.20	.00
50121	CELL PHONE STIPEND	.00	.00	.00	675.00	-675.00	.00
50300	RETIREMENT	37,735.00	.00	.00	24,135.29	13,599.71	63.96
50310	FICA/MEDICARE TAX	15,245.00	.00	.00	7,986.21	7,258.79	52.39
50400	EMPLOYEE GROUP INSURANCE	39,870.00	.00	.00	18,207.18	21,662.82	45.67
50500	WORKER'S COMPENSATION	600.00	.00	.00	168.77	431.23	28.13
51200	COMMUNICATIONS	900.00	.00	.00	283.51	616.49	31.50
51760	MAINTENANCE-PROGRAMS	250.00	.00	.00	212.32	37.68	84.93
52000	MEMBERSHIPS	500.00	.00	.00	1,397.00	-897.00	279.40
52200	OFFICE EXPENSE	200.00	.00	.00	1,824.94	-1,708.96	954.48
52211	GSA COST ALLOCATION	4,008.00	.00	.00	2,003.92	2,004.08	50.00
52910	MEETINGS AND CONVENTIONS	500.00	.00	.00	102.00	-122.00	124.40
58900	A87 COWCAP	-3,303.00	.00	.00	173,966.47	-3,303.00	.00
	TOTAL ADMINISTRATIVE OFFICER	270,485.00	.00	604.02	173,966.47	95,914.51	64.54
	TOTAL GENERAL	270,485.00	.00	604.02	173,966.47	95,914.51	64.54
	TOTAL REPORT	270,485.00	.00	604.02	173,966.47	95,914.51	64.54

AGENDA TRANSMITTAL FORM

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
April 23, 2013	

To: **Board of Supervisors**

Date: April 16, 2013

Resol.

From: Aaron Brusatori, P.E.

Phone Ext. 248

(Department Head - please type)

Department Head Signature

Aaron Brusatori

Agenda Title: RESOLUTION APPROVING TOTAL MILEAGE OF COUNTY MAINTAINED ROADS

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

The Federal-Aid Highway Act of 1973 requires the use of functional classification to update and modify the Federal-Aid Highway System. Each county shall submit to the State Department of Transportation (DOT) any additions to or exclusions from its list of functional class of County roads. The Department of Transportation and Public Works has updated the Amador County Maintained Mileage List and listed all corrections, additions and deletions shown in Exhibit A for submission to the DOT.

The Department of Transportation and Public Works recommends approval of the attached resolution approving the changes to the Amador County Maintained Mileage List, pursuant to Section 2121 of the California Streets and Highways Code.

Recommendation/Requested Action:

Approval of the attached resolution

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes

No

Committee Review?

N/A

Name _____

Committee Recommendation: _____

Contract Attached:

Yes

No

N/A

Resolution Attached:

Yes

No

N/A

Ordinance Attached

Yes

No

N/A

Comments: _____

Request Reviewed by:

Chairman _____

Counsel GC

Auditor EJD

GSA Director Hop

CAO _____

Risk Management Am

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Transportation and Public Works, ACTC

FOR CLERK USE ONLY

Meeting Date

April 23, 2013

Time

9 a.m.

Item #

3A

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by _____

Department
For meeting
of _____

ATTEST: _____

Clerk or Deputy Board Clerk

Save

**BEFORE THE BOARD OF SUPERVISORS OF THE
COUNTY OF AMADOR, STATE OF CALIFORNIA**

IN THE MATTER OF:

RESOLUTION APPROVING TOTAL MILEAGE OF COUNTY) RESOLUTION NO. 13-
MAINTAINED ROADS, PURSUANT TO SECTION 2121 OF)
THE CALIFORNIA STREET AND HIGHWAYS CODE)

WHEREAS, the Federal-Aid Highway Act of 1973 requires the use of functional classification to update and modify the Federal-Aid highway system, each County shall submit to the Department of Transportation any additions to or exclusions from its functional class of County roads; and

WHEREAS, the attached Amador County Maintained Mileage list is the complete list of functional classification of the roads within the County's jurisdiction as of December 31, 2012;

BE IT RESOLVED by the Board of Supervisors of the County of Amador, State of California, that the total mileage of County maintained roads be and hereby is 410.676 miles in accordance with corrections marked Exhibit "A", which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED AND ORDERED that duplicate copies of the herein above said Exhibit "A" shall be filed in the office of the Director of the Department of Transportation and Public Works of the County of Amador.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting held thereof on the 23rd Day of April, 2013 by the following vote:

AYES:

NOES:

ABSENT:

Chairman, Board of Supervisors

ATTEST:

Jennifer Burns, Clerk of the
Board of Supervisors, Amador County, California

4/15/2013

EXHIBIT "A"
MAINTAINED MILEAGE SUMMARY OF MILEAGE CHANGES

<u>ROAD NO.</u>	<u>ROAD NAME</u>	<u>LENGTH</u>
<u>ADDITIONS:</u>		
	<i>[No additions]</i>	
	TOTAL ADDITIONS	0.000
<u>DELETIONS:</u>		
	<i>Dave Brubeck Road</i>	0.069
	<i>Eureka Road</i>	0.152
	<i>Five Mile Court</i>	0.060
	<i>Five Mile Drive</i>	0.220
	<i>West Marlette Street</i>	0.360
	TOTAL DELETIONS	0.861
<u>SUMMARY:</u>		
	TOTAL MAINTAINED FROM 2012	411.537
	TOTAL ADDITIONS	0.000
	TOTAL DELETIONS	0.861
	GRAND TOTAL	410.676

NAME AND/OR NUMBER CHANGE

[No changes]

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
327	ACORN COURT	LOCAL	SUGAR PINE DR	END	0.090
49	AIRPORT ROAD	LOCAL	HWY 49	END	0.350
235	ALLAN ROAD	LOCAL	SHAKERIDGE RD	END	0.680
381	ALPINE COURT	LOCAL	ALPINE DR	END	0.010
368	ALPINE DRIVE	LOCAL	LAKE DR	END	0.440
5011	ALPINE DRIVE	LOCAL	ALPINE DR	END	0.100
270	ALPINE LANE	LOCAL	MADRONE LN	END	0.270
319	ALTA VISTA COURT	LOCAL	MEADOW DR	END	0.140
38	AMADOR CREEK ROAD	LOCAL	AMADOR CITY LIMIT	TURNER RD	0.130
38	AMADOR CREEK ROAD	LOCAL	TURNER RD	END	1.970
91	AMADOR ROAD	MNC	0.1 M East of MAIN STREET	TURNER RD	1.010
57	AMERICAN FLAT ROAD	LOCAL	END	FIDDLETOWN RD	2.920
171	AMERICAN FLAT SIDE ROAD	LOCAL	END	AMERICAN FLAT RD	0.810
304	ANTELOPE COURT	LOCAL	RIDGE DR	END	0.110
312	ANTELOPE DRIVE	LOCAL	HWY 88	END	0.570
237	AQUEDUCT GROVE ROAD	LOCAL	HWY 88	END	0.550
4	AQUEDUCT ROAD	LOCAL	HWY 88	PINE GROVE VOL RD	0.900
30	ARGONAUT LANE	MJC	JKN CITY LIMIT @ BUENA VISTA	HWY 49	0.317
311	ASHLAND VIEW COURT	LOCAL	SUGAR PINE DR	END	0.140
117	BAMERT ROAD	LOCAL	HWY 88	END	0.560
67	BARNEY ROAD	LOCAL	CARBONDALE RD	END	0.820
102	BARNEY ROAD TO HWY	LOCAL	BARNEY RD	END	1.000
401	BARTON COURT	LOCAL	PINE NEEDLE DR	END	0.040
382	BARTON ROAD	LOCAL	BROKEN OAK RD	MCKENZIE DR	0.210
382	BARTON ROAD	LOCAL	END	BROKEN OAK RD	0.440
244	BEAR RIVER ROAD	LOCAL	BRIDGE	PARDOES	3.700
244	BEAR RIVER ROAD	MNC	HWY 88	BRIDGE @ SPILLWAY	2.100
337	BEAVER ROAD	LOCAL	VILLAGE DR	GRAPEVINE GULCH	0.190
212	BELDEN MINE ROAD	LOCAL	BLACK PRINCE RD	BLACK PRINCE RD	0.320
61	BELL ROAD	LOCAL	SHENANDOAH RD	HWY 49	3.880
207	BERRY STREET	LOCAL	HWY 88	END	0.150
282	BEVERS WAY	LOCAL	WILLIAMS RD	END	0.140
132	BILL'S COURT	LOCAL	MARKO LN	END	0.060
211	BLACK PRINCE ROAD	LOCAL	BELDEN MINE RD	TIGER CREEK RD	2.320
251	BOBBIE LANE	LOCAL	WILLIAMS RD	KELLY LN	0.200
251	BOBBIE LANE	MNC	HWY 26	WILLIAMS RD	0.370
210	BONNEFOY ROAD	LOCAL	SPAGNOLI MINE RD	END	0.540
214	BOSSE ROAD	LOCAL	PREVITALI RD	END	0.510
116	BRICKYARD ROAD	LOCAL	BUENA VISTA RD	HWY 124	1.204
176	BROCKMAN MILL ROAD	LOCAL	END	FIDDLETOWN RD	0.700
402	BROKEN OAK ROAD	MNC	SILVER DR	BARTON RD	0.100
154	BROOK COURT	LOCAL	MEADOWBROOK DRIVE	END	0.070
213	BROWN ROAD	LOCAL	HWY 88	END	0.560
143	BUCKBOARD DRIVE	LOCAL	PONDEROSA DR	SHAKERIDGE RD	0.570
236	BUCKHORN RIDGE ROAD	MNC	PIONEER CREEK RD	HWY 88	2.300
80	BUENA VISTA ROAD	MJC	CAL. CO LINE	HWY 124	9.290
39	BUNKER HILL ROAD	LOCAL	AMADOR CITY CITY LIMITS	EAST SCHOOL ST	0.460
39	BUNKER HILL ROAD	MNC	EAST SCHOOL ST/CITY LIMIT	NEW CHICAGO RD	1.110
8	BURKE DRIVE	LOCAL	END	FIDDLETOWN RD	0.340
5001	BURNT CEDAR LANE	LOCAL	TABEAUD RD	END	0.340
18	BUTTE MOUNTAIN CUTOFF	LOCAL	BUTTE MTN RD	CLINTON RD	0.360

Amador County Maintained Mileage

4/15/13

ROAD NO.		SYSTEM	FROM	TO	LENGTH
17	BUTTE MOUNTAIN ROAD	LOCAL	CLINTON RD	CLINTON RD	4.280
278	BUTTERFIELD COURT	LOCAL	MEADOW VISTA DR	END	0.060
421	CAL AM ROAD	LOCAL	END	SHAKERIDGE RD	0.130
258	CAMANCHE PARKWAY NO.	MJC	SAN JOAQUIN CO LINE	BUENA VISTA RD	8.820
90	CAMANCHE ROAD	MJC	CAMANCHE ENTRANCE	JACKSON VALLEY RD	4.290
125	CAMINO DEL APARICIO	LOCAL	END	FIDDLETOWN RD	0.420
198	CANYON AVENUE	LOCAL	FERN AVE	OAK AVE	0.100
267	CANYON VIEW COURT	LOCAL	STELLA CT	END	0.290
65	CARBONDALE ROAD	LOCAL	MICHIGAN BAR RD	HWY 16	8.550
317	CARSON DRIVE	LOCAL	HWY 88	END	0.687
400	CEDAR BOW COURT	LOCAL	BARTON RD	END	0.120
93	CEDAR COURT	LOCAL	CEDAR HEIGHTS DR	END	0.070
268	CEDAR HEIGHTS DRIVE	LOCAL	SILVER DR	MADRONE LN	0.060
268	CEDAR HEIGHTS DRIVE	MNC	TIGER CREEK RD	SILVER DR	0.340
194	CEDAR LANE	LOCAL	EMIGRANT TRAIL	END	0.080
144	CEDAR PINES DRIVE	LOCAL	BROCKMAN MILL RD	END	0.667
297	CEDAR TRAIL	LOCAL	CYPRUS TRAIL	END	0.070
298	CHAPARRAL TRAIL	LOCAL	OAK AVE	MEADOW VISTA RD	0.110
11	CHARLESTON ROAD	LOCAL	CONSOLATION ST	SHAKERIDGE RD	2.650
334	CHARMSTONE WAY	LOCAL	END	VILLAGE DR	0.300
347	CHEYENNE COURT	LOCAL	COYOTE DR	END	0.100
341	CHEYENNE DRIVE	LOCAL	COYOTE DR	END	0.490
107	CHINA GRAVEYARD ROAD	MNC	N. MAIN STREET	CL .37 E/N. MAIN ST.	0.370
366	CHOCTAW COURT	LOCAL	CAMANCHE RD	END	0.050
219	CHURCH STREET - PINE GROVE	LOCAL	IRISHTOWN ROAD	HWY 88	0.100
168	CHURCH STREET - SUTTER CREEK	LOCAL	MAIN ST	HWY 49	0.140
226	CHURCH STREET - VOLCANO	LOCAL	CONSOLATION ST	END	0.150
180	CIPRIANO ROAD	LOCAL	CLINTON RD	END	0.660
200	CIRCLE AVENUE	LOCAL	CANYON AVE	CYPRUS TRL	0.380
407	CIRCLE VIEW DRIVE	LOCAL	MEADOWMONT DR	JACQUELINE DR	0.670
164	CLAPBOARD ROAD	LOCAL	CONSOLATION ST	END	0.170
167	CLARK STREET	LOCAL	CHURCH ST	MAIN ST	0.050
2	CLIMAX ROAD	MJC	RIDGE RD	HWY 88	3.020
5006	CLINTON PEAK COURT	LOCAL	END	JACKSON PINES DR	0.140
13	CLINTON ROAD	MNC	JACKSON CITY LIMITS	HWY 88	8.310
92	COAL MINE ROAD	LOCAL	CAMANCHE RD	BUENA VISTA RD	2.231
69	COLLINGS ROAD	LOCAL	IONE CITY LIMITS	END	0.370
324	COLT DRIVE	LOCAL	RUNNING GOLD RD	END	0.300
426	CONIFER COURT	LOCAL	END	SUGAR PINE DR	0.140
422	CONSOLATION STREET	MNC	MAIN ST	CLAPBOARD RD	0.250
87	COOK ROAD	LOCAL	END	OLD STOCKTON RD	2.250
82	COURIER ROAD	LOCAL	BELL RD	END	0.260
418	COVENTRY COURT	LOCAL	NEW YORK RANCH RD	END	0.258
346	COYOTE COURT	LOCAL	COYOTE DR	END	0.150
342	COYOTE DRIVE	LOCAL	VILLAGE DR (SOUTH)	VILLAGE DR (NORTH)	0.800
145	CREEKSIDE DRIVE	LOCAL	END	MEADOW DR	0.290
283	CRESTVIEW DRIVE	LOCAL	PINE GROVE VOLCANO RD	END	0.160
309	CRYSTAL RIDGE COURT	LOCAL	SUGAR PINE DR	END	0.050
88	CURRAN ROAD	MNC	CAMANCHE PKWY NORTH	CAMANCHE RD	4.100
105	CURTIS COURT	LOCAL	SUGAR PINE DR	END	0.056
295	CYPRUS TRAIL	LOCAL	CHAPARRAL TRAIL	OAK AVE	0.160

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
414	DANBURG DRIVE	LOCAL	FREMONT RD	END	0.600
141	DAPPLE COURT	LOCAL	DAPPLE DR	END	0.150
140	DAPPLE DRIVE	LOCAL	RIDGE RD	SURREY JUNCTION LN	0.800
118	DAVE BRUBECK ROAD	LOCAL	JACKSON VALLEY RD	PM 3.25 (South of W.Marlette)	3.250
100	DE MARTINI ROAD	LOCAL	HWY 16	END	0.170
308	DEER COURT	LOCAL	SUGAR PINE DR	END	0.120
152	DEER TRAIL	LOCAL	END	GOLF LINKS DR	0.130
98	DEERWOOD DRIVE	LOCAL	END	PONDEROSA DR	0.498
3	DEFENDER GRADE	LOCAL	HWY 104	HWY 88	2.140
27	DEPOT ROAD	LOCAL	HWY 49	JACKSON GATE RD	0.210
357	DUCK CREEK ROAD	LOCAL	GOOSE CREEK RD	VILLAGE DR	0.890
83	DUTSCHKE ROAD	LOCAL	END	HWY 104	0.960
376	EAST CLINTON ROAD	LOCAL	CLINTON RD	TABEAU RD	1.490
215	EAST SCHOOL STREET	LOCAL	AMADOR CITY CITY LIMITS	BUNKER HILL RD	0.040
232	EATON ROAD	LOCAL	MURPHY RD	END	0.080
5022	ELDERBERRY COURT	LOCAL	END	GAYLA DR	0.045
5023	ELDERBERRY DRIVE	LOCAL	GAYLA DR	END	0.036
104	ELECTRA ROAD	MNC	HWY 49	END	3.090
5007	ELLINWOOD WAY	LOCAL	END	JACKSON PINES DR	0.140
109	ELLIS ROAD	LOCAL	END	STONY CREEK RD	0.300
160	EMIGRANT STREET -Volcano	LOCAL	CONSOLATION ST	CHURCH ST	0.230
187	EMIGRANT TRAIL-River Pines	LOCAL	SHENANDOAH RD	END	0.300
26	EUREKA ROAD	LOCAL	SUTTER CREEK CITY LIMITS	OLD RIDGE RD (N side only)	0.048
378	EZELLA COURT	LOCAL	WOODFERN DR	END	0.020
153	FAIRVIEW COURT	LOCAL	DEER TRL	END	0.110
329	FAIRWAY DRIVE	LOCAL	PARKWOOD DR	MEADOW DR	0.460
365	FEATHER COURT	LOCAL	CAMANCHE RD	END	0.080
201	FERN AVENUE	LOCAL	CYPRUS TRSIL	CANYON AVE	0.050
204	FERN LANE	LOCAL	PINE TRAIL	PINE TRAIL	0.070
296	FERN TRAIL	LOCAL	CYPRUS TRAIL	CYPRUS TRAIL	0.060
52	FIDDLETOWN ROAD	MJC	SHENANDOAH RD	SHAKERIDGE RD	16.130
166	FIDDLETOWN STREET	LOCAL	JIBBOOM ST	END	0.100
86	FIVE MILE DRIVE	MJC	PM 0.22 (W of WEST MARLETTE)	PM 1.10	0.880
332	FLINT TRAIL	LOCAL	END	CURRAN RD	0.290
70	FOREST HOME ROAD	LOCAL	CARBONDALE RD	HWY 16	1.140
420	FOREST KNOLL COURT	LOCAL	END	MEADOW DR	0.104
405	FORREST OAK ROAD	LOCAL	SILVER DR SOUTH	END	0.360
352	FOX COURT	LOCAL	VILLAGE DR	END	0.260
5029	FREDERICK DRIVE	LOCAL	END (Match Future Unit #3)	PETERSEN RANCH DR	0.158
412	FREMONT COURT	LOCAL	FREMONT RD	END	0.040
41	FREMONT MINE ROAD	LOCAL	BUNKER HILL RD (SOUTH)	BUNKER HILL RD (NORTH)	1.010
411	FREMONT ROAD	LOCAL	KIRKWOOD MEADOWS DR	END	0.430
24	FRENCH BAR ROAD	LOCAL	END (Busi Ranch turnaround)	JACKSON CITY LIMITS	0.930
114	FULLER LANE	LOCAL	HWY 49	END	1.020
5024	GAYLA DRIVE	LOCAL	END	GAYLA DR	0.140
133	GAYLA DRIVE	MNC	END	HWY 88	0.350
149	GLENMOOR DRIVE	LOCAL	GOLF LINKS DR	FAIRWAY DR	0.310
257	GLORIA LANE	LOCAL	RAINBOW MINE RD	END	0.130
419	GOLDEN MEADOW DRIVE	LOCAL	SHAKERIDGE RD	END	0.490
5008	GOLDEN OAKS COURT	LOCAL	END	CLINTON RD	0.190
424	GOLDEN RIDGE DRIVE	LOCAL	GOLDEN MEADOWS DR	END	0.290

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
150	GOLF LINKS DRIVE	LOCAL	END (SOUTH)	END (NORTH)	0.240
358	GOOSE CREEK COURT	LOCAL	END	VILLAGE DR	0.130
356	GOOSE CREEK ROAD	LOCAL	END	VILLAGE DR	0.693
335	GRAPEVINE COURT	LOCAL	END	GRAPEVINE GULCH	0.120
336	GRAPEVINE GULCH ROAD	LOCAL	VILLAGE DR	VILLAGE DR	1.380
130	GREENLEAF LANE	LOCAL	PINE PARK LOOP	END	0.040
64	GREILICH ROAD	LOCAL	HWY 16	OLD SACRAMENTO RD	3.100
5005	GRETCHEN LANE	LOCAL	MADRONE ST	END	0.250
15	HAGERMAN RD EXTENSION	LOCAL	HAGERMAN RD	END	0.110
185	HAGERMAN ROAD	LOCAL	HWY 26	END	0.140
10	HALE ROAD	LOCAL	SHAKERIDGE RD	FIDDLETOWN RD	6.280
25	HAMRICKS GRADE	LOCAL	RIDGE RD	END	0.370
101	HAPPIE LOU LANE	LOCAL	MEADOW CREST DR	END	0.074
199	HILL CREST AVENUE	LOCAL	CIRCLE AVE	WEST AVE	0.120
122	HILLSIDE DRIVE	LOCAL	SUTTER CREEK RD	END	0.240
231	HINTON ROAD	LOCAL	HWY 88	END	0.130
338	HOKO COURT	LOCAL	VILLAGE DR	END	0.090
21	HOLLY LANE	LOCAL	MOSS LANE	SHENANDOAH RD	0.110
190	HOLLY LANE	LOCAL	SHENANDOAH RD	MOSS LANE	0.090
108	HOMESTEAD ROAD	MNC	HWY 88	END	0.460
195	HORSESHOE LANE	LOCAL	SHENANDOAH RD (WEST)	SHENANDOAH RD (EAST)	0.190
353	HOYA COURT	LOCAL	FOX CT	END	0.080
68	HUOT ROAD	LOCAL	CARBONDALE RD	WILLOW CREEK RD	0.790
5019	INDUSTRY BLVD	RMnA	West of TOWER DRIVE	HWY 49	0.300
339	INYO COURT	LOCAL	VILLAGE DR	END	0.150
5009	IRISH COURT	LOCAL	JACKSON PINES DR	END	0.050
66	IRISH HILL ROAD	LOCAL	HWY 104	CARBONDALE RD	5.750
106	IRISHTOWN ROAD	MNC	CLINTON RD	HWY 88 (EAST)	1.946
20	JACKSON GATE ROAD	MJC-UBC	HWY 49	JACKSON CITY LIMIT	0.950
5010	JACKSON PINES DRIVE	LOCAL	GOLDEN OAKS CT	CLINTON RD	0.580
78	JACKSON VALLEY ROAD	LOCAL	OLD STOCKTON RD	HWY 88	0.700
78	JACKSON VALLEY ROAD	MJC	CAMANCHE RD	BUENA VISTA RD	0.750
78	JACKSON VALLEY ROAD	MNC	HWY 88	CAMANCHE RD	2.690
78	JACKSON VALLEY ROAD	MNC	BUENA VISTA RD	HWY 88	3.080
313	JACQUELINE DRIVE	LOCAL	ANTELOPE DR	CIRCLE VIEW DR	0.180
163	JEROME STREET	LOCAL	CONSOLATION ST	ST. GEORGE ST	0.090
165	JIBBOOM STREET	LOCAL	FIDDLETOWN RD	TYLER RD	0.319
182	JOYCE ROAD	LOCAL	HWY 104	DEFENDER GRADE	0.450
253	JUDY LANE	LOCAL	KATHY LN	END	0.050
252	KATHY LANE	LOCAL	BOBBIE LN	WILLIAMS RD	0.330
281	KAYS ROAD	LOCAL	HWY 88 (WEST)	HWY 88 (EAST)	0.290
50	KELLY LANE	LOCAL	BOBBIE LN	WILLIAMS RD	0.220
32	KENNEDY FLAT ROAD	LOCAL	HWY 88	ARGONAUT LN	0.410
301	KINGS COURT	LOCAL	END	MEADOW DR	0.130
410	KIRKWOOD MEADOWS DR	MNC	ALPINE CO. LINE	HWY 88	0.040
222	KIT CARSON ROAD	LOCAL	HWY 88	END	1.500
223	KIT CARSON WAY	LOCAL	KIT CARSON RD	END	0.350
286	KNOLL COURT	LOCAL	TELLURIUM DR	END	0.070
156	KYLE COURT	LOCAL	IRISHTOWN ROAD	END	0.020
384	LAKE COURT	LOCAL	LAKE DR	END	0.070
383	LAKE DRIVE	LOCAL	END	END	0.410

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
359	LAKEVIEW DRIVE	LOCAL	CAMANCHE PKWY NO.	CAMANCHE PKWY NO.	1.300
71	LAMBERT ROAD	LOCAL	CARBONDALE RD (SOUTH)	CARBONDALE RD (NORTH)	3.200
63	LATROBE ROAD	MJC	HWY 16	EL DORADO CO LINE	5.630
54	LAWRENCE ROAD	LOCAL	TYLER RD	EL DORADO CO LINE	2.180
246	LITTLE BEAR 1	LOCAL	BEAR RIVER RD	LITTLE BEAR 1	2.000
380	LODESTAR WAY	LOCAL	WOODFERN DR	END	0.030
75	LORENTZ ROAD	LOCAL	LATROBE RD	END	2.070
224	LUPE ROAD	LOCAL	P.M. 1.96	END	0.140
224	LUPE ROAD	MNC	RIDGE RD	P.M. 1.96	1.960
277	LUTTRELL COURT	LOCAL	MEADOW VISTA DR	END	0.010
261	MACE DRIVE	LOCAL	HWY 88	SOUTH MACE DR	0.090
279	MADRONE COURT SOUTH	LOCAL	MEADOW VISTA DR	END	0.150
94	MADRONE LANE	LOCAL	ALPINE LANE	CEDAR HEIGHTS DR	0.150
322	MADRONE PLACE	LOCAL	END	MCKENZIE DR	0.040
146	MAIN STREET - Drytown	MNC	HWY 49	NEW CHICAGO RD	0.230
425	MAIN STREET - Volcano	MNC	PINE GROVE VOLCANO RD	CONSOLATION ST	0.080
255	MARGOT LANE	LOCAL	PONDEROSA WY	END	0.090
186	MARIPOSA AVENUE	LOCAL	ARGONAUT LN	ARGONAUT LN	0.270
134	MARKO LANE	LOCAL	END	GAYLA DR	0.210
28	MARTELL ROAD	UBC	HWY 88	HWY 49	0.240
79	MARTIN LANE	LOCAL	JACKSON VALLEY RD	HWY 88	1.350
142	MASON COURT	LOCAL	END	SUGAR PINE DR	0.100
73	MAXWELL ROAD	LOCAL	SACRAMENTO CO LINE	CARBONDALE RD	1.100
42	MAYFLOWER ROAD	LOCAL	FREMONT MINE RD	TURNER RD	0.570
288	MC KENZIE DRIVE	LOCAL	BARTON RD	END	0.320
288	MC KENZIE DRIVE	MNC	TIGER CREEK RD	BARTON RD	1.180
377	MEADOW CREST DRIVE	LOCAL	CARSON DR	END	0.508
299	MEADOW DRIVE	MNC	SUGAR PINE DR	HWY 88	2.460
403	MEADOW MOSS ROAD	LOCAL	FORREST OAK RD	SILVER DR	0.130
121	MEADOW VIEW ROAD	LOCAL	SHENANDOAH RD	END	0.130
276	MEADOW VISTA DRIVE	LOCAL	HWY 88	MEADOW VISTA DR	1.010
306	MEADOWBROOK DRIVE	LOCAL	END (WEST)	END (EAST)	0.080
306	MEADOWBROOK DRIVE	MNC	RANCH DR	END (EAST)	0.380
423	MEADOWMONT DRIVE	LOCAL	HWY 88	JACQUELINE DR	0.270
291	MELLA DRIVE	LOCAL	SHAKERIDGE RD	END	0.570
413	MERRILL ROAD	LOCAL	KIRKWOOD MEADOWS DR	END	0.130
74	MICHIGAN BAR ROAD	MJC	SACRAMENTO CO LINE	HWY 104	2.993
19	MIDDLE BAR ROAD	LOCAL	CALAVERAS CO LINE	HWY 49	2.810
5013	MIERKEY COURT	LOCAL	END	MIERKEY RD	0.210
5014	MIERKEY ROAD	LOCAL	MIERKEY CT	END	0.170
5028	MINERAL RIDGE COURT	LOCAL	MINERAL RIDGE DRIVE	END	0.136
5027	MINERAL RIDGE DRIVE	LOCAL	PETERSEN RANCH DR	END (Match PG BLUFFS)	0.176
320	MIRA VISTA COURT	LOCAL	MEADOW DR	END	0.150
355	MOHAWK COURT	LOCAL	VILLAGE DR	END	0.150
112	MOLFINO ROAD	LOCAL	HWY 88 (WEST)	HWY 88 (EAST)	0.500
191	MOSS LANE	LOCAL	HOLLY LN (SOUTH)	HOLLY LN (NORTH)	0.060
131	MOUNTAIN VIEW WAY	LOCAL	END	PONDEROSA DR	0.240
264	MT. CROSSMAN COURT	LOCAL	MACE DR	END	0.120
47	MT. ECHO ROAD	LOCAL	HWY 124	END	0.280
408	MT. ZION ROAD	LOCAL	END	HWY 88	1.350
218	MURPHY ROAD	LOCAL	IRISHTOWN RD	END	0.120

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
72	MUSTANG ALLEY	LOCAL	END	LAMBERT RD	0.500
351	NABO COURT	LOCAL	VILLAGE DR	END	0.080
161	NATIONAL STREET	LOCAL	PINE GROVE VOL RD	END	0.150
36	NEW CHICAGO ROAD	LOCAL	QUARTZ MTN RD NO.	BUNKER HILL RD	2.930
36	NEW CHICAGO ROAD	MNC	BUNKER HILL RD	MAIN ST	1.080
1	NEW YORK RANCH ROAD	MJC	JACKSON CITY LIMITS	RIDGE RD	3.140
348	NEWMAN COURT	LOCAL	END	VILLAGE DR	0.170
349	NEWMAN HILL DRIVE	LOCAL	NEWMAN CT	VILLAGE DR	0.270
316	NOB HILL COURT	LOCAL	HWY 88	END	0.040
135	NORMA COURT	LOCAL	END	GAYLA DR	0.060
318	NORTH CREEKSIDE DRIVE	LOCAL	END	SUGAR PINE DR	0.200
85	NORTH MACE DRIVE	LOCAL	SOUTH MACE DR	END	0.220
310	NORTH MEADOW DRIVE	LOCAL	SUGAR PINE DR	MEADOW DR	0.150
129	NORTH POINT COURT	LOCAL	PINE PARK LOOP	END	0.140
197	OAK AVENUE	LOCAL	OAK TRAIL	SHENANDOAH RD	0.350
370	OAK LEAF COURT	LOCAL	SILVER DRIVE SO.	END	0.070
192	OAK TRAIL	LOCAL	SHENANDOAH RD	EMIGRANT TRAIL	0.090
115	OLD AIRPORT ROAD	LOCAL	SUTTER CREEK CITY LIMITS	END	0.240
40	OLD AMADOR ROAD	LOCAL	BUNKER HILL RD	END	0.574
48	OLD HIGHWAY 49	RMNA	SUTTER CREEK CITY LIMIT (North)	AMADOR CITY CITYLIMIT (South)	0.870
48	OLD HIGHWAY 49	RMNA	AMADOR CITY CITY LIMIT (West)	HWY 49	0.600
386	OLD MADRONE ROAD	LOCAL	CARSON DR	END	0.220
120	OLD OAKER ROAD	LOCAL	OLD SACRAMENTO RD	END	0.470
183	OLD RIDGE ROAD	MNC	EUREKA RD	RIDGE RD	0.330
62	OLD SACRAMENTO ROAD	MNC	HWY 16	PLYMOUTH CITY LIMITS	6.110
33	ONETO ROAD	LOCAL	SHAKERIDGE RD (WEST)	SHAKERIDGE RD (EAST)	1.600
53	OSTROM ROAD	LOCAL	JIBBOOM ST	SHENANDOAH RD	2.358
225	OUSBY ROAD	LOCAL	HWY 88 (WEST)	HWY 88 (EAST)	0.170
46	PAINE ROAD	LOCAL	SUTTER-IONE RD	TONZI RD	2.340
350	PAPOOSE DRIVE	LOCAL	VILLAGE DR	GRAPEVINE GULCH RD	0.120
245	PARDOES	LOCAL	BEAR RIVER RD	END	1.000
330	PARKWOOD DRIVE	LOCAL	FAIRWAY DR (WEST)	FAIRWAY DR (EAST)	0.270
328	PARKWOOD DRIVE EAST	LOCAL	END	MEADOW DR	0.245
5017	PETERSEN RANCH DRIVE	MNC	CLIMAX RD	PONDEROSA WAY	0.586
188	PIGEON TRAIL	LOCAL	SHENANDOAH RD	EMIGRANT TRAIL	0.370
293	PINE AVENUE	LOCAL	PINE TRAIL	CIRCLE AV	0.060
5	PINE GROVE VOLCANO RD	MNC	HWY 88	MAIN ST	3.150
35	PINE GULCH ROAD	MNC	SUTTER CREEK RD	SHAKERIDGE RD	0.580
399	PINE NEEDLE COURT	LOCAL	PINE NEEDLE DR	END	0.140
406	PINE NEEDLE DRIVE	LOCAL	BARTON RD	PINE NEEDLE CT	0.140
128	PINE PARK LOOP	LOCAL	HOMESTEAD RD (WEST)	HOMESTEAD RD (EAST)	0.350
203	PINE TRAIL	LOCAL	SHENANDOAH RD	EMIGRANT TRAIL	0.180
110	PIONEER CREEK ROAD	LOCAL	BUCKHORN RIDGE RD	END	2.400
110	PIONEER CREEK ROAD	MNC	HWY 88	BUCKHORN RIDGE RD	0.390
6	PIONEER VOLCANO ROAD	MNC	HWY 88	PINE GROVE VOLCANO RD	2.530
220	PLASSE ROAD	LOCAL	HWY 88	END	1.040
162	PLUG STREET	LOCAL	NATIONAL ST	EMIGRANT RD	0.120
5020	POINTE COURT	LOCAL	SILVER POINTE DR	END	0.156
97	PONDEROSA DRIVE	LOCAL	CHEROKEE LN	405' E. OF MTN.VIEW WAY	0.750
124	PONDEROSA WAY - Fidd.	LOCAL	FIDDLETOWN RD	END	0.420
254	PONDEROSA WAY - PG	LOCAL	LUPE RD	8037A	0.390

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
5018	PONDEROSA WAY - PG	LOCAL	ROSE QUARTZ COURT	PONDEROSA WAY (RD #76)	0.050
76	PONDEROSA WAY - PG	MNC	260' N. PETERSEN RANCH RD	RIDGE RD	0.260
111	PREVITALI ROAD	LOCAL	HWY 88	END	1.240
5026	PROSPECT DRIVE	MJC	INDUSTRY BLVD	FOREST PRODUCTS RD.	0.294
103	PROUTY ROAD	LOCAL	END	FIVE MILE DR	0.110
360	QUAIL HILL COURT	LOCAL	CAMANCHE PKWY NORTH	END	0.080
95	QUARTZ MOUNTAIN RD E.	LOCAL	SHAKERIDGE RD	NEW CHICAGO RD	4.280
58	QUARTZ MOUNTAIN RD NO.	LOCAL	QUARTZ MTN RD EAST	FIDDLETOWN RD	5.060
361	QUIVER DRIVE	LOCAL	CAMANCHE PKWY NORTH	CURRAN RD	0.440
23	RAGGIO ROAD	LOCAL	JACKSON CITY LIMITS	END	0.280
256	RAINBOW MINE ROAD	LOCAL	PONDEROSA WAY	END	0.370
7	RAMS HORN GRADE	MNC	CLAPBOARD RD	SHAKERIDGE RD	2.870
305	RANCH DRIVE	MNC	HWY 88	MEADOWBROOK DR	0.050
274	RAVEN ROAD	LOCAL	HWY 88	END	0.330
89	RESERVATION ROAD	LOCAL	CAMANCHE RD	COAL MINE RD	1.020
302	RIDGE DRIVE	LOCAL	KING CT	END	0.380
96	RIDGE FRONTAGE ROAD	LOCAL	RIDGE RD (WEST)	RIDGE RD (EAST)	0.446
22	RIDGE ROAD	MJC	SUTTER CREEK CITY LIMITS	HWY 88	7.746
31	RIVER LANE	LOCAL	RIVER TRAIL	END	0.030
193	RIVER TRAIL	LOCAL	EMIGRANT TRAIL (WEST)	EMIGRANT TRAIL (EAST)	0.200
344	ROADRUNNER COURT	LOCAL	ROADRUNNER DR	END	0.080
345	ROADRUNNER DRIVE	LOCAL	COYOTE DR (SOUTH)	COYOTE DR (NORTH)	0.590
325	ROAN COURT	LOCAL	COLT DR	END	0.040
275	ROBIN ROAD	LOCAL	RAVEN RD	END	0.260
205	ROCK LANE	LOCAL	PINE TRL	SHENANDOAH RD	0.060
273	RODEN LANE	LOCAL	END	HWY 26	0.530
387	ROLLING HILLS COURT	LOCAL	MEADOWBROOK DR	END	0.060
5016	ROSE QUARTZ COURT	LOCAL	END	PONDEROSA WAY	0.056
123	ROSEMARY LANE	LOCAL	HILLSIDE DR	END	0.030
300	RUGGLES COURT	LOCAL	MEADOW DR	END	0.130
323	RUNNING GOLD ROAD	LOCAL	END	RIDGE RD	0.266
9	SHAKERIDGE ROAD	MJC	SUTTER CREEK CITY LIMITS	HWY 88	20.530
55	SHENANDOAH ROAD	MJC	PLYMOUTH CITY LIMITS	EL DORADO CO LINE	9.080
59	SHENANDOAH SCHOOL RD	LOCAL	SHENANDOAH RD	SHENANDOAH RD	3.950
5025	SIERRA WEST COURT	LOCAL	CUL-DE-SAC (END)	PROSPECT DRIVE	0.265
367	SILVER DRIVE	MNC	BROKEN OAKS DR	CEDAR HEIGHTS DR	0.290
367	SILVER DRIVE	MNC	HWY 88	BROKEN OAK RD	0.610
369	SILVER DRIVE SOUTH	LOCAL	END	SILVER DR	0.520
404	SILVER PINE ROAD	LOCAL	END	SILVER DR	0.180
5021	SILVER POINTE DRIVE	LOCAL	MEADOW DRIVE	END	0.200
315	SKY VIEW COURT	LOCAL	ANTELOPE DR	END	0.160
340	SNOWBIRD ROAD	LOCAL	VILLAGE DR	CHEYENNE DR	0.100
314	SOUTH ANTELOPE DRIVE	LOCAL	ANTELOPE DR	END	0.090
262	SOUTH MACE DRIVE	LOCAL	END	NORTH MACE DR	0.380
172	SPAGNOLI MINE ROAD	LOCAL	IRISHTOWN RD (SOUTH)	IRISHTOWN RD (NORTH)	1.590
147	SPANISH STREET	LOCAL	MAIN ST	END	0.640
189	SPRING LANE	LOCAL	PIGEON TRAIL	END	0.070
77	SPRING VALLEY ROAD	LOCAL	OLD SACRAMENTO RD	END	0.690
157	SPYGLASS COURT	LOCAL	DEER TRAIL	END	0.095
151	ST. ANDREWS COURT	LOCAL	GOLF LINKS DR	END	0.030
206	ST. GEORGE STREET	LOCAL	JEROME ST	PINE GROVE VOLCANO RD	0.070

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
56	STEINER ROAD	MNC	SHENANDOAH RD (WEST)	SHENANDOAH RD (EAST)	2.040
265	STELLA COURT	LOCAL	HWY 88	END	0.190
5012	STEPHANIE WAY	LOCAL	TIGER CREEK RD	END	0.260
29	STONY CREEK ROAD	MNC	BUENA VISTA RD	JKN CITY LIMITS	10.170
34	STRING BEAN ALLEY	MNC	TURNER RD	AMADOR CITY CITY LIMITS	0.680
290	SUGAR PINE COURT	LOCAL	SUGAR PINE DR	END	0.040
289	SUGAR PINE DRIVE	MNC	WOODCREST DR	HWY 88	1.883
307	SUNSET COURT	LOCAL	SUGAR PINE DR	END	0.100
138	SURREY COURT	LOCAL	SURREY JUNCTION LN	END	0.040
137	SURREY JUNCTION LANE	LOCAL	RIDGE RD	5012	1.350
5015	SURREY JUNCTION LANE	LOCAL	SURREY JUNCTION LN	END	0.499
139	SURREY PLACE	LOCAL	SURREY JUNCTION LN	END	0.150
12	SUTTER CREEK ROAD	MJC	SUTTER CREEK CITY LIMITS	P.M. 0.6 / Hillside Dr.	0.250
12	SUTTER CREEK ROAD	MNC	P.M. 0.6 / Hillside Dr.	PINE GROVE VOL RD	11.500
45	SUTTER-IONE ROAD	LOCAL	HWY 124	HWY 49	6.380
16	TABEAUD ROAD	LOCAL	CLINTON RD	PM 4.72	4.720
16	TABEAUD ROAD	MJC	PM 4.72	HWY 88	2.000
178	TAVES ROAD	LOCAL	HWY 88	CLIMAX RD	0.410
169	TAYLOR ROAD	LOCAL	LORENTZ RD	END	0.860
333	TEEPER COURT	LOCAL	END	VILLAGE DR	0.100
284	TELLURIUM DRIVE	LOCAL	CRESTVIEW DR	END	0.180
364	TETON COURT	LOCAL	QUIVER CT	END	0.230
155	TIGER CREEK ROAD	MNC	HWY 88	END	0.340
263	TIMBER COURT	LOCAL	NORTH MACE DR	END	0.090
136	TONY COURT	LOCAL	GAYLA DR	END	0.040
44	TONZI ROAD	LOCAL	WILLOW CREEK RD	SUTTER-IONE RD	5.400
148	TRADE CENTER DRIVE	LOCAL	HWY 49	END	0.160
280	TRAGEDY SPRINGS ROAD	LOCAL	HWY 88 (WEST)	HWY 88 (EAST)	0.440
416	TRENT COURT	LOCAL	TRENT WAY	END	0.042
415	TRENT WAY	LOCAL	NEW YORK RANCH RD	END	0.760
37	TURNER ROAD	LOCAL	STRING BEAN ALLEY	NEW CHICAGO RD	2.220
51	TYLER ROAD	MNC	FIDDLETOWN RD	EL DOR CO LINE	5.060
179	UPPER PREVITALI ROAD	LOCAL	PREVITALI RD	END	0.540
113	UPTON ROAD	LOCAL	STEINER RD	EL DORADO CO LINE	1.300
43	VAIRA RANCH ROAD	LOCAL	HWY 49	TONZI RD	2.720
303	VIEW COURT	LOCAL	RIDGE DR	END	0.090
354	VILLAGE COURT	LOCAL	VILLAGE DR	END	0.080
331	VILLAGE DRIVE	LOCAL	END	CURRAN RD	2.840
5002	VISTA AMAROSA COURT	LOCAL	BURNT CEDAR LN	END	0.040
285	VISTA COURT	LOCAL	TELLURIUM DR	END	0.080
5003	VISTA SIERRA COURT	LOCAL	BURNT CEDAR LN	END	0.110
60	VOTAW ROAD	LOCAL	SHENANDOAH SCHOOL RD	END	0.650
272	WAGON WHEEL DRIVE	LOCAL	HWY 88	END	0.310
119	WATERMAN ROAD	LOCAL	IONE CITY LIMITS	HWY 124	1.050
292	WEST AVENUE	LOCAL	SHENANDOAH RD	PINE AVE	0.150
14	WEST CLINTON ROAD	LOCAL	HWY 88	CLINTON RD	1.930
221	WEST LAKE ROAD	LOCAL	PLASSE RD	END	0.730
99	WICKLOW WAY	LOCAL	HWY 88	END	0.262
5004	WILDWOOD COURT	LOCAL	TABEAUD RD	END	0.110
260	WILLIAMS ROAD	LOCAL	BOBBY LN	END	0.350
260	WILLIAMS ROAD	MNC	HWY 26	BOBBY LN	0.460

Amador County Maintained Mileage					4/15/13
ROAD NO.		SYSTEM	FROM	TO	LENGTH
287	WILLOW CREEK ROAD	LOCAL	HWY 124	HWY 16	4.750
84	WINTER ROAD	LOCAL	END	HWY 104	0.650
266	WINTON LANE	LOCAL	STELLA CT	END	0.090
326	WOODCREST DRIVE	LOCAL	SUGAR PINE DR	END	0.300
379	WOODFERN DRIVE	LOCAL	CARSON DR	END	0.340
343	YOLO COURT	LOCAL	COYOTE DR	END	0.100
417	YORK LANE	LOCAL	END	NEW YORK RANCH RD	0.239
363	YUMA COURT	LOCAL	QUIVER DR	END	0.180
362	ZUMI COURT	LOCAL	QUIVER DR	END	0.130
			TOTAL MILEAGE		410.676

AGENDA TRANSMITTAL FORM

To: **Board of Supervisors**

Date: April 17, 2013

Resol

From: Chuck Iley, CAO
(Department Head - please type)

Phone Ext. 470

- Regular Agenda
- Consent Agenda
- Blue Slip
- Closed Session

Meeting Date Requested:

April 23, 2013

Department Head Signature _____

Agenda Title: Central Sierra Economic Development District (CSEDD)

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
Review and possible recommendation relative to approval of the revised and restated CSEDD Joint Powers Agreement and request for member entity contribution for the 2013 U.S. Department of Commerce's Economic Development Administration Partnership Planning Grant.

Recommendation/Requested Action:

Approval

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A
Resolution Attached: Yes No N/A
Ordinance Attached: Yes No N/A

Committee Review? N/A

Name Administrative Committee April 15, 2013

Comments: _____

Committee Recommendation:
Forward to Full Board for Approval on 4/23/13

Request Reviewed by:

Chairman _____

Counsel GO

Auditor EDJ

GSA Director ADJ

CAO _____

Risk Management [Signature]

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

CAO; Auditor _____

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 3B

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____
Completed by _____
A new ATF is required from _____ Department For meeting of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

ATTEST: _____
Clerk or Deputy Board Clerk

Save

BEFORE THE BOARD OF SUPERVISORS

COUNTY OF AMADOR, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING APPROVAL) RESOLUTION NO. 12-XXX
OF REVISED AND RESTATED CSEDD JOINT)
POWERS AGREEMENT)

WHEREAS, in 1976, the County of Amador entered into a joint powers agreement (“JPA”) with the Counties of Alpine, Calaveras and Tuolumne and the Cities of Amador, Angels, Ione, Jackson, Plymouth, Sonora and Sutter Creek to form the Central Sierra Economic District (“CSEDD”); and

WHEREAS, the CSEDD was formed to provide regional planning for economic development; and

WHEREAS, in 2011, the County of Mariposa joined the CSEDD; and

WHEREAS, Section 14 of the CSEDD JPA states, “This Agreement may be amended at any time by the mutual written agreement of all the members thereof.”; and

WHEREAS, the Member Agencies desire to amend the CSEDD JPA to clarify the appointment of citizen directors and the director representing the 5 Cities of Amador; to revise voting and amendment requirements; to encourage director attendance and participation; to acknowledge additional funding sources; and to conform to the requirements of Government Code section 6500 et seq.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Amador, State of California that said Board does approve the Revised and Restated CSEDD Joint Powers Agreement and authorizes the Chair of the Board to sign on behalf of the County.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting thereof, held on the XX day of XXXX 2012, by the following vote:

AYES: Theodore F. Novelli, Richard M. Forster, Louis D. Boitano, Brian Oneto and John Plasse

NOES:

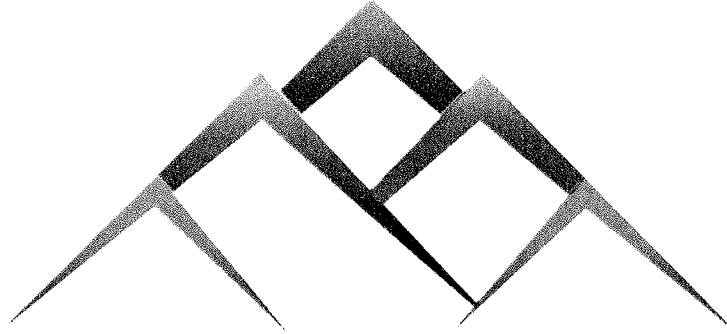
ABSENT:

Chairman, Board of Supervisors

ATTEST:

JENNIFER BURNS, Clerk of the
Board of Supervisors, Amador County,
California

Deputy



Central Sierra
Economic Development District
MEMORANDUM

DATE: November 19, 2012
TO: CSEDD Member Agencies
FROM: Carlyn M. Drivdahl, CSEDD Counsel
SUBJECT: Revisions to the CSEDD Joint Powers Agreement

On November 8, 2012, the Governing Board of the Central Sierra Economic Development District (“CSEDD”) reviewed proposed revisions to the CSEDD Joint Powers Agreement (“JPA”) and authorized distribution of the proposed revised JPA to the CSEDD Member Agencies for approval and adoption. Under the terms of the current CSEDD JPA, these proposed revisions will not take effect until all Member Agencies approve.

CSEDD is a joint powers authority created in 1976 to provide regional economic development planning and to participate in federal programs relating to economic development. The original CSEDD Member Agencies are the Counties of Alpine, Amador, Calaveras, and Tuolumne and the Cities of Amador City, Angels Camp, Lone, Jackson, Plymouth, Sonora and Sutter Creek. The County of Mariposa joined CSEDD in 2011. The major proposed substantive changes to the JPA are as follows:

- CSEDD Board Representative for the 5 Cities of Amador. The five City Members from Amador County choose their CSEDD Board Director through a Mayor’s Conference held annually, usually in January. Currently, the JPA states that the person chosen as the Central Sierra Planning Council representative will also be the CSEDD Director. Since the Central Sierra Planning Council is in the process of winding up its activities and dissolving, Section 3(a) of the JPA is revised to authorize the Mayor’s Conference to pick a CSEDD Director independently.

CSEDD Member Agencies

Re: Revisions to the CSEDD Joint Powers Agreement

November 19, 2012

Page 2

- Citizen Directors. Each County has a citizen Director on the CSEDD Board. The Original JPA required the initial citizen Directors to be selected from a panel nominated by each County, with vacancies handled by appointment by the County Boards of Supervisors. Sections 3(b)-(e) of the JPA are revised to remove the nomination language to provide clarity as to the current selection process of citizen Directors.
- Quorum and Voting. The current JPA requires a majority of the CSEDD Board to vote affirmatively for any action of the CSEDD to be valid and effective. Currently, there are thirteen (13) seats on the CSEDD Board. Under the current JPA, seven (7) directors are needed for a quorum and to pass any item. Section 3(g) of the JPA is revised to state that a majority of the Directors constitute a quorum and an affirmative vote of a majority of the Directors present is required for valid and effective action.
- Director Attendance and Participation. The CSEDD Board has struggled with securing a quorum for its meetings. Given the long distances some Directors travel to attend and the staff time spent preparing for Board meetings, the Board felt it was important to encourage full participation by Member Agencies. To that end, Section 3(i) was added to the JPA to read as follows:
 - (i) *Member Agencies understand and agree that, in order for the District to function effectively, it is imperative to have an active, engaged and full Board. To that end, Member Agencies will use all due diligence and reasonable efforts to appoint directors and alternate directors who have the time, expertise and interest to participate in the governance of the District. In the event a director or their alternate is absent from three (3) consecutive Board meetings or five (5) total Board meetings in a 12-month period, the Board may send a letter to the appointing Member Agency requesting participation and citing this provision.*
- Other Funding Sources. Sections 4(e), 4(i), 6, and 14 of the JPA are amended to acknowledge that other funding sources beyond the U.S. Economic Development Administration are available.

CSEDD Member Agencies

Re: Revisions to the CSEDD Joint Powers Agreement

November 19, 2012

Page 3

- JPA Law Requirements. Sections 8 and 16 are added to the JPA to conform to the requirements of Government Code section 6500 et seq., which governs joint powers agreements.
- Amendment. The current JPA requires approval by all of the Member Agencies for an amendment to be effective. Section 15 of the JPA is revised to reduce this requirement to two-thirds (2/3rds) of the Member Agencies.

AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT
BETWEEN ALPINE COUNTY, AMADOR COUNTY, CALAVERAS COUNTY,
MARIPOSA COUNTY, AND TUOLUMNE COUNTY; AMADOR CITY, CITY OF
ANGELS, CITY OF IONE, CITY OF JACKSON, CITY OF PLYMOUTH, CITY OF
SONORA, AND THE CITY OF SUTTER CREEK FOR THE PURPOSE OF
CREATING AN ECONOMIC DEVELOPMENT DISTRICT

THIS AMENDED AND RESTATED AGREEMENT ("Agreement") is entered into this ___ day of December, 2012, by and between the counties of Alpine, Amador, Calaveras, Mariposa and Tuolumne, hereinafter referred to as "County Members," and the cities of Amador, Angels, Ione, Jackson, Plymouth, Sonora, and Sutter Creek, hereinafter referred to as "City Members," and collectively referred to as "Members." This Agreement supersedes and repeals the "Joint Exercise of Powers Agreement Between Alpine County, Amador County, Calaveras County, and Tuolumne County; Amador City, City of Angels, City of Ione, City of Jackson, City of Plymouth, City of Sonora, and the City of Sutter Creek for the Purpose of Creating an Economic Development District" dated August 1, 1976 and amended in 1996 ("Original Agreement").

WITNESSETH

WHEREAS, each Member is empowered by law to provide economic development planning and to participate in federal programs relating to economic development; and

WHEREAS, each Member is of the opinion that there should be regional planning for economic development; and

WHEREAS, the Economic Development Act of 1965, PL 89-136 as amended ("Act") provides that public agencies may combine to form Economic Development Districts; and

WHEREAS, the geographical area of Member Agencies represents an economic development district for purposes of the Act; and

WHEREAS, the Member Agencies deem it necessary and proper to create a separate public entity by joint exercise of powers agreement to devise and create an organizational and administrative structure for the operation of an economic development district encompassing the geographical territory of the Member Agencies and to secure approval of the federal government for designation as an Economic Development District pursuant to the Act and to assist Member Agencies in applying to the federal and state governments for grants, funds, and assistance.

NOW THEREFORE, the Boards of Supervisors of the Counties of Alpine, Amador, Calaveras, Mariposa and Tuolumne, and the City Councils of Amador City, Angels, Ione, Jackson, Plymouth, Sonora and Sutter Creek, for and in consideration of the mutual promises and agreements herein contained do agree as follows:

1. Formation of Agency. The Central Sierra Economic Development District ("District") was established in 1976 upon the execution of the Original Agreement by all designated county

Members and at least one city Member located in each county which is a Member. No city shall become a Member of the District until said city expressly ratifies and adopts this Agreement. The District shall be a public agency separate and distinct from its Members, and which may sue and be sued.

2. Purpose. The purpose of the Agreement shall be to provide for the joint participation by Members, as Members of the District, to:
 - (a) Promote economic growth by means of planning and coordinating the efforts of Members and the private sector within the territorial limits of the Members;
 - (b) Promote more jobs for the unemployed and underemployed residents of the Members;
 - (c) Improve the social and physical environments of the Members;
 - (d) Prevent unnecessary duplication of effort on behalf of Members;
 - (e) Assume any additional purposes, duties and functions as may be determined by all parties to this Agreement.

3. Governing Board. The governing board of the District ("Board") shall be composed of the following directors:
 - (a) Elected Officials. One director and one alternate director appointed by and from the membership of the board of supervisors of each County Member; one director and one alternate director appointed by and from the membership of the city councils of each of the cities of Angels and of Sonora; and one director and one alternate director appointed by and from the membership of the city councils of all the City Members located in Amador County, and whose appointments shall be made by the City Selection Committee of the Amador County Mayors' Conference.
 - (b) Citizen Representation. The boards of supervisors of each County Member forthwith upon formation of the District shall appoint one director and one alternate director who reside in the appointing county. Said additional directors and alternates shall not be elected officials of any county or city.
 - (c) Vacancies for directors who are elected officials shall be filled in the same manner as the initial directors are selected. Vacancies for citizen directors shall be filled by the board of supervisors of each County Member.
 - (d) Appointments to the Board should be made so that the Board may be broadly representative of all segments of the community.
 - (e) The terms of office of directors who are elected officials shall be at the pleasure of their respective appointing board of supervisors or city council. The term of office of the citizen directors shall be at the pleasure of their appointing board of supervisors, provided, however, that no such director shall continue to be a director if the appointing County ceases to be a Member Agency of the District or said director ceases to be a resident of the appointing County.
 - (f) The Board shall elect from its membership a chair and a vice-chair, each of whom shall serve for a term of one year.

- (g) A majority of the directors of the District shall constitute a quorum. A majority of the directors present shall be required to vote affirmatively for any action in order for said action to be valid and effective.
- (h) Alternate directors may take part in any discussion or meeting of the Board whether or not the primary director from the respective Member is present, provided, however, that in the event that the primary director is present at any meeting, the alternate director shall not have a vote in any decision.
- (i) Member Agencies understand and agree that, in order for the District to function effectively, it is imperative to have an active, engaged and full Board. To that end, Member Agencies will use all due diligence and reasonable efforts to appoint directors and alternate directors who have the time, expertise and interest to participate in the governance of the District. In the event a director or their alternate is absent from three (3) consecutive Board meetings or five (5) total Board meetings in a 12-month period, the Board may send a letter to the appointing Member Agency requesting participation and citing this provision.

4. Duties of Governing Board. The Board shall have the following duties and powers:

- (a) To act as the policy making body of the District;
- (b) To act as the executive body of the District, which power said Board may delegate to staff to the extent the Board deems appropriate and is otherwise in accordance with law;
- (c) To enter into contracts and to accept and expend funds from Federal, State, Member Agencies, and other sources for the purposes specified herein;
- (d) To prepare, review and update an economic development plan for the District, establish priorities for grant applications, make annual progress reports to the U.S. Economic Development Administration pursuant to the Act, and make such other reports as may be required or appropriate;
- (e) To assist, upon request, area and local economic development program committees of Member Agencies and private economic development corporations within the jurisdiction of the District in the preparation of applications to state and federal agencies for grants, loans, and technical assistance;
- (f) To assist the private sector in making applications for loans, and work with local development corporations to assist private enterprise in the development of new business and the expansion of existing business;
- (g) To work with local committees of Member Agencies to coordinate programs complying with local community desires;
- (h) To appoint or hire such staff or contract with such entities or individuals as the Board deems necessary to carry out the District's functions and purposes; and
- (i) If a Member and other agencies request it, the Board may review applications of Members and other agencies for grants from the U.S. Economic Development Administration or other funding sources. Upon review of such applications, the Board may establish priorities for funding.

5. Budget. An annual budget for the operation of the District and fiscal year shall be adopted by the Board.
6. Financing. The Members shall provide the cost of administration of the District until a federal grant is received for this purpose. If or when the U.S. Economic Development Administration or other funding sources provides grant funds for the District, with Members to supply local matching funds of whatever proportion, Members shall supply said matching funds upon notice therefor from District. In the event that any Member within sixty (60) days of notice therefor has failed to contribute the funds required by District, said Member shall be deemed to have withdrawn from the District. All contributions to the District shall be in accordance with the formula or plan established by the Board, which formula or plan may be amended at any time and from time to time. Required contributions may be in-kind so long as the approval therefor shall have first been obtained from the Board.
7. Custody of funds; reporting. All payments of public funds shall be paid to and disbursed by District which shall be strictly accountable for all funds and responsible for reporting to the Members hereof concerning all receipt disbursements. All of District's funds shall be deposited in a special fund established for the purpose in the treasury of one County Member. The treasurer of said county shall be in charge of and be the depository for said funds and other property of the District. No bond shall be required of said treasurer.
8. Payment of warrants; audits. The District Controller shall be the auditor/controller of one County Member, who shall draw warrants to pay demands against the District to meet all of the District's obligations, as authorized by the District Board of Directors. The District Controller shall serve on his/her official bond. The District Controller shall be responsible for strict accounting responsibilities as outlined in the California Government Code, Sections 6505 and 6505.5.
9. Permissible contributions. Every Member Agency may, but shall not be required to, contribute money, office supplies, furnishings, equipment, supplies or service as the respective governing board of said Member may deem appropriate in excess of the contributions required under paragraph 6 hereof.
10. Limitations on expenditures. The Board and every official or employee of the District shall be limited in the making of expenditures or the incurring of liabilities to the amount of appropriations allowed by the budget as adopted by the Board or thereafter revised by the Board. No expenditure of any kind or contract entered into on behalf of District without approval by the Board, except as otherwise provided by law, warrants issued, expenditures made or liabilities incurred in excess of any budget appropriation are not a liability of the District or a liability of any party to this Agreement.

11. Member not liable for debts of District. Pursuant to Section 6508.1 of the California Government Code, the debts, liabilities, and obligations of the District shall be those of the District and not of the parties to this Agreement.
12. Duration of Agreement. This Agreement shall continue in effect until terminated by agreement or withdrawal of at least two-thirds (2/3) of the County Members, provided, however, that any Member may withdraw from the District at any time without terminating the District unless and until two-thirds (2/3) of the County Members have withdrawn therefrom. In the event that any County Member withdraws from said District, the city or cities in said county who are City Members shall be automatically deemed to have withdrawn therefrom. Withdrawal by any Member shall relieve said Member from any obligation to contribute any money or property previously required of said Member by the Board, provided, however, that in the event that said withdrawing Member has received any benefit related to said required contributions, said Member shall not be relieved from said obligation.
13. Disposition of property upon termination. In the event that the District is terminated by agreement, the property and monies on hand at the time of termination after all debts and liabilities are paid shall be distributed among the parties then Members of the District in accordance with their proportionate contributions thereto. Any Member who withdraws from the District shall forfeit all of its right, title and interest to all such property and monies.
14. Members Option to bypass District. It is the option of Members to submit grant applications through the District to the U.S. Economic Development Administration or other funding sources, or directly to the U.S. Economic Development Administration or other funding sources, bypassing District.
15. Amendment. This Agreement may be amended at any time by the mutual written agreement of two-thirds (2/3) of the Members thereof.
16. Agency Designation: Pursuant to Government Code section 6509, the District's exercise of power is subject to the restrictions upon the manner of exercising the power of Tuolumne County.
17. Counterparts. This Agreement shall be executed in counterpart and when so executed by each and every party hereto shall be deemed to be executed by all parties as if it were a single document. Said executed counterparts shall be retained by District and District shall distribute to all other parties copies of said original counterparts.

[signatures on following pages]

COUNTY OF TUOLUMNE

Date: _____

By: _____
Richard H. Pland, Chairman
Board of Supervisors

ATTEST:

Date: _____

By: _____
Alicia Jamar, Chief Deputy Clerk
Board of Supervisors

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____
Sarah Carrillo
Acting County Counsel

COUNTY OF ALPINE

Date: _____

By: _____
Henry "Skip" Veatch, Chairman
Board of Supervisors

ATTEST:

Date: _____

By: _____
Barbara Howard
Clerk of the Board of Supervisors

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____
Martin Fine
County Counsel

COUNTY OF AMADOR

Date: _____

By: _____
Louis D. Boitano
Chairperson of the Board of Supervisors

ATTEST:

Date: _____

By: _____
Jennifer Burns
Clerk of the Board of Supervisors

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____
Greg Gillott
County Counsel

COUNTY OF CALAVERAS

Date: _____

By: _____

Gary Tofanelli
Chairperson of the Board of Supervisors

ATTEST:

Date: _____

By: _____

Diane Severud
Clerk of the Board of Supervisors

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Janis Elliott
County Counsel

COUNTY OF MARIPOSA

Date: _____

By: _____

Janet Bibby
Chairperson of the Board of Supervisors

ATTEST:

Date: _____

By: _____

Margie Williams
Clerk of the Board of Supervisors

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Steven W. Dahlem
County Counsel

CITY OF JACKSON

Date: _____

By: _____

Patrick Crew
Mayor

ATTEST:

Date: _____

By: _____

Gisele Cangelosi
City Clerk

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Andrew Morris
City Attorney

CITY OF IONE

Date: _____

By: _____

Ron Smylie
Mayor

ATTEST:

Date: _____

By: _____

Janice Traverso
City Clerk

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

James Maynard
City Attorney

CITY OF SUTTER CREEK

Date: _____

By: _____

Linda Rianda
Mayor

ATTEST:

Date: _____

By: _____

Natalie Doyle
City Clerk

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Derek Cole
City Attorney

AMADOR CITY

Date: _____

By: _____

Aaron Brusatori
Mayor

ATTEST:

Date: _____

By: _____

Joyce Davidson
City Clerk

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Laurence Lacey
City Attorney

CITY OF PLYMOUTH

Date: _____

By: _____

Sandy Kyles
Mayor

ATTEST:

Date: _____

By: _____

Gloria Stoddard
City Clerk

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Mike Dean
City Attorney

CITY OF ANGELS CAMP

Date: _____

By: _____

Elaine Morris
Mayor

ATTEST:

Date: _____

By: _____

Mary Kelly
City Clerk

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Richard Matranga
City Attorney

CITY OF SONORA

Date: _____

By: _____

Hank Russell
Mayor

ATTEST:

Date: _____

By: _____

Marijane Cassinetta
City Clerk

APPROVED AS TO LEGAL FORM:

Date: _____

By: _____

Richard Matranga
City Attorney



Central Sierra
Economic Development District

INVOICE

99 N. Washington Street
Sonora, CA 95370
Phone: (209) 591-8711

INVOICE #1020
DATE: FEBRUARY 16, 2013

TO:
Amador County - Administration
810 Court Street
Jackson, CA 95642
Attn: Chuck Iley

FOR:
Central Sierra Economic Development District

DESCRIPTION			AMOUNT
Central Sierra Economic Development District member entity contribution - 2013 U.S. Department of Commerce's Economic Development Administration Partnership Planning Grant			\$3,618.84
	TOTAL		\$3,618.84

AGENDA TRANSMITTAL FORM

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
04/23/13	

To: **Board of Supervisors**
 Date: April 15, 2013

Agmt.

From: Susan C. Grijalva Phone Ext. 380
 (Department Head - please type)

Department Head Signature *Susan C. Grijalva*

Agenda Title: General Plan Update and EIR - Thirteenth Amendment to Consulting Agreement with AECOM

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
 The schedule for completing the General Plan Update and EIR has been extended. As a result the attached amendment will extend the term of the contract to June 30, 2014 and will increase the total value of the contract to \$1,122,625. This represents an increase of \$12,566 over the current contract value of \$1,110,059.

Recommendation/Requested Action:
Authorize Chairman to sign Agreement.

Fiscal Impacts (attach budget transfer form if appropriate) _____
 Staffing Impacts _____

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A
 Resolution Attached: Yes No N/A
 Ordinance Attached: Yes No N/A

Committee Review? Name _____ N/A

Comments: _____

Committee Recommendation: _____

Request Reviewed by:
 Chairman _____ Counsel *GS*
 Auditor *EJD* GSA Director *Hop*
 CAO _____ Risk Management *Max*

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
Planning Department; Risk (electronic)

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 4A

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___
 Ayes: _____ Resolution _____ Ordinance _____ Other: _____
 Noes: _____ Resolution _____ Ordinance _____
 Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.
Completed by _____	For meeting of _____	ATTEST: _____ Clerk or Deputy Board Clerk

THIRTEENTH AMENDMENT TO CONSULTING SERVICES AGREEMENT

THIS THIRTEENTH AMENDMENT TO CONSULTING SERVICES AGREEMENT (this "Thirteenth Amendment") is made as of _____, 2013 by and between COUNTY OF AMADOR, a political subdivision of the State of California ("County") and AECOM TECHNICAL SERVICES, INC., a California corporation ("Contractor").

RECITALS

A. County and Contractor's predecessor in interest, EDAW, Inc., executed an agreement (the "Original Agreement") dated as of February 28, 2006 whereby Contractor agreed to provide professional assistance in updating County's General Plan and preparing related Environmental Impact Reports, upon the terms and conditions set forth in the Original Agreement. The Original Agreement was modified by that certain First Amendment to Consulting Services Agreement dated as of June 19, 2007 (the "First Amendment"), that certain Second Amendment to Consulting Services Agreement dated as of January 29, 2008 (the "Second Amendment"), that certain Third Amendment to Consulting Services Agreement dated as of July 22, 2008 (the Third Amendment"), that certain Fourth Amendment to Consulting Services Agreement dated as of March 17, 2009 (the "Fourth Amendment"), that certain Fifth Amendment to Consulting Services Agreement dated as of April 7, 2009 (the "Fifth Amendment"), that certain Sixth Amendment to Consulting Services Agreement dated as of April 28, 2009 (the "Sixth Amendment"), that certain Seventh Amendment to Consulting Services Agreement dated as of August 11, 2009 (the "Seventh Amendment"); that certain Eighth Amendment to Consulting Services Agreement dated as of June 29, 2010 (the "Eighth Amendment"); that certain Ninth Amendment to Consulting Services Agreement dated as of May 24, 2011 ("Ninth Amendment"); that certain Tenth Amendment to Consulting Services Agreement dated as of July 29, 2011 (the "Tenth Amendment"); that certain Eleventh Amendment to Consulting Services Agreement dated as of September 13, 2011, (the "Eleventh Amendment"); and that certain Twelfth Amendment to Consulting Services Agreement (the "Twelfth Amendment") dated as of May 22, 2012. The Original Agreement as modified by the First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Eleventh, and Twelfth Amendments, is referred to herein as the "Agreement."

B. All of EDAW, Inc.'s right, title and interest in the Agreement was assigned to and assumed by Contractor as of May 2, 2011, and consented to by County concurrently with approval of the Ninth Amendment.

C. County and Contractor desire to modify the Agreement as set forth in this Thirteenth Amendment.

NOW, THEREFORE, the parties agree as follows:

1. Contractor shall complete all of the Work covered by the Agreement no later than June 30, 2014.

2. In consideration of the revised anticipated completion date for the Work covered by this Agreement set forth in paragraph one above and the increases in Contractor's hourly billable rates, the total compensation paid to Contractor for completion of the Work shall be increased by \$12,566.00, for a revised total compensation of \$1,122,625.00.

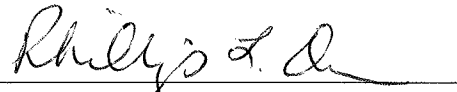
3. Except as set forth in this Thirteenth Amendment, the Agreement shall remain unmodified and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Thirteenth Amendment as of the date first set forth above.

COUNTY OF AMADOR

AECOM TECHNICAL SERVICES, INC., a
California corporation

BY: _____
Chairman, Board of Supervisors

BY: 
Phillip L. Dunn, Vice President

Federal I.D. Number: 95-266192

APPROVED AS TO FORM:
OFFICE OF THE COUNTY COUNSEL
COUNTY OF AMADOR

ATTEST:
CLERK OF THE BOARD OF SUPERVISORS
COUNTY OF AMADOR

BY: _____

BY: _____

Memorandum

To	Susan Grijalva, County of Amador	Page	1
CC			
Subject	Contract Amendment Request		
From	Jeff Goldman, Drew Sutton		
Date	March 18, 2013		

Susan,

As we have discussed, for various reasons the schedule for completing the General Plan Update and EIR has been extended beyond the dates originally anticipated in the contract and subsequent amendments. Therefore, we are seeking an amendment to the contract to extend the term of services to **June 30, 2014**.

Previous contract and amendments assumed an early completion date for the General Plan Update and EIR. Because of the extension of the project beyond those originally anticipated dates and increases in our hourly billing rates since they were last considered in 2011, we request that the total value of our contract be increased to \$1,122,625. This represents an increase of \$12,566 over our current contract value of \$1,110,059.

If this contract amendment request is acceptable, please forward an amended contract at your convenience. Thank you.

Jeff Goldman, Principal

Drew Sutton, Project Manager

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Date: April 15, 2013

agmt

From: Susan C. Grijalva
(Department Head - please type)

Phone Ext. 380

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>04/23/13</u>	

Department Head Signature Susan C. Grijalva

Agenda Title: Jackson Valley Quarry Expansion EIR - 3rd Amendment to Professional Services Agreement

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
In order to review the cumulative traffic conditions for the Final Environmental Impact Report for the Jackson Valley Quarry Expansion, an amendment to the Professional Services Agreement between Environmental Science Associates and the County is needed.

Recommendation/Requested Action:
Authorize Chairman to sign Agreement.

Fiscal Impacts (attach budget transfer form if appropriate) _____ Staffing Impacts _____

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A

Resolution Attached: Yes No N/A

Ordinance Attached: Yes No N/A

Comments: _____

Request Reviewed by:

Chairman _____ Counsel GC

Auditor EDL GSA Director AP

CAO _____ Risk Management _____

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
Planning Department; Risk (electronic)

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 4B

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.
Completed by _____ of _____	For meeting of _____	ATTEST: _____ Clerk or Deputy Board Clerk

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

THIS THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (this “Third Amendment”) is entered into as of _____, 2013 by and between the COUNTY OF AMADOR, a political subdivision of the State of California (“County”) and Environmental Science Associates & Subsidiaries, a California corporation (“Consultant”).

RECITALS

A. County and Consultant entered into that certain Professional Services Agreement dated September 11, 2007 whereby Consultant was engaged to prepare an Environmental Impact Report (“EIR”) with respect to a Use Permit and Reclamation Plan to allow for the expansion of the Jackson Valley Quarry onto the 86 acres to the east of the existing operations and increase rock production from 500,000 tons per year to 2 million tons per year over a 25 year period. The Professional Services Agreement was amended by that certain First Amendment to Professional Services Agreement dated December 23, 2008 (“First Amendment”), and by that certain Second Amendment to Professional Services Agreement dated April 26, 2011 (“Second Amendment”). The Professional Services Agreement, as amended by the First and Second Amendments, is referred to herein as the “Original Agreement.”

B. Additional work, not included in the Consultant’s original scope of work, is necessary to evaluate the project.

C. County and Consultant desire to amend the Original Agreement in order to accommodate the additional work necessary.

NOW, THEREFORE, in consideration of the performance of the covenants herein contained, the parties agree as follows:

1. The Work (as defined in the Original Agreement) shall be amended to include the additional tasks described on Attachment A to this Third Amendment, attached and incorporated by this reference.
2. The additional compensation to Consultant to complete the additional Work described in this Third Amendment shall not exceed \$3,170.00, for a revised maximum not to exceed total contract amount of \$278,371.00.
3. Except as set forth in this Third Amendment, the Original Agreement shall remain unmodified and in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the day and year first above written.

COUNTY:

CONSULTANT:


BY: _____
Richard Forster
Chairman, Board of Supervisors

BY: _____
Erich L. Fischer
Vice President

Federal I.D. No.: 94-1698350

APPROVED AS TO FORM:
GREGORY GILLOTT, AMADOR
COUNTY COUNSEL

ATTEST:
JENNIFER BURNS, CLERK OF THE
BOARD OF SUPERVISORS

BY:  _____

BY: _____

AGENDA TRANSMITTAL FORM

To: Board of Supervisors
 Date: April 15, 2013

Agent

From: Susan C. Grijalva
 (Department Head - please type)

Phone Ext. 380

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>04/23/13</u>	

Department Head Signature Susan C. Grijalva

Agenda Title: Jackson Valley Quarry Expansion EIR - 3rd Amendment to Reimbursement Agreement

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
 In order to review the cumulative traffic conditions for the Final Environmental Impact Report, an amendment to the Reimbursement Agreement between the applicant and the County is necessary. As a result the amended agreement will be \$278,371.00. This represents an increase of \$3,170 over the current value of \$275,201.

Recommendation/Requested Action:
Authorize Chairman to sign Agreement.

Fiscal Impacts (attach budget transfer form if appropriate)	Staffing Impacts

Is a 4/5ths vote required? Yes No

Contract Attached:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Resolution Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Committee Review? N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____	Counsel <u>Ge</u>
Auditor <u>EDL</u>	GSA Director <u>W</u>
CAO _____	Risk Management _____

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
Planning Department; Risk (electronic)

FOR CLERK USE ONLY

Meeting Date <u>April 23, 2013</u>	Time <u>9 a.m.</u>	Item # <u>4C</u>
Board Action: Approved Yes ___ No ___	Unanimous Vote: Yes ___ No ___	
Ayes: _____	Resolution _____	Ordinance _____
Noes: _____	Resolution _____	Ordinance _____
Absent: _____	Comments: _____	

Distributed on _____	A new ATF is required from _____ Department	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors. ATTEST: _____ Clerk or Deputy Board Clerk
Completed by _____ of _____	For meeting of _____	

THIRD AMENDMENT TO REIMBURSEMENT AGREEMENT

THIS THIRD AMENDMENT TO REIMBURSEMENT AGREEMENT (“Agreement”) is entered into as of _____, 2013 by and between the COUNTY OF AMADOR, a political subdivision of the State of California (“County”) and GEORGE REED, INC., a California corporation (“Applicant”).

RECITALS

A. County and Applicant entered into that certain Reimbursement Agreement dated as of September 11, 2007 whereby Applicant agreed to reimburse County for costs incurred under County’s Professional Services Agreement with Environmental Science Associates and Subsidiaries (“Consultant”) for preparation of an Environmental Impact Report (“EIR”) for Applicant’s proposed Use Permit Amendment and Reclamation Plan to allow for expansion of the Jackson Valley Quarry onto 86 acres to the east of the existing operations and increase production levels from 500,000 tons per year to 2 million tons per year, over a 25 year period. The Reimbursement Agreement was amended by that certain First Amendment to Reimbursement Agreement dated December 23, 2008 (“First Amendment”), and by that certain Second Amendment to Reimbursement Agreement dated April 26, 2011 (“Second Amendment”). The Reimbursement Agreement, as amended by the First and Second Amendments, is referred to herein as the “Original Agreement.”

B. Additional work, not included in the Consultant’s original scope of work, is necessary to evaluate the project.

C. Concurrently with this Third Amendment, County intends to amend its agreement with Consultant to accommodate the additional work necessary, provided that Applicant reimburses County for all costs incurred by County to compensate Consultant for such additional work.

D. Applicant desires to amend the Original Agreement with County to reimburse County for all costs incurred by County to compensate Consultant, in accordance with the terms set forth below.

NOW, THEREFORE, in consideration of the performance of the covenants herein contained, the parties agree as follows:

1. Applicant shall pay to County all costs incurred by County to compensate Consultant for the additional work necessary as set forth in that certain Third Amendment to Professional Services Agreement between County and Consultant dated concurrently with this Agreement. County and Applicant acknowledge that the Third Amendment to Professional Services contemplates additional costs in the amount of \$3,170.00 for a total not to exceed amount under the Professional Services Agreement, as amended, of \$278,371.00.

2. All additional amounts to be paid by Applicant to County pursuant to this Third Amendment shall be paid on or before the final one-third of the initial Reimbursement Agreement Contract amount is reduced below the sum of \$7,000.00. Applicant shall make the additional deposit within seven (7) business days of such notification by County.
3. Except as set forth in this Third Amendment, the Original Agreement shall remain unmodified and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the day and year first above written.

COUNTY OF AMADOR

APPLICANT:

BY: _____
Richard Forster
Chairman, Board of Supervisors

BY:  _____
Ed Berlier
Vice President

Federal I.D. No.: 94-1531193

APPROVED AS TO FORM:
GREGORY GILLOTT, AMADOR
COUNTY COUNSEL

ATTEST:
JENNIFER BURNS,
Clerk of the Board of Supervisors

BY: _____

BY: _____

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Date: April 11, 2013

From: Jon Hopkins, Director
(Department Head - please type)

Phone Ext. X759

Department Head Signature _____

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>04/23/13</u>	

agmt

[Signature]

Agenda Title: Award Proposal RFP No. 13-01 for Environmental Clearance & Professional Engineering Services for Three Bridges

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

On Thursday, March 14, 2013 at 1:30 PM in response to Amador County RFP No. 13-01, General Services Administration opened and read publicly proposals for Environmental Clearance & Professional Engineering Services for Preventative Maintenance of Three Bridges for Transportation and Public Works. Only one proposal response was received. The Community Development Director has verified and negotiated terms and conditions required for engineering/consulting services for this effort.

Recommendation: Award RFP No. 13-01 to Drake Haglan & Associates in a amount not to exceed \$229,900.00 and approve the attached agreement.

Recommendation/Requested Action:

See above recommendation.

Fiscal Impacts (attach budget transfer form if appropriate) _____

Supported by Road Fund #101120, FAS Projects

Is a 4/5ths vote required? Yes No

Committee Review? Name _____ N/A

Committee Recommendation: _____

JENNIFER,
CONTRACTS ARE ANTICIPATED TO
BE RETURNED SIGNED BY DRAKE
HAGLAN SOON. DAVE DENNIS IS TO
FOLLOW THROUGH WITH THIS. IF YOU
DO NOT GET THE SIGNED CONTRACTS
BY MONDAY, JUST PULL THE ATF.

Jon

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

GSA-Jon Hopkins; County Counsel-Greg Gillott; Transportation & Public Works- Aaron Brusatori

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 4D

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.
Completed by _____	Department _____ For meeting _____ of _____	
		ATTEST: _____ Clerk or Deputy Board Clerk

Save

AGENDA TRANSMITTAL FORM

To: **Board of Supervisors**

Date: April 16, 2013

Misc.

From: Administrative Agency - CAO
(Department Head - please type)

Phone Ext. 470

- Regular Agenda
- Consent Agenda
- Blue Slip
- Closed Session

Meeting Date Requested:

April 23, 2013

Department Head Signature _____

Agenda Title: Amador County Policy No. 2-700 Travel Policy

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
Review and possible recommendation relative to revision of the Amador County Policy No. 2-700 Travel Policy pursuant to the Amador County Grand Jury recommendation that prohibits Department Heads from approving their own travel requests.

Recommendation/Requested Action:

Approval

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A
Resolution Attached: Yes No N/A
Ordinance Attached: Yes No N/A

Committee Review? N/A

Name Administrative Committee April 15, 2013

Committee Recommendation:
Forward to Full Board for Approval on 4/23/13

Comments: _____

Request Reviewed by:

Chairman _____ Counsel GG

Auditor EJD GSA Director AG

CAO _____ Risk Management STW

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

CAO; Auditor

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 7A

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

A new ATF is required from

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by

_____ Department
For meeting
of _____

ATTEST: _____

Clerk or Deputy Board Clerk

Save

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		2-700
SECTION: HUMAN RESOURCES	TRAVEL	
ISSUE DATE: April 23, 2013		
PAGE NO: 1 of 9		

PURPOSE

To establish uniform guidelines for persons authorized to travel on County business.

SCOPE

Travel policies apply to all County officials, employees, and eligible advisory board/commission/committee members. Each Department Head is responsible for ensuring that employees, prior to departure on their next business trip, review this policy to understand its intent and requirements.

DEFINITIONS

The following definitions will govern the interpretation and use of this policy.

1. Authorization: Authority given an officer or employee to perform travel necessary in accomplishment of official duties.
2. County: The County of Amador.
3. County Vehicle: A motor vehicle owned or leased by the County of Amador.
4. Intra-County Travel: Travel performed entirely within the County.
5. Official Travel: Travel by an officer or employee while in the performance of official duties of the County as directed or authorized by proper authority.
6. One-day Travel: Out-of-county travel which is completed in one (1) day and does not require overnight lodging.
7. Inter-County Travel: Travel between Amador and other counties within the State of California.
8. Out-of-State Travel: Travel with destination or route outside the State of California.
9. Private Auto: A vehicle owned and/or provided by officer or employee for use in official travel.
10. Administrative Committee: The Administrative Committee is the Chairman and the Vice Chairman of the Board of Supervisors.

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		2-700
SECTION: HUMAN RESOURCES	TRAVEL	
ISSUE DATE: April 23, 2013		
PAGE NO: 2 of 9		

POLICY

It is the policy of the Board of Supervisors of the County of Amador that any officer or employee who is required to travel in the performance of his or her duties and in the service of the County will be reimbursed for his or her own actual and necessary expenses within the fiscal year in which they occur, within the maximum rate limits, for subsistence, transportation, and business expenses. It is further the policy of the Board of Supervisors to establish maximum rates of reimbursement for such expenses. In circumstances where an appointed Department Head that reports to either the County Administrative Officer or the Board of Supervisors is traveling, all Department Head travel approvals identified herein must be from the County Administrative Officer. Elected Department Heads are responsible for approving their travel and the travel of their employees in compliance with this policy.

1. All travel requests must be submitted on the official County travel request form, accompanied by all documentation relative to the request. These forms should be available in each department or may be accessed through the Amador County Intranet program on your computer.
2. All travel must be recommended for approval by the responsible Department Head or his/her delegate. Travel other than one-day travel utilizing County vehicles must be approved in advance.
3. All Department Heads may authorize travel in accordance with certain official duties (*i.e.*, testifying before the Legislature).
4. Travel will not be authorized unless sufficient unencumbered funds are available in the department's travel budget to pay the cost of such travel. All travel costs will be borne by the authorizing department.
5. Proof of insurance for each employee requesting travel must be attached with each travel request wherein the traveling employee is using his/her own personal vehicle. By signature of each Department Head, said Department Head is certifying that such required proof of insurance is on file in his/her department.
6. All arrangements for conferences, conventions, training, and overnight stays involving air fare and car rentals require approval by the Department Head.
7. Transportation for official travel will be carefully selected to insure the most economical

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		2-700
SECTION: HUMAN RESOURCES	TRAVEL	
ISSUE DATE: April 23, 2013		
PAGE NO: 3 of 9		

means available and will conform to the policies as outlined herein.

1. Travel expenses will include, but not necessarily be limited to, the following:
 - A. Subsistence Expenses: Subsistence expenses consist of the charges for meals, lodging, and their attendant expenses incurred while in travel status.
 - B. Transportation Expenses: Transportation expenses consist of the charges for commercial carrier fares, private car mileage allowances, emergency repairs to County vehicles, overnight and day parking of County vehicles or privately owned vehicles, bridge and road tolls, necessary taxi, bus, or streetcar fares, and other charges essential to the transport from and to the employee's work place..
 - (1) When available and suitable, County vehicles will be used for all travel,.A private vehicle may be used when a suitable County vehicle is not available.
 - (2) When suitable County vehicles are not available, the officer or employee authorized to travel may use his/her private automobile for official travel and, when so doing, will be entitled to reimbursement from the County at the same rate as allowed by the Internal Revenue Service. Reimbursement must be claimed within the fiscal year it is incurred.
 - C. Commercial Travel:
 - (1) When, because of distance or time involved, it is not practical to use motor vehicle transportation, commercial surface or air transport may be used, but when used, reimbursement for such travel will be made only for the shortest travel distance on the lowest usual rate available for the mode of travel used during that time of day/week.
 - (2) All domestic air travel will be in coach class. Also, the lowest possible fare may require a stopover or change of plans, and this will be chosen over a higher cost direct flight. No upgrades in seating or to allow for priority boarding will be reimbursed.
 - (3) Travel arrangements should be made as far in advance as possible to take

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		2-700
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ISSUE DATE: April 23, 2013		
PAGE NO: 4 of 9		

advantage of the most economic rate. Discounts are generally available only when tickets are purchased at least 21 days in advance. Every effort should be made to take advantage of excursion fares.

- (4) If there are penalties associated with changing reservations, the County will pay for these, provided the County required the change or the change was beyond the control of the employee. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. This includes changes to get on an earlier flight.

- D. Privately-Owned Aircraft: If a County employee elects to use his or her privately-owned aircraft for authorized travel, he or she may do so only with the approval of the County Administrative Officer.. Reimbursement for such travel will not exceed the cost of commercial air fare for the same trip, or the cost of mileage reimbursement when traveling by automobile, whichever is less. Employees are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by law.

- E. Privately-Owned Vehicle: If a suitable County vehicle is available for travel and an officer or employee, for personal reasons, elects to use his or her private automobile for authorized inter-county travel, ***he or she may do so only with approval of the Department Head***. Employees are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by law. The employee will be reimbursed at the same mileage rate as allowed by the Internal Revenue Service. Such reimbursement will not exceed the cost of commercial air fare for the same trip, or whichever is less. Reimbursement must be claimed within the fiscal year it is incurred.

- F. Travel to and from Terminals: Travel to and from airport terminals will be by the least costly method available consistent with business requirements (e.g., airport bus, or taxi, air commuter, or personal automobile (including parking or storage fees). On trips of more than one day's duration, long-term parking must be used and receipts must be attached to the expense report.

COUNTY OF AMADOR		Number
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SECTION:	HUMAN RESOURCES	TRAVEL
ISSUE DATE:	April 23, 2013	
PAGE NO:	5 of 9	

- G. **Intra-County Travel**: With Department Head approval, business related travel in a privately-owned vehicle, that occurs entirely within the boundaries of the County, may be authorized for reimbursement under certain circumstances.
- H. **Baggage Expenses**: Charges imposed by a carrier on personal luggage that exceed weight or other established limitations will be borne by the employee, unless the Department Head who authorizes the trip approves a particular exception. The County will pay any charges for business materials that an employee is specifically authorized to carry in or as part of his/her personal luggage.
- I. **Business Expenses**: Business expenses consist of the charges for business telephone calls, emergency equipment or supply purchases, and all other authorized charges necessary for completion of official business functions.
- J. **Meals**: Only **actual costs** may be claimed for meals and their attendant expenses. Claims in excess of the allowable amounts will not be paid; except that meals attended as part of a conference may be reimbursed at actual cost. **Under no circumstances will the County reimburse any employee for the cost of any alcoholic beverage.**

9. **Reimbursement**

A. **Mileage and Transportation**

- (1) Reimbursement for each mile traveled on county business is authorized at the same rate allowed by the Internal Revenue Service.
- (2) Travel between home and office is **not** reimbursable, with the exception of members of the Board of Supervisors who may claim reimbursement for such travel.
- (3) Travel from office to office and return, on county business, is reimbursable.
- (4) Travel between a home and county business destination (excluding office) may be only partially reimbursable. Only the mileage in excess of the usual home/office round trip commute is reimbursable, with the exception/s noted above in section 9.A.(2).

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B. Lodging

- (1) All lodging reimbursements require a receipt or copy of the hotel statement. Only the actual cost at single occupancy rates may be claimed for lodging and its attendant expenses. When an officer or employee is accompanied by another person, he or she will determine and note on the receipt the single occupancy rate. Claims in excess of \$85.00 per day will not be paid (excluding taxes and/or local fees), unless prior approval for a higher rate has been authorized on the advance travel request approved form and signed by the Department Head; or except that when lodging is specified as part of a conference, actual costs may be claimed. Employees are expected to use sound business judgment in selecting accommodations. In many cases a corporate rate is available, and you should request this rate when registering at the hotel.
- (2) If later arrival is guaranteed and the reservation must be canceled, the cancellation must be made within the time allowed. The County will not pay for no-shows, unless cancellation is caused by the County.
- (3) In-room movies and the use of mini-bars are considered personal expenses and, therefore, not reimbursable.

C. Meals: Reimbursement for necessary expenses (*excluding alcoholic beverages*) incurred while on official county business within California is authorized and limited to the following:

- (1) Breakfast may be claimed only when the travel was commenced the previous day of a trip of more than 24 hours. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.
- (2) Lunch may be claimed on the first day if the trip begins at or before 9:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.
- (3) Dinner may be claimed if the trip ends at or after 7:00 p.m.

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Expense	Per Diem Rates
Breakfast	Up to \$10.00 (including tip)
Lunch	Up to \$14.00 (including tip)
Dinner	Up to \$24.00 (including tip)
Full Day of Meals	Meals for an entire day of travel will not exceed \$48.00 (including tip), but may be aggregated to be spent on one or two meals for that day if the recipient so chooses.

- D. Tips: For expenses such as meals, taxi, etc., the gratuity should be limited to the accepted norm (generally 15%) and included in the amount reported. It is proper to show as “tips” gratuities to redcaps, skycaps, hotel porters, and bellhops (generally \$1.00 per bag).
- E. Attendant Expenses: Reasonable parking, official communications costs, and conference registration fees may be claimed at actual cost.
- F. Conventions, Conferences and Training: An employee will be entitled to the maximum allowances designated herein, unless attending a conference or training event which charged more for a specific meal or specific lodging. Where this is the case, the employee will be reimbursed the additional amount upon presentation of evidence (registration) of the higher charge.
- G. Out-of-State Travel
- (1) Requires prior approval of the County Administrative Officer.
 - (2) Estimates of costs associated with out-of-state travel will be completed and approved by the Department Head. Estimates should include lodging, meals, and transportation.
 - (3) All reimbursements (except per diem meal rates) are to be based upon actual receipts. ***Photocopies will not be accepted.***

COUNTY OF AMADOR		Number
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PROCEDURES

- 1. General Reimbursement: Complete and submit to the Auditor-Controller the proper claim form and indicate where registration or lodging costs were incurred. These forms are available on the Amador County Intranet site. . Normally, reimbursement may be expected within seven (7) working days of submission to the Auditor-Controller.

- 1. Travel Advances: Any and all travel advances must be paid from the traveling employee’s Department Fund, subject to approval by the Department Head.

- 1. Reimbursements
 - A. The County Auditor-Controller will pay County officers and employees who present proper claims for reimbursement of authorized travel expenses in the same fiscal year they are incurred.

 - A. Submit a claim to the Auditor-Controller within ten (10) days after return from a trip for travel, following the procedures listed below:
 - (1) If the incurred expenses exceed the amount of the travel advance, claim the net difference. The Auditor-Controller issues a warrant for that net amount.

 - (1) When incurred expenses equal the amount of the travel advance, submit a claim recording the details.

 - (1) If the travel advance was higher than the incurred expenses, complete a travel claim and repay the County for the difference.

- 1. Miscellaneous Expenses: Unexplained items labeled “miscellaneous” are not allowable items of expense. Some examples of items not considered allowable are: newspapers, magazines, movies, and shoe shines.

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ISSUE DATE:	April 23, 2013	
PAGE NO:	9 of 9	

LIABILITY INSURANCE

All officers and employees who use private automobiles and/or private aircraft for official travel and claim reimbursement for such travel, will file with the County Auditor-Controller *prior* to the travel being taken, a current proof of insurance from their insurance carrier showing possession of at least the minimum legal limits of liability insurance, as required by law and in the same form as required by the Department of Motor Vehicles to be carried in the vehicle. Any travel insurance purchased by an employee is at the personal expense of the employee.

RESPONSIBLE DEPARTMENTS

ADMINISTRATIVE AGENCY - County Administrative Officer (CAO)
Human Resources

AUDITOR-CONTROLLER

REFERENCES

- BOS Policy Resolution No. 97-255
- BOS Policy Resolution No. 99-56
- BOS Policy Resolution No. 02-040
- BOS Policy Resolution No. 03-634

AGENDA TRANSMITTAL FORM

To: **Board of Supervisors**

Date: April 16, 2013

Misc

From: Board of Supervisors

(Department Head - please type)

Phone Ext. 470

- Regular Agenda
- Consent Agenda
- Blue Slip
- Closed Session

Meeting Date Requested:

April 23, 2013

Department Head Signature _____

Agenda Title: Deputy Board Clerk I

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Review and possible recommendation relative to reclassification of the current Administrative Assistant II position within the subject office to the position of Deputy Board Clerk I.

Recommendation/Requested Action:

Approval

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes No

Contract Attached: Yes No N/A
 Resolution Attached: Yes No N/A
 Ordinance Attached: Yes No N/A

Committee Review?

N/A

Name Administrative Committee April 15, 2013

Committee Recommendation:

Forward to Full Board for Approval on April 23, 2013

Comments: _____

Request Reviewed by:

Chairman _____

Counsel CO

Auditor EDD

GSA Director Hop

CAO _____

Risk Management Mark

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

BOS; HR; Auditor

FOR CLERK USE ONLY

Meeting Date April 23, 2013

Time 9 a.m.

Item # 7B

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by _____

Department _____
For meeting _____
of _____

ATTEST: _____

Clerk or Deputy Board Clerk

Save

DEPUTY BOARD CLERK I

DEFINITION

Under general supervision of the Clerk of the Board, to perform administrative and office support work in connection with the operations of the Board of Supervisors Office; to perform Board support duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy Board Clerk class series. Incumbents perform a variety of administrative and office support functions for the Administrative Agency, Clerk of the Board, and the Board of Supervisors. This class is distinguished from Deputy Board Clerk II in that the Deputy Board Clerk II performs a wider variety of more complex assignments.

REPORTS TO

County Administrative Officer and Clerk of the Board.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Performs office, board, and administrative support work as directed by the County Administrative Officer, or designee, Clerk of the Board, and the Board of Supervisors; receives and transcribes dictation of letters, reports, memorandums, and other correspondence from notes, written, and oral instructions; independently prepares correspondence and memorandums; takes notes and prepares minutes for the Board of Supervisors; prepares minute orders and resolutions of Board actions; publishes required notices before deadlines; assists with the preparation of Board agenda and consent agenda; reviews materials for errors in grammar and English usage; serves as a receptionist for the Administrative Agency and/or Board of Supervisors, receiving callers, providing information, answering complaints, and/or scheduling appointments; may compile statistical information; assists with the preparation of contracts, ordinances, and other legal documents; opens and routes mail; indexes materials for reference; receives and checks bills and prepares claims for payment; maintains files of official board, commission, and committee actions, filing information as required.

DEPUTY BOARD CLERK I - 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of the functions and procedures of the County Board of Supervisors.
- Modern office methods and practices.
- Receptionist and telephone answering techniques.
- Business forms, letters, and report writing.
- English usage, spelling, grammar, and punctuation.
- Filing, indexing, and cross-referencing methods.
- Personal computers and software applications related to administrative support work.

Ability to:

- Perform a variety of specialized administrative support work.
- Interpret, and explain a variety of legislation, rules and policies.
- Assist with preparation of minutes, agenda, consent agenda, correspondence, and miscellaneous reports.
- Perform responsible clerical and secretarial work requiring independent judgement with speed and accuracy.
- Type at a speed of 50 words per minute from clear, legible copy.
- Identify and handle confidential information.
- Take and transcribe notes of Board proceedings.
- Use a personal computer and appropriate software for wordprocessing, recordkeeping, and administrative functions.
- Effectively represent the Board of Supervisors in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, the press, and other agencies.
- Establish and maintain cooperative working relationships.

DEPUTY BOARD CLERK I - 3

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible office experience preferably including some experience in working with the minutes, resolutions, and business activities of an elected government body.

Special Requirements: None.

AGENDA TRANSMITTAL FORM

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
04/23/13	

To: Board of Supervisors
 Date: April 8, 2013

Misc.

From: Jon Hopkins, Director
 (Department Head - please type)

Phone Ext. X759

Department Head Signature 

Agenda Title: Notice Inviting Bids No. 12-22 for the purchase of Side Scan Sonar equipment for the Sheriff's Office.

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

On Thursday, March 7, 2013 at 1:30 PM no bids were received in response to Amador County Bid No. 12-22 for one Side Scan Sonar for the Sheriff's Office. This Bid was written in conformance with the Boating Safety and Enforcement Grant and the various forms and information needed to be completed is suspect of no Bids being received. As a result, staff located two vendors that supply this equipment and only one complied with specifications. This acquisition process complies with the Grant provisions.

Recommendation: Authorize the Purchasing Agent to issue a P.O. in the amount of \$38,340.00 to EdgeTech, West Wareham, MA for the purchase of one Side Scan Sonar equipment for the Sheriff's Office.

Recommendation/Requested Action:
See above.

Fiscal Impacts (attach budget transfer form if appropriate) _____ Staffing Impacts N/A

Budgeted. _____

Is a 4/5ths vote required? Yes No

Contract Attached:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Resolution Attached:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Comments: <u>Quotation attached</u>			

Committee Review? N/A

Name _____

Committee Recommendation: _____

Request Reviewed by:

Chairman _____	Counsel <u>GS</u>
Auditor <u>EJL</u>	GSA Director <u>Hop</u>
CAO _____	Risk Management <u>ATL</u>

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
GSA-Jon Hopkins; John Silva, Sheriff's Office/OES

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 7C

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___
 Ayes: _____ Resolution _____ Ordinance _____ Other: _____
 Noes _____ Resolution _____ Ordinance _____
 Absent: _____ Comments: _____

Distributed on _____
 Completed by _____

A new ATF is required from _____
 Department _____
 For meeting _____
 of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

ATTEST: _____
 Clerk or Deputy Board Clerk

Save



4 Little Brook Road, West Wareham, MA 02576
 Tel: (508)291-0057 Fax: (508) 291-2491
 Email: info@edgetech.com Web: www.edgetech.com

Date: 2-Apr-2013

Quotation #: M13-301 Rev A

QUOTATION

4125 Side Scan Sonar System

PREPARED FOR:
 Company: Amador County General Services
 Address: 12200 B Airport Road
 Jackson, CA 95642
 Attn: Deputy Wilson
 Tel: 209-223-6375
 Fax:
 E-mail: dwhitaker@amadorgov.org

QTY.	PART #	DESCRIPTION	PRICE	UNIT	TOTAL
1	0007718	4125 Side Scan System (600/1600 kHz) consisting of: • Model 4125-P Portable Topside Processor with Splashproof Laptop Computer & DISCOVER Side Scan Sonar Acquisition and Processing Software • 4125 Stainless Steel Towfish with 600/1600 kHz Dual Simultaneous Frequency Arrays, Heading, Pitch, Roll & Pressure (Depth) Sensors, 200m Depth Rating & Rugged Portable Transport Case • 50 Meter Kevlar Tow Cable (Note: additional lengths available at \$8/meter up to 150m max)	40,500	ea.	40,500
	0008574				
	0007553				
1		Hand Held GPS with Serial RS-232 Connector	340	ea.	340
1		Shipping to Amador County	300	ea.	300
QUOTATION TOTAL USD					\$ 41,140
SPECIAL DISCOUNTED PRICE					\$ 35,500
Amador County Sales Tax (8%) \$2,840. Total Price					\$ 38,340

Terms & Conditions: EdgeTech's Standard Terms & Conditions apply to all sales (see attached details).
Estimated Delivery: 30 days ARO
Payment Terms: TBD
Shipping Terms: Above Price Includes Ground Shipping
Validity: 60 days

For EdgeTech: Jim Allan

Tel: (760) 752-0070 Fax: (508) 291-2491
 Email: allan@edgetech-ore.com Web: www.edgetech.com

AGENDA TRANSMITTAL FORM

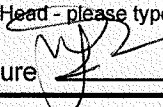
To: Board of Supervisors

Date: April 17, 2013

Misc.

From: JON HOPKINS, DIRECTOR - GSA
(Department Head - please type)

Phone Ext. X759

Department Head Signature 

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>April 23, 2013</u>	

Agenda Title: Dell Premier Account Purchases for storage devices and servers.

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Please see the attached memo for Dell Premier Account Purchases.

Recommendation: (1) Dispense with the bidding procedures and authorize the Purchasing Agent to issue purchase orders, not to exceed \$50,000.00 pursuant to Section 25502.3 of the Government Code, utilizing the County's Dell Premier account to purchase specifically Dell product storage devices and servers for a period of one (1) year.

Recommendation/Requested Action:
see above

Fiscal Impacts (attach budget transfer form if appropriate) <u>N/A</u>	Staffing Impacts <u>N/A</u>
---	-----------------------------

Is a 4/5ths vote required? Yes No

Committee Review? Name _____ N/A

Committee Recommendation: _____

Contract Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Comments: <u>Memo dated 4/17/13 is attached</u>			

Request Reviewed by:

Chairman _____	Counsel _____
Auditor _____	GSA Director <u>JH</u>
CAO _____	Risk Management _____

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)
Jon Hopkins, GSA Director; Jeff White, I.T. Director

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 7D

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

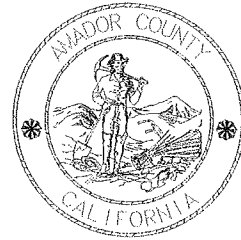
Distributed on _____	A new ATF is required from _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.
Completed by _____	Department _____ For meeting _____ of _____	
		ATTEST: _____ Clerk or Deputy Board Clerk

GENERAL SERVICES ADMINISTRATION

MAIL: 12200-B Airport Road, Jackson, CA 95642

LOCATION: 12200-B Airport Road, Martell, CA

PHONE: (209) 223-6759 FAX: (209) 223-0749 E-MAIL: jhopkins@co.amador.ca.us



M E M O R A N D U M

TO: Board of Supervisors

FROM: Jon Hopkins, GSA Director *JH*

DATE: April 17, 2013

RE: Dispense with the bidding for certain Dell products.

In April of 2013, Jeff White, I.T. Director and I reviewed information technology purchases for the purpose of improving efficiencies. This review began because certain technologies appeared to have benefits to standardize. I reviewed our purchasing activities and found some advantages when buying certain technology infrastructure items like storage devices and servers. As a result, the Board authorized the Purchasing Agent to dispense with the bidding for Dell products required to support current storage devices and servers (infrastructure) for a period of one (1) year beginning in 2010. It is recommended to continue this practice for an additional year for the following reasons:

1. The practicality and economy from continuing to utilize and develop existing infrastructure designs (no re-engineering);
2. The practicality of interchangeable parts and ability to cannibalize existing equipment for parts (re-cycle);
3. Standardization has appreciably reduced the variety and quantity of parts that must be carried in stock;
4. Savings in training personnel and/or acquired technical literature and;
5. No adverse affects have been identified;
6. Future acquisitions of the selected item(s) of equipment can be effected at governmental prices through the County's Dell Premier account;
7. Past solicitations for bids have demonstrated no advantage in pricing.

After thoroughly investigating this particular account (again), it supports two objectives, 1) it standardizes equipment and, 2) is economical. The following recommendation requires a four fifths approval.

Recommendation: (1) Dispense with the bidding procedures and authorize the Purchasing Agent to issue purchase orders, not to exceed \$50,000.00 pursuant to Section 25502.3 of the Government Code, utilizing the County's Dell Premier account to purchase specifically Dell product storage devices and servers for a period of one (1) year.

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Date: April 16, 2013

misc.

From: Diane Blanc - HR Director
(Department Head - please type)

Phone Ext. 473

- | | |
|-------------------------------------|----------------|
| <input type="checkbox"/> | Regular Agenda |
| <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Blue Slip |
| <input type="checkbox"/> | Closed Session |

Meeting Date Requested:

April 23, 2013

Department Head Signature _____

Agenda Title: Records Manager Classification/Position

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
Review and possible recommendation relative to a request to return the classification/position of Records Manager in the Confidential Unit to full-time status (currently is being filled at 20% FTE) and to conduct an internal recruitment for one week in order to fill this position at a full-time status.

Recommendation/Requested Action:

Approval

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required? Yes No

Contract Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Committee Review? N/A

Name Administrative Committee April 15, 2013

Committee Recommendation:
Forward to full Board for approval on 4/23/13

Comments: _____

Request Reviewed by:

Chairman _____

Counsel CG

Auditor EJL

GSA Director Hop

CAO _____

Risk Management Ym

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

HR; Auditor

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 7E

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.
Completed by _____	For meeting of _____	ATTEST: _____ Clerk or Deputy Board Clerk

Save ...

RECORDS MANAGER

DEFINITION

Under the general direction of the General Services Administration Director, plans, coordinates and organizes a comprehensive County Records Management and Archival Programs; works with staff of various County departments in the implementation of such programs; performs related duties as required. This is a confidential position and the incumbent must be highly skilled in the areas of records and office management.

DISTINGUISHING CHARACTERISTICS

This is a single position class which reports to the General Services Administration Director, or his/her designee, and is responsible for managing the county's Records Management and Archival Programs. Work is performed using independent judgment and initiative and is reviewed by means of conferences and analysis of objectives and results.

REPORTS TO

Human Resources Director

EXAMPLES OF DUTIES

Plans, organizes and coordinates the activities and operations of the County Records Management and Archival Programs; determines and establishes priorities; develops, communicates, and enforces policies, procedures, and program objectives.

Makes policy recommendations; establishing procedures for the efficient, cost-effective control and operation of the County's Records Management and Archival Programs, which includes the creation, use, storage and disposition of County records.

Develops and maintains schedules for the delivery of records from all County departments. Develops and directs the maintenance of records for the storage, retention, retrieval, and destruction of records in accordance with administrative, legal, fiscal, and historical requirements after consultation with Department Heads; presents retention schedules to the Board of Supervisors for final approval.

Develops and implements departmental policies, procedures, and practices as determined by the General services Administration Director; provides guidance and maintains certain records as required by statute; identifies records management program needs and alternatives; reviews and recommends necessary on-going changes to records management services program requirements including records retention, space needs, micrographics and archival needs;

RECORDS MANAGER - 2

interviews and consults with departmental staff regarding records management policies and services; coordinates and participates in the development of the county archival program, prepares manuals for records management procedures and operations; prepares and maintains various records and reports; and performs related duties as required.

Examines and appraises County records for their historical value in conjunction with the County Archivist, and other authorized County staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climbs stairs; physical ability to lift and carry boxes weighing up to 35 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment, use of office equipment including computers and computer scanners telephones, calculators, copiers, and Fax.

Work is performed in both office and outside environments; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of records management applicable to local government, inventorying, appraisal, disposition, preservation, processing, and maintenance of public records; various types of filing systems, related equipment and supplies and their applications; principles and techniques of systems designation and analysis, organizational analysis and workflow analysis.
- Research methodology, report writing and basic statistics and their application; modern office methods and procedures; micrographics; archival management procedures and practices.
- Program goals, policies, and procedures.
- Procedures and techniques in the preservation of records that may have historical significance.

Ability to:

- Evaluate existing records; develop and implement policies, program objectives, and procedures; Analyze situations accurately, use good judgment, and take effective action; Develop and implement work procedures to meet changing needs, including utilizing modern computer technology; communicate effectively, both verbally and in writing; Use initiative and creativity in the execution of assigned duties and responsibilities; Prepare and maintain accurate and detailed records; Establish and maintain effective working relationships with others; especially in sensitive relationships with others; especially in sensitive relationships with representatives of other departments; Develop and evaluate new record systems and procedures

RECORDS MANAGER - 3

to meet County requirements; Utilize a variety of analytical techniques to evaluate and resolve county records management problems; Analyze data and present ideas and information both orally and in writing; Prepare operating and procedural manuals; Operate a computer for word processing and other relevant applications.

Training and Experience: Experience that would provide an opportunity to acquire the knowledge and abilities listed above. Normally, two years administrative, technical and operational experience in developing and implementing a records management system would provide such opportunity.

General office support experience, including the operation of office equipment, is desirable.

Special Requirements: Possession of a valid California Drivers License. Possession of a Certified Records Manager (CRM), or similar certificate is desired.

Incumbent must be bondable.

AGENDA TRANSMITTAL FORM

To: **Board of Supervisors**

Date: April 16, 2013

misc.

From: Diane Blanc - HR Director
(Department Head - please type)

Phone Ext. 473

- | | |
|-------------------------------------|----------------|
| <input type="checkbox"/> | Regular Agenda |
| <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Blue Slip |
| <input type="checkbox"/> | Closed Session |

Meeting Date Requested:
April 23, 2013

Department Head Signature _____

Agenda Title: Amador County Policy No. 2-601 Family & Medical Leave

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
Review and possible recommendation relative to revision and update of Amador County Policy No. 2-601 Family & Medical Leave.

Recommendation/Requested Action:

Approval

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A
Resolution Attached: Yes No N/A
Ordinance Attached: Yes No N/A

Committee Review? N/A

Name Administrative Committee April 15, 2013

Committee Recommendation:
Forward to Full Board for Approval on 4/23/13

Comments: _____

Request Reviewed by:

Chairman _____ Counsel GC
Auditor EJA GSA Director HOP
CAO _____ Risk Management [Signature]

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

HR; Auditor _____

FOR CLERK USE ONLY

Meeting Date April 23, 2013 Time 9 a.m. Item # 7F

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___
Ayes: _____ Resolution _____ Ordinance _____ Other: _____
Noes: _____ Resolution _____ Ordinance _____
Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.
Completed by _____	For meeting of _____	ATTEST: _____ Clerk or Deputy Board Clerk

Save

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		2-601
SECTION: HUMAN RESOURCES	FAMILY AND MEDICAL LEAVE	
ISSUE DATE: APRIL 1, 2013		
PAGE NO: 1 of 10		

PURPOSE

The federal Family & Medical Leave Act of 1993, as amended, (“FMLA”) sets forth and regulates the rights and responsibilities of eligible employees and covered employers with respect to leave from work for certain medical or military needs. Amador County is a covered employer under the FMLA. It is the policy of Amador County to adhere to the laws and regulations established by the FMLA, and to afford such leave as the law provides to its eligible employees.

This policy generally describes the circumstances and conditions under which an employee may take leave for medical and certain military needs in accordance with the provisions of the FMLA. The policy is applicable to all County departments, and provides a uniform procedure for processing requests for leaves available under the FMLA to all eligible County employees. It is separate and distinct from any other leave policies, procedures, or employee bargaining agreement provisions which are available to Amador County employees. However, FMLA leave may run concurrently with other leaves or absences.

EMPLOYEE RESPONSIBILITIES

It is the specific responsibility of the Human Resources Department to distribute this policy to employees, to ensure that all County employees attend County-sponsored training, to monitor compliance with this policy, and to implement and enforce the provisions of this policy. All managers, supervisors, department or agency heads, and elected officials are expected to set a professional and proper example for their employees to follow regarding this policy.

ELIGIBILITY

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service. If the leave is FMLA only, the 12 months of service must have accumulated within the previous seven years. There is no such cap under CFRA;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a work site where there are 50 or more employees within a 75 mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of the employee’s child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);

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POLICIES & PROCEDURES MANUAL		2-601
SECTION: HUMAN RESOURCES	FAMILY AND MEDICAL LEAVE	
ISSUE DATE: APRIL 1, 2013		
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- To care for the employee’s spouse, child or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee’s registered domestic partner (CFRA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
- For any “qualifying exigency” (defined by federal regulations) because the employee is the spouse, son, daughter, or parent of an individual on covered active duty (or has been notified of an impending call or order to active duty) in the Armed Forces (FMLA only); or
- An employee who is the spouse, son, daughter, parent or next of kin of a covered service member (FMLA/CFRA for 12 weeks if the care provider is eligible for both, following by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave).

CALCULATION OF THE 12-MONTH PERIOD

For purposes of calculating the 12-month period during which twelve weeks of FMLA or qualifying exigency leaves may be taken, Amador County uses a rolling 12-month period measured backward from the date an employee uses any FMLA.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For a leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

PREGNANCY, CHILDBIRTH OR RELATED CONDITIONS

Leave because of the employee’s disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the County will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks’ duration on

COUNTY OF AMADOR		Number
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SECTION: HUMAN RESOURCES	FAMILY AND MEDICAL LEAVE	
ISSUE DATE: APRIL 1, 2013		
PAGE NO: 3 of 10		

any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

LEAVE PROCEDURES

The following procedures shall apply when an employee requests family medical leave:

Contact the Human Resources Department and your department as soon as you realize the need for family/medical leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify their department at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment in order to minimize disruption to the operations of the department. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide a 30 day notice, the department must be informed as soon as is practical.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the County may require, at its expense, a second opinion from a health care provider that the County chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the County.

If the second opinion differs from the first opinion, the County may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the County and the employee. The opinion of the third health care provider shall be considered final and binding on the County and the employee.

CERTIFICATION

The County requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The County may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the County may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may or may not be considered family and medical leave.

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SECTION: HUMAN RESOURCES	FAMILY AND MEDICAL LEAVE	
ISSUE DATE: APRIL 1, 2013		
PAGE NO: 4 of 10		

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The County will require certification by the employee's health care provider that the employee is fit to return to his or her job.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

MINIMUM DURATION OF LEAVE

If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.

If leave is requested to care for a child, parent, spouse or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

SPOUSES BOTH EMPLOYED BY THE COUNTY

In any case in which a husband and wife both employed by the County are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave). This limitation does not apply to any other type of leave under this policy.

COUNTY OF AMADOR		Number
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SECTION: HUMAN RESOURCES	FAMILY AND MEDICAL LEAVE	
ISSUE DATE: APRIL 1, 2013		
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LEAVE RELATED TO MILITARY SERVICE

A leave taken due to a “qualifying exigency” related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member’s health care provider.

DEFINITIONS

“**12-Month Period**” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

“**Child**” means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or stepchild, legal ward, or a child of a person standing in loco parentis. A child is “incapable of self care” if he or she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.

“**County**” means the County of Amador.

“**Parent**” means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.

“**Spouse**” means a husband or wife as defined or recognized under California State law for purposes of marriage.

“**Serious health condition**” means an illness, injury, impairment, or physical or mental condition that involves:

- **Inpatient Care** (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery there from); or
- **Continuing treatment** by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

A period of **incapacity** (i.e., inability to work, or perform other regular daily activities due to serious health condition) of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

COUNTY OF AMADOR		Number
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- Treatment two or more times within 30 days from the first day of incapacity, by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; and the first medical visit must take place within seven days of the first day of incapacity, or
- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider where the first medical visit must take place within seven days of the first day of incapacity. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
- Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law an employee disabled by pregnancy is entitled to pregnancy disability leave.)
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider, which consists of visiting a health care provider at least twice a year for the same condition, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider.
- Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

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HEALTH AND BENEFIT PLANS

During any period of approved protected leave (FMLA/CFRA/PDL) leave under this policy, an employee’s group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began. Employees who contribute towards their group health insurance will continue their contribution while on leave.

If you are ineligible for an FMLA/CFRA leave or you remain out on leave beyond your FMLA/CFRA leave entitlement in an “unpaid” leave status (e.g., leave without pay), you must make special arrangements to continue your group health insurance premiums. It is essential that you contact Human Resources to make arrangements to continue your health insurance premiums.

While on FMLA/CFRA/PDL leave, employees will continue to be covered by the County’s health, dental, vision and life insurance plans to the same extent that coverage is provided while the employee is on the job. Continuation of such coverage will end after protected leave (FMLA/CFRA/PDL), which is 12 weeks in a 12 month period. The only exception would be when FMLA and CFRA do not run concurrently as in the case of Pregnancy Disability and Baby Bonding. Thereafter, the employee may continue coverage at his/her own expense.

Employees may make the appropriate contributions for continued coverage under health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the County will inform you whether the premiums should be paid to the carrier or to the County. Your coverage on a particular plan may be dropped if you are more than 30 days late in making a premium payment. However, you will receive a notice at least 15 days before coverage is to cease, advising you that you will be dropped if your premium payment is not paid by a certain date. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.

If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the County shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee’s control. The County shall have the right to recover premiums through deduction from any sums due to the employee (e.g., unpaid wages, vacation pay, etc.).

Employees will not accrue other benefits (i.e., sick leave, vacation, holidays) while in an unpaid leave status, including seniority rights, unless these benefits are authorized by an applicable employee bargaining agreement, County Code provision, or any other applicable ordinance or statute.

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SUBSTITUTION OF PAID ACCRUED LEAVES

While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, the County may require an employee to concurrently use paid accrued leaves after requesting FMLA and/or CFRA leave, and may also require an employee to use Family and Medical Care Leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA-qualifying.

EMPLOYEE'S RIGHT TO USE ACCRUED LEAVES CONCURRENTLY WITH FAMILY LEAVE

If an employee has earned or accrued paid vacation or compensatory time, that paid leave may be substituted for all or part of any (otherwise) unpaid leave under this policy.

As for sick leave, an employee is entitled to use sick leave concurrently with leave under this policy if:

- The leave is for the employee's own serious health condition; or
- The leave is needed to attend to the illness of the employee's parent, spouse, domestic partner, child, or child of the employee's domestic partner.

COUNTY'S RIGHT TO REQUIRE AN EMPLOYEE TO USE PAID LEAVE WHEN USING FMLA/CFRA LEAVE

Employees must exhaust their accrued leaves concurrently with FMLA/CFRA leave only during the portion of leave that is unpaid (i.e., not on Paid Family Leave or State Disability Insurance). However, employees have the option of retaining accrued vacation and accrued sick leave according to applicable employee bargaining agreements.

REINSTATEMENT

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave. Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

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- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the County's operations;
- The employee is notified of the County's intent to refuse reinstatement at the time the County determines the refusal is necessary; and
- If leave has already begun, the County gives the employee a reasonable opportunity to return to work following the notice described previously.

For additional information about eligibility for family/medical leave, please contact the Human Resources Department.

TIME ACCRUAL

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue vacation and sick leave during unpaid Family and Medical Leave Act/California Family Rights Act leave.

CARRYOVER

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in a 12-month period. The 12-month period is measured backwards from the date any employee's first Family and Medical Leave Act leave begins.

INTERMITTENT LEAVE

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

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ROLE OF HUMAN RESOURCES DEPARTMENT

The Human Resources Department will be responsible for ensuring that this leave policy is uniformly and equitably applied throughout all County departments. The Human Resources Department will provide information and assistance to County departments when reviewing employee leave requests for FMLA leaves. All requests for FMLA, required medical certifications, and related information will be approved and submitted by department heads and reviewed by the Human Resources Director who will decide if the request for leave meets the leave requirements of the Family and Medical Leave Act and this policy. Leaves meeting the requirements of the Act will be approved for processing by the Human Resources Director.

FORMS

All applicable FMLA forms are available from the Human Resources Department and may be obtained upon request. Forms include:

- Medical Leave Request Form (See Exhibit “A”)
- Certification of Health Care Provider (See Exhibit “B”)
- Employee Rights and Responsibilities Under the Family and Medical Leave Act (See Exhibit “C”)

COMPLAINT PROCEDURE

Denials of a request for FMLA leave by a department head may be appealed by the employee to the Human Resources Director. Final authority to approve or deny a leave for FMLA reasons will rest with the Chief Administrative Officer.

REFERENCES

BOS POLICY RESOLUTION NO. _____