



**MENDOCINO COUNTY BOARD OF SUPERVISORS**  
**ONLINE AGENDA SUMMARY**

**BOARD AGENDA #5(c)**

-Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing  
-Agenda Summaries must be submitted no later than *noon* Monday, 15 days prior to the meeting date (along with electronic submittals)  
-Send 1 complete original single-sided set and 1 photocopy set – Items must be signed-off by appropriate departments and/or Co. Co.  
*Note: If individual supporting document(s) exceed 25 pages each, or are not easily duplicated, please provide 7 hard-copy sets)*  
-Transmittal of electronic Agenda Summaries, records, and supporting documentation must be emailed to: [bosagenda@co.mendocino.ca.us](mailto:bosagenda@co.mendocino.ca.us)  
-Electronic Transmission Checklist: ☐ Agenda Summary ☐ Records ☐ Supp. Doc. ☐ If applicable, list other online information below  
-Executed records will be returned to the department within one week. *Arrangements for expedited processing must be made in advance*

**TO:** Board of Supervisors **DATE:** April 16, 2012

**FROM:** Executive Office/Treasurer-Tax Collector/Auditor- Controller **MEETING DATE:** April 24, 2012

DEPARTMENT RESOURCE/CONTACT: Carmel J. Angelo **PHONE:** 4441 Present ☒ On Call ☐  
Shari L. Schapmire **PHONE:** 4388 Present ☒ On Call ☐  
Lloyd Weer **PHONE:** 4321 Present ☒ On Call ☐

Consent Agenda ☐ Regular Agenda ☒ Noticed Public Hearing ☐ Time Allocated for Item: 30 min.

■ **AGENDA TITLE:** Discussion and Possible Action on County Policies Specifically Related to the Creation of a County Debt Management Policy; Revision to County Policy Number 32 (General Reserve & Contingencies); Revision to County Policy Number 38 (Position Allocation Table); and Creation of a new County-Wide Policy on Cash Handling.

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** Today's items are the culmination of various Board requests made within the past 12 months and also the culmination of recommendations put forward by the County's Debt Committee in the interest of better financial management of the County organization.

■ **SUMMARY OF REQUEST:** Creation of a Debt Management Policy comes on the advice of the County's financial advisors and is considered a best practice by ratings agencies. Similarly, revising the County's General Reserve and Contingencies Policy (No. 32) and creation of a new Cash Handling Policy is needed to bring the County in line with accepted best practices to stabilize the County's financial management, provide clear guidelines, and better prepare the organization for future financial difficulties. Revisions to the Position Allocation Table policy (no. 38) will also assist the organization to more clearly differentiate between funded allocated positions and unfunded allocated positions in addition to "cleaning up" the table.

Supporting documentation will be made available upon presentation of this item to the Board.

■ **SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:**

■ **ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):**☒

FISCAL IMPACT:			
Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
N/A	N/A	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

■ **SUPERVISORIAL DISTRICT:** 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All ☒ ■ **VOTE REQUIREMENT:** Majority ☒ 4/5ths ☐

■ **RECOMMENDED ACTION/MOTION:** It is recommended that the Board of Supervisors adopt the revisions to Policy Numbers 32 and 38; Further directing the adoption of new County policies related to Debt Management and Cash Handling and directing staff to assign new policy numbers and place the new policies into the County's policy manual.

■ **ALTERNATIVES:** Your Board could direct further changes to any of the above proposals, directing staff to return at a future date. Your Board could take no action - this is not recommended.

■ **CEO REVIEW (NAME):** Kyle Knopp, DCEO **PHONE:** 463-4441

**BOARD ACTION (DATE: \_\_\_\_\_):** ☐ Approved ☐ Referred to \_\_\_\_\_ ☐ Other \_\_\_\_\_

**RECORDS EXECUTED:** ☐ Agreement: \_\_\_\_\_ ☐ Resolution: \_\_\_\_\_ ☐ Ordinance: \_\_\_\_\_ ☐ Other \_\_\_\_\_