



County Counsel  
COUNTY OF TULARE  
AGENDA ITEM

BOARD OF SUPERVISORS

- KUYLER CROCKER  
District One
- PETE VANDER POEL  
District Two
- AMY SHUKLIAN  
District Three
- J. STEVEN WORTHLEY  
District Four
- MIKE ENNIS  
District Five

**AGENDA DATE:** October 24, 2017

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Barbara Grunwald    PHONE: (559) 636-4950				

**SUBJECT:** Conduct training for special districts on functions and duties of local agencies

**REQUEST(S):**  
That the Board of Supervisors:  
1. Approve training on January 17, 2018 for special districts and independent agencies on the topics of basic functions and duties of local agencies.

**SUMMARY:**  
For several years the Board of Supervisors had the County Counsel organize and present training for board members and managers of special districts in the County. The special districts have asked that the training occur again, and the Board has again asked County Counsel to present the training. This fiscal year's training will be held on January 17, 2018.

In order to facilitate this training program, written materials will be provided to participants so that they may have resources for future reference, including links to related websites. Therefore, County resources will be utilized for printing and binding resource materials.

It is anticipated that this training program will take approximately four (4) hours and will include a box supper for participants during the dinner break. Because the matter will be conducted on County premises, and is for the business purposes of the County, the need to expend County funds for a dinner break will foster positive public relations with members from participating agencies and will improve the efficiency of the County government process and "boardsmanship."

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The training program will address issues such as the Public Records Act, the Brown Act, and Civility and Responsibilities as Board Members. The Auditor and Registrar of Voters may also participate.

**FISCAL IMPACT/FINANCING:**

The County will incur a cost for expenditure of the dinner meals, copying costs, and related resource materials. The estimated cost for one session is approximately \$2,900. The expenditures will be charged to the miscellaneous administration budget line, 001-012-1010-7066.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year strategic plan includes Quality of Life, which includes the goal of developing and sustaining a well-qualified pool of board members in the special districts. The proposed training program helps fulfill this initiative by providing other agencies within Tulare County with accessible, high quality information and services related to topics such as the Brown Act, ethics in government, conflicts of interest, vacancies, and appointments of officers. Continuous and periodic evaluation of the government process will help improve organizational performance and foster efficiency of the government process.

**ADMINISTRATIVE SIGN-OFF:**

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Deanne H. Peterson  
County Counsel

Cc: Auditor-Controller  
County Counsel  
County Administrative Office (2)

DMM/20161308/9/19/2017

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

**IN THE MATTER OF CONDUCT A BASIC )  
TRAINING PROGRAM FOR SPECIAL ) Resolution No. \_\_\_\_\_  
DISTRICTS AND INDEPENDENT ) Agreement No. \_\_\_\_\_  
AGENCIES ON MATTERS RELATED TO )  
THE BOARD OF SUPERVISORS )  
PROCESS AND ETHICS TRAINING )**

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: MICHAEL C. SPATA  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

Approved training on January 17, 2018 for special districts and independent agencies on the topics of basic functions and duties of local agencies.