

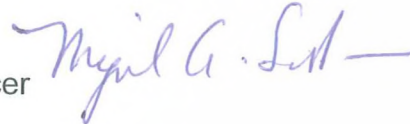
**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0026

Date: December 20, 2013

To: The Mayor  
The CouncilAttn: Mandy Olvera, Mayor's Office  
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE COUNTY OF LOS ANGELES, COMMUNITY AND SENIOR SERVICES, FISCAL YEAR 2013-2014 DISPUTE RESOLUTION PROGRAM GRANT**

Attached is the Grant Acceptance Packet for the Fiscal Year 2013-2014 Dispute Resolution Program (DRP) Grant in the amount of \$328,381 received by the City Attorney's Office. As a participant in the Grants Pilot Program, this department submitted the packet for review and analysis by the CAO Grants Oversight Unit and the appropriate CAO Analyst.

In accordance with the approved procedures for the Pilot, this Office reviewed the Packet for completeness, conducted a concise analysis and prepared a Fiscal Impact Statement. The Grant Acceptance Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Contract Amendment Four

If you have any questions about the Grants Pilot Program or the procedures for the Grant Acceptance Packet, please contact Camilla Fong at 213-978-7681.

## Attachments

MAS:ACA:CLF:04140064c

**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

Review of Grant Award and Acceptance Determination

<b>Recipient City Department:</b> Office of the City Attorney		<b>Award Notification Date:</b> August 2013	
<b>Grant Award Title:</b> Dispute Resolution Program		<b>Grant Amount:</b> \$328,381 <b>Prior Grant Award(s):</b> \$390,930	
<b>Awarding Agency:</b> County of Los Angeles			
<b>Grant Agreement Number/Reference:</b>	<b>Performance Start Date:</b> 07/01/2013	<b>Performance End Date:</b> 06/30/2014	
<b>Purpose:</b> The Office of the City Attorney requests authority to receive grant funding from the County of Los Angeles. Funding in the amount of \$328,381 will provide for the continuation of the Dispute Resolution Program from July 1, 2013 to June 30, 2014. The Dispute Resolution Program encourages dispute resolution services as an alternative to formal administrative or court proceedings.			

<b>Checklist for Grant Acceptance:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Authority for Grant Acceptance</b>				
<ul style="list-style-type: none"> <li>Department requests acceptance of the Grant</li> </ul>	X			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
<ul style="list-style-type: none"> <li>Match Sources Identification completed</li> </ul>	X			( ) Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> <li>Additional Funds requested</li> </ul>			X	( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
<ul style="list-style-type: none"> <li>Charter Section 1022 findings completed</li> </ul>			X	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
<ul style="list-style-type: none"> <li>Standard and Grantor Provisions or equivalent language is included</li> </ul>			X	( ) Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> <li>Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/></li> </ul>			X	( ) Submit to City Attorney for review and approval; copy to CAO
<b>5. Personnel Authorities</b>				
<ul style="list-style-type: none"> <li>Department has submitted a request for position(s)</li> </ul>		X		( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
<ul style="list-style-type: none"> <li>Department has submitted grant implementation instructions</li> </ul>	X			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
<ul style="list-style-type: none"> <li>Department has requested Funds/Accounts Set-up</li> </ul>	X			
<b>8. Governing Body Resolution/Certification</b>				
<ul style="list-style-type: none"> <li>Department has submitted Resolution/Certification</li> </ul>			X	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
<ul style="list-style-type: none"> <li>Department has submitted Fiscal Impact Statement</li> </ul>	X			( ) Submit to CAO for review and determination



# OFFICE OF THE CITY ADMINISTRATIVE OFFICER

## Review of Grant Award and Acceptance Determination

### 10. Grant Award Summary

The Office of the City Attorney requests approval to accept \$328,381 in grant funding from the County of Los Angeles for the 24th year of Dispute Resolution Program (DRP). The City Attorney's Office was selected as a dispute resolution provider by the County of Los Angeles for the Los Angeles region for a five year period from July 1, 2009 to June 30, 2014. The City Attorney's Office requests for authority and appropriations for funding annually. The DRP provides referral information, conciliation, mediation, facilitation, and consultation services. In addition, the DRP trains prospective volunteer mediators, promotes public education on dispute resolution services and hosts visitors interested in studying dispute resolution services. Cases are referred from City and County departments, faith based organizations, community based organizations, non-profit organizations and through on-going outreach.

The total cost of the program is \$492,572, of which \$328,381 will be reimbursed to the City as follows: \$165,312 in salary expenses, \$63,125 in fringe benefits, \$91,944 in contractual services, \$3,000 in office supplies and \$5,000 for audit fees. The City's match will include: \$2,504 in fringe benefits, \$9,373 in central services, \$13,109 in department administration, and \$139,205 in earned credit for volunteer hours. The grant will support four positions in the City Attorney's Office. No additional funds are requested since these are continuing positions and are included in the 2013-14 Adopted Budget.

### 11. Recommendations

Pursuant to a review of departmental recommendations for this grant, please provide a complete list of necessary actions for implementation including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities, etc.

That the Council, subject to the approval of the Mayor:

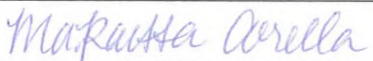
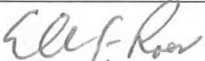

1. Approve and authorize the City Attorney or his designee to execute contract Amendment No. 4 between the County of Los Angeles and the City of Los Angeles in the amount of \$328,381 for the period of July 1, 2013 to June 30, 2014, subject to the approval of the City Attorney as to form and legality;
2. Authorize the City Attorney or his designee to accept grant funding in the amount of \$328,381 from the Los Angeles County Department of Community and Senior Services;
3. Approve the City cash and in-kind match in the amount of \$164,191 for the period of July 1, 2013 to June 30, 2014;
4. Authorize the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$328,381 from the County of Los Angeles;
  - b. Establish a new appropriation account within Fund 368 as follows:  
Account 12K701 – FY 13-14 DRP Grant - \$328,381
5. Transfer \$165,312 from Fund 368, Account 12K701 to Fund 100, Department 12, Account 001020 Salaries Grant Reimbursed;
6. Transfer up to \$63,125 from Fund 368, Account 12K701 to Fund 100, Department 12, Account 5301, Reimbursement from Other Funds/Depts upon receipt of reimbursement; and,
7. Authorize the City Attorney to prepare Controller instructions for any necessary technical adjustments subject to the approval of the City Administrative Officer and authorize the Controller to implement the instructions.

### 12. Fiscal Impact Statement

Yes This Office finds that the Grant complies with City financial policies as follows (see below):

No This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the 2013-14 Dispute Resolution Program is \$492,572, of which \$328,381 will be reimbursed by the County of Los Angeles. The match requirement for the grant is \$164,191, however \$139,205 is in earned credit for volunteer hours. The General Fund impact will be \$24,986, which includes \$2,504 in fringe benefits, \$9,373 in central services, and \$13,109 in department administration. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from the continuation of this grant.

 CAO Analyst	 Chief	 CAO/Assistant CAO	12/19/13 Date
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2013 OCT 31 PM 1:49  
ADMINISTRATIVE OFFICER

**MICHAEL N. FEUER**  
CITY ATTORNEY

October 31, 2013

The Honorable Eric Garcetti  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Cary Gross

Honorable City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Holly Wolcott

**Re: Approval of Continuation Funding Between Office of the City Attorney, Dispute Resolution Program and Los Angeles County Community and Senior Services for FY 2013-2014**

Contact person: Michiko Reyes (213) 978-7020  
Songhai Miguda Armstead (213) 978-2167

Dear Mayor Garcetti and Members of City Council:

The Office of the City Attorney is transmitting for your review and approval continuation funding for the Dispute Resolution Program's related to the program's 24<sup>th</sup> year (FY 2013-2014). City Council previously accepted a five year grant award per Council File #11-2047. Appropriation will extend the operations of the Dispute Resolution Program to provide ongoing services to residents, businesses and organizations in the Los Angeles County region.

The City Attorney's Dispute Resolution Program will continue to:

1. Provide comprehensive dispute resolution services that include information, referral, conciliation, mediation, facilitation and consultation services.
2. Train 80 prospective volunteer mediators. In accordance with the California Dispute Resolution Programs Act of 1986, a certificate of completion will be provided upon completion of 40 hours of classroom training and 160 hours of supervised case handling.
3. Maintain partnerships with the a number of City and County departments including: Animal Services, Personnel, LAPD Senior Lead Officers, the Neighborhood Prosecutor Program, the County Departments of Health Services, Sheriff and others.

0130-01589-0026

4. Coordinate and support services to the non-profit organization Days of Dialogue.
5. Promote services and public education about dispute resolution services in media outlets and by in-person presentations.
6. Host visitors, local and international and others interested in studying dispute resolution services provided by our Program.

The total cost of the Dispute Resolution Program is \$ 492,572. The total grant award from the County of Los Angeles is \$ 328,381 and will be used to provide:

\$ 165,312 for staff salaries  
\$ 57,529 for fringe benefits  
\$ 3,000 for office supplies  
\$ 91,944 for (2) full time contractors  
\$ 5,000 for a required grant audit  
\$ 5,596 for related costs

Grant funds will be reimbursed by the County of Los Angeles upon submission of monthly invoices. The City match of \$ 164,191 includes the following:

\$ 127,550 of earned credit for volunteer hours contributed @ \$25/hr  
\$ 36,640 for indirect costs (Central Services and Dept. Admin.)

We therefore request that the City Council, subject to the approval of the Mayor:

1. ACCEPT funding in the amount of \$328,381 from the Community and Senior Services of Los Angeles County per Amendment No. 4 as previously authorized by City Council (File No. 11-2047) for the fourth year of the five year term.
3. APPROVE the City cash and in-kind match in the amount of \$164,190 for the period of July 1, 2013 through June 30, 2014.
4. AUTHORIZE the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$328,381 from the County of Los Angeles
  - b. Establish a new appropriation account within Fund 368 as follows:

Account 12H701 – FY 13-14 DRP Grant - \$328,381
5. Transfer **\$165,312** from Fund 368, Account 12H701 to Fund 100, Department 12, Account 1020 – Salaries Grant reimbursed.

Mayor Garcetti and Honorable Council Members  
October 31, 2013  
Page 3

6. Authorize the City Attorney to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.

Your favorable consideration of this request would be appreciated. Any questions may be directed to Budget Director Michiko Reyes at (213) 978-7020 or Songhai Miguda Armstead at (213) 485-8324.

Sincerely,

  
Leela Kapur  
Chief of Staff

cc: Miguel Santana, CAO  
Maria Raisa Corella, CAO  
Michiko Reyes, City Attorney  
Songhai Miguda Armstead, City Attorney



## City of Los Angeles Grant Award Notification and Acceptance

<b>Recipient Department</b>					
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Sub-Allocation					
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808	
Project Manager: Songhai Miguda-Armstead		E-Mail: songhai.miguda-armstead@lacity.org		Phone: 213-485-8324	
Department/Bureau/Agency: City Attorney			Date: 10/31/2013		
<b>Grant Information</b>					
Name of Grantor: County of Los Angeles			Pass Through Agency:		
Grant Program Title: Dispute Resolution Program			Notification of Award Date: July, 2012		
Funding Source (Public or Private): <input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other	Grant Type: <input checked="" type="checkbox"/> Formula/Block <input type="checkbox"/> Competitive/Discretionary <input type="checkbox"/> Other		Funds Disbursement: <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement	Agency's Grant ID: CFDA # 11-2047 Other ID # _____ eCivis ID# _____	
Match Requirement: <input checked="" type="checkbox"/> None <input type="checkbox"/> Recommended <input checked="" type="checkbox"/> Mandatory   _____ Amount = 50 % Match					
Match Type: <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind   Identify Source of Match: _____ Volunteer Hours and General Fund					
<b>Fiscal Information:</b>	Awarded Funds \$328,381	Match/In-Kind Funds \$	Additional/Leveraged Funds \$	Total Project Budget \$781,860	
<b>Approved Grant Budget Summary:</b>					
Category	Awarded	Match	Additional	Explanation	
Personnel					
Salaries	165,312		127,550	value of volunteer time	
Fringe Benefits	57,529				
Indirect	5,596	36,640			
Equipment					
Materials/Supplies	3,000				
Travel					
Contractual Services	91,944				
Other	5,000			Re other: Grant Audit and other volunteer support expenses	
Total:					
	328,381				
<b>Approved Project</b>					
Descriptive Title of Funded Project: Dispute Resolution Program					
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/13   End: 06/30/14			Citywide: <input checked="" type="checkbox"/> Affected Council District(s): Citywide Affected Congressional District(s): Citywide		
Purpose: <input type="checkbox"/> Capital/Infrastructure <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Program <input type="checkbox"/> Planning/Training <input type="checkbox"/> Pilot/Demonstration					
Identify Internal Partners (City Department/Bureau/Agency): Animal Services, Personnel, LAPD Senior Lead Officers, and the Neighborhood Prosecutor Program.					
Identify External Partners: Los Angeles County Department of Health and County Sheriff.					
<b>Summary</b>					
Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.					
The City Attorney's Dispute Resolution Program will continue to provide comprehensive dispute resolution services that include information, referral, conciliation, mediation, facilitation and consultation services.					

**City of Los Angeles  
Grant Award Notification and Acceptance**

**Fiscal Impact Statement**

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

**The Dispute Resolution Program award involves a 50% in-kind/cash match. Volunteer hours comprise the in-kind portion amounting to \$127,550 . The General Fund provides the cash portion in the amount of \$36,640.**

**Acceptance Packet**

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City; and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Grant Award Notification and Acceptance               | <input type="checkbox"/> Copy of Award Notice                               |
| <input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)         | <input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable) |
| <input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document) | <input type="checkbox"/> Additional Documents (if applicable)               |

Department Head Name:  
MC Molitor

Department Head Signature:



Date: 11/15/13

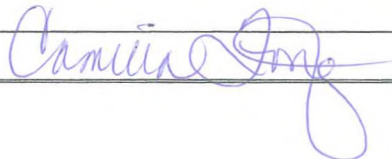
**FOR CAO USE ONLY**

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- Complete The Acceptance Packet has been forwarded to appropriate CAO analyst  
 Returned to Department (Additional information/documentation has been requested.)  
 Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:



Date: 12/11/13



**Grant Award Notification and Acceptance  
Grant Project Cost Breakdown**

Grant Name: Dispute Resolution Program Grant Project Breakdown	Grant Funds	Additional Costs**		Department: Office of the City Attorney	
		City Funds	Non-City Funds	Total	Comments
<b>Salaries</b>					
1010 Salaries General				-	
1020 Salaries Grant Reimbursed	165,312	-	127,550	292,862	
1070 Salaries As Needed					
1090 Overtime					
<b>Salaries Total:</b>	\$ 165,312	\$ -	\$ 127,550	\$ 292,862	
<b>Related Costs*</b>					
					<b>CAP Rate</b>
Fringe Benefits	57,529	-		57,529	34.80%
Department Administration	5,596	22,853		28,449	17.21%
Central Services		13,787		13,787	8.34%
<b>Related Costs Total:</b>	\$ 63,125	\$ 36,640	\$ -	\$ 99,765	
<b>Expense</b>					
2120 Printing & Binding				-	
2130 Travel				-	
3040 Contractual Services	91,944			91,944	
3310 Transportation				-	
4160 Governmental Meetings				-	
6010 Office Supplies	3,000			3,000	
6020 Operating Supplies				-	
7300 Equipment				-	
Audit Fee	5,000			5,000	
<b>Expenses Total:</b>	\$ 99,944	\$ -		\$ 99,944	
<b>Grand Total:</b>	\$ 328,381	\$ 36,640	\$ 127,550	\$ 492,571	
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off).					
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.					

**Grant Award Notification and Acceptance  
Detail of Positions Salary Costs for Grant**

Dispute Resolution Program Project Name:	Grant Funding						Other Funding Sources							
	Total		New		Existing		Grant Funding		Reimbursable*		City		Non-City	
	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost
CA Admin Coor III	1		1	\$ 22,531										
CA Admin Coor II	1		1	\$ 88,437										
Deputy City Attorney III	1		1	\$ 39,606										
Legal Secretary II	1		1	\$ 14,738										
<b>Total:</b>	4		4	\$ 165,312										\$ -
<p>Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel. *Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that will be reimbursed by grant funds.</p>														
<p>**Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.</p>														





**CONTRACT AMENDMENT FOR  
DISPUTE RESOLUTION PROGRAM (DRP)  
CONTRACT PERIOD JULY 2013- JUNE 2014**

CONTRACT NUMBER DRP-0914-005

AMENDMENT NUMBER FOUR

This Amendment is made and entered into by and between

**COUNTY OF LOS ANGELES THROUGH ITS  
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES ("CSS")**  
(hereafter "COUNTY")

and

**OFFICE OF THE LOS ANGELES CITY ATTORNEY DISPUTE RESOLUTION  
PROGRAM**  
(hereafter "CONTRACTOR")

Business Address:  
**222 S. Hill Street, Suite 600  
Los Angeles, CA 90012**

**WHEREAS**, reference is made to that certain document entitled "Dispute Resolution Program (DRP) Services Contract Period July 2009 – June 2014 Contract Number **DRP-0914-005**," dated July 1, 2009, and any amendments thereto (all hereafter referred to as "Contract"); and

**WHEREAS**, the parties hereto have previously entered into the above referenced Contract for the purpose of providing Dispute Resolution Program (DRP) Services to residents in Los Angeles County; and

**WHEREAS**, it is the intent of the parties hereto to amend Contract to reduce the baseline allocation by **\$62,549** to total **\$328,381** for DRP services to be provided in FY 2013-14, due to the decline in court filing fee revenue, and to provide for the other changes set forth herein; and

**WHEREAS**, Contract provides that changes to its terms may be made in the form of a written Amendment which is formally approved and executed by the parties.

**NOW THEREFORE**, in consideration of the foregoing, effective upon execution by both parties, the Contract is amended as follows:

- I. Part I: Unique Terms and Conditions, Section 3.0, Contract Sum, Subsection 3.5, is amended to read as follows:

3.5 CONTRACTOR shall not be paid for any Contract expenditures that exceed the Maximum Annual Contract Sum. CONTRACTOR shall only expend the funds during the Fiscal Year for which it is allocated. If CONTRACTOR does not expend funding up to the Maximum Annual Contract Sum appropriated for the Fiscal Year, that unspent amount will not carry forward (or roll-over) to the following Fiscal Year.

3.5.1 The following chart reflects the Maximum Annual Contract Sum (allocated for each Fiscal Year of the Contract term), and the Maximum Contract Sum (allocated for the entire Contract term):

<b>Fiscal Year</b>	<b>Maximum Annual Contract Sum</b>
2009-10	\$ 390,930
2010-11	\$ 390,930
2011-12	\$ 390,930
2012-13	\$ 390,930
2013-14	\$ 328,381
<b>Maximum Contract Sum</b>	<b>\$ 1,892,101</b>

3.5.2 All Fiscal Year funding amounts (Maximum Annual Contract Sums) are contingent upon availability and appropriation of funds.

- VI. Exhibit B-4, FY 2013-2014 DRP STATEMENT OF WORK/PROGRAM INFORMATION, is attached to this Amendment, is incorporated into the Contract and is added to the Table of Contents.
- III. Exhibit C-4, FY 2013-2014 DRP BUDGET, is attached to this Amendment, is incorporated into to the Contract and is added to the Table of Contents.

**All other terms and conditions of the Contract shall remain in full force and effect.**

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number 4 to be subscribed on its behalf by the Director of Community and Senior Services, and the CONTRACTOR has subscribed the same through its authorized officer. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Cynthia D. Banks, Director Date  
Community and Senior Services  
County of Los Angeles

CONTRACTOR

\_\_\_\_\_  
Contractor's Name (Print)

\_\_\_\_\_  
Contract Number

\_\_\_\_\_  
Taxpayer ID Number

By \_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title (Print or Type)

By \_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title (Print or Type)

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL  
JOHN KRATTLI, County Counsel

BY  \_\_\_\_\_ 10.23.13  
Deputy County Counsel Date