

# Attachment E

***Before the Board of Supervisors in and for the  
County of Monterey, State of California***

**Resolution No.:** \_\_\_\_\_

Adopt a resolution to:

- a. Approve and authorize the County Administrative Officer, or designee, to execute the Donation and Acceptance Form for the Establishment of The County of Monterey COVID-19 Memorial Fund (Donation and Acceptance Form), between the County and Community Foundation for Monterey County (CFMC);
- b. Designate the Director of Public Works, Facilities and Parks (PWFP) as the County’s Authorized Representative and the Assistant Director of PWFP or Chief of Facilities to act as the designated Authorized Representative to request distribution(s), as needed, for all funds held within The County of Monterey COVID-19 Memorial Fund (Fund); and
- c. Direct the Authorized Representative and/or designee(s) to provide the Community Foundation for Monterey County with a digital or wet-signed letter on PWFP letterhead, along with backup documentation as applicable when requesting funds be transferred to the County. Backup documentation shall include, but not be limited to; description of activities completed since the previous distribution request, copies of invoices, payment applications, and/or record of staff time to be reimbursed, scope of work change orders issued, problems identified, assistance needed, funds received to date, funds being requested.

WHEREAS, On March 2, 2021, the Department of Public Works, Facilities, and Parks (PWFP) received Board Referral No. 2021.05 to create a permanent COVID-19 Memorial Project (“Memorial Project” or “Project”) with the names of all COVID-19 victims of Monterey County at the Monterey County Government Center Campus at 168 West Alisal Street, Salinas (Government Center);

WHEREAS, On June 21, 2022 the Board of Supervisors adopted Resolution 22-240 approving the revised proposed COVID-19 Memorial design concept “Concept B” for further development, and further directed staff to return to the Board in Fiscal Year (FY) 2022-23 to request any budget surplus, up to \$50,000, from District 1, Fund 001, Appropriations Unit BOA001, Unit 8013, upon the Budget Office FY22 year-end report completion, to be used for the construction of the Memorial Project;

WHEREAS, Staff has identified \$32,991 in budget surplus in District 1, Fund 001, Appropriations Unit BOA001, Unit 8013 which may be allocated to the COVID-19 Memorial Project;

WHEREAS, Staff has negotiated the Donation and Acceptance Form for the Establishment of The County of Monterey COVID-19 Memorial Fund (Donation and Acceptance Form), with the Community Foundation for Monterey County (Foundation) to administer donations to help fund the Memorial Project;

WHEREAS, the proposed Donation and Acceptance requires evidence of Board of Supervisors action approving a method of requesting funds, who within the County is authorized and level of documentation requirements for the County to receive Memorial Project donations administered by the Foundation;

NOW THEREFORE BE IT RESOLVED, by the Monterey County Board of Supervisors that said Board does hereby:

- a. Approve and authorize the County Administrative Officer, or designee, to execute the Donation and Acceptance Form for the Establishment of The County of Monterey COVID-19 Memorial Fund (Donation and Acceptance Form), between the County and the Community Foundation for Monterey County (CFMC); ;
- b. Designate the Director of Public Works, Facilities and Parks (PWFP) as the County's Authorized Representative and the Assistant Director of PWFP or Chief of Facilities to act as the designated Authorized Representative to request distribution(s), as needed, for all funds held within The County of Monterey COVID-19 Memorial Fund (Fund); and
- c. Direct the Authorized Representative and/or designee(s) to provide the Community Foundation for Monterey County with a digital or wet-signed letter on PWFP letterhead, along with backup documentation as applicable when requesting funds be transferred to the County. Backup documentation shall include, but not be limited to; description of activities completed since the previous distribution request, copies of invoices, payment applications, and/or record of staff time to be reimbursed, scope of work change orders issued, problems identified, assistance needed, funds received to date, funds being requested.

PASSED AND ADOPTED on this \_\_\_ day of \_\_\_\_\_, upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, by the following vote, to-wit:

AYES:  
NOES:  
ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original resolution of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book \_\_\_\_\_ for the meeting on \_\_\_\_\_.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

By \_\_\_\_\_  
, Deputy