

BOARD OF SUPERVISORS

Terrell Swofford, Vice Chair 1st District
Robert A. Meacher, Chair 2nd District
Sharon Thrall, 3rd District
Lori Simpson, 4th District
Jon Kennedy, 5th District

9:00 – 10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

**AGENDA FOR MEETING OF OCTOBER 16, 2012 TO BE HELD AT 10:00 A.M. IN THE
BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

10:00 A.M. **CALL TO ORDER/ROLL CALL**

INVOCATION AND FLAG SALUTE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD COMMENT PERIOD

Informational announcements by County Department Heads.

ACTION AGENDA

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District.

Convene as the Flood Control and Water Conservation District Governing Board

1. 10:15 FLOOD CONTROL DISTRICT – Randy Wilson

Approve and authorize the Chair to execute professional services agreement with Leah Wills of \$7,370 for water-related issues for the Flood Control District. Approved as to form by County Counsel

Adjourn as the Flood Control and Water Conservation District Governing Board and reconvene as the Board of Supervisors

2. 10:20 BOARD OF SUPERVISORS

- A. **PUBLIC HEARING:** Adopt **RESOLUTION** amending the Plumas County Master Fee Schedule. **Roll call vote**
- B. Discussion and possible action to adopt Response to the 2011-2012 Grand Jury Report
- C. Authorize the Chair to execute a summary letter for FY 2012-2013 Budget (Exhibit "A")
- D. Authorize the Chair to execute a letter in support of Randy Pew and Pew Forest Products in relation to current or future Suspension Debarment considerations
- E. Approve and authorize the Chair to execute letter regarding the State of California Fire Prevention Fee
- F. Sierra Valley RCD: Adopt **RESOLUTION** approving application(s) for Grant Funds for Proposition 84 Preservation of Ranches and Agricultural Lands Grant Program under the Safe Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. **Roll call vote**
- G. Correspondence
- H. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

3. 11:15 DEPARTMENTAL MATTERS

A. **PLUMAS COUNTY COORDINATING COUNCIL** – Robert Perreault
Discussion and possible action regarding Chips Fire Restoration Matters

B. **PLANNING** – Randy Wilson

- 1) Approve and authorize the Chair to sign professional services agreement with Leah Wills of \$29,029 for water-related issues for Plumas County. Approved as to form by County Counsel
- 2) Approve and authorize the Chair to execute agreement with the University of California at Davis (UC Davis) for professional services to complete the Middle Fork Project of the Prop 50 Grant Agreement

4. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A. BOARD OF SUPERVISORS

Request from Plumas County Democrats to waive rental fees for use of the Portola Memorial Hall on October 18, 2012 from 3:00 to 5:00 p.m.

B. GRAND JURY

Approve budget transfer of \$3,000 to cover budget overage of \$1,702.58 in out-of-county travel; and to cover costs for nine members to attend a workshop in Sacramento

C. LIBRARY

Approve supplemental budget of \$2,000 for unanticipated revenue from a grant awarded by Target Corporation. **Four/fifths required roll call vote**

NOON RECESS

5. 1:30 P.M. CRITICAL STAFFING COMMITTEE – Gayla Trumbo

Approve recommendation of the Critical Staffing Committee to refill the position of 1.0 FTE Benefits Assistance Counselor I; and 1.0 FTE Welfare Fraud Investigator I

6. 1:40 SHERIFF – Greg Hagwood

Board action to direct staff, pursuant to Personnel Rule 14, to issue written layoff notices to four 1.0 FTE Deputy Sheriff I/II positions

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee discipline/dismissal/release with regard to five employees of the Alcohol & Drug Department (Gov. Code §54957(b))
- B. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (c) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- C. Conference with Legal Counsel: Claim Against the County filed by Jack Martorella on August 09, 2012
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, November 06, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.

PLUMAS COUNTY PLANNING SERVICES

555 Main Street, Quincy, CA 95971-9366
(530) 283-7011 / FAX (530) 283-6134



DATE: October 16, 2012

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director *PW*

RE: Leah Wills, Professional Consultant for Water Related Issues for the Plumas County Flood Control and Conservation District.

Background

Leah Wills provides professional services to both County of Plumas and the Plumas County Flood Control and Conservation District. This contract is for Leah's professional services for the Plumas County Flood Control and Conservation District for the fiscal year 2012-2013 and is line with the adopted fiscal year 2012-2013 budget, in the amount of \$7,370.

Staff is not recommending that Leah Wills carry General Liability insurance with this contract. Leah Wills, in the preparation of the contract, contacted other consultants who also similar perform professional services and the estimated cost of such liability insurance will be approximately 30% of the cost of the contract or \$2,211. This cost would be added to the contract cost if required. Also, Leah has performed professional services for the Plumas County Flood Control and Conservation District for many years and there has never been a liability claim for the work she has performed.

Scope of Services

The following explains the tasks/issues contained in the proposed contract.

Generally, Contractor shall provide services to the District to promote watershed investment, facilitate watershed management and restoration projects, and contribute to water policy development. Contractor shall consult with the District on an ongoing basis to identify and prioritize specific services provided under this Services Agreement.

Specific services under this Service Agreement include:

- * Assist in the revision of Integrated Regional Water Management Plan (IRWM) Grant (Prop 84) as the District has been given notice of a tentative approval of the grant application and a revised work plan and budget are required due to only 85% of the requested funding from the initial grant applicant is expected to be funded.
- * Assist in matters related to the Plumas Watershed Forum (Monterey Agreement)
- * Work on matters and attend meetings related to the State Water Plan, the Bay-Delta Water Quality Plan and Central Valley Basin Plan update and issues related to the Delta watershed and other water matters of importance to the District as assigned by the District.

ACTIONS FOR CONSIDERATION

Staff recommends the Board of Supervisors take the following action.

- I. Approve the attached contract for Professional Services for the Plumas County Flood Control and Conservation District in the amount of \$7,370 for professional services related to water issues provided by Leah Wills.

RESOLUTION NO. 12-

**A RESOLUTION AMENDING THE MASTER FEE SCHEDULE
ESTABLISHING SERVICE FEES FOR COUNTY DEPARTMENTS**

WHEREAS, the Board of Supervisors has previously adopted a Master Fee Schedule establishing service fees for County departments and such Master Fee Schedule has been revised and amended from time-to-time; and,

WHEREAS, the Master Fee Schedule now needs further revision to add or change fees for various county departments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Plumas, State of California, as follows:

1. The Master Fee Schedule initially adopted by Resolution No. 05-7130 and revised and amended from time-to-time is hereby further amended as referenced by Exhibit "A" attached. The fees and charges as set forth in Exhibit "A" supersedes the fees and charges previously adopted to the extent such previous fees and charges are inconsistent with the fees and charges set forth in the attached Exhibit "A".
2. The fees set forth in the attached Exhibit "A" shall take effect on the date of adoption of this Resolution notwithstanding any provision to the contrary.
3. Any existing fee not included in this Resolution or amendment thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, Resolution, Ordinance, or State law.
4. The Board reserves authority to waive all or a portion of any fee, in the public interest, when the fee is charged to a local public entity.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 16th day of October, 2012.

AYES:

NOES:

ABSENT:

Robert A. Meacher, Chair

ATTEST:

Nancy DaForno, Clerk of the Board

PUBLIC NOTICE

On October 16, 2012 at 10:15 a.m., the Plumas County Board of Supervisors will consider adopting a Resolution amending the Plumas County Master Fee Schedule for various county departments including Agriculture/Weights & Measure, Assessor, Building, Clerk/Recorder, Elections, Geographic Information System, Library, Mental Health, Museum, Planning, Plumas-Sierra County Fair, Probation, Public Guardian, Public Works, Records Management, Treasurer/Tax Collector.

Supporting information will be available to the public in the office of the Board of Supervisors, Room 309, Courthouse, Quincy on October 10, 2012.

Please publish in all papers on October 03, 2012



Keith Mahan
Agricultural Commissioner
Sealer of Weights & Measures
keithmahan@countyofplumas.com

Plumas-Sierra Counties

Department of Agriculture

**Agriculture Commissioner
Sealer of Weights and Measures**



208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

October 9, 2012

To: Honorable Board of Supervisors
From: Keith Mahan, Agricultural Commissioner/Sealer
Subject: Fee Adjustment

The fee schedule for this department has not been adjusted for several years and recently passed and signed legislation increases the fee limit that can be charged for device registration. The fees proposed are not at the maximum limit and can be further adjusted in the future.

The proposed increases are estimated to increase departmental revenue by \$10,000.

AGRIC . COMMISSIONER/SEALER PROPOSED FEE CHANGES

Fee Categories	Number	Current Fee	Current Rev.	Proposed Fee	Projected
Locations	135	0 to \$80	\$8,910	\$80	\$10,800
Submeters					
Water	0	\$2	\$0		\$0
Electric	658	\$2	\$1,316	\$3	\$1,974
Vapor	68	\$2	\$136	\$4	\$272
Weighing Devices other than livestock (2,000 lb. to 10,000 lb. plus)			\$0		\$0
	15	\$20	\$300	\$100	\$1,500
Vehicle Scales	15	\$20	\$300	\$100	\$1,500
Platform & Monorail	15	\$10	\$150	\$30	\$450
Hanging Scales	10	\$10	\$100	\$15	\$150
Retail Meters	279	\$10	\$2,790	\$15	\$4,185
Livestock Scales	20	\$20	\$400	\$80	\$1,600
LPG meters trucks or stationary (56)			\$0		\$0
	56	\$20	\$1,120	\$50	\$2,800
Computing Scale <100 lb. cap. + (counter & cord, wire, fabric)			\$0		\$0
	93	\$10	\$930	\$15	\$1,395
Jewelry & Prescription	2	\$10	\$20	\$20	\$40
Weighing Devices (100 - <2,000 lb.)			\$0		\$0
	5	\$10	\$50	\$40	\$200
For all other commercial weighing or measuring devices not listed the device fee shall not exceed \$20 per device.			\$0		\$0
			\$0		\$0
		\$10	\$0	\$20	\$0
Total	1236		\$16,522		\$26,866

For all other commercial weighing or measuring devices not listed in the schedule the device fee shall be \$20 per device not to exceed the sum of one thousand dollars (\$1,000), for each business location.

For Farmer's Market scales brought into the office for testing the location fee will be waived and the registration fee shall be \$15.00 per device.

The Device Registration fee shall include the following: Location fee, device fee per schedule, per device and the State Division of Measurement Standards (DMS) Administrative Fee. This fee has already been passed and implemented. The County shall collect the Administrative Fee and forward it to DMS.

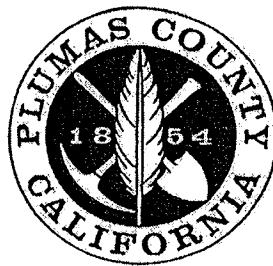
Agricultural Commissioner/Weights and Measures Department

WORKSHEET FOR DETERMINING COSTS OF SERVICES

Direct Overhead (Actual Expenditures 2011/12	\$67,517
Indirect Overhead	\$26,709
Total Expenditures for 2011/12	\$94,226
Divided by number of employees per allocation (0.8)	\$117,783
Cost per employee divided by 2080 hours	\$57
Time required in hours	1,286
Cost of inspection per device	\$35.01

PLUMAS COUNTY CLERK

Recorder (530) 283-6218
Registrar of Voters (530) 283-6256
Records Management (530) 283-6007



520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155

DATE: October 4, 2012

Kathy Williams
Clerk – Recorder
Registrar of Voters
kathywilliams@countyofofplumas.com

TO: Honorable Board of Supervisors, County of Plumas

cc: BOS

Melinda Rother
Assistant
melindarother@countyofofplumas.com

FROM: Kathy Williams, Clerk-Recorder,
County of Plumas

SUBJECT: Master Fee Schedule Update

At Budget Meetings last month, the Board requested a \$5 increase per document to the base recording fee in the Master Fee Schedule, along with other fee increases in various departments.

Upon the update of the Master Fee Schedule, pursuant to the Government Code, Section 27361 the fee for recording a document will be:

\$15 for the first page of a document
\$ 3 for each additional page of the same document

The distribution of the total \$15 fee is included for your information.

Government Code Section 27361 - in part

(a) The fee for recording and indexing every instrument or paper, shall not exceed ten dollars (\$10) for recording the first page and three dollars (\$3) for each additional page, to reimburse the county for the costs of services rendered, except the recorder may charge additional fees as follows:

(b) One dollar (\$1) of each three dollar (\$3) fee for each additional page shall be deposited in the county general fund.

(c) One dollar (\$1) for recording the first page and one dollar (\$1) for each additional page shall be available solely to support, maintain, improve, and provide for the full operation for modernized creation, retention, and retrieval of information in each county's system of recorded documents.

(d) (1) In addition to all other fees, a county recorder may charge a fee of one dollar (\$1) for recording the first page of every instrument as authorized by each county's board of supervisors. The funds generated by this fee shall be used only by the county recorder collecting the fee for the purpose of implementing a social security number truncation program.

27361.4. (a) The board of supervisors of any county may provide for an additional fee of one dollar (\$1) for filing every notice for record, in order to defray the cost of converting the county recorder's document storage system to micrographics.

(b) The board of supervisors of any county may provide for an additional fee, of one dollar (\$1) for filing every instrument for record, provided that the resolution providing for the additional fee establishes the days of operation of the county recorder's offices as every business day except for legal holidays and those holidays designated as judicial holidays pursuant to Section 135 of the Code of Civil Procedure.

(c) The board of supervisors of any county may provide for an additional fee, other than the fees authorized in subdivisions (a) and (b), of one dollar (\$1) for filing every notice for record provided that the resolution providing for the additional fee requires that the instrument, paper, or notice be indexed within two business days after the date of recordation.

$\$10 + \$1 + \$1 + \$1 + \$1 = \15 total 1 page recording fee

EXHIBIT A

RESOLUTION No. 94- 5577

A RESOLUTION AUTHORIZING THE COUNTY RECORDER TO CHARGE TWO ADDITIONAL \$1.00 FEES FOR FILING ANY INSTRUMENT IN ACCORDANCE WITH GOVERNMENT CODE SECTION 27361.4

WHEREAS, Government Code Section 27361.4 was amended, effective January 1, 1994, to enable the board of supervisors of any county to impose two additional \$1.00 fees for the filing of any instrument with the county recorder; and,

WHEREAS, the Plumas County Board of Supervisors seeks to authorize the fees in accordance with Section 27361.4,

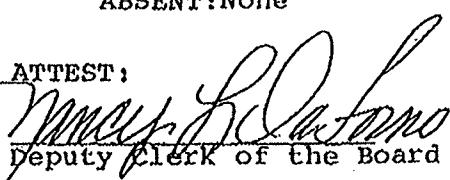
NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Plumas, State of California, as follows:

1. An additional fee of \$1.00 shall be charged by the Plumas County Recorder for filing every instrument, paper, or notice for record.
2. As a condition of charging the fee described in Paragraph One above, the County Recorder shall operate and conduct business with the public on every business day except for legal county holidays, pursuant to resolution by the Board of Supervisors, and judicial holidays pursuant to Section 135 of the Code of Civil Procedure.
3. An additional fee of \$1.00 shall be charged by the Plumas County Recorder for filing every instrument, paper, or notice for record on condition that the instrument, paper, or notice be indexed within two business days after the date of recordation.
4. The term "additional fee" as used in this resolution means a fee in addition to other fees charged by the County Recorder in accordance with applicable state and local law.
5. It is the intent of the Board of Supervisors that fees authorized by this Resolution be deemed part of the Master Fee Schedule of the county, and be expressly included in the next amendment of the Master Fee Schedule.

The foregoing resolution was duly adopted at a regular meeting of the Board of Supervisors, County of Plumas, held on January 4, 1994, by the following vote:

AYES: Supervisors Roudebush, Simpson, Meacher, Bresciani and Coates
NOES: None
ABSENT:None

ATTEST:


May R. Patino
Deputy Clerk of the Board


Paul E. Simpson
Chairperson, Board of
Supervisors

DESCRIPTION OF ENVIRONMENTAL HEALTH FEES FOR SERVICE OCTOBER 2012 UPDATE

FOOD PROGRAM

- **CLASS A COTTAGE FOOD REGISTRATION**—The annual permit to register a Class A Cottage (homemade) food operation as specified in the California Health and Safety Code. Class A operations are those which sell food directly to the consumer. Registration does not include field inspection or complaint processing, which are charged at the department's hourly rate in accordance with Cal Code.
- **CLASS B COTTAGE FOOD PERMIT**—The annual permit to operate a Class B Cottage Food operation as specified in the California Health and Safety Code. Class B operations are those which sell through a permitted third party retailer such as a market or restaurant. Permit includes one annual routine inspection with complaint inspections charged at the department's hourly rate in accordance with Cal Code.
- **SATELLITE FOOD OR BEVERAGE SERVICE PERMIT**—The annual permit to operate a satellite food facility. Satellite operations must be operated on the same premises as and in conjunction with a permitted retail food preparation facility. Permit includes routine inspections as required by Cal Code.

PLUMAS COUNTY ENVIRONMENTAL HEALTH FEE SCHEDULE

Food Activity Fees

CODE	SECTION	DESCRIPTION	AMOUNT
<i>Food</i>			
H&S	114365	Food-Cottage "A" Registration	\$25.00 Yr
H&S	114365	Food-Cottage "B" Permit	\$85.00 Yr
H&S	113899	Food-Satellite Permit	\$64.00 Yr

**Methodology Worksheet to Determine
Fee, Charge or Assessment
For FY12-13**

H&S 114365
Code Section

Date of Last Change: New

Department: Public Health Agency
Dept. # 20550 Fund # 0001
Program: Environmental Health

1 Food-Class A Cottage Food Registration
(Common Name of Service)

2 Departmental Overhead

A. Determine annual salary and benefit cost per overhead employee, plus \$320.40 for dept. head life insurance and \$759.64 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Detail calculation for each employee. \$109,477

<u>Director of Environmental Health</u>	<u>\$ 109,156.57</u>
<hr/>	
	<u>\$ -</u>

Note: Overhead employees are those that provide general direction or support to the department (Department head, secretary, assistant department head, account clerk, supervisor).

B. General Service/Supply costs to department \$82

(copy machine, training, maintenance contracts, janitorial, etc.).

<u>Communications</u>	<u>\$ 14</u>
<hr/>	
<u>Mileage-Maintenance & Equipment</u>	<u>\$ 41</u>
<hr/>	
<u>Office Supplies</u>	<u>\$ 27</u>
<hr/>	
	<u>\$ -</u>

C. Other general charges (detail) \$161,676

A-87 Cost Allocation

<u></u>	<u>\$ 161,676.00</u>
<hr/>	
<u></u>	<u>\$ -</u>
<hr/>	
<u></u>	<u>\$ -</u>

Total Departmental Overhead Cost (2A through 2C) \$271,235

**Methodology Worksheet to Determine
Fee, Charge or Assessment
For 12-13**

H&S 114365
Code Section

Date of Last Change: New

Department: Public Health Agency
Dept. # 20550 Fund # 0001
Program: Environmental Health

1 Food-Cottage Food Class B Permit
(Common Name of Service)

2 Departmental Overhead

A. Determine annual salary and benefit cost per overhead employee, plus \$320.40 for dept. head life insurance and \$759.64 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Detail calculation for each employee. \$109,477

<u>Director of Environmental Health</u>	<u>\$ 109,156.57</u>
<u>Administrative Assistant</u>	<u>\$ -</u>

Note: Overhead employees are those that provide general direction or support to the department (Department head, secretary, assistant department head, account clerk, supervisor).

B. General Service/Supply costs to department \$79
(copy machine, training, maintenance contracts, janitorial, etc.).

<u>Communications</u>	<u>\$ 14</u>
<u>Mileage-Maintenance & Equipment</u>	<u>\$ 38</u>
<u>Office Supplies</u>	<u>\$ 27</u>
	<u>\$ -</u>

C. Other general charges (detail) \$161,676

<u>A-87 Cost Allocation</u>	<u>\$ 161,676.00</u>
	<u>\$ -</u>
	<u>\$ -</u>

Total Departmental Overhead Cost (2A through 2C) \$271,231

**Methodology Worksheet to Determine
Fee, Charge or Assessment
For 12-13**

H&S 113899
Code Section

Date of Last Change: New

Department: Public Health Agency
Dept. # 20550 Fund # 0001
Program: Environmental Health

1 Food-Satellite Food Service Permit
(Common Name of Service)

2 Departmental Overhead

A. Determine annual salary and benefit cost per overhead employee, plus \$320.40 for dept. head life insurance and \$759.64 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Detail calculation for each employee. \$109,477

<u>Director of Environmental Health</u>	<u>\$ 109,156.57</u>
<u>Administrative Assistant</u>	<u>\$ -</u>

Note: Overhead employees are those that provide general direction or support to the department (Department head, secretary, assistant department head, account clerk, supervisor).

B. General Service/Supply costs to department (copy machine, training, maintenance contracts, janitorial, etc.). \$79

<u>Communications</u>	<u>\$ 14</u>
<u>Mileage-Maintenance & Equipment</u>	<u>\$ 38</u>
<u>Office Supplies</u>	<u>\$ 27</u>
	<u>\$ -</u>

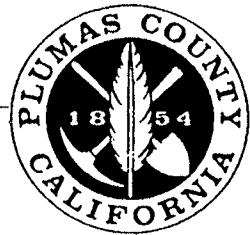
C. Other general charges (detail) \$161,676

<u>A-87 Cost Allocation</u>	<u>\$ 161,676.00</u>
	<u>\$ -</u>
	<u>\$ -</u>

Total Departmental Overhead Cost (2A through 2C) \$271,231

PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242
lynnsheehy@countyofplumas.com • www.plumaslibrary.org



*Lynn Sheehy
County Librarian*

DATE: September 27, 2012

TO: The Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

SUBJECT: AGENDA ITEM FOR THE MEETING OF OCTOBER 16, 2012

RE: MASTER FEE SCHEDULE FY 12/13

It is Recommended that the Board of Supervisors

Approve the addition of a \$3.00 fee per item for Inter-library loan materials to the Master Fee Schedule FY 12/13.

Background and Discussion

As postage is no longer paid for by the North Net Cooperative for Inter-library loan services, it is necessary to charge patrons \$3.00 for this valuable service. This amount is based on postal costs from previous fiscal years when the service was in place for Plumas County and by postage and delivery statistics from Lassen Library District in Susanville. Attached please find postage and delivery statistics from January of 2012 as an example of costs.

Plumas County Library Postage & Delivery Statistics
January 2012

Shipped to (Library Name)	Zip	Postage Amount	Number of Items	Total Postage	Total Items Shipped
Humboldt County	95501	\$3.07	5	\$211.83	117
Ventura County	93002	2.29	1		
Del Norte County	95531	3.46	2		
Sonoma County	95404	2.68	1		
CSU Humboldt	95521	2.29	1		
CSU Chico	95929	2.68	1		
Tehama County	96080	2.29	1		
Orland	95963	4.24	6		
Solano County	94533	3.07	1		
Trinity County	96093	2.29	1		
Humboldt County	95501	2.29	1		
UCLA	90095	2.29	1		
Sacramento Public	95814	2.68	1		
Humboldt County	95501	3.46	10		
Yuba County	95901	2.29	1		
Trinity County	96093	2.68	1		
Tehama County	96080	2.29	1		
Amador County	95642	2.29	1		
Lassen District	96130	2.68	1		
Modoc County	96101	2.29	1		
CSU Humboldt	95521	2.29	1		
CSU Chico	95929	2.29	1		
Tuolumne County	95370	2.29	1		
Orland	95963	3.46	6		
San Marino Public	91108	2.68	1		
Butte County	95966	3.07	2		
Belvedere-Tiburon	94920	3.07	1		
UC Davis	95616	2.29	1		
Solano County	94533	2.29	1		
Del Norte County	95531	2.68	1		
Tehama County	96080	3.07	2		
Willows Public	95988	3.46	2		
Modoc County	96101	2.29	1		
San Luis Obispo	93403	2.29	1		
Marin County	94949	3.07	2		
Camarillo Public	93010	2.68	1		
Sutter County	95991	2.68	1		
Anaheim Public	92805	2.29	1		
Los Angeles Public	90071	2.29	1		
UC Davis	95616	2.29	1		
Humboldt County	95501	2.68	2		
Tehama County	96080	3.07	2		
Sonoma County	95404	2.68	1		
Butte County	95966	3.46	2		

PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-6045

John Sebold, LCSW, Director



DATE: August 23, 2012
TO: HONORABLE BOARD OF SUPERVISORS
FROM: PATRICIA LESLIE, INTERIM DIRECTOR
MENTAL HEALTH DEPARTMENT
SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 4, 2012
RE: MASTER FEE SCHEDULE FOR FY 12/13

[Handwritten signature of Patricia Leslie over the text]

It is Recommended that the Board of Supervisors

Approve the Master Fee Schedule for Mental Health services FY12/13.

Background and Discussion

The State Department of Mental Health (DMH) in 1998 set forth guidelines for uniform patient fee schedules for community mental health services, in DMH Information Notice 98-13. Plumas County Mental Health has reviewed and adjusted the County Department's Master Fee schedule three times, with the last adjustment occurring in 2003/04.

Plumas County Mental Health Department Master Fees FY 12/13

Budget	Code & Section	Purpose	Multiplier	2003/04	2012/13
70570, MH	W&I ¹ 5717	Case Management	Per Minute per staff person	\$1.77	\$2.20
70570, MH	W&I 5717	Mental Health Services	Per Minute per staff person	\$2.28	\$2.68
70570, MH	W&I 5717	Crisis Intervention	Per Minute per staff person	\$3.41	\$3.98
70570, MH	W&I 5717	Medication services	Per Minute per staff person	\$4.23	\$4.95
70570, MH	W&I 5717	TOVA testing	Per Test	NP ²	\$125.00
70570, MH	W&I 5709	Uniform Fee Schedule	Sliding scale	NP	\$37-\$600 ³
70574, SH ⁴	County 99-6215 through 99-6217	Board and Care	Month	\$1,028 to \$1,148	\$3,445

1. W&I. California Welfare and Institutions Code.
2. NP. Not published as a Master Fee Schedule.
3. State imposed sliding scale, developed 10/20/1989, Plumas County capitated fee will be \$600.00 per year.
4. SH. Sierra House Board and Care Facility

Patricia Leslie, Interim Director of Mental Health requests the Board of Supervisors approve the Department of Mental Health's Master Fee Schedule FY 12/13.



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: OCTOBER 1, 2012
TO: HONORABLE BOARD OF SUPERVISORS
FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES
SUBJ: FEES FOR THE OFFICE OF THE PUBLIC GUARDIAN

By law, the Office of the Public Guardian is entitled to charge and collect fees for the case work performed on guardianship/conservatorship cases. Two elements must be in place in order for the Public Guardian to collect fees from a conservatee.

First, fees charged in connection with work performed on a specific conservatee's case must be approved by the Superior Court. Typically such approvals take place when the Public Guardian presents the Court with an annual accounting of transactions made on behalf of a conservatee.

A second element of fee collection is that the conservatee actually has funds in his or her estate that are sufficient to cover the fees charged. Many of the conservatees that have been served by the office do not have such funds. In those cases, the fees can be accrued over time and to the extent that a conservatee has property or other resources that are disposed of when the estate is settled, fees could be collected at that time.

The enclosed worksheet describes how the hourly fee for Public Guardian casework is established. The hourly rate is calculated at \$35.78 based on total costs divided by work hours. That rate is charged for actual time spent for a specific case.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature in black ink, appearing to read "ES".

ELLIOTT SMART, DIRECTOR

Enclosure

✓

Worksheet to Determine Costs of Services for Public Guardian for FY 2012/13

Direct Overhead (Actual Expenditures for FY 2011/12): \$ 120,643.29

Indirect Overhead (Actual Expenditures for FY 2011/12): \$ 9,603.83

Total Expenditures for FY 2011/2012: \$ 130,247.12

Number of FTE's during that FY: 1.75

Cost per allocated FTE : \$ 74,426.93

Hourly Cost per FTE/Case: \$ 35.78

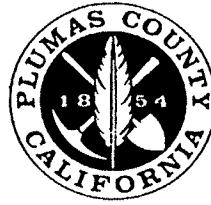
(Divided by 2080 hrs (amount of hours worked in a year))

Appproximate Time Required to perform work on a case (in hours): 150.00

Cost per Case: \$ 5,367.33

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323
Robert A. Perreault, Jr., P.E., Director Joe Blackwell, Deputy Director



AGENDA REQUEST

For the October 16, 2012 meeting of the Board of Supervisors

October 3, 2012

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works
Subject: Approval of an amendment to the Master Fee Schedule to establish new Department of Public Works fees for the review of development applications and to revise existing encroachment and transportation review fees; discussion and possible action.

Background:

The Public Works Department is proposing new application fees for the review and consideration of various development project applications, and revisions to existing encroachment and transportation permits fees.

The Department of Public Works spends considerable time and resources reviewing and commenting on various development applications. Review of these development applications is focused on issues and impacts related to development standards, site development, circulation, traffic safety, grading, flood plain, drainage, water quality, and erosion control. The Public Works Department does not currently charge a fee for consideration of these development applications.

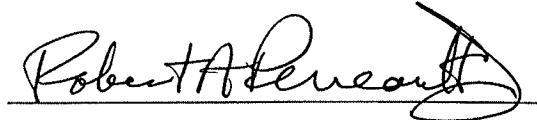
Exhibit A sets forth the recommended fees for performing these services.

- Exhibit 1 is a list of all of the proposed application fees with a description of the issues subject to review by the Department of Public Works.
- Exhibit 2 lists the proposed development review, encroachment, and transportation applications for which fees are collected, and indicates the previous fee amount.
- Exhibit 3 is the backup material detailing the methodology for establishment of the proposed fees.

Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors approve amending the Master Fee Schedule to establish new fees for the review of development applications and the revision of existing encroachment and transportation review fees.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert A. Perreault".

Robert A. Perreault, Director
Department of Public Works

Attachments

Proposed Fees - Exhibit A.
Exhibits 1 through 3

Department of Public Works
Development Review Fees

<u>Development Review Applications</u>	<u>Fee Amount</u>
Campground Permit	\$156
Development Agreement	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}
Development Agreement Amendment	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}
EIR Review	\$204
Hydro-Electric Project	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}
Modification of a Recorded Map	\$156.00
Modification of Development Standards	\$292.00
Negative Declaration Review	\$136.00
Permit to Mine/Reclamation Plan	\$292.00
Planned Development Permit	\$292.00
Reversion to Acreage	\$87.00
Site Development Permit	\$156.00
Special Use Permit	\$87.00
Tentative Map	\$292.00
Tentative Map per lot fee	\$17.00
Reconsideration of Approved Application	1/2 Current Fee
Technical Report Review ¹	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

Department of Public Works
Encroachment and Transportation Fees

Encroachment Permit Fees

Residential Driveway Encroachment	\$98.00
Commercial Driveway Encroachment	\$125.00
Utility Repair (Minor) ¹	\$88.00
Major Utility Project ^{2,3}	\$500.00 Deposit billed at \$52.70/hour* ⁴
Special Events	\$0.00
Tree Removal Permit	\$98.00
Permit Administrator Inspection	\$52.70/hr.
Engineer Inspection	\$68.32/hr.

Transportation Permit Fees

Single Trip Transportation Permit	\$21.00
Blanket Transportation Permit	\$54.00
Site Inspection	\$52.70/hr.

* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

1- Performed by special district in-house crew

2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.

3 - Additional inspection fees are assessed during the inspection phase.

4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$300.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

Department of Public Works

Description of Service Fees

September 2012

Local Development Review

The following listing is a description of various fees that pertain to applications requiring review and comment, and/or approval by the Department of Public Works.

- **Campground Permit Application Review Fee**— Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Development Agreement Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Development Agreement Amendment Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **EIR Review Fee** - Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Hydro Project Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of a Recorded Map Application Review Fee** – Review and comment on application related to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of Development Standards Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Negative Declaration Review Fee**- Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Permit to Mine/Reclamation Plan** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Planned Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.

- **Reversion to Acreage Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Site Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Special Use Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Tentative Map & Per Lot Review Fee**-Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Reconsideration of Approved Application Review Fee**– Focused review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Technical Report Review Fee**- Review and comment on Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

Encroachment Permit Review and Issuance

- **Residential Driveway** - Review and processing of a permit that covers the construction of a new or the replacement of an old single family driveway connection to a publicly maintained roadway.
- **Commercial Driveway** - Review and processing of a permit that covers the construction of a commercial driveway or road connection to a publicly maintained roadway.
- **Utility Repair** - Review and processing of a permit that covers underground excavation for private utility connections to main service lines that are not constructed by the Utility Company.
- **Large Utility Project** - Review and processing of a permit that covers the construction of large utility project which impact multiple roadways.
- **Special Event** - Review and processing of a permit that allows the use of the Public Right-of-Way for parades, races, or other similar events.
- **Tree Removal** - Review and processing of a permit that allows tree removal .

Transportation Permit Review

- **Single Trip Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over County roadways.
- **Annual Blanket Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over certain pre-determined County roadways.

Department of Public Works
Development Review Fees

Development Review Applications	<u>Previous Fee</u>	<u>Proposed Fee</u>
	<u>Amount</u>	<u>Amount</u>
Campground Permit	\$0.00	\$156
Development Agreement	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*
Development Agreement Amendment	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*
EIR Review	\$0.00	\$204
Hydro-Electric Project	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*
Modification of a Recorded Map	\$0.00	\$156.00
Modification of Development Standards	\$0.00	\$292.00
Negative Declaration Review	\$0.00	\$136.00
Permit to Mine/Reclamation Plan	\$0.00	\$292.00
Planned Development Permit	\$0.00	\$292.00
Reversion to Acreage	\$0.00	\$87.00
Site Development Permit	\$0.00	\$156.00
Special Use Permit	\$0.00	\$87.00
Tentative Map	\$0.00	\$292.00
Tentative Map per lot fee	\$0.00	\$17.00
Reconsideration of Approved Application	\$0.00	1/2 Current Fee
Technical Report Review	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*

* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

Department of Public Works
Encroachment and Transportation Fees

Encroachment Permit Fees

Residential Driveway Encroachment	\$75.00	\$98.00
Commercial Driveway Encroachment	\$100.00	\$125.00
Utility Repair (Minor)	\$0.00	\$88.00
Major Utility Project	\$0.00	\$500.00 Deposit billed at \$52.70/hour*
Special Events	\$0.00	\$0.00
Tree Removal Permit	\$0.00	\$98.00
Permit Administrator Inspection	\$0.00	\$52.70/hr.
Engineer Inspection	\$0.00	\$68.32/hr.

Transportation Permit Fees

Single Trip Transportation Permit	\$15.00	\$21.00
Blanket Transportation Permit	\$50.00	\$54.00
Site Inspection	\$0.00	\$52.70/hr.

* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

Exhibit 3

Fee Calculation Methodology

Backup Material

The following fee calculation methodology utilizes the State of California Accounting Standards and Procedures for Counties Road Fund Cost Accounting procedures to establish the Road Department's labor, equipment and overhead rates.

The Department has available Indirect Cost Rate Plans for the years: 06/07, 07/08, 09/10 and 10/11. These plans have been audited and approved by the State of CA Department of Transportation Audits & Investigations.

Estimated Public Works/Road Local Development Application Review Fees

Calculation Backup Sheet for

Public

<u>Application</u>	Hours Spent on Service	Works/Road Hourly Rate ³	Staff Fee Total	Vehicle Cost per Hour	Proposed Total Fee
Campground Permit	2	\$68.32	\$136.64	\$19.50	\$156.14
Development Agreement	Variable	\$68.32	\$68.32	N/A	\$1000.00 Deposit billed at \$68.32/hour ²
Development Agreement Amendment	Variable	\$68.32	\$68.32	N/A	\$1000.00 Deposit billed at \$68.32/hour ²
EIR Review	3	\$68.32	\$204.96	N/A	\$204.96
Hydro-Electric Project	Variable	\$68.32	\$68.32	N/A	\$1000.00 Deposit billed at \$68.32/hour ²
Modification of a Recorded Map	2	\$68.32	\$136.64	\$19.50	\$156.14
Modification of Development Standards	4	\$68.32	\$273.28	\$19.50	\$292.78
Negative Declaration Review	2	\$68.32	\$136.64	N/A	\$136.64
Permit to Mine/Reclamation Plan	4	\$68.32	\$273.28	\$19.50	\$292.78
Planned Development Permit	4	\$68.32	\$273.28	\$19.50	\$292.78
Reversion to Acreage	1	\$68.32	\$68.32	\$19.50	\$87.82
Site Development Permit	2	\$68.32	\$136.64	\$19.50	\$156.14
Special Use Permit	1	\$68.32	\$68.32	\$19.50	\$87.82
Tentative Map	4	\$68.32	\$273.28	\$19.50	\$292.78
Tentative Map per lot fee	0.25	\$68.32	\$17.08	N/A	\$17.08
Reconsideration of Approved Application	1/2 Current Fee	1	\$68.32	N/A	\$1000.00 Deposit billed at \$68.32/hour ²
Technical Report Review ¹					

Notes:

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. The Public Works Department shall provide to the developer a monthly invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

Calculation Backup Sheet for Public Works/Road Encroachment Permit Fees

Application	Permit Administrator Hours	Permit Administrator Hourly Rate*	Permit Sub-total	Maintenance Crew Supervisor Hours	Maintenance Crew Supervisor Hourly Rate*	Staff Supervisor Sub-total	Vehicle Hours	Vehicle Cost per Hour	Vehicle Cost Sub-total	Proposed Total Fee
Residential Driveway Encroachment	0.5	\$52.70	\$26.35	1	\$52.84	\$52.84	\$79.19	1	\$19.50	\$98.69
Commercial Driveway Encroachment	1	\$52.70	\$52.70	1	\$52.84	\$52.84	\$105.54	1	\$19.50	\$125.04
Utility Repair (Minor) ¹	0.5	\$52.70	\$26.35	1	\$52.84	\$52.84	\$79.19	0.5	\$19.50	\$88.94
Major Utility Project ^{2,3}	1	\$52.70	\$52.70	1	\$52.84	\$52.84	\$105.54	1	\$19.50	\$500.00 Deposit billed at \$52.70/hour ⁴
Special Event	1.5	\$52.70	\$79.05	1	\$52.84	\$52.84	\$79.05	1	\$19.50	\$19.50
Tree Removal Permit	0.5	\$52.70	\$26.35	1	\$52.84	\$52.84	\$79.19	1	\$19.50	\$98.69
Permit Administrator Inspection	1	\$52.70	\$52.70	0	\$0.00	\$0.00	\$52.70	0	\$19.50	\$0.00
Engineer Inspection	1	\$68.32	\$68.32	0	\$0.00	\$0.00	\$68.32	0	\$19.50	\$0.00

Notes:

1 - Performed by special district in-house crew
 2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.

3 - Additional inspection fees are assessed during the inspection phase.

4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$300.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposited in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

Public Works Transportation Review Application Fees

<u>Application</u>	Hours Spent on Service	Permit Administrator Hourly Rate ¹	Staff Fee Sub-Total	15% Overhead	Proposed Total Fee
Single Trip Transportation Permit	0.5	\$37.9755	\$18.99	\$2.85	\$21.84
Blanket Transportation Permit	1.25	\$37.9755	\$47.47	\$7.12	\$54.59

1 - The Permit Administrator hourly rate is an average of the hourly rate of the Public Works Administration staff who process this application.



To whom it may concern:

As you know, Assembly Bill X1 29 was approved by the California Legislature and signed into law on July 7, 2011, without the necessary two-thirds vote required by Article XIII A, section 3 of the California Constitution. The law established a fire prevention "fee" to pay for Cal Fire fire prevention services within the State Responsibility Area (SRA) and this "fee" is assessed on owners of habitable structures located in the SRA. On behalf of the citizens, property owners and tax payers of Plumas County, the Plumas County Board of Supervisors strongly opposes this illegal tax for a number of reasons, in addition to the constitutional grounds stated above.

For starters, Cal Fire has only a minimal fire prevention presence in Plumas County. Through the California Master Cooperative Wildland Fire Management Agreement, most SRA lands within Plumas County are exchanged with the US Forest Service and this federal agency provides local wildfire fire protection. By this agreement, Cal Fire maintains primary responsibility, also known as Direct Protection Area or DPA, for only a fraction of the SRA lands within Plumas County. These SRA lands remaining under Cal Fire's DPA are located in the northernmost part of Plumas County and are served by the Cal Fire station in Westwood, located in neighboring Lassen County. It is unconscionable that the Cal Fire fire prevention "fee" be charged to all of Plumas County properties when no Cal Fire stations are located here, and when so few properties could receive any Cal Fire service or benefit.

Plumas County also has a long and successful history of fire prevention activities, in large part because we place great emphasis on *local* activities. We support an active and vibrant Plumas County Fire Safe Council. We boast many Firewise Communities. We have twenty autonomous local fire jurisdictions. All of these organizations play important roles in fire prevention. Together, they are instrumental in educating, encouraging and achieving defensible space around habitable structures and communities. These successes are the result of local fire prevention efforts, not the work of Cal Fire. The newly enacted fire prevention "fee" simply duplicates the great local fire prevention work that happens every day in Plumas County. Even worse, collecting this "fee" severely hampers these local efforts by making it more difficult for local efforts to raise funds and to continue this work.

In summary, the Plumas County Board of Supervisors hereby requests an exemption for each and every Plumas County property owner subject to the fire prevention "fee" established in accordance with Assembly Bill X1 29. Short of an exemption, this Board demands these moneys be returned to the local fire districts, Fire Safe Councils, and Firewise Community organizations where Plumas County residents have invested considerable time, effort and resources while achieving measureable results.

Sincerely,

Robert A. Meacher
Chair, Plumas County Board of Supervisors



RESOLUTION NO. 12-

Before the Board of Supervisors

County of Plumas, State of California

**RESOLUTION APPROVING APPLICATIONS FOR GRANT FUNDS FOR PROPOSITION 84
PRESERVATION OF RANCHES AND AGRICULTURAL LANDS GRANT PROGRAM UNDER
THE SAFE WATER, WATER QUALITY AND SUPPLY, FLOOD CONTROL, RIVER AND
COASTAL PROTECTION BOND ACT OF 2006.**

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application by the Sierra Valley Resource Conservation District (Sierra Valley RCD) governing board before submission of said application to the SNC; and

WHEREAS, the Sierra Valley RCD, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the County has identified the Sierra Valley Agricultural Water Quality and Habitat Enhancement Project by the Sierra Valley RCD as valuable toward meeting its mission and goals,

WHEREAS, the County recognizes the collaboration between the Sierra Valley RCD, Feather River RCD and Plumas-Sierra Department of Agriculture to coordinate weed control and management within Plumas County.

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that this Board:

Approves the submittal of an application by the Sierra Valley RCD for the Sierra Valley Agricultural Water Quality and Habitat Enhancement Project for the SNC Proposition 84 Preservation of Ranches and Agricultural Lands Grant Program.

The foregoing resolution was duly passed by the Board of Supervisors of the County of Plumas at a regular meeting held October 16, 2012, by the following roll call vote:

Ayes:

Noes:

Absent:

Chair, Board of Supervisor

ATTEST:

Clerk of the said Board

Sierra Valley Agricultural Water Quality and Habitat Enhancement Project

Project Summary. The Sierra Valley Resource Conservation District (SVRCD) proposes six water quality and habitat enhancement activities within the Sierra Valley that will enhance water, soil and wildlife habitat corridor quality, increase watershed awareness for the public, demonstrate project effectiveness for the ranching and community stakeholders, and support the local ranching economy with improved water quality and forage, and with project installation work. Together, these projects will increase the connectivity of existing water quality and wildlife habitat improvement projects and leverage earlier investments completed on private lands in Sierra Valley.

Sierra Valley and its tributaries are at the headwaters of the Middle Fork of the Feather River watershed in the northern Sierra Nevada that provides agricultural and municipal water to over 20 million Californians. Various watershed coalitions and organizations, governmental agencies, land trusts and private landowners have been implementing water quality and wildlife habitat projects on Sierra Valley ranches for many years. There is currently a patchwork of ranches in Sierra Valley that are implementing water quality improvement and wildlife habitat enhancement projects.

Goals. The water quality and habitat corridor enhancement goals for the Sierra Valley Agricultural Water Quality and Habitat Enhancement Project (Project) are: improve water quality; reduce potential sources of erosion; improve water use efficiency; restore healthy vegetation biodiversity through noxious weed containment and control; enhance riparian and habitat areas along waterways and natural springs within the various project sites; and provide various educational components that reflect project outcomes and improve conservation understanding. This will be accomplished by installing 3 miles of riparian fencing to manage 28 acres of riparian areas; installing an off-stream livestock water system; installing 3/4 mile of pipe into an existing dirt waterway; 1300 – 2000 acres of invasive weed control with targeted re-seeding to establish healthy vegetation; project demonstration tour; publication of weed management material; and conservation project signage. The proposed project is comprised of six separate project components on private properties.

Budget. This project will be funded by the Sierra Nevada Conservancy's *Preservation of Ranches and Agricultural Lands Grant Program*. Project support will be augmented by numerous Sierra Valley watershed and agricultural stakeholders, including but not limited to Natural Resources Conservation Service technical service, Plumas and Sierra Counties' RAC cost-share funding, and numerous ranching families. Sierra Valley Resource Conservation District directors will personally be involved in project

Sierra Valley Resource Conservation District
SNC Proposition 84 Bond Act of 2006
Preserving Ranches and Agricultural Lands Grant Program Application
Project Narrative Description

implementation and management. The costs to implement the conservation practices and oversee the SNC contract will not exceed \$350,000.

Outcomes. To be completed by early 2014, the outcomes of this project will benefit the natural community, the public and the local economy. There will be reduced active erosion, improved water quality, increased riparian and habitat benefits, healthier biodiversity on native and non-native vegetation on agricultural lands. Further, local ranchers and stakeholders, including public officials will learn from this project during a tail-gate tour and various other presentations, in the hope it will encourage other conservation projects. Nature-tourists will benefit from an enhanced environmental setting and experience. To support the local economy, landowners and local contractors will be paid 100% of project costs to install these projects; and local vendors will be used where practicable to supply project materials and outreach supplies.

These projects were self-selected by the landowners themselves and the SVRCD. They will be installed with assistance by the project landowners, other community partners and, subsequently managed by the landowners. All practices installed will meet local USDA Natural Resources Conservation Service (NRCS) standards and specifications. Grazing management plans will be promoted to sustain effective stewardship for the life of the projects, most for 50 years. Many community stakeholders will make significant in-kind contributions, including the Plumas and Sierra Counties Resource Advisory Committees Secure Rural Schools Title II Funding and the Natural Resources Conservation Service.

Permitting. The Project meets the requirements for Categorical Exemption for CEQA and a Notice of Exemption will be filed with the County Clerk. Permits required will be landowner pesticide use permits issued by the Agricultural Commissioner for herbicide treatment of noxious weeds and possibly one well permit for the off-stream stockwater facility.

Summary. The Sierra Valley Agricultural Water Quality and Habitat Enhancement Project will be a strategic public investment to leverage and link prior and existing public and private investments in Sierra Valley to enhance its natural resources for all and to support the local agricultural economy in Plumas and Sierra Counties.

PLUMAS COUNTY COORDINATING COUNCIL

3A

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268 • FAX (530) 283-6323

AGENDA REQUEST

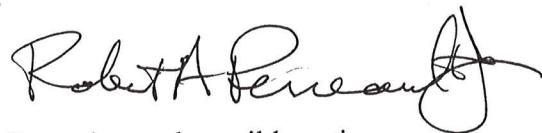
for the October 16, 2012 meeting of the Board of Supervisors

October 9, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Chair, PCCC

Subject: Chips Fire Restoration Matters; discussion and possible action.



BACKGROUND

At the October 5, 2012 meeting of the Plumas County Coordinating Council, staffs from the Plumas National Forest and the Lassen National Forest presented information pertaining to the restoration of the Chips Fire Area. Issues discussed included possible treatments, areas to be designated for no treatment and review of existing condition maps.

As part of the public outreach, the Plumas National Forest staff has scheduled a community field and 3 community meetings (some of which will have been completed by October 16th). Attached is a copy of the public notice pertaining to the fieldtrip and meetings.

The purpose of this Agenda Request is to provide a summary of the discussions that were conducted at the 10-5-2012 PCCC Meeting as well as to consider any new information.



Chips Fire Restoration Community Meetings & Fieldtrip

The Plumas National Forest wants your input!

Please join us for a community meeting:

- Monday, October 15, 6-8pm at the Greenville High School/Indian Valley Elementary School Cafeteria, 225 Grand St.
- Wednesday, October 17, 6-8pm at the Quincy Library Conference Room, 445 Jackson St.
- Thursday, October 18, 6-8pm at Gansner Bar Campground Amphitheater in the Feather River Canyon. Please bring a jacket.

Community fieldtrip:

- Saturday, October 13, 9am-3pm. Please RSVP by October 11 to 283-0555. Fieldtrip can accommodate 30 people. Start at Mt. Hough Ranger District with pick up spots in Greenville and Canyon Dam. Please bring a lunch and water.

For more information or for any special needs,
Contact the Mt. Hough Ranger District, 283-0555

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street
Quincy, CA 95971-9366
(530) 283-7011

www.plumascounty.us

DATE: October 16, 2012

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director *RW*

RE: Leah Wills, Professional Consultant for Water Related Issues for Plumas County.

Background

Leah Wills provides professional services to both County of Plumas and the Plumas County Flood Control and Conservation District. This contract is for Leah's professional services for Plumas County for the fiscal year 2012-2013 and is line with the adopted fiscal year 2012-2103 budget, in the amount of \$29,029.

Staff is not recommending that Leah Wills carry General Liability insurance with this contract. Leah Wills, in the preparation of the contract, contacted other consultants who also similar perform professional services and the estimated cost of such liability insurance will be approximately 30% of the cost of the contract or \$8,708. This cost would be added to the contract cost if required. Also, Leah has performed professional services for the Plumas County Flood Control and Conservation District for many years and there has never been a liability claim for the work she has performed.

Scope of Services

The following explains the tasks/issues contained in the proposed contract.

Generally, Contractor shall provide services to the County to promote watershed investment, facilitate watershed management and restoration projects, and contribute to water policy development. Contractor shall consult with the County on an ongoing basis to identify and prioritize specific services provided under this Services Agreement.

Specific services under this Service Agreement include:

- * Work on and attend meetings regarding Rock Creek/Cresta Ecological Resources Committee (ERC) (FERC # 1962 and other matters related to FERC relicensing in

the North Fork of the Feather River; (Bucks FERC # 619, Poe FERC #2107, and Oroville FERC #2100, hydroelectric licenses)

- * Work on and attend meetings regarding FERC 2105 relicensing including work on the 401 permit for FERC 2105;
- * Work on issues related to the Prop 50 Grant between Plumas County and the Department of Water Resources; and
- * Work on CEQA/NEPA related issues related to water planning.
- * Work on water quality temperature and mercury issues related to water planning.
- * Work on the California Statewide Groundwater Elevation Monitoring Plan (CASGEM) compliance issues related to water planning.

ACTIONS FOR CONSIDERATION

Staff recommends the Board of Supervisors take the following action.

- I. Approve the attached contract for Professional Services for Plumas County in the amount of \$29, 029 for professional services related to water issues provided by Leah Wills.

PLUMAS COUNTY PLANNING SERVICES

555 Main Street, Quincy, CA 95971-9366
(530) 283-7011 / FAX (530) 283-6134



DATE: October 16, 2012

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director *(R.W.)*

RE: Agreement with the University of California at Davis (UC Davis) for professional services to complete the Middle Fork Project of the Prop 50 Grant Agreement.

Background

On January 18, 2008 Plumas County entered into a Grant Agreement under Prop 50 with the Department of Water Resources. The Grant Agreement contains seven different projects. This project is called the Middle Fork Project, which has a maximum allowable costs under the grant of \$1,358,000. See attached Research Agreement and Exhibit A of the Agreement for specific details on the project. The primary person with UC Davis to perform this project is Professor M. Levent Kavvas. This is the last element of the Prop 50 grant to go to contract as all other elements have contracts with Local Project Sponsors and all other elements or projects are in various degrees of completion.

ACTIONS FOR CONSIDERATION

Staff recommends the Board of Supervisors take the following action.

- I. Approve the attached Research Agreement between Plumas County and the Regents of the University of California (UD Davis).

DaForno, Nancy

From: julie keechler [turfsupreelgrind@gmail.com]
Sent: Monday, October 08, 2012 11:36 AM
To: DaForno, Nancy
Subject: Portola Memorial Hall fee waiver

To Plumas County Board of Supervisors,

On behalf of the Plumas County Democratic Party, I am requesting a fee waiver for the 2 hour rental of the Memorial Hall in Portola, on October 18th, from 3 to 5 pm. We are planning on a community discussion of the Propositions.

Thank you for your consideration with this matter.

Sincerely,

Julie A. Keechler, volunteer organizer
836-2862
turfsupreelgrind@gmail.com

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

84

A) NINE GRAND JURY MEMBERS TO
B) ATTEND A WORKSHOP IN SACRAMENTO 9
C) AND TO COVER BUDGET OVERAGE
D) OF 1,702.58

Approved by Department Signing Authority:

Approved/Recommended Disapproved/ Not recommended

County Administrative Officer Signature: _____

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Budget Officer/CAO; If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature prior to CAO/Budget Officer. Auditor/Controller will forward all signed, supplemental transfers to the CAO/Budget Officer for approval.

IF one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Budget Officer/CAO; if supplemental must be signed by the Auditor and CAO/Budget Officer.
- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.

PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242
lynnsheehy@countyofplumas.com • www.plumaslibrary.org



*Lynn Sheehy
County Librarian*

DATE: October 9, 2012

TO: The Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

SUBJECT: AGENDA ITEM FOR THE MEETING OF OCTOBER 16, 2012

It is Recommended that the Board of Supervisors

Approve a supplemental budget request increasing revenue by \$2,000.00

Background and Discussion

Receiving additional revenue from a grant awarded by the Target Corporation written by literacy coordinator Victoria Metcalf.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

Department: Sierra Literacy

Dept. No: 20678

TRANSFER NUMBER
(Auditor's Use Only)

Date: 9/27/2012

The reason for this request is (check one):

Approval Required

Is this request is (check one):

- A. Transfer to/from Contingencies OR between Departments Board
- B. Supplemental Budgets (including budget reductions) Board
- C. Transfers to/from or new Fixed Asset, out of a 51XXX Board
- D. Transfer within Department, except fixed assets, out of a 51XXX CAO
- E. Establish any new account except fixed assets CAO

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSES)

Supplemental budget requests require Auditor/Controller's signature.

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

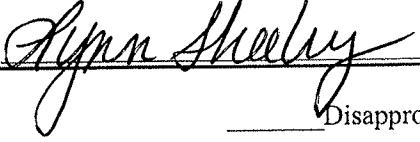
In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) _____

B) _____

C) _____

D) Received additional revenue -- awarded a grant from the Target Corporation

Approved by Department Signing Authority: 

Approved/Recommended

Disapproved/ Not recommended

County Administrative Officer Signature: _____

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Budget Officer/CAO; If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature prior to CAO/Budget Officer. Auditor/Controller will forward all signed, supplemental transfers to the CAO/Budget Officer for approval.

IF one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Budget Officer/CAO; if supplemental must be signed by the Auditor and CAO/Budget Officer.
- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.

5

**PLUMAS COUNTY CRITICAL STAFFING
COMMITTEE**

Robert Meacher, Craig Settlemire and Gayla Trumbo

DATE: **October 9, 2012**

TO: **The Honorable Board of Supervisors**

FROM: **Critical Staffing Committee**

SUBJECT: **AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
OCTOBER 16, 2012.**

**RE: CRITICAL STAFFING REPORT AND POSSIBLE ACTION
TO REFILL THE POSITION OF 1.0 FTE BENEFITS ASSISTANCE
COUNSELOR I; AND 1.0 FTE WELFARE FRAUD INVESTIGATOR I**

RECOMMENDED THAT THE BOARD:

Approve recommendation of Critical Staffing to refill 1.0 FTE Benefits Assistance Counselor I; and 1.0 FTE Welfare Fraud Investigator I.

BACKGROUND AND DISCUSSION

Critical Staffing Committee received two requests from Social Services Director, Mr. Elliott Smart. The first request is to refill 1.0 FTE Benefit Assistance Counselor I. This position performs eligibility determination for Medi-Cal and CalFresh (Foodstamp) programs. This is a State mandate program of which the State determines appropriate staffing levels and funds accordingly. There are no General Fund dollars supporting this position. This position is allocated and funded for the 2012-2013 fiscal year.

The second request from Mr. Smart, is to refill the position of the Welfare Fraud Investigator. The current Welfare Fraud Investigator position is becoming vacant this month due to the incumbents decision to retire. This position is totally dedicated to welfare fraud, early fraud detection and prevention and In-Home Supportive Services fraud investigations. The funding for this position comes from State General Fund and Federal pass through dollars. In addition, there is a small apportionment of Realignment dollars that is part of the funding. This position is allocated for the 2012-2013 fiscal year.

For further background information on both positions, the Critical Staffing Questionnaire has been completed by Mr. Smart and is attached to this agenda item.

The recommendation of the Critical Staffing Committee is to approve the refilling of 1.0 FTE Benefits Assistance Counselor; and 1.0 FTE Welfare Fraud Investigator I.

Thank you for your time and consideration of this report.



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: AUGUST 27, 2012
TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR
FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES
SUBJ: REQUEST FOR CRITICAL STAFFING COMMITTEE REVIEW:
BENEFITS ASSISTANCE COUNSELOR

The enclosed materials are self explanatory with regard to a Benefits Assistance Counselor I (BAC I) which became vacant as of August 24, 2012. May I ask that you move this request forward to a review by the Critical Staffing Committee as soon as it is administratively feasible to do so?

Please let me know if there are questions.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, Director, in black ink.

ELLIOTT SMART, DIRECTOR

Copy: Neal Caiazzo, Program Manager
Janell Sommer, Administrative Assistant

Enclosures (2)

08-28-12 PC 1:47 RCV/D

Position Classification: Benefits Assistance Counselor (BAC) I/II

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description:

This position is primarily responsible for performing eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

Funding Sources: Medi-Cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty*.

Special Considerations: Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

Reason for the Vacancy: The reason for this vacancy is because the prior incumbent was released during the probationary period.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Benefits Assistance Counselor – Medi-Cal/CalFresh Program

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Medi-Cal and CalFresh (Foodstamp) administration is a state mandated service. The Benefits Assistance Counselor performs eligibility determinations for these services

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth.

- How long has the position been vacant?

Answer: The position became vacant effective August 24, 2012.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

- What core function will be impacted without filling the position prior to July 1?

Answer: We will not be able to process applications for Medi-Cal in accordance with the state requirements.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: AUGUST 28, 2012
TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR
FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES
SUBJ: REQUEST FOR CRITICAL STAFFING COMMITTEE REVIEW:
WELFARE FRAUD INVESTIGATOR I

The purpose of this memorandum is to request Critical Staffing Committee review of a vacant position in the Department of Social Services. The Department has received notice from Linda Patton, Welfare Fraud Investigator, that it is her intention to retire effective October 27, 2012. Request for review is being asked for at this time so that the Department can plan for a smooth transition in this one-of-a-kind position.

Because the Department will be requesting approval for an overlap between the hiring of a new incumbent and Linda Patton, may we ask that you expedite this review?

Please be sure to direct questions to my attention.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, Director, in black ink.

ELLIOTT SMART, DIRECTOR

Copies: PCDSS Management Staff

Enclosures (2)

Position Classification: Welfare Fraud Investigator I

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description:

This is a one of a kind position in the Department of Social Services that is wholly dedicated to welfare fraud investigations, client education on reporting responsibilities and ways to prevent fraud, early fraud detection and prevention and In-Home Supportive Services fraud investigations. The incumbent performs both field investigations and office reviews gathering evidence and interviewing clients and witnesses. Some of the investigations will be referred to the District Attorney for review and determination as to whether prosecution for welfare crimes is indicated.

Funding Sources: Nearly all of the funding associated with the investigation of welfare fraud comes from State General Fund and federal pass through dollars. There is a very small apportionment of Realignment dollars that is part of the funding mix for this position. As is explained below, there are potential Realignment funding implications *when the position is left empty.*

Special Considerations: Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

Reason for the Vacancy: The reason for this vacancy is because the prior incumbent, Linda Patton, is retiring from this position after serving in it for almost 29 years and after service to Plumas County that totals 40 years.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Welfare Fraud Investigator I

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Investigation of Welfare Fraud, Early Fraud Detection and Client Education regarding how to avoid fraud are all mandatory programs required by California Department of Social Services Regulations.

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it. Fraud detection and prevention are critical elements of the overall program delivery system.

- How long has the position been vacant?

Answer: The position became vacant effective October 27, 2012.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

- What core function will be impacted without filling the position prior to July 1?

Answer: We will not be able to investigate allegations of welfare fraud or IHSS fraud which are mandated functions.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs

costing the Department money. Specifically, this program absorbs nearly \$100,000 in overhead annually. If the position is left vacant, those overhead costs get distributed to other programs in an unplanned for way.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
- **Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.**



Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

6

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: October 4, 2012

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood

RE: Agenda Items for the meeting of October 16, 2012

It is recommended that the Board:

Authorize the Sheriff to have Human Resources send out lay-off notices to include four deputy sheriff positions.

Background and Discussion:

With the 2012/13 Sheriff's Office budget receiving the largest decline in general fund contributions in the excess of by \$773,977.00, it has become necessary to find savings wherever possible.

As you are aware, during the budget workshops all budgets and grants have been stretched beyond, in some cases, reality.

You are also aware I have agreed to postpone lay-offs until November 6, 2012, so you the Board of Supervisors, could evaluate the outcome of the two ballot measures regarding additional sales tax and tot tax initiatives before the voters of Plumas County.

I am placing this item on the October 16, 2012 Agenda to obtain permission to begin the 30 day lay-off process. If for any reason the Sheriff's Office general fund contributions are not increased after November 6, 2012 it is imperative to the Sheriff's Office budget, that the lay-off process is already engaged as to realize the savings and limit the number of positions that must be laid off.

I request the lay-off notices be issued October 17, 2012 so savings can be realized as soon as possible.

CLAIM AGAINST THE COUNTY OF PLUMAS

(Pursuant to Government Code §910.4)

RECEIVED
AUG 09 2012
PLUMBERS COUNTY
CLERK'S OFFICE

NOTICE: All claims must be presented to the County of Plumas in accordance with Government Code §915.4. Failure to fully complete this form will result in your claim being returned. If you need assistance in completing this form, contact legal counsel. Plumas County employees are not allowed to provide legal advice. Attach additional pages as needed.

CLAIMANT INFORMATION

1. Name of Claimant: <u>Jack Martorella</u>	PLUMAS COUNTY BOARD OF SUPERVISOR
2. Mailing Address of Claimant <u>2351 lariat lane Walnut Creek CA 94596</u>	Address City State Zip
3. Mailing Address where notices are to be sent (if different than mailing address of claimant):	

A rectangular stamp with a double-line border. The word "RECEIVED" is printed in large, bold, capital letters at the top. Below it, the date "AUG 09 2012" is printed in a smaller font. At the bottom, the text "PLUMAS COUNTY" and "BOARD OF SUPERVISORS" is printed in a smaller font, stacked vertically.

REPRESENTATIVE INFORMATION

5. Name of Attorney (if any): _____

6. Mailing Address of Attorney:

INFORMATION ABOUT CLAIM

8. Incident Date: Month June Day 13 Year 2012

9. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel)
165 Delleker park dr. Portola Ca, 96122

10. Explain the circumstances that led to the alleged damage or injury: (State all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on separate page.)

— The tenant living in our rental was suspected of dealing drugs... and the Sheriff department broke down the front door.

(see reverse)

11. General description of the specific damage, injury, indebtedness, obligation, or loss incurred so far as it may be known at the time of presenting claim.

Door replacement \$419.00 and install \$252. for a total of
\$671.00

12. Dollar Amount of Claim: (if less than \$10,000) as of the date of presenting the claim. (Include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented.) \$671.00 dollars

13. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be a limited civil case. Yes No

14. Name of names of public employee(s) causing the injury, damage or loss, if known

CLAIMS INVOLVING MOTOR VEHICLES

15. Insurance Information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? Yes No

16. Name of Insurance Carrier and Telephone Number (including area code)

Name

() _____
Telephone Number

Address

City

State

Zip

17. Policy Number:

18. Are you the registered owner? Yes No

19. Amount of deductible: \$

20. Make: Model: Year:

Section 72 of the Penal Code provides that a person found guilty of submitting a fraudulent claim may be punished by imprisonment in the County Jail or State Prison, and/or by the imposition of a fine up to \$10,000.00.

Signature of Claimant, or by some person legally authorized to submit this claim on your behalf.

Signature

Jack Martorella

Printed Name of Person Completing Claim Jack Martorella