

## **BOARD OF SUPERVISORS**

Terrell Swofford, Chair 1<sup>st</sup> District

Kevin Goss, 2<sup>nd</sup> District

Sharon Thrall, 3<sup>rd</sup> District

Lori Simpson, 4<sup>th</sup> District

Jon Kennedy, Vice Chair 5<sup>th</sup> District

### **AGENDA FOR MEETING OF FEBRUARY 05, 2013 TO BE HELD AT 11:00 A.M. IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**10:00 – 11:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

**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

11:00 A.M. **CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**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 ANNOUNCEMENTS/REPORTS**

Brief announcements by, or brief reports on their activities by County Department Heads

## **ACTION AGENDA**

### **1. 11: 10 BOARD OF SUPERVISORS**

- A. **PUBLIC HEARING:** Adopt **RESOLUTION** amending the Master Fee Schedule establishing service fees for County Departments (District Attorney; Engineering; Public Works; Facility Services). **Roll call vote**
- B. Continued from January 15, 2013, discussion and possible action to identify funding for the PARS Program subject to Board action to participate
- C. Letter of appreciation to the *Friends of the Chester Library* for repair of the library building and the gift of computers and books. Discussion and possible action - Supervisor Thrall
- D. Consider request from Chester Jr/Sr High School for free use of the Chester Veterans Memorial Hall in case it becomes necessary for any reason to evacuate the School and the primary site (Chester Elementary School) is not available or suitable; direction to Facility Services to provide the School Principal with a key to be used as part of the Incident Commander's evaluation kit. Discussion and possible action – Supervisor Thrall
- E. Direct staff to issue a 30 day notice to the State Department of Fish & Wildlife to terminate Lease Agreement for space use at the Health & Human Services Center. Discussion and possible action
- F. Correspondence
- G. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- H. Appointments

### **FIRST 5 PLUMAS**

Appoint Joanne Burgueno to a two-year term of membership on the First 5 Plumas County Children and Families Commission as recommended

## 2. **DEPARTMENTAL MATTERS**

- A. **FAIR** – John Steffanic  
Presentation of two proposed revenue generating projects
- B. **MENTAL HEALTH** – Kimball Pier  
Discussion and possible action to consider request to fill a vacant Fiscal & Technical Services Assistant II/III position. Fiscal Impact: The position is funded for FY 2012-2013 at no cost to the General Fund
- C. **PUBLIC HEALTH AGENCY** – Mimi Hall
  - 1) Approve supplemental budget of \$99,883 for receipt of unanticipated revenue – Department 70560
  - 2) Approve budget transfer of \$32,136.73 for Department 70560 based on final approved budgets for FY 2012-2013
  - 3) Approve budget transfer of \$29,000 for Department 20830 – Senior Nutrition Program
  - 4) Approve budget transfer of \$10,330 for Department 20480 – Senior Transportation
  - 5) Approve budget transfer/supplemental budget reduction of \$17,653 for Department 70580 - A&D Fines and Fees
  - 6) Approve supplemental budget transfer of \$55,000 in revenue reductions and \$2,368 in expenditure reductions for Department 70630 – Drug Court
  - 7) Approve budget transfer of \$127 for Department 70559 – Ryan White/HIV

## 3. **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. **CLERK OF THE BOARD**

Approve Board minutes for January 2013

### B. **LIBRARY**

Approve supplemental budget of \$8,219 for award of LSTA Grant by the California State Library for Plumas County Literacy

### C. **SHERIFF**

- 1) Authorize the Chair to execute Agreement between the Plumas County and Little Norway Marine Service not to exceed \$20,000 for service to Sheriff's boats. Approved as to form by County Counsel
- 2) Approve budget transfer of \$23,520 from Communication Equipment (542200-Fixed Asset) to Communication Equipment (521250-Services & Supplies) for 2010 Homeland Security Grant expenditures
- 3) Authorize the Auditor to return unspent grant funds of \$4,983.61 received from the U.S. Department of Justice Drug Enforcement Administration
- 4) Authorize the Chair to execute contract between Plumas County and Sierra Electronics of \$250,000 for maintenance and repair of radio and communication equipment; and authorize payment of past invoices for services from January 01, 2013. Approved as to form by County Counsel

### D. **FACILITY SERVICES**

Approve budget transfer of \$600 from Services & Supplies to Salaries & Benefits (Department 20120) for Boot Allowance pursuant to MOU with Union Crafts & Trades Unit

### E. **SOCIAL SERVICES**

Approve budget transfer of \$34,326 from Regular Wages (70590-51000) to various line items (Salaries & Benefits) to cover costs for FY 2012-2013

**F. MENTAL HEALTH**

- 1) Approve budget transfer of \$15,000 within the Mental Health Budget 70570 for FY 2012-2013
- 2) Approve supplemental budget of \$12,000 for Plumas County Mental Health to support the Senior Nutrition Program to facilitate outreach to older adults
- 3) Authorize the Director of Mental Health to execute fourth amendment to Services Agreement with Plumas Crisis Intervention and Resource Center. Approved as to form by County Counsel

**G. PUBLIC WORKS**

- 1) Approve budget transfer of \$6,500 for Department 20521 for Boot/Clothing Allowance
- 2) Approve budget transfer of \$121,650 for Department 20579 for staff time on Solid Waste Capital Improvement Projects
- 3) Approve and authorize the Director of Public Works to execute Material Purchase Agreements for Unleaded Gasoline, Clear Diesel and Furnace Oil Products. Approved as to form by County Counsel

**NOON RECESS**

**4. 1:30 P.M. INDIAN VALLEY CITIZENS FOR PRIVATE PROPERTY RIGHTS**

Presentation by Indian Valley Citizens regarding the Plumas County General Plan

**5. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- A. Personnel: Public employee appointment or employment – Director of Facility Services
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**ADJOURNMENT**

Adjourn meeting to Tuesday, February 19, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

IA

**RESOLUTION NO. 13-**

**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 5<sup>th</sup> day of February, 2013.

**AYES:**

**NOES:**

**ABSENT:**

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Terry Swofford, Chair

**ATTEST:**

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Nancy DaForno, Clerk of the Board

## **PUBLIC NOTICE**

On February 05, 2013 at 11:15 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 District Attorney, Auditor/Controller, Engineering, Public Works, and Facility Services.

Supporting information will be available to the public in the office of the Board of Supervisors, Room 309, Courthouse, Quincy on January 29, 2013.

Please publish in all papers on January 23, 2013

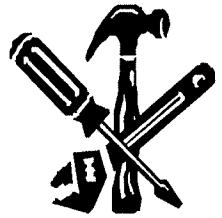


Joe Wilson  
Director

## DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103



Date: January 23, 2013

To: Honorable Board of Supervisors

From: Mark Rother, Working out of class as Director

*MR*

**Subject: Approve increase to camping fee at Taylorsville Campground**

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### Recommendation

Approve camping fee increase from \$14.00 a night to \$20.00 a night at Taylorsville Campground.

### Background

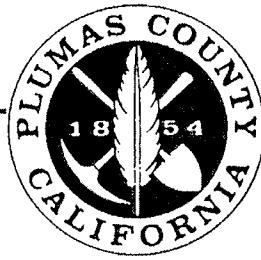
Please find attached worksheet for determining costs of services for our request to increase the Taylorsville Campground camping fee from \$14.00 a night to \$20.00 a night.

Worksheet for Determining Costs of Services

Direct Overhead (Actual Expenditures 2011-2012)	\$23,673.00
Indirect Overhead 2011-2012 budget year	\$0.00
Total Expenditures for 2011-2012 budget year	\$23,673.00
Divided by number of employees per allocation (1)	\$23,673.00
Cost per employee divided by 1040 hours (Amount of hours worked in a year)	\$22.76
Time required in hours	<u>1.00</u>
Cost of Produce	\$22.76

Time required, in hours for Staff to accomplish task, times cost per employee divided by hours worked in a year gives you cost to produce service

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT



January 17, 2013

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 fees for the review of development applications, and to revise existing service fees.

### Background:

The Engineering Department is proposing several new application fees for the review and consideration of various development project applications, and revisions to existing service fees.

Review of these development applications focuses on issues and impacts related to development standards, site development, circulation, traffic safety, grading, flood plain, drainage, water quality, and erosion control.

- Exhibit 1 is a listing of the proposed Engineering Department Fees
- Exhibit 2 is a list of all of the proposed applications with a brief description of the issues subject to review by the Engineering Department of Public Works.
- Exhibit 3 lists the proposed development review applications and other services for which fees are collected, and indicates the previous fee amount.
- Exhibit 4 is the backup material detailing the methodology for establishment of the proposed fees.

### **Recommendation:**

The Engineering Department respectfully recommends that the Board of Supervisors approve amendment of the Master Fee Schedule to establish new Engineering Department fees for the review of development applications and the revision of existing service fees.

Respectfully submitted,

Robert A. Remondt

Robert A. Perreault, Director  
Department of Public Works

Attachments: Exhibits 1 through 4

## Engineering Department Fees

<u>Application/Service Description</u>	<u>Fee Amount</u>
Amendment of a Recorded Map or Certificate of Correction	\$146
Campground Permit	\$146
Copies 18" x 26"	\$2.75
Copies 24" x 36"	\$5.25
Copies per square foot	\$0.87
Consultation	\$73.16/hour <sup>4</sup>
Development Agreement	\$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Development Agreement Amendment	\$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Driveway Review	
Fire Safe Driveway Review	\$146
EIR Review	\$146
Flood Plain Administration	
Initial Consultation	No Fee
Flood Plain Interpretation	\$73.16/hour <sup>4</sup>
Flood study review and approval by County Engineer	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Grant of Relief	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Letter of Map Amendment/Revision	No Fee
Hydro-Electric Project	\$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Hourly Rate (Engineering Technician)	\$73.16/hour <sup>4</sup>
Inspection Fee (for the Construction Phase of Improvement Plans)	\$250.00 + \$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Lot Line Adjustment	\$587
Lot Line Adjustment per lot fee	\$36
Modification of a Recorded Map	\$292
Modification of Development Standards	\$146
Negative Declaration Review	\$73
Parcel Map Check	\$1,221
Parcel Map Check per parcel fee	\$73
Permit to Mine/Reclamation Plan	\$73
Planned Development Permit	\$219
Record of Survey Check	\$639
Record of Survey Check (Amended)	\$292
Research, scanning, emailing	\$73.16/hour <sup>4</sup>
Resubmittal Fee	\$146
Reversion to Acreage	\$146
Site Development Permit	\$146
Special Use Permit	\$36
Subdivision Map Check	\$2,336
Subdivision Map Check per lot fee	\$73
Tentative Map	\$292
Tentative Map per lot fee	\$18
Reconsideration of Approved Application	1/2 current fee
Technical Report Review <sup>1</sup>	\$500.00 Deposit billed at \$73.16/hour <sup>2</sup>

**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 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- County Engineer's hourly rate

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

## Engineering Department – Local Development Review

### Description of Service Fees

January 2013

The following listing is a description of the various fees that pertain to applications or services processed or performed by the Engineering Department.

- **Amendment of a Recorded Map or Certificated of Correction** (Subdivision Map Act 66469) – Review modification document or amended map for accuracy.
- **Campground Permit Application Review Fee** – Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Consultations** (including Research, Scanning & Emailing) – Fee assessed for time spent on customer requests for information and research.
- **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.
- **Driveway Reviews**
  - **Fire Safe Driveway** - Review of proposed driveways for compliance with fire-safe driveway design and construction standards.
  - **Other Driveway Approvals** – Not currently used
- **Flood Plain Administration**
  - **Initial Consultation** – (Up to 1 hour, including minor research and limited scanning)
  - **Flood Plain Interpretation** – Interpretation of FEMA flood zone boundaries. (including research, scanning and requested letters)
  - **Flood Study** – Review and approval of flood studies as set forth in Chapter 17 of Title 8 of Plumas County Code.
  - **Grant of Relief** – Review and approval of requests to vary or modify the County Code as it pertains to the administration of flood hazard areas as required by County Code Section 8-17.401 et seq.
  - **Letter of Map Amendment/Revision** – Review of modifications to flood hazard areas implemented through these documents.
- **Flood Plain Administration (Grant of Relief)** – Review and approval of requests to vary or modify the County code as they pertain to the administration of flood hazard areas.
- **Hydro Project Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.

- **Inspection Fee** (For the construction phase of improvement plans) – Inspection of improvements depicted on improvement plans associated with site development or recordation of final maps.
- **Lot Line Adjustment** – Review boundary calculations and legal descriptions for final approval.
- **Modification of a Recorded Map Application Review Fee** (Plumas County Code 9-3.508 & SMA 66472.1) 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.
- **Parcel Map Check** – Review final map for accuracy and compliance with conditions of approval.
- **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.
- **Record of Survey** – Review for accuracy and processing of document for recordation.
- **Record of Survey** (Amendment per Professional Land Surveyors Act 8770.5) – Review for accuracy and processing of document for recordation.
- **Resubmittal Fee** – Fee assessed for resubmittal of incomplete applications.
- **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.
- **Subdivision Map Check** – Review final map for accuracy and compliance with conditions of approval.
- **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.

Engineering Department  
Fee Comparison

<u>Application/Service Description</u>	<u>Previous Fee</u>	<u>Proposed Fee</u>
Amendment of a Recorded Map or Certificate of Correction	\$0	\$146
Campground Permit	\$0	\$146
Copies 18" x 26" <sup>4</sup>	\$1.95	\$2.75
Copies 24" x 36" <sup>4</sup>	\$3.60	\$5.25
Copies per square foot <sup>4</sup>	\$0.60	\$0.87
Consultation	\$0	\$73.16/hour <sup>4</sup>
Development Agreement	\$0	\$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Development Agreement Amendment	\$0	\$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Driveway Review		
Fire Safe driveway review and approval	\$50	\$146
Other driveway review and approval	N/A	N/A
EIR Review	\$0	\$146
Flood Plain Administration		
Initial Consultation	\$0	\$0
Flood Plain Administration	\$0	\$73.16/hour <sup>2</sup>
Flood Study review and approval	\$0	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Grant of Relief	\$0	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Letter of Map Amendment/Revision	\$0	\$0
Hydro-Electric Project	\$0	\$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Hourly Rate (Engineering Technician)	\$54	\$73
Inspection Fee (for the Construction Phase of Improvement Plans)	1.5% of Engineer's Estimate / \$300 Minimum	\$250.00 + \$1000.00 Deposit billed at \$73.16/hour <sup>2</sup>
Lot Line Adjustment	\$75	\$587
Lot Line Adjustment per lot fee	\$25	\$36
Modification of a Recorded Map	\$0	\$292
Modification of Development Standards	\$0	\$146
Negative Declaration Review	\$0	\$73
Parcel Map Check	\$436	\$1,221
Parcel Map Check per parcel fee	\$50	\$73
Permit to Mine/Reclamation Plan	\$0	\$73
Planned Development Permit	\$0	\$219
Record of Survey Check	\$175	\$639
Record of Survey Check (Amended)	\$100	\$292
Resubmittal Fee	\$100	\$146
Reversion to Acreage	\$0	\$146
Site Development Permit	\$0	\$146
Special Use Permit	\$0	\$36
Subdivision Map Check	\$536	\$2,336
Subdivision Map Check per lot fee	\$50	\$73
Tentative Map	\$0	\$292
Tentative Map per lot fee	\$0	\$18
Reconsideration of Approved Application	1/2 current fee	1/2 current fee
Technical Report Review <sup>1</sup>	0	\$500.00 Deposit billed at \$73.16/hour <sup>2</sup>

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 deposited 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 - County Engineer's hourly rate

4- Copy charges calculated based on an average of other counties

**Exhibit 4**  
**Fee Calculation Methodology**  
**Backup Material**

Methodology Worksheet to Determine  
Fee, Charge or Assessment for 2012/13

Engineering Department  
Hourly Rate

DEPARTMENTAL OVERHEAD

	Salary & Benefits	Dept. Head Ins.	General Ins.	Employee Cost
Director of Public Works @ 10%	\$10,850	\$32	\$76	\$10,958
Fiscal Technician III @ 100%	\$52,738		\$760	\$53,498
<b>Total Overhead Cost</b>				<b>\$64,456</b>
Communications	\$900			
Postage/Shipping	\$400			
Paper/Paper Supplies	\$900			
Maintenance Equipment	\$4,352			
Copy Charges	\$500			
Office Furniture	\$0			
Office Expense	\$600			
Liability	\$638			
Travel - In County	\$500			
Travel - Out of County	\$0			
Intrafund Transfer in	\$2,922			
<b>TOTAL</b>	<b>\$11,712</b>			<b>\$76,168</b>
<b>Total General Service and Supply Costs less Direct Costs</b>				<b>\$76,168</b>

DEPARTMENTAL OVERHEAD COSTS

AVERAGE AMOUNT OF HOURS SPENT ON SERVICE

Engineering Department Staff Positions	2
Net Productive Hours	1656
Total Staff Hours	3312
	1
Percentage of Total Staff Time spent on this service	0.00030193

TOTAL OVERHEAD COST RELATED TO THIS SPECIFIC SERVICE **\$23.00**

DIRECT COSTS

	Salary & Benefits	Insurance Cost	Employee Cost	Hourly Rate
Engineering Technician II	\$75,742.00	\$1,010.00	\$76,752.00	\$46.35
Engineering Technician II	\$65,357.00	\$1,010.00	\$66,367.00	\$40.08
Average Hourly Cost				\$43.21
Average time spent on this service				1
<b>EMPLOYEE COST PER SERVICE</b>				<b>\$43.21</b>
<b>COST OF SERVICES &amp; SUPPLIES</b>	<b>Units</b>	<b>Cost</b>	<b>Total</b>	
Photo-copies and Map Run	0	\$1.95	\$0.00	
Postage	0	\$5.90	\$0.00	
Mileage	0	\$0.56	\$0.00	
Total Cost of Services & Supplies				<b>\$0.00</b>
<b>TOTAL OF ALL DIRECT CHARGES</b>				<b>\$43.21</b>
<b>TOTAL OF ALL DIRECT AND OVERHEAD CHARGES</b>				<b>\$66.21</b>
Indirect Overhead Cost				\$6.95
<b>TOTAL COST OF SERVICE</b>				<b>\$73.16</b>
<b>CURRENT FEE</b>				<b>\$50.00</b>
<b>RECOMMENDED FEE</b>				<b>\$73.16</b>

## **Engineering Department Services & Supply Costs**

<b>Inspection Fee (For Construction Phase of Improvement Plans</b>	<b>Services &amp; Supplies</b>	<b>Units</b>	<b>Cost</b>	<b>Total</b>
	Photo-copies	16	\$3.60	\$57.60
	Postage	3	\$5.90	\$17.70
	Mileage	312	\$0.56	\$174.72
	<b>Total Cost of Services &amp; Supplies</b>			
				<b>\$250.02</b>
<b>Lot Line Adjustments</b>	<b>Services &amp; Supplies</b>	<b>Units</b>	<b>Cost</b>	<b>Total</b>
	Photo-copies	10	\$0.10	\$1.00
	Postage	2	\$0.60	\$1.20
	Mileage	0	\$0.56	\$0.00
	<b>Total Cost of Services &amp; Supplies</b>			
				<b>\$2.20</b>
<b>Parcel Map Check</b>	<b>SERVICES &amp; SUPPLIES</b>	<b>Units</b>	<b>Cost</b>	<b>Total</b>
	Photo-copies and Map Run	20	\$1.95	\$39.00
	Postage	4	\$5.90	\$23.60
	Mileage	240	\$0.56	\$134.40
	<b>Total Cost of Services &amp; Supplies</b>			
				<b>\$197.00</b>
<b>Record of Survey Check</b>	<b>SERVICES &amp; SUPPLIES</b>	<b>Units</b>	<b>Cost</b>	<b>Total</b>
	Photo-copies and Map Run	18	\$1.95	\$35.10
	Postage	28	\$5.90	\$165.20
	Mileage		\$0.56	\$0.00
	<b>Total Cost of Services &amp; Supplies</b>			
				<b>\$200.30</b>
<b>Subdivision Map Check</b>	<b>SERVICES &amp; SUPPLIES</b>	<b>Units</b>	<b>Cost</b>	<b>Total</b>
	Photo-copies and Map Run	35	\$1.95	\$68.25
	Postage	3	\$5.90	\$17.70
	Mileage	100	\$0.56	\$55.50
	<b>Total Cost of Services &amp; Supplies</b>			
				<b>\$141.45</b>

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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



January 17, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Approval of an amendment to the Master Fee Schedule to correct minor errors and provide additional clarification to Public Works Fees approved in October 2012.

## Background:

The Public Works Department is proposing minor amendments to fees previously approved on October 16, 2012.

The proposed amendments include:

- 1) An explanation that the hourly rate charge is an estimate and that the actual hourly rate is based on the pay rate of the employee performing the service.
- 2) The addition of Vehicle Cost fee with an explanation that this rate is an estimate and that the actual hourly rate is based on the classification of the vehicle used in performing the service.
- 3) Clarification that the Utility Repair (Minor) encroachment permit fee does not apply to utility special districts.
- 4) Correction of an inconsistency between the \$500 deposit for Major Utility Projects and Footnote #4.

These amendments are reflected on the attached Exhibit A.

**Recommendation:**

It is respectfully recommended that the Board of Supervisors approve amending the Master Fee Schedule as set forth in Exhibit A to correct the previously approved Public Works Fee Schedule.

Respectfully submitted,

  
Robert A. Perreault, Director  
Department of Public Works

**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 <sup>2,3</sup>
Development Agreement Amendment	\$1000.00 Deposit billed at \$68.32/hour <sup>2,3</sup>
EIR Review	\$204
Hydro-Electric Project	\$1000.00 Deposit billed at \$68.32/hour <sup>2,3</sup>
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 <sup>1</sup>	\$1000.00 Deposit billed at \$68.32/hour <sup>2,3</sup>
Vehicle Travel Cost	\$19.50/hr. <sup>4</sup>

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.

4 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the vehicle used.

## Encroachment and Transportation Fees

### Encroachment Permit Fees

Residential Driveway Encroachment	\$98.00
Commercial Driveway Encroachment	\$125.00
Utility Repair (Minor) <sup>1</sup>	\$88.00
Major Utility Project <sup>2,3</sup>	\$500.00 Deposit billed at \$52.70/hour* <sup>4</sup>
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. Actual hourly rate may vary depending on the classification of the employee performing the service. Vehicle travel is an additional cost in addition to the employee's hourly rate costs.

1- Fee does not apply to utility special districts

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 \$500.00 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.



OFFICE of the DISTRICT ATTORNEY  
and PUBLIC ADMINISTRATOR  
**David Hollister, District Attorney**  
520 Main Street, Room 404  
Quincy California 95971  
(530) 283-6303 • Fax (530) 283-6340

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**TO:** THE HONORABLE BOARD OF SUPERVISORS

**FROM:** DAVID HOLLISTER, DISTRICT ATTORNEY

**RE:** MASTER FEE SCHEDULE UPDATE FY 12/13

**DATE:** October 18, 2012

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

**Recommendation:**

The District Attorney's Office requests approval of the attached changes to the Master Fee Schedule for FY 2012-13.

The District Attorney's Office also invites input as to whether said fees should be applied to the discovery process involving attorneys on the Plumas County Public Defender Contract

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**Background and Discussion:**

The Plumas County District Attorney's Office provides various written documents (reports), color copies, CDs, DVDs, faxes and electronic scans to criminal defense attorneys as part of the "discovery" process in criminal cases.

Providing "discovery" (inculpatory, exculpatory, and other relevant evidence) to counsel for criminal defendants is mandated by the United States and California constitutions and is codified in California Penal Code Section 1054 et seq. The purpose of "discovery" is to promote the ascertainment of truth; save court time; protect victims and witnesses from danger, harassment, and undue delay; and prevent trial by ambush. These objectives are consistent with the true purpose of a criminal trial: the ascertainment of the facts. (*In re Littlefield* (1993) 5 Cal.4<sup>th</sup> 122, 131).

The last adjustment to (some) discovery fees occurred in 2004.

Attached, please find a table outlining the current fee and the proposed fee, the District Attorney Fee Methodology outline and an informal California District Attorney's Association survey of various discovery fees charged throughout California.

Plumas County Board of Supervisors

Page 2 of 2

October 15, 2012

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To this end, the District Attorney's Office is requesting the proposed changes for "Discovery Fees" be adopted.

Additionally, the District Attorney's Office is contemplating applying these fees to cases handled by the attorneys on the Plumas County Public Defender contract. Traditionally, these fees have not been sought under the idea the funding all comes from the same source. However, given the changes in the budget process during the last few years, such simply is no longer the case. The District Attorney's Office invites the Boards input on this issue.

## District Attorney Fee Methodology

Total Expenditures (2011-12)	891,150
Divided by # of Staff (FTEs)	8.40
Hours worked / Year (one FTE)	2,080
Cost per employee per hour	51.00

	Xerox Copy/page (BW)	Xerox Copy/page (color)	DVD/CD Copy	FAX local	FAX long distance	Electronic (email or scan)
Average time in minutes	0.50	2.35	5.50	0.50	0.50	1.00
Cost of staff in \$	0.43	2.00	4.68	0.43	0.43	0.85
Other costs in \$	0.07	1.00	0.320	0.07	0.57	0.15
Total Fee with all costs	0.50	3.00	5.00	0.50	1.00	1.00
	Xerox Copy/page (BW)	Xerox Copy/page (color)	DVD/CD Copy	FAX local	FAX long distance	Electronic (email or scan)

Discovery Survey Monterey	Does not charge for print copies Media duplication \$10-\$20 Media duplication is 1/2 price for defense
San Benito	Does not charge
San Joaquin	\$.50 per page for print copies \$10 disc on CD and DVD (does not matter amount of pages, audio, A/V, whatever \$2.00 to color print each photo
San Diego	\$.20 per page printed \$10. to duplicate a CD or DVD
Riverside	\$5.00 first 10 pages \$.10 per page after 10 pages-- printing or scanning If provided on a CD , counsel has to provide the CD and the charge is plus \$20. \$.10 for each color photo printed- photos not scanned to CD
El Dorado	Disc on CD- Do not charge public defender Private counsel- \$10 for CD Discovery ea. Time
Glenn	Never charged public defenders. Used to charge private counsel but discontinued; "it was too much of a hassle"
Imperial	Print copy \$1.00 first page and \$.50 after. Charges Public Defender and Private. All paper discovery. Auditor handles all of the billing and payments.
Inyo	Does not charge
Madera	Does not charge
Mendocino	Print copy \$.10 per page Media duplication counsel has to provide media charges range from \$2.00-\$25.00 and Public Defender is 1/2 price
Modoc	Paper discovery \$.50 per page copied or \$.50 per page faxed
Mono	Charge Private Counsel only \$10. flat fee no matter how many pages Paper discovery only add \$.5. to mail Media dup. for \$10.
Marin	Public defenders are charged an annual amount which covers any amount of discovery provided over the year. Private counsel- print copies \$.25 per page, color photocopy \$4.00 ea. Media duplication\$10-\$20.
Kern	Print copies \$1. first page \$.25 each after the first Media duplication \$25-\$50.
Kings	Initial discovery no charge- Supplemental discovery \$.08 per page B/W \$.39 per page color Media duplication counsel provides blank media and is \$2.00 Do not scan to media
Lake	Looking into charging for discovery; it will be \$.50 per page
Yuba	Public Defender is 1/2 price of private attorney Print copies private \$.5.00 first page \$.25 each page after, media duplication any media \$7.00
Yolo	Charge Private and Public Counsel the same \$2.50 first page, \$.25 ea. Page after No scanning Media dup. any media \$15.00
Del Norte	Only charge private counsel \$.50 per page, no scanning, Media dup. any media \$5.00
Contra Costa	Charge private and public \$5.00 first page; \$.25 ea page after; media dup. any media \$40.
Colusa	Do not charge public def. ; charge private counsel \$1.00 per page (yes for every page)

No scanning; media dup. any media \$10.00

Calaveras	Does not charge
Alpine	Private counsel only, no scanning, print copies \$1.00 per page (yes for every page)
Orange	Do provide discovery on CD - \$.15 per page copied or scanned plus \$27. to burn scanned onto a CD Auditor-Controller does all the billing and payment collection.
Placer	Print copies \$.75 per page (yes for every page)
Plumas	Only charge private counsel print copies \$3.00 first page \$.25 ea. page after
Siskiyou	Print copies \$.25 per page and \$5.00 to mail (most are mailed)
Sierra	Print copies \$3.50 first page \$.30 for ea. Page after
Shasta	Does not charge
San Francisco	Charge private and public defender; \$5.00 firsts page, \$.25 ea. page after; if provided by scanning/burning to a CD add \$15.00
Merced	Print copies \$.50 per page (yes every page) Media dup. ranges from \$5.00- \$30.00
Santa Cruz	Print copy \$2.40 first page \$.30 ea. additional page; if scanned/burned to CD add \$30.
Santa Barbara	\$5.00 forst 10 pages; \$.50 per additional pages; if scanned/burned to CD add \$.25 per page
Solano	Does not charge *SIDE NOTE- New- Have to pay court for priors
Ventura	Print copies \$.50 per page- private counsel \$.15 per page defense counsel
San Luis Obispo	Print copies \$.10 per page media duplication \$15.00-\$26.00 to private counsel only
Sacramento	Print copies \$.35 per page Media duplication \$10- \$15
Amador	Print-\$5.00 min. for initial disc. up to 100 pages. If initial is over 100 pages then \$.25 per add page. Supplemental \$1.00 for first page and \$.25 for ea. Additional page All print is double sided to save paper.
Sonoma	Does not charge
Tehema	Does not charge
Tuolumne	Does not charge
Trinity	Print charges to private counsel \$.50 per page to public defense counsel- contract \$.04 per page Media duplication \$4.00- \$10.00
Sutter	Print copies \$.50 per page Media duplication \$10.
Tulare	This is a DAMION office, they provide all discovery on CD at no charge except CDs have to be provided by all counsel.

# BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHERRIE THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JON KENNEDY, DISTRICT 5



February 05, 2013

Laura MacGregor, President  
Friends of the Chester Library  
117 Marion Trail  
Chester, CA 96020

Dear Laura:

The Plumas County Board of Supervisors thanks you and the Friends of the Chester Library for your continuing support of the library. Your most recent project to repair, restore, and repaint the library building is deeply appreciated. As you know, the log building, housing the library, was in dire need of this work in order to preserve it into the future.

Your work to apply for and receive a grant from the KBK Foundation in the amount of \$8,500; the donation from the Friends of \$1,293.80; and the donated labor from Brett Womack valued at \$1,500, enables a renovation project of \$9,793.80. What a fantastic gift to Plumas County and the citizens of the Almanor Basin!

We also offer a much delayed thank you for the donation of matching funds of \$1,215 in 2010 which enabled the library to apply for and receive a USDA Rural Development Grant to purchase two laptops for the children's section and supplemented the book budget for the children for that year. We were unaware of these gifts until recently and we want you to know that they too are deeply appreciated.

Thank you again for all that you and the Friends do for our library and for our community!

Sincerely,

Sherrie Thrall,  
Plumas County Supervisor  
District 3

JD

## Chester Jr. Sr. High School

PO Box 797 • 612 First Street  
Chester, CA 96020  
P-530-258-2126 • F-530-258-2306

Scott Cory, Principal • Terry Hernandez, AP/AD

January 24, 2013

Sherrie Thrall  
Plumas County Supervisor, District 3  
PO Box 368  
Chester, CA 96020

Dear Sherrie,

Chester Jr. Sr. High School is currently working on revamping our Site Safety Plan to make it more relevant and realistic in light of recent events. Currently, we have one site for primary evacuation, Chester Elementary School, and would like to have a secondary site available.

I would like to request the use of the Chester Memorial Hall and would like to request a fee in the event that we would need to use it. We would also need a key for use by the Incident Commander to keep with our evacuation kit.

Thank you for your consideration.

Sincerely,



Scott Cory  
Principal

*Home of the Volcanoes*



Board of Supervisors Meeting: February 5, 2013

Consent Agenda

/H

**DATE:** 1-14-13

**TO:** Honorable Board of Supervisors

**FROM:** Ellen Vieira, First 5 Plumas Director

**RE:** Recommendation to the Board of Supervisors for Commission Membership

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**RECOMMENDATION:** Approve the appointment of Joanne Burgueno to a two-year at-large membership on the First 5 Plumas County Children and Families Commission.

**HISTORY/DISCUSSION:** As the Board may recall, California voters approved Proposition 10 in 1998, which provides a 50 cent tax on cigarettes and other tobacco products to fund education, health, and other social service programs for children ages 0-5. Currently, the First 5 Plumas Commission receives approximately \$350,000 annually in Proposition 10 funds.

On January 9, 2013 after a recruitment and interview process, the First 5 Plumas County Children and Families Commission voted unanimously on January 9, 2013 to approve a recommendation to the Board of Supervisors to appoint Joanne Burgueno for a two-year membership on the First 5 Commission. Joanne is a parent with two children ages 15 months and 5 years and lives in Quincy. While she currently does not work outside of the home, she participates on the Head Start Policy Council, and is Chair of the Head Start Parent Committee. Joanne believes that it's important for a parent's voice to be heard when policy decisions regarding children and families are made.

Joanne is an involved, bright, and energetic parent of two children under the age of five, so the Commission recommends her whole heartedly for a two-year term of membership.

A Matrix of the Commission's Membership is attached. If there are any questions, please contact me.

Thank you.

## First 5 Plumas County Children and Families Commission

### Membership Matrix (Revised 1-14-13)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
Carol Burney	PUSD Sp. Education Teacher	County-wide	ECE-Schools	Children with Sp. Needs and Disabilities	5-2014	Chair	5-2013
Sup. Lori Simpson <sup>1</sup>	Board Of Supervisors	Quincy	LG-Government		5-2013		
Colleen Kroll	At-Large-Parent	Quincy	0-5 Parent	Special Needs child	5-2014		
Mimi Hall <sup>1</sup>	County Public Health Director	County-wide	H/LG-Health Services		5-2014		
Elliott Smart <sup>1</sup>	County Social Services Director	County-wide	SF/LG-Social Services	Low income Children & Families	5-2013	Treasurer	5-2013
Merle Rusky	ECE Provider Head Start	Quincy	ECE	Low income Children & Families	5-2013		
Joyce Scroggs	Child Care Planning Council-Co. Office of ED	County-wide	ECE-Child Care		5-2013	Vice-Chair	5-2013
Joanne Burgueno-Appointment Pending BOS	At-Large Parent	Quincy	0-5 Parent		5-2014		
VACANT							

<sup>1</sup>Members mandated by Proposition 10 Legislation

**H: Healthy Children**  
**ECE: Early Childhood Education**  
**LG: Local Government**  
**SF: Strong Families**

**Note: Commissioners serve two-year terms and may be appointed to unlimited subsequent terms**



## Plumas-Sierra County Fair

204 FAIRGROUNDS ROAD QUINCY, CA 95971-9462  
(530) 283-6272 FAX (530) 283-6431 <http://www.plumas-sierracountyfair.net>

JA

### MEMORANDUM

DATE: December 29, 2012

TO: The Honorable Board of Supervisors

FROM: John Steffanic, Fair & Event Center Manager

SUBJECT: Board Agenda Requests

**It is recommended that the Board:**

1. Allow time for the Fair Manager to give presentation on revenue generating projects that would take place at the Fairgrounds.

**Discussion**

All projects have the potential to have a positive economic impact on Plumas County.

Thank you for your consideration,

John Steffanic  
Fair & Event Center Manager

# PLUMAS COUNTY MENTAL HEALTH SERVICES

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



**Kimball Pier, LMFT Director**

DATE: JANUARY 28, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: KIMBALL PIER, DIRECTOR MENTAL HEALTH DEPARTMENT

SUBJ: BOARD AGENDA ITEM FOR FEBRUARY 5, 2013 AGENDA

RE: REQUEST TO FILL A VACANT FISCAL and TECHNICAL SERVICES ASSISTANT II/III POSITION IN THE DEPARTMENT OF MENTAL HEALTH

### **It is Recommended that the Board of Supervisors**

Authorize the Department of Mental Health to fill a vacant Fiscal and Technical Services Assistant II/III position.

### **Background and Discussion**

The Department of Mental Health has incurred a vacancy, to due a retirement in December 30, 2012, at the Fiscal and Technical Services Assistant II/III level. This position is responsible for lead duties in the fiscal unit, under the supervision of the Fiscal Officer. With this position Mental Health performs payroll, claims, and general clinic support to mental health services. This is a full-time, benefited position.

This recent turnover of personnel in the Fiscal and Technical Services Assistant II/III position is unable to be absorbed into the existing infrastructure of the Department, and this makes it essential that the Department move forward immediately to fill the vacant position.

### **Financial Impact**

There are no General Fund dollars associated with this recommendation. The position is funded in the approved Department of Mental Health budget for FY 2012-2013. The department is requesting to maintain current staffing levels as budgeted.

Kimball Pier Director of Mental Health is requesting that the Board of Supervisors approve the Department to fill the vacant Fiscal and Technical Services Assistant II/III position, and authorize Human Resources to establish a hiring list.



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

3c

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education	<input type="checkbox"/> Clinic & Nursing Services	<input type="checkbox"/> Senior Nutrition & Transportation	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Environmental Health – Chester
Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844

Date: January 24, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Public Health Agency Mid-Year Budget Adjustment

### Item Description/Recommendation:

- a. Approve a Supplemental Budget and unanticipated revenues in Department 70560 in the amount of \$99,883.00, and
- b. Approve a Budget Transfer in Department 70560 in the amount of \$32,136.73, based on final approved budgets for FY 2012-2013.
- c. Approve a budget Transfer in Department 20830 (Senior Nutrition Program) in the amount of \$29,000.00, and
- d. Approve a Budget Transfer in Department 20480 (Senior Transportation) in the amount of \$10,330.00, and
- e. Approve a Budget Transfer/Supplemental Budget Reduction in Department 70580 (A&D Fines and Fees) in the amount of \$17,653.02, and
- f. Approve a Supplement Budget Transfer in Department 70630 (Drug Court) in the amount of \$55,000.00 in revenue reductions and \$2,367.68 in expenditure reductions, and
- g. Approve a Budget Transfer in Department 70559 (Ryan White/HIV) in the amount of \$127.00

**History/Background:** As the Board may recall, Plumas County Public Health Agency (PCPHA) submits a projected budget to the county for each fiscal year, as many grant programs do not finalize allocations and approve budgets for programs until well into the county fiscal year. Mid-year adjustments to the various PCPHA budgets are made to bring the county budget in line with later approved grant budgets.

The Board's action today will approve Supplemental Budgets and Budget Transfers reflecting adjustments to various line items within each department budget to bring the county budgets in line with the approved grant budgets for the following reasons:

- a. 70560 – Unanticipated revenue across eleven revenue line items totaling \$99,833.00. All relevant back-up has been provided to the Auditor.

- b. 70560 – Various line item adjustments to match final grant approved budgets.
- c. 20830 – Transfer in wage and benefit line items due to lack of permanent hires and use of extra help
- d. 20480 – Transfer in wage and benefit line items due to reduction in extra help and use of permanent help
- e. 70580 – Revenue adjustment due to reduction in collection of fines and fees, which includes an additional \$12,417.42 in revenue transfer to the General Fund over original budget.
- f. 70630 – Transfer in wage and benefits for Public Health Agency staff assigned to Drug Court and reduction in expenditures to match midyear projected budget.
- g. 70559 – Adjustment from wages to cover \$127.00 increase in unemployment, compensation insurance and liability.

Please contact me if you have any questions or need additional information. Thank you.

C:\Documents and Settings\rosieolney\My Documents\BOS\Mid-Year Budget Adjustment 70560 12-13.doc



## 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: January 15, 2013

TO: Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

RE: AGENDA ITEM FOR FEBRUARY 5, 2013

It is recommended that the Board:

Approve supplemental revenue in the amount of \$8,219.00 to Plumas County Literacy.

Background:

Plumas County Literacy was awarded a LSTA Grant by the California State Library in 2012. This amount is the final ten percent of the grant awarded after final reports were completed.



# Office of the Sheriff 3c1

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** January 14, 2013

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood 

**RE:** Agenda Items for the meeting of February 5, 2013

**It is recommended that the Board:**

Approve and sign contract #PCSO00040 between the Plumas County Sheriff's Office (PCSO) and Little Norway Marine Service in the amount of \$20,000.

**Background and Discussion:**

The term of this contract is 05/01/13 – 04/30/14. This purpose of this agreement with Little Norway Marine Service is to provide service to the Sheriff's boats.

Agreement has been approved as to form by County Counsel.



# Office of the Sheriff *3c2*

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** January 16, 2013

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood *[Signature]*

**RE:** Agenda Item for the meeting of February 5, 2013

**RECOMMENDATION:**

Approve budget transfer for the 2010 Homeland Security Grant budget in the amount of \$23,520.00 from Communication Equipment (542200), a fixed asset account, to Communication Equipment (521250), a service & supply account.

**BACKGROUND & DISCUSSION:**

The FY 12/13 Administrative and Budgetary Controls require transfers to/from fixed asset accounts to be approved by the Board of Supervisors.

This is a budget transfer request for the 2010 Homeland Security Grant to allow for expenditures as per the grant award agreement. The items to be purchased are no longer considered fixed assets, therefore, the funds need to be transferred to the service & supply account.



# Office of the Sheriff *3c3*

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** **January 23, 2013**

**TO:** **Honorable Board of Supervisors**

**FROM:** **Sheriff Greg Hagwood** *[Signature]*

**RE:** **Agenda Item for the meeting of February 5, 2013**

**Recommended Action:**

Approve and authorize Auditor to return unspent grants funds received in advance.

**Background and Discussion:**

The Sheriff's Office received a grant award from the U.S. Department of Justice (USDOJ), Drug Enforcement Administration (DEA) for the Domestic Cannabis Eradication & Suppression Program (DCESP) for 2012 in the amount of \$50,000.

The DEA advances the funding to the Sheriff's Office each year and the monies for Agreement #2012-36 were deposited into the County treasury on 07/23/12 on deposit #107527. Unfortunately, the Sheriff's Office was unable to spend all of the funds awarded under the agreement and must return the unspent balance of \$4,983.61 to the DEA.

Please authorize the Auditor to remit refund payment in the amount of \$4,983.61 to the DEA.



# Office of the Sheriff *3c4*

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** January 23, 2013  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood A handwritten signature in black ink, appearing to read "G. Hagwood".  
**RE:** Agenda Items for the meeting of February 5, 2013

**It is recommended that the Board:**

Approve and sign contract #PCSO00070 between the Plumas County Sheriff's Office (PCSO) and Sierra Electronics in the amount of \$250,000. Authorize Auditor to pay invoices for service from 01/01/13.

**Background and Discussion:**

The term of this contract is 01/01/13 – 12/31/13. This purpose of this agreement with Sierra Electronics is for maintenance and repair of radios and communication equipment.

Agreement has been approved as to form by County Counsel.



## DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103

30



**Joe Wilson**  
**Director**

**DATE:** January 17, 2013

**TO:** Honorable Board of Supervisors

**FROM:** Mark Rother working out of class as Facilities Director *MR*

**Subject:** Approve Budget Transfer for new boot and clothing allowance in Facility Services and County Parks budgets per MOU with the Union.

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### Background

The MOU between the County and the Union for the Crafts & Trades Unit, changes the Boot Allowance from \$150.00 to \$300.00 for Boots and Clothing. We need to transfer monies to cover this expense.

### Recommendation

Approve Budget Transfer from Service and Supplies to Salaries and Benefits in the Facility Services and County Parks budgets to cover changes to the boot and clothing allowance.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

35

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

ELLIOTT SMART  
DIRECTOR

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

DATE: JANUARY 25, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR FEBRUARY 4, 2013, CONSENT AGENDA

RE: REQUEST FOR BUDGET APPROPRIATION TRANSFERS

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

### **It is Recommended that the Board of Supervisors**

Approve the enclosed request for budget appropriation transfer from Regular Wages to various accounts to cover the Department of Social Services need to fund overtime due to continuing to carry vacant positions and the increased caseload for public assistance in place in the Department.

### **Background and Discussion**

The Board of Supervisors is already aware that the continuing impacts of the economic recession have created unprecedented demands in the Department of Social Services for our economic assistance programs: CalWORKs cash assistance, CalFresh and Path2Health. Layered over these historic high case counts is the fact that as this report is being prepared two of the Department's employees who perform eligibility determinations for these programs (Benefits Assistance Counselors or BAC's) are on leaves of absence due to medical reasons. As of February 3, 2013, one of these employees will have been absent from her position for a full year. A second employee left her position due to medical reasons on November 30, 2012 so this employee has been absent from her position for two months. We do not have any indication that either of the employees will return to their positions anytime soon.

While the Department was reasonably able to accommodate the loss of one Benefits Assistance Counselor through the adjustment of cases and utilization of some comp time, the loss of two significantly impacts our ability to process applications and renewals timely. The Department has consulted with Human Resources and we are working on options that may assist us in meeting the current demands. In the meanwhile however, we are increasingly relying on overtime to meet our need to process applications and renewals.

With the above as background, the matter that is before your Board is to approve the enclosed budget appropriation transfer so that there are sufficient funds available for the balance of the fiscal year to cover overtime expenses and other compensation accounts.

**Financial Impact**

There is no impact to county funds as a product of this transfer because all funds are federal, state and 1991 Realignment dollars.

Copies: DSS Management

Enclosure

# PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Kimball Pier, LMFT Director



DATE: JANUARY 28, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: KIMBALL PIER, DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR FEBRUARY 5, 2013 CONSENT AGENDA

RE: RECEIVE, AUTHORIZE SIGNATURE AND RATIFICATION OF SERVICES AGREEMENT  
WITH PLUMAS CRISIS INTERVENTION AND RESOURCE CENTER.

**It is recommended that the Board:** Approve fourth amendment to the contract with Plumas Crisis Intervention and Resource Center for fiscal year 2012-13 and authorize the Director of Mental Health to sign the amendment.

**Background and Discussion:** The Plumas Crisis Intervention and Resource Center contract is specifically associated with the provision of human services in support of temporary housing and rental assistance, financial support for psychiatric medication, Patient Rights Advocacy to clients of Plumas County Mental Health, and suicide prevention outreach and education. The Amendment is approved as to form by County Counsel.

#### **Financial Impact:**

There are no General Fund dollars involved in this contract. The costs associated with these services are Mental Health Services Act funds.

Kimball Pier, Director of Mental Health is requesting that the Board of Supervisors approve the fourth amendment to the contract and authorize the Director of Mental Health, to sign the amendment with Plumas Crisis Intervention and Resource Center.

**PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS**



361

## **CONSENT AGENDA REQUEST**

For the February 5, 2013 meeting of the Board of Supervisors

January 28, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Budget Transfer to cover Dept. Boot/Clothing Allowance

## Background:

Per the 2012/13 MOU between the County of Plumas and the International Union of Operating Engineers, Local 3; CRAFTS & TRADES UNIT, beginning in January 2013, the County shall provide a Safety-Clothing/Boot Allowance of \$300 per year for certain employee classifications.

The Department's Clothing & Boot Allowance accounts that were budgeted for 2012/13 need to be increased. At the same time, the existing Clothing & Boot Allowance individual accounts are being combined into one line item account, 51121. The attached Budget Transfer will accommodate these tasks.

### Recommendation:

The Department of Public Works respectfully recommends that the Board Of Supervisors approve the attached Budget Transfer

# PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Suite 109 Quincy, CA 95971

(530) 283-6307 FAX (530) 283-6045



3F1

**Kimball Pier, LMFT Director**

**DATE:** January 28, 2013

**TO:** THE HONORABLE BOARD OF SUPERVISORS

**FROM:** KIMBALL PIER, DIRECTOR MENTAL HEALTH

**SUBJECT:** CONSENT AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF FEBRUARY 5, 2013.

**RE:** RECEIVE, AUTHORIZE SIGNATURE AND TRANSFER OF FUNDS.

**It is recommended that the Board:**

Approve transfer of funds within the Mental Health Budget, 70570, FY 12-13.

**Background and Discussion:**

The Department of Mental Health has experienced unanticipated personnel overtime line item in the Mental Health Budget #70570 due to the retirement payout of Director, John Sebold, and the overtime expenses for the Interim Appointed Director, Pat Leslie. All costs associated with this submittal are benefits for employees and part of normal operations.

**Budget Impact:**

The Department is able to absorb these expenses with a transfer of funds from regular wage line item, due to lower than expected expenses resulting from unfilled positions. The combined total of the overtime expense is \$15,000. There are no General Fund dollars involved. The costs associated with these services are covered by a combination of Federal, State and Realignment funds.

Kimball Pier, Director of Mental Health is requesting that the Board of Supervisors approve the transfer of funds for employee expenses, and authorize Kimball Pier Director of Mental Health to sign the fund transfer.

# PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Suite 109 Quincy, CA 95971

(530) 283-6307 FAX (530) 283-6045

Patricia Leslie, Interim Director



DATE: January 14, 2013

TO: The Honorable Board of Supervisors

FROM: Patricia Leslie, Interim Director Mental Health

*Kimball C Pier, Director of Mental Health*

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF FEBRUARY 5, 2013.

*Kimball C Pier*

### **It is recommended that the Board:**

Receive and approve the supplemental budget of \$12,000 for Plumas County Mental Health to Support the Senior Nutrition Program administered by Plumas County Public Health, to facilitate outreach activities to older adults.

### **Background and Discussion:**

During the Fiscal Year 2012/13 budget approval process the Mental Health Department agreed to the use of Mental Health Services Act funds, which are dedicated to the support of services to marginalized users of mental health services, for outreach, observation and case management services at the congregate meals. Plumas County Public Health and the Board of Supervisors accepted the offer from Mental Health offer to financially "Sponsor" Senior Nutrition at one site, one day per month. The Mental Health Department provides employment and travel expenses of the Case Manager that visits the congregate meal sites. Mental Health's total sponsorship for Senior Congregate meals is \$19,325.

A transfer of funds to Public Health's Senior Congregate meals program, aligns to both the intent of MHSA services and assures a venue for reduction of isolation of seniors and facilitates the Mental Health Case Manager to have access to the underserved/unserved senior population throughout the county.

### **Budget Impact:**

Transfer Mental Health Services Act funds, in the amount of \$12,000, to Public Health Senior Nutrition Program in support of #100 meals per month (at \$10 per meal) for the fiscal year. This financial support ensures stability of the infrastructure capacity of both congregate meals and mental health outreach to older adults. There are no General Fund dollars involved.

Patricia Leslie, Interim Director of Mental Health is requesting that the Board of Supervisors approve the supplemental budget and transfer of funds to Public Health, and authorize the appointed Director of Mental Health to sign the claims.

Cc: Mimi Hall, Director of Public Health

## PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS



362

## CONSENT AGENDA REQUEST

For the February 5, 2013 meeting of the Board of Supervisors

January 28, 2013

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works   
Subject: Staff Time on Solid Waste Capital Improvement Projects

### Background:

Funding for Solid Waste Capital Improvement Projects was established in the 540111 account for the 12/13 Fiscal Year Budget. Some of these projects require staff time for survey and other related engineering tasks. In order for the departments to be reimbursed for staff time, funding needs to be established in account 580000, Transfer In.

### Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors approve the attached Budget Appropriation Transfer.

# 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



363

## CONSENT AGENDA REQUEST

For the February 5, 2013 meeting of the Board of Supervisors

January 28, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Authorize Execution of Materials Purchase Agreements for Unleaded Gasoline, Clear Diesel and Furnace Oil Products.

### Background:

The subject products will cover purchases from January 1, 2013 through December 31, 2013 and is for our six maintenance facilities and vehicle fuel usage. \$400,000 has been included in the adopted budget for the two contracts.

One (1) contract will be with Lakeview Petroleum for gasoline and diesel to be delivered to the La Porte Maintenance Yard.

One (1) contract will be with Sierra Energy for gasoline and diesel to be delivered to the Maintenance Yards at Beckwourth, Greenville, Chester, Quincy and Graeagle. Also, heating oil will be delivered to Beckwourth, Greenville, Chester and Quincy.

The two (2) Material Purchase Agreements have been approved as to form by County Counsel.

A copy of each draft contract in entirety are available for public review and are on file with the Clerk of the Board.

### Recommendation:

Public Works respectfully recommends that the Board of Supervisors authorize the Director of Public Works to execute the two (2) Materials Purchase Agreements for Unleaded Gasoline, Clear Diesel and Furnace Oil Products per the 2013 low bid received on December 3, 2012 from Sierra Energy and Lakeview Petroleum.