

BOARD OF SUPERVISORS

Michael Sanchez, Chair 1st District
Kevin Goss, Vice Chair 2nd District
Sharon Thrall, 3rd District
Lori Simpson, 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF JANUARY 22, 2019 TO BE HELD AT 11:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

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. 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) TREASURER/TAX COLLECTOR

Adopt **RESOLUTION** Renewing Delegation of Authority to Treasurer to Invest County Funds and Funds of Other Depositors [View Item](#)

B) SOCIAL SERVICES

Approve and authorize the Director of Social Services to sign contract, not to exceed \$11,000, between County of Plumas and American Program Bureau, Inc. for training purposes; approved as to form by County Counsel [View Item](#)

C) BEHAVIORAL HEALTH

Approve and authorize the Chair to sign contract, not to exceed \$38,050, between County of Plumas and Kings View to complete county mandated cost reports and revenue/expenditure reports for FY 2018-2019; approved as to form by County Counsel [View Item](#)

D) AUDITOR/CONTROLLER

Approve and authorize the Chair to sign contract, not to exceed \$10,800, between County of Plumas and Howard E. Nyhart Company for OPEB actuary study and reports needed for GASB 74 and 75 reporting requirements; approved as to form by County Counsel [View Item](#)

E) ENGINEERING

Authorize the Engineering Department to recruit and fill vacant, funded and allocated .5 FTE Recording Secretary position [View Item](#)

F) FACILITY SERVICES/AIRPORTS

Approve and authorize the Chair to sign new Employment Agreement between County of Plumas and Kiwani Murphy, Rogers Field Airport Manager; approved as to form by County Counsel [View Item](#)

2. **COMMUNITY DEVELOPMENT COMMISSION** – Roger Diefendorf
Appropriate \$82,700 from the General Fund Contingency to 0001/20031/58000 – Contributions (Transfers) for Tobin Fire Pipeline Rail Road Bridge Crossing replacement project; and approve supplemental budget of \$82,700 to increase 0070/20055/521900 – Professional Services to allow for expenditures; **four/fifths required roll call vote** [View Item](#)

3. **DEPARTMENTAL MATTERS**

- A) **DISTRICT ATTORNEY** – David Hollister
Report and update on status of the “Drug Court” and “Day Reporting Center” [View Item](#)
- B) **HUMAN RESOURCES** – Nancy Selvage [View Item](#)
1) Adopt **RESOLUTION** to amend the Job Classification Plan and Fiscal Year 2018-2019 Position Allocation for Sheriff Investigator Sergeant/Code Compliance Supervisor, Range 3073, Plumas County Sheriff’s Department 70330. **Roll call vote**
2) Adopt **RESOLUTION** to amend the Job Classification Plan and Fiscal Year 2018-2019 Position Allocation for Sheriff Investigator/Cannabis Code Compliance, Range 2642, Plumas County Sheriff’s Department 70330. **Roll call vote**
3) Adopt **RESOLUTION** to amend the Job Classification Plan and Fiscal Year 2018-2019 Position Allocation for Sheriff Services Assistant Series I and II, Plumas County Sheriff’s Department 70330. **Roll call vote**

- C) **BEHAVIORAL HEALTH** – Tony Hobson

Continued from January 15, 2019, approve and authorize the Chair to sign multi-year equipment lease, not to exceed \$44,607, between County of Plumas and Tamco Capital Corporation for County Wellness Centers telephone system through April 2022; approved as to form by County Counsel

- D) **PLANNING** – Randy Wilson

Adopt **ORDINANCE**, first introduced on January 15, 2019, amending Title 9 (Planning & Zoning) by adding Article 41, “Telecommunications” and Article 6.5 “Zoning Clearance Certificate” to Chapter 2 of Title 9 of the Plumas County Code by adopting the Telecommunications Ordinance. **Roll call vote**
[View Item](#)

4. **BOARD OF SUPERVISORS**

- A. Approve and authorize the Chair to sign Employment Agreement between County of Plumas and Gabriel L. Hydrick, County Administrator of \$95,014 annually, effective February 4, 2019; approved as to form by County Counsel; discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D. Appointments

PLUMAS COUNTY MUSEUM BOARD

Appoint Richard Short to the Plumas County Museum Board to fill a vacancy

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – County Administrator
- B. Conference with real property negotiator, R. Craig Settlemire regarding Plumas County Properties, Assessor's Parcel Nos. 117-350-43; 117-350-44; 117-350-46; 117-350-47; 117-350-48; 117-350-49; 117-350-50; 116-310-01; 117-140-26
- C. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, February 5, 2019, Board of Supervisors Room 308, Courthouse, Quincy, California.



Julie A. White
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

P.O. Box 176 • Quincy, CA 95971-0176 •
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(530) 283-6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector
(530) 283-6259

IA

DATE: January 2, 2019

TO: The Honorable Board of Supervisors

FROM: Julie A. White, Plumas County Treasurer-Tax Collector/Collections Administrator

SUBJECT: Resolution Authorizing Investment of County Funds and Funds of other Depositors, and Approval of Treasurer's Investment Policy and Guidelines

Action Required: 1.) Adopt Resolution Delegating Authority to the Treasurer to Invest County funds and funds of other depositors for 2019, and 2.) Approve the Plumas County Treasurer's Investment Policy and Guidelines as presented.

Background and Discussion: 1.) In accordance with Government Code Sections 53607 and 27000.1, the Board of Supervisors annually delegates the authority to the Treasurer to invest the excess funds available in the treasury. Excess funds are those funds not being expended on any given day. Each day investment decisions are made that enable all available funds to be invested into LAIF, CAMP or long term with PFM Asset Management.

In addition to investing those funds which are under the direction of the Board of Supervisors, the Treasurer is the existing Treasurer for all those local agencies with funds on deposit in the treasury, and invests those funds on behalf of said agencies. Board authority is required to accept funds from outside county agencies for the purpose of investing by the County Treasurer.

2.) Annually, the Board of Supervisors must review and approve the policies and guidelines established by the County Treasurer for the administration of the investment program. The Plumas County Investment Policies and Guidelines were updated by PFM Asset Management, LLC, investment advisors to the Treasurer in 2017. They continue to be aware of changing law to keep our policy up to date.

I respectfully request approval of the Resolution Authorizing the Treasurer to Invest County Funds and funds of other depositors and approve the Plumas County Investment Policy and Guidelines.

Thank you for your time.

COPY

Resolution No. 19-

A RESOLUTION RENEWING DELEGATION OF AUTHORITY TO TREASURER TO INVEST COUNTY FUNDS AND FUNDS OF OTHER DEPOSITORS

WHEREAS, pursuant to Sections 53607 and 27000.1 of the Government Code, the Board of Supervisors has reviewed the delegation of authority to the Plumas County Treasurer-Tax Collector to invest or reinvest the funds of the county and funds of other depositors in the county treasury; and,

WHEREAS, pursuant to Section 53684 of the Government Code, after determination of any excess funds of a local agency by an official responsible for such funds, which excess funds are not required for immediate use, such funds may therefore be deposited into the county treasury for the purpose of investments by the County Treasurer, pursuant to the provisions provided in Sections 53601 and 53635 of the Government Code.

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

1. The Plumas County Treasurer-Tax Collector is re-authorized to invest or reinvest the funds of the county and other depositors in the county treasury.
2. Any excess funds of a county agency that have been determined not to be required for immediate use may be deposited into the county treasury for the purpose of investment by the county treasurer.

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 the Board held on the 5th day of February, 2019, by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

Attest:

Clerk of the Board

Approved as to form:


1/7/19
Gretchen Stuhr
Plumas County Counsel

THE PLUMAS COUNTY TREASURER'S OFFICE

INVESTMENT POLICY AND GUIDELINES

Approved by Board of Supervisors December 6, 2016

I. POLICY

Plumas County (County) shall invest public funds in such a manner as to comply with state and local laws; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of the Policy, in priority order of Safety, Liquidity and Return on investment.

II. SCOPE

This policy applies to the investment of short-term operating funds. Longer-term funds, including investments of employees' investment retirement funds and proceeds from certain bond issues, are covered by a separate policy.

III. PRUDENCE

The County Treasurer is a trustee and therefore a fiduciary subject to the "prudent investor" standard. The "prudent investor" standard states that, "when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

IV. OBJECTIVES

The Treasurer's primary goals for the investment of idle funds (the portfolio) are, in order of priority as per California Government Code §27000.5 and 53600.5:

1. Safety – Safety of principal is the foremost objective of Plumas County.
2. Liquidity – The County's portfolio will remain sufficiently liquid to enable the County to meet its cash flow requirements. An adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investment in securities with active secondary markets is highly recommended.
3. Return – The investment portfolio shall be designed with the objective of attaining the highest rate of return, taking into consideration income preservation, current market conditions, the present phase of the market cycle, both present and future cash flow needs, and the other primary goals of Safety and Liquidity.

V. DELEGATION OF AUTHORITY

The management responsibility for the County's investment program is hereby delegated to the County Treasurer in accordance with California Government Code Section 27000.1. The Treasurer may delegate investment decision making and execution authority to an investment advisor. The advisor will follow the Investment Policy and such other written instructions as are provided.

VI. INVESTMENT PROCEDURES

The County Treasurer will establish investment procedures for the operation of the County's investment program.

Whenever practical, cash will be consolidated into one bank account and invested on a pooled concept basis. Interest earnings shall be allocated according to fund cash and investment balances on a quarterly basis

Calculations for the Treasurer's administrative fee for costs of investing, depositing, banking, auditing, reporting, or otherwise handling or managing funds, as authorized in Section 27013 of the Government Code, are based upon actual costs and are subtracted from interest earnings on a quarterly basis prior to distribution of interest earnings to all funds.

VII. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process will refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

Plumas County Board of Supervisors adopted Resolution No. 92-5423 on December 15, 1992 which established a Conflict of Interest code for Plumas County. The Code states that Subsection 18730(b) of Title 2 of the California Administrative Code are the limits set forth by Plumas County.

The limits set forth in the California Administrative Code are the limits set forth by Plumas County.

In addition, the Board of Supervisors have adopted Rule 22 of the Personnel Rules, entitled "Code of Conduct" which further establishes limitations on the receipt of honoraria, gifts, and gratuities.

VIII TERMS FOR FUNDS INVESTED WITH THE COUNTY INVESTMENT POOL

Any local agency and other entity not required to deposit funds in the County Treasury may do so for investment purposes according to the terms set forth in section 53684 of the Government Code. In addition, the local agency or other entity must enter into a

contract with the County Treasurer stating the minimum amount to be deposited, the term of the deposit and anticipated cash-flow projection for deposits and withdrawals, agreement to share in the administrative costs as allowed under Section 27013 of the Government Code, and any other deposit terms required of the treasurer.

Before approving any request to withdraw funds, the County Treasurer shall evaluate the request as per Government Code Section 27136 and 27133 (h). The evaluation will be based upon the following criteria:

- (a) legality
- (b) size of request and effect on liquidity of the pool
- (c) effect on earnings rate of the balance of funds in the pool
- (d) assessment of the stability and predictability of the investments in the treasury.

In addition, requests for withdrawal of funds will be at the lower of adjusted cost or market value of the pool at the time of withdrawal—or—to the last available report reflecting market values as of month end.

VIII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The County Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the County in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). A determination should be made to insure that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy. In addition, the broker/dealer firms should have the ability to meet all of their financial obligations in dealing with the County. The firms, and individuals covering the agency, should be knowledgeable and experienced in County investing and the investment products involved. No public deposit shall be made except in a qualified public depository as established by the established state laws. All financial institutions and broker/dealers who desire to conduct investment transactions with the County must supply the Treasurer with the following: audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, completed broker/dealer questionnaire, certification of having read the County's investment policy and depository contracts. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the County invests.

If the County has an investment advisor, the investment advisor may use its own list of authorized broker/dealers to conduct transactions on behalf of the County. The advisor will perform all due diligence for the broker/dealers on its approved list.

The selection of any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G37 of the Municipal Securities

Rulemaking Board, to the Plumas County Treasurer, any member of the Plumas County Board of Supervisors, or any candidate for those offices, shall be prohibited.

Purchase and sale of securities will be made on the basis of competitive bids and offers with a minimum of three quotes being obtained.

IX. AUTHORIZED AND SUITABLE INVESTMENTS

Where this section specifies a percentage limitation for a particular security type, that percentage is applicable only on the date of purchase. Credit criteria listed in this section refers to the credit rating at the time the security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the County Treasurer's investment advisor shall evaluate the quality of that security and provide the Treasurer with a recommended plan of action.

The County will limit investments in any one non-government issuer, except investment pools, to no more than 5% regardless of security type.

- 1. U.S. Treasury** notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- 2. Federal agency or United States government-sponsored enterprise obligations**, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. This will include any mortgage pass through security issued and guaranteed by a Federal Agency with a maximum final maturity of five years. Purchase of Federal Agency issued mortgage-backed securities authorized by this subdivision may not exceed 50% of the County's investment portfolio; all other investments in Federal Agency securities are unrestricted.
- 3. Obligations of the State of California or any local agency within the state**, including bonds payable solely out of revenues from a revenue producing property owned, controlled or operated by the state or any local agency, or by a department, board, agency or authority of the state or any local agency.
- 4. Registered treasury notes or bonds of any of the other 49 states in addition to California**, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of any of these states.
- 5. Bankers' Acceptances** otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40% of the County's portfolio that may be invested pursuant to this section.

- 6. Repurchase Agreements.** The County may invest in overnight and term repurchase agreements with Primary Dealers of the Federal Reserve Bank of New York rated "A" or better by an NRSRO with which the County has entered into a Master Repurchase Agreement. This agreement will be modeled after the Public Securities Associations Master Repurchase Agreement. The maximum maturity will be restricted to 90 days. Purchases of repurchase agreements shall not exceed 20 percent of the portfolio.

All collateral used to secure this type of transaction is to be delivered to a third party prior to release of funds. The third party will have an account in the name of Plumas County. The market value of securities used as collateral for repurchase agreements shall be monitored on a daily basis and will not be permitted to fall below a minimum of 102 percent of the value of the repurchase agreement. Collateral shall not have maturities in excess of 5 years. The right of substitution will be granted, provided that permissible collateral is maintained.

In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be securities that are direct obligations of and guaranteed by the U.S. Government and Agency securities as permitted under this policy. The County will maintain a first perfected security interest in the securities subject to the repurchase agreement and shall have a contractual right to liquidation of purchased securities upon the bankruptcy, insolvency, or other default of the counter party.

- 7. Commercial Paper** of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper must meet all of the following conditions in either paragraph a or paragraph b:

- a. The entity meets the following criteria: (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.
- b. The entity meets the following criteria: (i) is organized within the United States as a special purpose corporation, trust, or limited liability company, (ii) has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and (iii) has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Eligible commercial paper will have a maximum maturity of 270 days or less. No more than 40% of the County's portfolio may be invested in commercial paper.

- 8. Non-negotiable Certificates of Deposit** (time CDs) in a state or national bank, savings association or federal association, or federal or state credit union with a branch in the State of California. In accordance with California Government Code

Section 53635.2, to be eligible to receive County deposits, a financial institution will have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. Time CDs are required to be collateralized as specified under Government Code Section 53630 et seq. The County, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The County will have a signed agreement with any depository accepting County funds per Government Code Section 53649. No deposits will be made at any time in time CDs issued by a state or federal credit union if a member of the Plumas County Board of Supervisors or County Treasurer serves on the board of directors or any committee appointed by the board of directors of the credit union. In accordance with Government Code Section 53638, any deposit will not exceed that total shareholder's equity of any depository bank, nor will the deposit exceed the total net worth of any institution. No more than 20% of the County's portfolio may be invested in non-negotiable CDs.

- 9. Negotiable Certificates of Deposit** issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. No more than 30% of the County's portfolio may be invested in negotiable CDs.
- 10. Medium-Term Notes**, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Notes eligible for investment under this subdivision shall be rated "A" or its equivalent or better by a NRSRO. No more than 30% of the County's portfolio may be invested in medium-term notes.
- 11. Shares of beneficial interest issued by diversified management companies** that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies will either: (i) attain the highest ranking letter or numerical rating provided by at least two NRSROs or (ii) have retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds and with assets under management in excess of \$500,000,000. No more than 20% of the County's investment portfolio may be invested in money market funds.
- 12. State of California's Local Agency Investment Fund (LAIF)** an investment pool run by the State Treasurer. The County can invest up to the maximum amount permitted by the State Treasurer.

13. Shares of beneficial interest issued by a joint powers authority (Local Government Investment Pools) organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q) of California Government Code Section 53601, inclusive. Each share will represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- a. The adviser is registered or exempt from registration with the Securities and Exchange Commission.
- b. The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q) Government Code Section 53601, inclusive.
- c. The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

14. Asset-Backed Securities (ABS) A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO. No more than 20% of the County's investment portfolio may be invested pursuant to this section.

15. Supranationals. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated "AA" or better by an NRSRO and shall not exceed 30% County's moneys that may be invested pursuant to this section.

X. INVESTMENT POOLS/MONEY MARKET FUNDS

A thorough investigation of investment pools and money market funds is required prior to investing, and on a continual basis.

XI. MAXIMUM MATURITY

Maturities will be based on an analysis of the receipt of revenues and maturity of investments. Maturities will be scheduled to permit the County to meet all disbursement requirements.

The County may not invest in a security whose maturity exceeds five years from the date of purchase unless the Plumas County Board of Supervisors has provided approval for a specific purpose at least 90 days before the investment is made.

XII. PROHIBITED INVESTMENTS

Investments not described herein, including, but not limited to, reverse repurchase agreements, stocks, inverse floaters, range notes, commercial mortgage-backed, interest-only strips, or any security that could result in zero interest accrual if held to maturity are prohibited for investment by the County.

XIII. INTERNAL CONTROL

The County Treasurer will establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

XIV. TREASURY OVERSIGHT COMMITTEE - DISCONTINUED

From 1995 to January 1, 2005, the California Government Code required counties and cities to establish a Treasury Oversight Committee. The purpose of the Committee was to oversee the policies that guide the investment of public funds. The Committee was not to impinge on the day to day operations of the County Treasurer, but rather to review and monitor the Treasurer's investment policy and reporting. In 2005, California Government Code section 27131 made the Committees optional. Plumas County discontinued the operation of its Committee as of February 6, 2007. The Plumas County Treasurer continues to provide reporting to the Plumas County Board of Supervisors, the auditor, school districts, and the community college district. The County's portfolio is also independently audited by an external auditor for compliance with the California Government Code and this Investment Policy.

XV. CUSTODY OF SECURITIES

All securities owned by the County except time deposits and securities used as collateral for repurchase agreements, will be kept in safekeeping by a third-party bank's trust department, acting as an agent for the County under the terms of a custody agreement executed by the bank and the County.

All securities will be received and delivered using standard delivery versus payment procedures.

XVI. REPORTING

The County Treasurer will provide a monthly investment report to the Plumas County Board of Supervisors, the auditor, school districts, and the community college district showing all transactions, type of investment, issuer, purchase date, maturity date, purchase price, yield to maturity, and current market value for all securities.

XVII. POLICY REVIEW

This Investment Policy will be reviewed at least annually to ensure its consistency with:

1. The California Government Code sections that regulate the investment and reporting of public funds.
2. The overall objectives of preservation of principal, sufficient liquidity, and a market return.

Any changes to the Policy must be reviewed and approved by the Board at a public meeting

Glossary

Asset-Backed Security (ABS) is a financial security backed by a loan, lease or receivables against assets other than real estate and mortgage-backed securities.

Bankers' Acceptances are short-term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at maturity. An acceptance is a high-grade negotiable instrument.

Broker-Dealer is a person or a firm who can act as a broker or a dealer depending on the transaction. A broker brings buyers and sellers together for a commission. They do not take a position. A dealer acts as a principal in all transactions, buying and selling for his own account.

Certificates Of Deposit

1. **Negotiable Certificates of Deposit** are large-denomination CDs. They are issued at face value and typically pay interest at maturity, if maturing in less than 12 months. CDs that mature beyond this range pay interest semi-annually. Negotiable CDs are issued by U.S. banks (domestic CDs), U.S. branches of foreign banks (Yankee CDs), and thrifts. There is an active secondary market for negotiable domestic and Yankee CDs. However, the negotiable thrift CD secondary market is limited. Yields on CDs exceed those on U.S. treasuries and agencies of similar maturities. This higher yield compensates the investor for accepting the risk of reduced liquidity and the risk that the issuing bank might fail. State law does not require the collateralization of negotiable CDs.
2. **Non-negotiable Certificates of Deposit** are time deposits with financial institutions that earn interest at a specified rate for a specified term. Liquidation of the CD prior to maturity incurs a penalty. There is no secondary market for these instruments, therefore, they are not liquid. They are classified as public deposits, and financial institutions are required to collateralize them. Collateral may be waived for the portion of the deposits that are covered by FDIC insurance.

Collateral refers to securities, evidence of deposits, or other property that a borrower pledges to secure repayment of a loan. It also refers to securities pledged by a bank to secure deposits. In California, repurchase agreements, reverse repurchase agreements, and public deposits must be collateralized.

Collateralized Mortgage Obligation (CMO) is a type of mortgage-backed security in which principal repayments are organized according to their maturities and into different classes based on risk. A collateralized mortgage obligation is a special purpose entity that receives the mortgage repayments and owns the mortgages it receives cash flows

from (called a pool). The mortgages serve as collateral, and are organized into classes based on their risk profile. Income received from the mortgages is passed to investors based on a predetermined set of rules, and investors receive money based on the specific slice of mortgages invested in (called a tranche).

Commercial Paper is a short term, unsecured, promissory note issued by a corporation to raise working capital.

Federal Agency Obligations are issued by U.S. Government Agencies or Government Sponsored Enterprises (GSE). Although they were created or sponsored by the U.S. Government, most Agencies and GSEs are not guaranteed by the United States Government. Examples of these securities are notes, bonds, bills and discount notes issued by Fannie Mae (FNMA), Freddie Mac (FHLMC), the Federal Home Loan Bank system (FHLB), and Federal Farm Credit Bank (FFCB). The Agency market is a very large and liquid market, with billions traded every day.

Issuer means any corporation, governmental unit, or financial institution that borrows money through the sale of securities.

Liquidity refers to the ease and speed with which an asset can be converted into cash without loss of value. In the money market, a security is said to be liquid if the difference between the bid and asked prices is narrow and reasonably sized trades can be done at those quotes.

Local Agency Investment Fund (LAIF) is a special fund in the State Treasury that local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum of \$50 million for any California public agency. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly via direct deposit to the agency's LAIF account. The State keeps an amount for reasonable costs of making the investments, not to exceed one-quarter of one per cent of the earnings.

Market Value is the price at which a security is trading and could presumably be purchased or sold.

Maturity is the date upon which the principal or stated value of an investment becomes due and payable.

Medium-Term Notes are debt obligations issued by corporations and banks, usually in the form of unsecured promissory notes. These are negotiable instruments that can be bought and sold in a large and active secondary market. For the purposes of California Government Code, the term "Medium Term" refers to a maximum remaining maturity of five years or less. They can be issued with fixed or floating-rate coupons, and with or

without early call features, although the vast majority are fixed-rate and non-callable. Corporate notes have greater risk than Treasuries or Agencies because they rely on the ability of the issuer to make payment of principal and interest.

Money Market Fund is a type of investment comprising a variety of short-term securities with high quality and high liquidity. The fund provides interest to shareholders and must strive to maintain a stable net asset value (NAV) of \$1 per share.

Mortgage Backed Security (MBS). A type of asset-backed security that is secured by a mortgage or collection of mortgages. These securities must also be grouped in one of the top two ratings as determined by an accredited credit rating agency, and usually pay periodic payments that are similar to coupon payments. Furthermore, the mortgage must have originated from a regulated and authorized financial institution.

Principal describes the original cost of a security. It represents the amount of capital or money that the investor pays for the investment.

Repurchase Agreements are short-term investment transactions. Banks buy temporarily idle funds from a customer by selling him U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date at an agreed upon interest rate. Repurchase Agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal Funds and the maturity of the Repo. Repurchase Agreements must be collateralized.

Supranational is an international organization, or union, whereby member states transcend national boundaries or interests to share in the decision-making and vote on issues pertaining to the wider grouping.

U.S. Treasury Issues are direct obligations of the United States Government. They are highly liquid and are considered the safest investment security. U.S. Treasury issues include:

1. **Treasury Bills** which are non-interest-bearing discount securities issued by the U.S. Treasury to finance the national debt. Bills are currently issued in one, three, six, and twelve month maturities.
2. **Treasury Notes** that have original maturities of one to ten years.
3. **Treasury Bonds** that have original maturities of greater than 10 years.

Yield to Maturity is the rate of income return on an investment, minus any premium above par or plus any discount with the adjustment spread over the period from the date of the purchase to the date of maturity of the bond.



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

18

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

NEAL CAIAZZO
DIRECTOR

DATE: JANUARY 11, 2019
TO: HONORABLE BOARD OF SUPERVISORS
FROM: NEAL CAIAZZO, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES
SUBJ: BOARD AGENDA ITEM FOR JANUARY 22, 2019 - CONSENT AGENDA
RE: AUTHORIZATION TO CONTRACT TRAINING, UTILIZING ALLOCATION OF
CSEC FUNDS

It is Recommended that the Board of Supervisors

1. Approve a contract between the Department of Social Services and American Program Bureau Inc. for training not to exceed \$11,000.00.
2. Authorize the Director of the Department of Social Services to sign the agreement as the Board's designee.

Background and Discussion

The Plumas County CSEC Prevention Program was formed as required by the September 2, 2014 ACL 14-62, which informed counties that Legislation SB 855, Chapter 29, Statutes of 2014 amended the WIC to establish a state-funded county CSEC Program to be administered by CDSS to counties that choose to opt into the program.

Plumas County has been opted in since 2015, and has created an interagency protocol which includes Plumas Probation, Behavioral Health, and Public Health, to name a few. This program includes a multi-disciplinary meeting response for identified victims of child sex trafficking, and children who are at-risk of becoming victims. Funds allocated to counties were to facilitate training, prevention activities, and intervention services, as well as to provide additional support, clothing, food and housing to victims.

Plumas County has continued to receive CSEC Funding Allocations annually as the county continues to opt-in and submit and revise the county fiscal plan for CDSS. The November 30, 2018 CFL 18/19-38 regarding allocations for CSEC Program General Fund stated that Plumas County was allocated \$74,300 for FY 2018-19. Previous year's allocations were not fully utilized.

The proposed contract is to bring a well-known trainer to Plumas County for a recruitment effort for RFA families for CSEC and at-risk youth. This event will take place on 4/19/2019 at the Plumas Sierra Fairgrounds, and will be open to the public.

Financial Impact

There is no direct financial impact to the County General Fund as a result of this approval.

Copies: PCDSS Management Staff

Enclosure

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Department of Social Services (hereinafter referred to as "County"), and American Program Bureau, Inc., a Massachusetts Corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The maximum compensation available during the term of this Agreement is Eleven Thousand dollars (\$11,000.00).
3. Term. The term of this Agreement shall be from February 1, 2019 through August 31, 2019, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this Agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and

approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this Agreement.
15. Interpretation. This Agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this

Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Dept. of Social Services
Attention: Neal Caiazzo, Director
270 Co. Hospital Rd., Suite 207
Quincy, CA 95971

Contractor:

American Program Bureau, Inc.
Attn: Heather Crowley
One Gateway Center, Suite 751
Newton, MA 02458

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
NOTE: Only for contracts in excess of \$10,000.]

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

American Program Bureau, Inc.

By: _____
Name: Heather Crowley
Title: Contract Specialist
Date signed:

COUNTY:

County of Plumas, a political subdivision of
the State of California

By: _____
Name: Neal Caiazzo
Title: Director
Date signed:

County of Plumas,
A political subdivision of the State of California

By: _____ Date: _____
Jeff Engel
Chair, Board of Supervisors

ATTEST:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors

Approved as to Form:

By: _____
Gretchen Stuhr
Deputy County Counsel

Date: 1/7/2019

EXHIBIT A

Scope of Work

Training

Commercial Sexual Exploitation of Children

Description

Child sexual exploitation is a major child protection issue for communities across the country. Hidden from view and often unnoticed, vulnerable young girls and boys are recruited, groomed and then abused, leaving them traumatized and without support. Issues specific to sexual exploitation of youth, including the difficulty in identifying youth at risk, can make the provision of appropriate treatment and services a challenge for systems that serve the youth. This training will include RFA parents, client service professionals, teachers, nurses, etc. Keynote Speaker, Regina Louise, will be addressing the importance of finding caring adults to care for at-risk youth and/or children who have experienced high levels of trauma.

EXHIBIT B**Fee Schedule**

Description	Rate	Per	Total	
Key note speaker	\$7,500	day	\$7,500	Keynote speech, Q&A, Book signing 1.5 hrs. max
Travel Fees*** NOT TO EXCEED***	\$3,500	Person	\$3,500	One unrestricted fully-refundable roundtrip coach airfare and professional ground transportation in Speaker's originating city. Arrange and directly pre-pay for all hotel charges (room, tax and Incidentals). Pay for and provide all meals and professional ground transportation in event city.
Total Training Cost Estimate				\$11,000.00

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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

Tony Hobson Ph.D., Director



DATE: January 9, 2019

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director

SUBJECT: Consent Agenda

Recommendation

It is respectfully requested that the Board of Supervisors approve and authorize the board chair to sign Amendment for Services with; Kings View

BACKGROUND AND DISCUSSION:

This Agreement for services is with Kings View Corporation. Their services are required to complete Behavioral Health Services' state and county mandated cost reports and revenue expenditure reports. This amendment has been approved to form by County Counsel. The compensation limit is \$38,050.00

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.

PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



Date: January 14, 2019

To: Honorable Board of Supervisors

From: Roberta M. Allen, Auditor / Controller

Subject: Approve contract for services between County of Plums and the Howard E. Nyhart Company, Incorporated, an Indiana Corporation, doing business as Nyhart, for actuarial services and reports required for post-employment benefits per GASB 74 and GASB 75, effective as of FYE 6/30/2018, per Addendum attached.

Recommendation:

Approve contract for services between County of Plumas and the Howard E. Nyhart Company, Incorporated, an Indiana Corporation, doing business as Nyhart, for actuarial services and reports required for post-employment benefits per GASB 74 and GASB 75, effective as of FYE 6/30/2018, per Addendum attached.

Background:

The Governmental Accounting Standards Board Statements (GASB) 43 & 45 were adopted by the County in 2007/2008. GASB 43 & 45 required that governments report the cost of annual postemployment benefits (OPEB) and their unfunded actuarial accrued liabilities for past service costs. GASB 74 and 75, effective for fiscal years ending 6/30/2018 and forward, replaced GASB 43 & 45. GASB 74 & 75 require unfunded OPEB liabilities be recognized on the face of the entity's financial statements, and extensive note disclosure and required supplementary information must be presented. To calculate the County's liability for unfunded OPEB liabilities and to be in compliance with GASB 74 and 75, an actuary study is required of the OPEB liability. The actuary study and reports produced by the Nyhart Company per this contract will be incorporated into the 2017/18 Audited Financial Statements for Plumas County.

PLUMAS COUNTY ENGINEERING DEPARTMENT
555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6135
Robert A. Perreault, Jr., P.E., County Engineer

IE

CONSENT AGENDA REQUEST

For the January 22, 2019 meeting of the Plumas County Board of Supervisors

Date: January 14, 2019

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer

Robert A. Perreault

Subject: Authorization for the Engineering Department to fill the vacancy of one (1) Recording Secretary for one-half (0.50) FTE part time position.

Background:

One Fiscal and Services Technical Assistant III has recently resigned from the Department. With this vacancy the part time Recording Secretary was recently promoted to fill this vacancy. As a result, the Department now has a vacant Recording Secretary position.

The Department is requesting to fill this position.

This position is funded and allocated in the approved FY18/19 budget for the Engineering Department.

The completed Critical Staffing Questionnaire and Departmental Organizational Chart are attached

Recommendation:

The Plumas County Engineer respectfully recommends that the Board of Supervisors authorize the County Engineer to fill the vacancy of one-half time (0.50) FTE Recording Secretary.

Attachments:

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Recording Secretary / Public Works Engineering

- Is there a legitimate business, statutory or financial justification to fill the position?
Recording Secretaries are instrumental in documenting meeting minutes for the various special committee meetings for which the Department is responsible
- Why is it critical that this position be filled at this time?
Recording Secretaries provide documentation for special committee meetings. A prolonged vacancy can negatively impact the performance of the Department
- How long has the position been vacant?
Almost one month.
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 18/19 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- 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? **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **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? **No change in General Fund support since this is already a budgeted position**
- Does the department have a reserve? **No** If yes, provide the activity of the department's reserve account for the last three years?



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

IF

Kevin Correira
Director

Board Meeting: 1-22-2019

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Renegotiation of Employment Agreement between Plumas County Airports and the Rogers Field airport manager Kiwani Murphy.

Background

Our current airport manager has been with us since early 2014 and since that time has become a very valuable and extremely knowledgeable person on the daily workings of the airport and a great liaison for the fire base across the way. Kiwani contacted me on December 12th to inform me that he would be terminating his Employment Agreement on March 8th and stated several reasons for the decision. The main reason was that he had not been given a pay increase Since he started in 2014. Kiwani puts in lots of overtime in the spring, summer, and fall (especially with fires). The Funds for his increase will come from the Airports Budget.

Recommendation

I recommend that the Board of Supervisors Approve and Authorize Board Chairman Michael Sanchez to sign the new Employment Agreement for Kiwani Murphy.

MISC PERS

Chester Airport Employment Agreement		FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Current Range	\$19.63	Current				
Current Range Annual		\$ 40,830.00				
Retirement		\$ 9,227.58	\$ 10,003.35	\$ 10,779.12	\$ 11,432.40	\$ 11,554.89
FICA / Medicare		\$ 3,123.50	\$ 3,123.50	\$ 3,123.50	\$ 3,123.50	\$ 3,123.50
	<i>Total</i>	\$ 53,181.08	\$ 53,956.85	\$ 54,732.62	\$ 55,385.90	\$ 55,508.39
Proposed Annual Increase \$22.03		\$ 45,822.00				
Retirement		\$ 10,355.77	\$ 11,226.39	\$ 12,097.01	\$ 12,830.16	\$ 12,967.63
FICA/Medicare		\$ 3,505.38	\$ 3,505.38	\$ 3,505.38	\$ 3,505.38	\$ 3,505.38
	<i>Total</i>	\$ 59,683.16	\$ 60,553.77	\$ 61,424.39	\$ 62,157.54	\$ 62,295.01
Five Year Differential	Difference	\$ (6,502.08)	\$ (6,506.93)	\$ (6,691.78)	\$ (6,771.65)	\$ (6,786.62)
Five year increase to Personnel Budget	\$ (33,349.06)					

PLUMAS COUNTY
COMMUNITY DEVELOPMENT COMMISSION

2

January 10, 2019

Plumas County Board of Supervisors
Rom 309
520 Main Street
Quincy, CA 95971

Re: Tobin Fire Pipeline Rail Road Bridge Crossing

Dear Members of the Board of Supervisors:

As background, Plumas County Community Development Commission (PCCDC) applied for Community Development Block Grant (CDBG) funds in 2012, on behalf of The County of Plumas for the purpose of replacing the fire pipeline to Tobin after a series of fires beginning in 2008, destroyed the then existing pipeline. CDBG funding was approved in 2012, by the State of California. A long series of delays ensued because the Engineering Department of Union Pacific Railroad did not accept the portion of the fire line pipeline plans calling for a 4 inch water line crossing the railroad bridge at Tobin.

Eventually, the fire pipeline engineering firm, Stantec, made a determination that the existing 2 inch pipeline under the Tobin Railroad bridge would be sufficient to fill the 60,000 gallon water tank on the Tobin side of the rail road bridge. Stantec also opined that the existing 2 inch pipeline was intact and could be connected to the new fire pipe line to be built. On that basis, Union Pacific Rail Road finally approved the fire pipe line connection and crossing and issued permits.

T&S Construction from Sacramento was the low bidder on the project and a contract was entered into by PCCDC on behalf of the County of Plumas with T&S Construction in late 2016. Work was delayed on the pipe line because of severe winter storms in 2017, and the contractor completed the project in early summer of 2017. However, when the contractor tested the existing 2 inch pipeline under the railroad bridge, it was discovered there were breaks in that line. The contract with T&S Construction only included hooking up the new fire pipeline to the existing pipe line and all of the funds including an additional approximately \$ 200,000.00 in county funds from repayments on previous CDBG sewer loans were expended on the construction contract.

After much delay on the part of Union Pacific Railroad, their Engineering Department and the engineers at Stantec have come to an agreement on replacing the existing 2 inch pipeline with a new metal 2 inch pipe line. T&S construction is willing to do the replacement of the 2 inch pipe line as an amendment to the existing contract in the form of a change order and has submitted a price for that of \$92,620.00 with assurances the price is a firm price. The bridge pipe line replacement presents unique problems because the contractor is only allowed 3 hours of "track time" each day and so cannot work a full day on the project. The project also requires Highway 70 "flagging" because highway traffic will have to be stopped during the time the construction company is working over the state highway.

Jeffrey Wilson from Feather River Canyon Community Service District confirms that the District can contribute \$10,000.00 to this project. We have asked for a formal resolution from their board regarding that contribution. That leaves \$82,620.00 unfunded.

The PCCDC Board of Commissioners in its December 18, 2018 meeting referred this matter to the Plumas County Board of Supervisors to make a determination regarding funding the Tobin Rail Road Fire Line pipe replacement under the rail road bridge out of contingency funding.

Sincerely,

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

Roger Diefendorf
Executive Director

T&S Construction Company Inc.
6108 Hedge Ave
Sacramento, CA 95829
916-381-3052

Tobin Fire Pipeline Project

12/10/2018

Cost for replacing the existing pipe on the railroad bridge

Remove and Replace 250' LF 2" sch 40 galvanized with HDPE Pipe and Install new pipe hangers

The track flagman costs are included, no other railroad costs are included.

A person will only be able to utilize 3 hours out of an 8 hour day because of trains and track personnel maintenance.

Due to the risk involved with this work, the pace is slow with safety first.

This price includes highway 70 flagging, no permit or inspection fee's are included.

Cost estimate

labor	\$ 39,814.00	
equipment	\$ 3,086.00	
material	\$ 11,520.00	
safety	\$ 2,600.00	
subs	\$ 29,600.00	
bonds / insurance	\$ 3,000.00	
mob	\$ 3,000.00	
	<u>\$ 92,620.00</u>	estimated amount

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: GF Contingency / Contributions Dept. No: 20031 Date: 1/11/2019

The reason for this request is (check one):		Approval Required
A. <input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

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 TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF
SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

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) Transfer from GF Conting 20980 to Contrib 20031 to facilitate transfer to Fund 0070 / Dept. 20055 PCCDC PILOT CDBG

B) _____

C) _____

D) _____

Approved by Department Signing Authority: _____

Approved/ Recommended _____ Disapproved/ Not recommended _____

Auditor/Controller 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 Auditor/Controller. 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. Auditor/Controller will forward all signed, supplemental transfers to the Board 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 Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: PCCDC PILOT COBG Dept. No: 20055 Date 1/10/19

The reason for this request is (check one):		Approval Required
A. <input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE (CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

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) To replace 2" metal pipeline under Tobin Rd bridge

B) Need of contingency

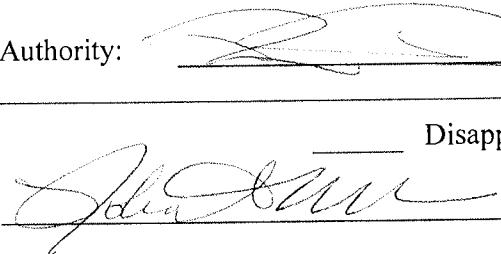
C) _____

D) _____

Approved by Department Signing Authority:

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller 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 Auditor/Controller. 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.

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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 Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



OFFICE OF THE DISTRICT ATTORNEY

David Hollister, District Attorney

520 Main Street, Room 404 • Quincy, California 95971

(530) 283-6303 • Fax (530) 283-6340

3A

Date: 22 January 2019
To: Plumas County Board of Supervisors 
From: David Hollister, District Attorney
Subject: Update on Status of "Drug Court" and "Day Reporting Center"

Recommendation:

No action is requested.

Background and Discussion

On December 19, 2018, Supervisor Lori Simpson requested I update the Board on the status of two programs within the criminal justice system – "Drug Court" and the "Day Reporting Center." I am happy to oblige and request 15 minutes for a presentation and to answer questions.

As background, the Plumas County Community Corrections Partnership (CCP), at a special meeting on November 28, 2018, unanimously adopted support for a new (renewed) approach to address recidivism in Plumas County. This new approach was outlined by the CCP in a 2018-19 survey response and includes the continuation of the pretrial release program, a return of the Drug Court (now Community Justice Court) and Day Reporting Center, and the expansion of a Bridges program (assisting those upon release from incarceration).

To aid in this presentation, and for your review, attached are pertinent statistics on court filings and appearances, a schematic outlining the integration of the above-noted programs and the 2018-19 CCP survey response outlining these programs in greater detail.

FILING SUMMARY

YEAR	FELONY FILINGS	MISDO FILINGS	TOTAL
2014	275	792	1067
2015	172	827	999
2016	157	844	1001
2017	157	843	1000
2018	127	954	1081

YEAR	FELONY APPEAR	MISDO APPEAR	TOTAL
2014	1128	2603	3731
2015	783	2359	3142
2016	681	2286	2967
2017	657	2623	3280
2018	585	3164	3749

YEAR	FELONY			MISDO		
	11550	11377	11350	11550	11377	11350
2014	1	50	0	187	5	0
2015	1	13	0	203	57	0
2016	2	4	0	262	61	0
2017	1	1	0	220	78	13
2018	0	6	0	216	86	16

ARREST

Court Appearance

Pretrial Release

Day Reporting Center

Criminal Justice

Court

Veterans/Substance
Abuse/Mental Health

Resources

and

Services

No Services

Bridges / Aftercare

FY 2018-19 Community Corrections Partnership Survey

This survey is designed to help Californians understand your efforts, goals, and successes in implementing Public Safety Realignment. The information you share will be used as the basis of the Board of State and Community Corrections' (BSCC) annual report to the Governor and Legislature on the implementation of Community Corrections Partnership (CCP) Plans as required by section (11) of subdivision (b) of Section 6027 of the Penal Code. Your responses help to illustrate how counties are allocating and using funds to reduce recidivism while keeping communities safe. We hope you will also consider answering a few optional questions to show how your county is responding to the unique needs of local offenders and what, if any, challenges have arisen and changes have resulted from those responses.

Survey

This survey was designed by the BSCC in consultation with the Department of Finance to assist counties with reporting requirements. Counties completing the required portions of the survey will have met the report requirement. Counties that complete the survey are compensated.

The Budget Act of 2017 (AB 96, Chapter 23) appropriates \$7,900,000 to counties as follows:

Counties are eligible to receive funding if they submit a report to the Board of State and Community Corrections by December 15, 2017, that provides information about the actual implementation of the 2016-17 Community Corrections Partnership plan accepted by the County Board of Supervisors pursuant to Section 1230.1 of the Penal Code. The report shall include, but not be limited to, progress in achieving outcome measures as identified in the plan or otherwise available. Additionally, the report shall include plans for the 2017-18 allocation of funds, including future outcome measures, programs and services, and funding priorities as identified in the plan accepted by the County Board of Supervisors.

Funding

Funds will be distributed by January 31, 2019 to counties that comply with all survey requirements as follows:

(1) \$100,000 to each county with a population of 0 to 200,000, inclusive, (2) \$150,000 to each county with a population of 200,001 to 749,999, inclusive, and (3) \$200,000 to each county with a population of 750,000 and above. Allocations will be determined based on the most recent county population data published by the Department of Finance.

Survey Distribution

This survey has been distributed electronically to each Chief Probation Officer as CCP Chair. Each CCP Chair is encouraged to share the survey with CCP members prior to completion and submission. Responses should represent the collective views of the CCP and not a single agency or individual.

Submission Instructions

To make the survey more user friendly, the BSCC is using both Microsoft Word and Excel for a complete submittal package. **The survey consists of two (2) parts and five (5) sections:**

➤ *Part A- to be completed in Microsoft Word*

Section 1: CCP Membership;
Section 2: Your Goals, Objectives and Outcome Measures; and
Section 3: Optional Questions.

➤ *Part B- to be completed in Microsoft Excel*

Section 4: FY 2017-18 Public Safety Realignment Funding; and
Section 5: FY 2018-19 Public Safety Realignment Funding.

Respondents may use spell and grammar checks for their narrative responses (Part A, Sections 1, 2, and 3) and Excel's auto-sum features when completing the budgetary questions (Part B, Sections 4 and 5). If you choose not to answer an optional question, please respond "Decline to Respond".

To produce a more comprehensive report on the implementation of realignment, we are asking for photos, and quotes from program participants and/or stakeholders, if available. You do not need to provide identifying information. Please attach photos of programs in action along with a few quotes. These may be published in the *2011 Public Safety Realignment Act: Seventh Annual Report on the Implementation of Community Corrections Partnership Plans*.

Note: Please ensure any individual(s) in the photos have given their consent for use/publication. In addition, please do not submit any photos that include faces of minors (youth under 18).

To submit the CCP Survey package, as well as providing any optional photos and/or quotes, email all attachments in a single email to:

Helene Zentner, BSCC Field Representative at: Helene.Zentner@bscc.ca.gov
For questions, also contact at: 916-323-8631

Due Date

A single completed survey package (Parts A and B) must be submitted electronically to the BSCC by **Friday, December 14, 2018**. The CCP is encouraged to collaborate on responses and the CCP Chair should submit the survey. Only one submission by a county will be accepted.

If you experience any difficulty completing this survey or need technical assistance, please contact:

Helene Zentner, BSCC Field Representative
916-323-8631 or Helene.Zentner@bscc.ca.gov

Thank you.

FY 2018-19 Community Corrections Partnership Survey

PART A

SECTION 1: CCP Membership

Section 1 asks questions related to the CCP composition and meeting frequency. There are five (5) questions in this section.

1. County Name: Plumas
2. Penal Code Section 1230 identifies the membership of the CCP. Provide the name of each individual fulfilling a membership role as of October 1, 2018 in the spaces to the right of each membership role. If a membership role is not filled, respond by indicating "vacant."

Chief Probation Officer	Erin Metcalf
Presiding Judge of the Superior Court or designee	Deborah Norrie (designee)
County Supervisor or Chief Administrative Officer or a designee of the Board of Supervisors	Jeff Engel
District Attorney	David Hollister
Public Defender	Bill Abramson
Sheriff	Greg Hagwood
Chief of Police	Not Applicable
Head of the County Department of Social Services	Neal Caiazzo
Head of the County Department of Mental Health	Tony Hobson
Head of the County Department of Employment	Vacant
Head of the County Alcohol and Substance Abuse Programs	Tony Hobson
Head of the County Office of Education	Terry Oestreich
A representative from a community-based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense	Johanna A. Downey
An individual who represents the interests of victims	Kori Langrehr

3. How often does the CCP meet? Use an "X" to check the box to the left of the list.

	Bi-weekly (every other week)
X	Monthly
	Bi-monthly (every other month)
	Quarterly

	Semi-Annually
	Annually
	Other (please specify)

4. How often does the Executive Committee of the CCP meet? Use an "X" to check the box to the left of the list.

	Bi-weekly(every other week)
X	Monthly
	Bi-monthly(every other month)
	Quarterly
	Semi-Annually
	Annually
	Other (please specify)

5. Does the CCP have subcommittees or working groups? Use an "X" to check the box to the left of the list.

	Yes
X	No

If "Yes," list the subcommittees and/or working groups and the purpose.

SECTION 2: Your Goals, Objectives and Outcome Measures

Section 2 asks questions related to your goals, objectives, and outcome measures. To view your responses provided in the 2017-18 survey, [click here](#).

For the purpose of this survey:

- Goals are defined as broad statements the CCP intends to accomplish.**
- Objectives support identified goals and are defined by statements of specific, measureable aims of the goal.**
- Outcome measures consist of the actual measurement of stated goals and objectives.**

Example:

Goal	Increase substance use disorder treatment to offenders in ABC County
Objective	40% of participants will complete substance use disorder treatment
Objective	100% of participants will receive screening for substance use disorder treatment
Outcome Measure	Number of participants enrolled in substance use disorder treatment
Outcome Measure	Number of participants completing substance use disorder treatment
Progress toward	Between January 2018 and October 2018, 70% of participants in substance use disorder treatment reported a decrease in the urge to use

stated goal	drugs. This is a 10% increase from the same period last year.
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6. Describe a goal, one or more objectives, and outcome measures from FY 2017-18. If the CCP kept the same goal, objective and outcome measure from a prior fiscal year for FY 2017-18, provide that information. If no goal, objective, or outcome measure was identified, respond by indicating "Not Applicable."

Goal	Implement a pretrial services program
Objective	Identify those defendants arrested and eligible for program within 12 hours of arrest
Objective	Interview and assess eligible defendants within 12-24 hours of arrest including recommendations to the Judge for release when qualified
Objective	Access to treatment- send referrals for mental health and substance use assessments for those interviewed and identify as having a need for further assessment or request a referral to be made
Objective	Increase jail beds (i.e., connect offenders with services, when they qualify, and transition them out of custody to allow a "free bed")
Outcome Measure	Number of interviews, early screening and identification for arrestees that are currently or have previously served in the Military and are suffering from substance use disorders and/or mental illness and may be in need of additional ancillary services in order to abide by any Court orders (30 – 10.67%)
Outcome Measure	Improve in-Court appearance rates – Due to the inability to access to Court information we are not able to compare the appearance rates of 2017-2018 to prior years. We have now started tracking all court appearance rates for individuals released via bail, Pretrial Release and OR therefore creating a system for tracking from 2017 forward.
Outcome Measure	Number of referrals for mental health and/or substance use assessments that are engaged in services (59 – 45.7%)
Outcome Measure	Percent less likely to have bail/OR revoked Due to the inability to access to Court information we are not able to compare the revocations rates in 2017-2018 to prior years. We have now started tracking all court revocation rates for individuals released via, bail, Pretrial Release and OR therefore creating a system for tracking from 2017 forward.
Outcome Measure	Number of referrals vs. number of arrestees eligible and interviewed for Pre-Trial Release Program: -Released prior to arraignment – (129 – 45.9%) -Released at arraignment with PTR conditions – (51- 18.14%) -Detained (109 – 16.5%)
Progress toward stated goal	Plumas County's Alternative Sentencing Program and Sheriff's Office in conjunction with the Superior Court have implemented a Pretrial Release Program since September 2016. The implementation came after a year of planning and program development. For FY 17/18, the Pretrial Release Program received approximately 660 referrals of which 281 (42.5%) were eligible for pre-trial release and received interviews and assessments. Out of 281 offenders, 129 (45.9%) were released from custody through pretrial release supervision without a gap in supervision, services and

	accountability within 24 hours of arrest thereby increasing jail beds. Pretrial Release conducted 180 (64%) individual supervision check-ins for Pretrial Release Referrals as a result of pretrial release interviews and referrals from the Court. In September 2018, the Probation Department attended a pre-trial presentation and tour in San Joaquin County. The Probation Department anticipates attending other pre-trial conferences/trainings in the future.
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7. Describe a goal, one or more objectives, and outcome measures from FY 2017-18. If the CCP kept the same goal, objective, and outcome measure from a prior fiscal year for FY 2017-18, provide that information. If no goal, objective, or outcome measure was identified, respond by indicating "Not Applicable."

Goal	Re-establish a Day Reporting Center (DRC)
Objective	Provide efficient and adequate evidence-based services for offenders at the DRC
Objective	Link offenders who are receiving services within the DRC to other service programs and agencies as needed
Outcome Measure	The number of offenders referred to the DRC
Outcome Measure	Number of clients enrolled, attending and completing evidence-based programs
Outcome Measure	The number of services the offender is receiving since participating in the DRC
Progress toward stated goal	Discussions should take place regarding the appropriate agency to oversee or operate the DRC and define the population of offenders appropriate for the DRC. The Probation Department has created and implemented a schedule for programming to take place at the department for Batterer's Intervention, Alliance for Workforce Development, and parenting classes. The Probation Department has implemented interactive journaling.

8. Describe a goal, one or more objectives, and outcome measures from FY 2017-18. If the CCP kept the same goal, objective, and outcome measure from a prior fiscal year for FY 2017-18, provide that information. If no goal, objective, or outcome measure was identified, respond by indicating "Not Applicable."

Goal	Reduce Deputy Probation Officer (DPO) caseloads to a ratio of 50:1
Objective	Continue DPO recruitment until positions are adequately filled
Objective	Work closely with Human Resources to revise job specifications
Objective	100% of in-county high-risk and Post-Release Community Supervision (PRCS) offenders will have a working case plan
Outcome Measure	Number of DPO's that have been hired
Outcome Measure	Percent of in-county offenders with a case plan
Outcome Measure	Total number of contacts for high-risk and PRCS offenders

Progress toward stated goal	The Probation Department continues working with Human Resources. Recruitment efforts have increased. Two DPO vacancies have been filled as of October 2018. Offenders receive a Risk/Needs Assessment. The Probation Department switched assessment providers the previous fiscal year; assessments are more user-friendly and integrate with the department's case management system.
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9. Describe a goal, one or more objectives, and outcome measures from FY 2017-18. If the CCP kept the same goal, objective, and outcome measure from a prior fiscal year for FY 2017-18, provide that information. If no goal, objective, or outcome measure was identified, respond by indicating "Not Applicable."

Goal	Provide effective supervision and programming to PRCS Offenders and high-risk offenders
Objective	Increase the number of offenders receiving, participating in and completing evidence-based programming services
Objective	Implement the Behavioral Matrix and utilize graduated sanctions and incentives -
Objective	Offenders will be assessed to determine their top criminogenic needs and appropriate referrals and/or program enrollments will be made
Outcome Measure	Number of offenders enrolled, participating and completing programs
Outcome Measure	Number of incentives versus the number of sanctions
Outcome Measure	Tracking of programs matching criminogenic needs and delivery of programs
Progress toward stated goal	The Probation Department is currently drafting a Behavior Matrix. The Probation Department uses graduated sanctions and incentives. Last fiscal year, the Probation Department began utilizing a new assessment provider offering user-friendly tools that interface with the case management system. The Probation Department has increased trainings and will continue to engage staff in professional development opportunities to facilitate and implement an expanded array of evidence-based programs.

10. Will the CCP use the same goals, objectives, and outcome measures identified above in FY 2018-19? Use an "X" to check the box to the left of the list.

	Yes
X	No. The CCP will add and/or modify goals, objectives, and outcome measures (continue with section 3)

11. Describe a goal, one or more objectives, and outcome measures for FY 2018-19.

Goal	Establish & Implement Community Justice Court
Objective	Create Community Justice Court policies and procedures
Objective	Identify which service providers will meet this obligation and create a

	work around approach to overcome those providers who will not.
Objective	Identify and outline target population(s) to include, but not limited to Veterans and those with substance abuse and mental health needs to be served
Objective	Provide a safe, cost-effective alternative to incarceration
Objective	Work together to assure a consistent, coordinated approach is provided to Veterans, those with substance abuse issues and mental health diagnoses who have committed crimes in Plumas County
Objective	Use a long-term approach towards program sustainability by learning from the successes of other collaborative courts and being knowledgeable of the various means of leveraging funding
Objective	Reduce criminal behaviors and substance abuse among the program participants
Objective	Improve supervision strategies that will reduce recidivism and improve criminal thinking
Objective	Increase the number of supervision decisions that are fair, consistently applied, with consequences that are transparent; and increase the number of participants in the program who believe that the supervision decisions are fair, consistently applied, and consequences are transparent.
Objective	Increase community awareness of substance abuse, mental health and issues pertaining to veterans, as well as the Plumas County Community Justice Court sponsored treatment and programs as a preferred alternative to incarceration.
Outcome Measure	Have Community Justice Court up and running with specific scheduled calendars and policies and procedures signed
Outcome Measure	Have clear criteria for eligibility and entrance that is reflective of offenders and needs of Plumas County
Outcome Measure	Recidivism for those involved in Community Justice Court vs. similar cases not engaged
Outcome Measure	Length of Sobriety Treatment engagement/Attendance Graduation/Completion rates Medication Compliant Court appearances Employment Permeant long term Housing Family reunification
Outcome Measure	Number of incentives versus number of sanctions • individual participants • Program as a whole
Progress toward stated goal	A successful "Drug Court" model has existed in Plumas County until 2017. Much of the framework has already been created. Conversations are occurring concerning which entities will participate.

12. Describe a goal, one or more objectives, and outcome measures for FY 2018-19.

Goal	Open & Operate Day Reporting Center
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Objective	Identify Agency to open and operate Day Reporting Center
Objective	Research and obtain funding to open and operate Day Reporting Center
Objective	Identify and develop therapeutic referral resources and support for clients focusing on health, housing, education, and sustaining employment to be offered through Day Reporting Center.
Objective	Identify and outline target population to be served at Day Reporting Center
Objective	Improve supervision strategies that will reduce recidivism and improve criminal thinking
Outcome Measure	Number of referrals for mental health and/or substance use assessments that are engaged in services
Outcome Measure	Number of offenders enrolled, participating and completing programs
Outcome Measure	Percent that obtain employment as a result of DRC engagement 3 months, 6 months, 9 months or 12 months. Percent that maintain employment for: 3 months, 6 months, 9 months or 12 months or longer
	Length of Sobriety Treatment engagement/Attendance Graduation/Completion rates Medication Compliant Court appearances Employment Permeant long term Housing Family reunification
Outcome Measure	Recidivism rates 1 year out 3 years out 5 years out
Progress toward stated goal	A successful Day Reporting Center model has existed in Plumas County until 2017. Much of the framework has already been created. Conversations are occurring concerning which entities will participate.

13. Describe a goal, one or more objectives and outcome measures for FY 2018-19.

Goal	Create and Implement Bridges Reintegration Program
Objective	Identify defendants that are in custody and that will remain in custody for 3 months or longer
Objective	Interview and assess eligible defendants within 12-24 hours of arrest including recommendations to the Judge for release when qualified
Objective	Identify and engage assess eligible defendants by conducting interviews, assessments and screenings to , identify risks for recidivism, mental health diagnoses, substance use disorders and eligibility for intensive case management and community support services to begin referrals and reintegration process while still in custody
Outcome Measure	Percent that are placed in housing for those that need it upon release Percent that maintain housing after release
Outcome	Program engagement and completion while in custody

Measure	
Outcome Measure	Percent that obtain employment upon release within: 3 months, 6 months, 9 months or 12 months. Percent that maintain employment for: 3 months, 6 months, 9 months or 12 months or longer
Outcome Measure	Percent that obtain medical coverage upon leaving facility Percent that have no gap in medications Percent that have scheduled medical and dental appointments upon release Percent that attend scheduled medical and dental appoints once released
Outcome Measure	Recidivism rates 1 year out 3 years out 5 years out
Progress toward stated goal	Staff from the Plumas County Correctional Facility, Plumas Crisis and Intervention Center and Alternative Sentencing Program are currently piloting this model with one inmate in the Plumas County Correctional Facility who will be released with no community supervision, is homeless upon release and has a multitude of medical issues.

14. Describe a goal, one or more objectives and outcome measures for FY 2018-19.

Goal	Expand Pretrial Release Program to integrate Community Justice Court, Day Reporting Center and Bridges Reintegration Program
Objective	Expand eligibility criteria for those eligible for Pretrial Release interviews (i.e. those on probation, at warrant etc.)
Objective	Identify those defendants arrested and eligible for program within 12 hours of arrest
Objective	Identify and engage assess eligible defendants within 12-24 hours of arrest, by conducting interviews, assessments and screenings to , identify risks for recidivism, mental health diagnoses, substance use disorders and eligibility for intensive case management and community support services to be included in recommendations to the Judge for release, community Justice Court or Day Reporting Center when qualified
Objective	Access to treatment- send referrals for mental health and substance use assessments for those interviewed and identify as having a need for further assessment or request a referral to be made for Day Reporting Center or Community Justice Court
Objective	Increase jail beds (i.e., connect offenders with services, when they qualify, and transition them out of custody to allow a "free bed")
Outcome Measure	Number of interviews, early screening and identification for arrestees that are currently or have previously served in the Military and are suffering from substance use disorders and/or mental illness and may be in need of additional ancillary services in order to abide by any Court orders
Outcome Measure	Improve in-Court appearance rates

Outcome Measure	Number of referrals for mental health and/or substance use assessments that are engaged in services
Outcome Measure	Percent less likely to have bail/OR revoked Percent less likely to offend while on Program Supervision to include Pretrial release, Community Justice Court and Day Reporting Center
Outcome Measure	Number of referrals vs. number of arrestees eligible and interviewed for <ul style="list-style-type: none"> ● Pre-Trial Release Program: <ul style="list-style-type: none"> -Released prior to arraignment -Released at arraignment with PTR conditions -Detained ● Community Justice Court: ● Day Reporting Center
Progress toward stated goal	The Pretrial Release program has been in operation since 2016 and there is a pilot program for the Bridges Reintegration program being implemented with one inmate in the Plumas County Correctional Facility.

SECTION 3: Optional Questions

Section 3 asks optional questions about evaluation, data collection, programs and services, training and technical assistance needs, and local best practices. There are 10 questions in this section. Responses will be used by the BSCC and its justice-system partners to better understand the needs of counties. If you choose not to answer an optional question, please respond “Decline to Respond.”

14. Describe the process the CCP uses to determine potential programs and/or services for local implementation using Realignment funds?

A Request for Proposals is issued annually to county and community-based partners. Applications are reviewed and discussed by an ad hoc committee. The committee brings a recommendation to the CCP Executive Committee at a scheduled meeting and it is voted on. This process guides the development of the annual budget.

15. Does the county evaluate the effectiveness (as defined locally) of programs and/or services funded with its Public Safety Realignment allocation? Use an “X” to check the box to the left of the list.

X	Yes
	No

If yes, how?

The CCP Executive Committee reviews quarterly program and financial reports from county and community partners to assure compliance with the application submitted for

funding. This committee also assesses the overall annual progress and success of programs. Additional data collection and program documents can be requested for review.

16. Does the county consider evaluation results when funding programs and/or services? Use an "X" to check the box to the left of the list.

X	Yes
	No

If yes, how?

The CCP Executive Committee will work to improve its evaluation process to give members and the general public a greater transparency of fund utilization and services provided to this population.

17. Does the county use BSCC definitions (average daily population, conviction, length of stay, recidivism, and/or treatment program completion rates) when collecting data? Use an "X" to check the yes or no box to the left of the list, as applicable.

Yes	No	
X		Average daily population
X		Conviction
X		Length of stay
X		Recidivism
X		Treatment program completion rates

18. What percentage of the Public Safety Realignment allocation is used for evidence-based programming (as defined locally)? Use an "X" to check the box to the left of the list.

	Less than 20%
	21% 40%
X	41% 60%
	61% 80%
	81% or higher

19. We would like to better understand your county's capacity to offer mental health, substance use disorder, behavioral health treatment programs, and/or other services? What type and level of services are now available?

An array of mental health and substance use disorder services are provided by the Behavioral Health Department including jail-based services, community-based services through four Wellness Center sites spread throughout the county and direct services at their main office. Additional mental health services are provided locally by private vendors and through in-patient services out-of-county. The Public Health Department

offers Naloxone and the Medication Assisted Treatment (MAT) Program as well as counseling and behavioral therapies to treat substance use disorders and prevent opioid overdose. Partners also provide Tele-Med services, intensive case management and services for the severely mentally ill (SMI).

20. What challenges does your county face in meeting these program and service needs?

Local challenges include limited housing stock to address the permanent housing needs of transitioning offenders and the lack of an emergency shelter model program.

Integration of stakeholders with criminal justice system.

21. What programmatic changes and/or course corrections have you made in the implementation of Public Safety Realignment that you believe other counties would find helpful?

Expanding collaborations with community-based partners enhances the work and services provided by county partners and opens doors to additional choices and services for clients. This model helps to build the number of evidence-based programs and services identified and helps to implement blended funding.

22. Describe a local best practice or promising program that has produced positive results. If data exists to support the results, please share.

Local best practices include the multiple housing models offered including Transitional Sober Living homes, transitional housing and an emergency and transitional shelter for youth. The 24/7 Dad Program continues to be highly successful in providing education to effectively engage fathers in the lives of their children.

Plumas County has multiple promising programs that are producing positive results.

The Prop 47 diversion Program is proving to be highly effective. In the 17 months since it began operating it has successfully graduated 4 individuals, housed multiple individuals and families and moved 3 families into long-term permanent housing, reunited 3 families and had one participate graduate college.

For FY 17/18, the Pretrial Release Program received approximately 660 referrals of which 281 (42.5%) were eligible for pre-trial release and received interviews and assessments. Out of 281 offenders, 10.67 % were veterans, (45.9%) were released from custody through pretrial release supervision without a gap in supervision, services and accountability within 24 hours of arrest thereby increasing jail beds and 45.7% were referred for mental health and/or substance use assessments and were engaged in services. Pretrial Release conducted 180 (64%) individual supervision check-ins for Pretrial Release Referrals as a result of pretrial release interviews and referrals from the Court.

The Assembly passed AB1810 earlier this year and we are one of a small group of counties that has embraced this change and implemented an AB1810 diversion court and have seen promising results.

23. Describe how the BSCC can assist your county in meeting its Public Safety Realignment goals through training and/or technical assistance?

Team trainings focused on collaboration, best practices, data collection, and lessons learned would be helpful.

Advocate for legislation allowing each county enough discretion to implement programs in a manner best suited to each county's strengths and needs.

NOTE: The information contained in this report will be made public by the BSCC in the annual report to the Governor's Office and the Legislature on the implementation of Community Corrections Partnership plans in print and on the BSCC website.

24. Provide the contact information for the individual completing this survey in the spaces provided to the right of the list.

Name	Erin Metcalf
Organization	Plumas County Probation Department
Address	270 County Hospital Rd., Ste. 128
Address 2	
City/Town	Quincy
ZIP Code	95971
Email Address	erinmetcalf@countyofplumas.com
Phone Number	530-283-6200

25. Identify the individual who may be contacted for follow up questions. Use an "X" to check the box to the left of the list.

<input checked="" type="checkbox"/>	Same as above
	Other (If "Other" provide contact information below)

Name	
Organization	
Address	
Address 2	
City/Town	
ZIP Code	
Email Address	
Phone Number	

ATTENTION: This is only Part A of the Survey. Please complete Part B in Microsoft Excel which consists of two (2) budgetary sections

SUBMITTAL INSTRUCTIONS:

In a single email, please attach both the completed Part A (Word) and completed Part B (Excel) documents, including any optional photos and/or quotes, and email to:

Helene Zentner, Field Representative
Board of State and Community Corrections
916-323-8631 or Helene.Zentner@bscc.ca.gov

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160
Email: nancyselvage@countyofplumas.com



DATE: January 11, 2019

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
JANUARY 22, 2019.
RE: ADOPT RESOLUTIONS TO AMEND THE PLUMAS COUNTY JOB
CLASSIFICATION & WAGE RANGE FOR PLUMAS COUNTY SHERIFF
DEPARTMENT

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolutions to amend Plumas County's classification plan revising the recommended changes to the Sheriff investigator Sergeant / Code Compliance Supervisor, Sheriff Investigator Cannabis Code Compliance job descriptions and wage range updates for the Sheriff Services Assistant I & II.

I am proposing the following recommendations based on my review of the current Cannabis Code Enforcement needs for Plumas County. I am asking for Board review and approve the reclassifications and wage range updates for two positions and recommended wage range updates for two existing classifications. This recommendation is for two (2) classifications for consideration and wage range updates for two (2) existing positions.

- *Sheriff Investigator Sergeant/Code Compliance Supervisor;*
- *Sheriff Investigator Cannabis Code Compliance; and*
- *Sheriff Services Assistant I & II wage range recommended changes.*

Included in the attached Exhibits B, C, and D, are the proposed job descriptions, with the mark-ups to reflect the proposed changes, the job descriptions final drafts, and the wage range recommendations for Sheriff Services Assistants I & II allocated positions.

BACKGROUND AND DISCUSSIONS

July 3, 2018 the Sheriff presented to the Board of Supervisors the need to reclassify four (4) positions in his department. Background discussion for the need to reclassify included the recent moratorium on commercial cannabis cultivation within Plumas County. The Board voted on November 27, 2017 for this moratorium. As of July 1, 2018 the enforcement ordinance became effective and under the responsibility of the Plumas County Sheriff's Department. Additional

funding was also requested to fund the cannabis code enforcement. I have included a copy of the Board agenda item that was submitted and presented by Sheriff Hagwood. Exhibit A

Prior to the July 3, 2018 meeting, I reached out to both Sheriff Hagwood and Undersheriff Canalia requesting additional information for updating the position classifications. I requested information, such as, what is needed to update the classifications, specific changes in duties, recommended wage determination, and other relevant questions. What I received back were examples of duties as listed in our current Building Code Enforcement Officer job description.

A challenging aspect for this classification review is with conducting wage surveys or salary comparison with other county agencies. This is due to the lack of data that is available. The Sheriff has provided Human Resources with their recommendations for wage increases for the four (4) revised classifications. I have incorporated their recommended wage increases for each classification, updated the department's organizational chart and included wage projections based on increases for the next five (5) years for each classification. A concern pertaining wages are for the Sheriff Services Assistant series, in that this range seems low. I am recommending wage adjustments for these wage ranges. The Sheriff has requested adding one (1) more position to his departments position allocation, taking the number of positions from two (2) to three (3).

The following are the recommendations for wage adjustments from the Sheriff and Undersheriff:

- *Sheriff Investigator Sergeant/Code Compliance Supervisor -2857 to 3073*
- *Sheriff Investigator Cannabis Code Compliance – 2467 to 2642*
- *Sheriff Services Assistant I- 1350 to 1575, Sheriff Services Assistant II- 1488 to 1736*

Exhibit A includes the organizational chart for the Sheriff's department. I have included their current org chart that was provided to me and one that I have updated to reflect the classifications including the current entry wage ranges. On this chart I have identified the classifications for consideration and the recommended wages.

These proposed recommendations to the Sheriff's department have been reviewed with the Sheriff's Employee Association representative and there is no objection to moving this forward to the Board for approval.

In the future, there could be additional changes to the Sheriff's classifications and position allocation. The department's needs for cannabis code enforcement will develop with the evolving changes in the cannabis industry. Specifically, how will addressing the code enforcement impact Plumas County and the Sheriff's department and what will be needed to address the cannabis enforcement specific to our County's policies, State, and federal regulations.

ATTACHED EXHIBITS:

Exhibit A:

- Board Agenda packet submitted by Sheriff Hagwood
- Sheriff Department Organization Chart
- Revised Sheriff Department Organizational Chart
- Cost projections

Exhibit B:

- Recommended Sheriff Investigator Sergeant/Code Compliance Supervisor job description
- Current job description for Sheriff Investigator Sergeant

Exhibit C:

- Recommended Sheriff Investigator Cannabis Code Compliance job description
- Current job description Sheriff Investigator - Advanced

Exhibit D:

- Recommended Sheriff Services Assistant I & II wage recommendations
- Current job description Sheriff Services Assistant I & II

RESOLUTION NO. 2019-_____

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN AND
FISCAL YEAR 2018-2019 POSITION ALLOCATION
FOR SHERIFF INVESTIGATOR SERGEANT / CODE COMPLIANCE SUPERVISOR
RANGE 3073 PLUMAS COUNTY SHERIFF'S DEPARTMENT #70330**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2018/2019 Position Allocation covering all positions in the County service; and

WHEREAS, the Sheriff Investigator Sergeant / Code Compliance Supervisor range 3073 job classification is necessary in the daily operational needs of the Sheriff's Department #70330; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's Job Classification Plan for the position of Sheriff Investigator Sergeant / Code Compliance Supervisor range 3073 and the 2018-2019 Position Allocation for Sheriff's Department #70330; and

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

Approve the amendment to the Fiscal Year 2018/2019 Position Allocation for the following position:

<u>Sheriff Department</u>	<u>#70330</u>	<u>FTE</u>
Sheriff Investigator Sergeant / Code Compliance Supervisor		1.00

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 on the 22th day of January, 2019 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

RESOLUTION NO. 2019-_____

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN AND
FISCAL YEAR 2018-2019 POSITION ALLOCATION
FOR SHERIFF INVESTIGATOR/ CANNABIS CODE COMPLIANCE RANGE 2642
PLUMAS COUNTY SHERIFF'S DEPARTMENT #70330**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2018/2019 Position Allocation covering all positions in the County service; and

WHEREAS, the Sheriff Investigator / Cannabis Code Compliance range 2642 job classification is necessary in the daily operational needs of the Sheriff's Department #70330; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's Job Classification Plan for the position of Sheriff Investigator / Cannabis Code Compliance range 2642 and the 2018-2019 Position Allocation for Sheriff's Department #70330; and

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

Approve the amendment to the Fiscal Year 2018/2019 Position Allocation for the following position:

<u>Sheriff Department</u>	<u>#70330</u>	<u>FTE</u>
Sheriff Investigator / Cannabis Code Compliance		1.00

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 on the 22th day of January, 2019 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

RESOLUTION NO. 2019-_____

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN AND
FISCAL YEAR 2018-2019 POSITION ALLOCATION
FOR SHERIFF SERVICES ASSISTANT SERIES I AND II PLUMAS COUNTY
SHERIFF'S DEPARTMENT #70330**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2018/2019 Position Allocation covering all positions in the County service; and

WHEREAS, the Sheriff Services Assistant I and II job classification is necessary in the daily operational needs of the Sheriff's Department #70330; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's Job Classification Plan to update the wage ranges for Sheriff Services Assistant I range 1575 and Sheriff Services Assistant II range 1736 updating 2018-2019 Position Allocation for Sheriff's Department #70330; and

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

Update wage range for Sheriff Services Assistant I range 1575 and Sheriff Services Assistant II range 1736.

<u>Current Sheriff Department #70330</u>	<u>FTE</u>
Sheriff Services Assistant I/II	2.00

<u>Proposed Sheriff Department #70330</u>	<u>FTE</u>
Sheriff Services Assistant I/II	3.00

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 on the 18th day of December, 2018 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Exhibit A:

- July 3, 2018 BOS Meeting
 - Board Agenda packet submitted by Sheriff
- Sheriff Department Organizational Chart
- Revised Sheriff Department Organizational Chart



Office of the Sheriff

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

3D

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: June 20, 2018

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood

RE: Agenda Item for the meeting of July 3, 2018

RECOMMENDATION:

Authorize the Sheriff to have Human Resources reclassify four positions in the Sheriff's Office to include cannabis code enforcement duties. These four positions will include the Investigations Sergeant position, (1) Investigator position, (1) Sheriff Services Assistant II/Evidence Clerk position, and the Training/Policy Deputy Position.

Authorize the Sheriff to work with Human Resources to develop a new Sheriff Services Assistant/cannabis code compliance position. After this position is developed, authorize the Sheriff to recruit and hire.

BACKGROUND & DISCUSSION:

On November 27, 2017 the Plumas County Board of Supervisors placed a moratorium on commercial cannabis cultivation within Plumas County. On May 31, 2018 the Plumas County Board of Supervisors passed the new cannabis enforcement ordinance pertaining to cannabis cultivation. On July 1, 2018 the enforcement ordinance becomes effective and enforcement will be the responsibility of the Plumas County Sheriff's Office.

Upon receiving this new/additional responsibility, the Sheriff's Office will need to expand current job descriptions and reclassify current personnel. In addition to this new responsibility, an additional Sheriff Services Assistant/Cannabis Code Compliance position must be added to the Sheriff's Office allocations.

In addition to the above reclassifications and position, additional monies will be needed to fund this new enforcement code.

The Sheriff estimates the cost of the cannabis code compliance enforcement to be \$100,000.00.

Estimate of Costs Regarding Cannabis Enforcement

Reclass of current employees, with one additional new employee, and related costs.

Inv. Sergeant	\$4,000.00
Inv. Position	\$3,500.00
Evid. Clerk	\$3,500.00
Training/Policy Deputy	\$4,000.00
☒ New Sheriff Services Assistant	\$56,000.00
O.T.	\$5,000.00
Fuel/Maint.	\$5,000.00
Misc employee costs (FICA etc)	\$9,000.00
Supplies and Equipment	\$10,000.00
Total	\$100,000.00

All employee costs are estimated. For accurate costs all wages must be calculated by HR.

361

**AGREEMENT BETWEEN
THE COUNTY OF PLUMAS
AND
LYNN STROM**

This agreement is entered into between the County of Plumas ("County") and Lynn Strom ("Contractor") for the purpose of providing Hearing Officer services under Chapter 9 of Title 1 of the Plumas County Code.

WHEREAS, Plumas County Code section 1-9.09 prescribes an alternative procedure for abatement of unlawful marijuana cultivation; and

WHEREAS, Plumas County Code section 1-9.09, subdivision (c) provides that:

"In order to hear cases brought by the enforcing officer under this section, the board of supervisors hereby establishes for such purpose the Office of County Hearing Officer pursuant to Chapter 14 (commencing with Section 27720) of Part 3 of Division 2 of Title 3 of the Government Code, to which Office the Board of Supervisors shall appoint one or more hearing examiners. Each such hearing examiner shall be an attorney at law having been admitted to practice before the courts of this state for at least five years. Hearing examiners shall be appointed for a period of not less than one year. In the event that the Board appoints more than one hearing examiner, each day of hearings required under this section shall be assigned to a hearing examiner based upon an alphabetical rotation. Hearing examiners shall have those powers set forth in sections 27721 and 27722 of the Government Code, including the power to conduct the hearing, the power to decide the matter under this section upon which a hearing has been held, the power to make findings of fact and conclusions of law required for the decision, the power to issue subpoenas at the request of a party of interest, the power to receive evidence, the power to administer oaths, the power to rule on questions of law and the admissibility of evidence, the power to continue the hearing from time to time, and the power to prepare a record of the proceedings."; and

WHEREAS, Plumas County Code section 1-9.09, subdivision (d) provides that:

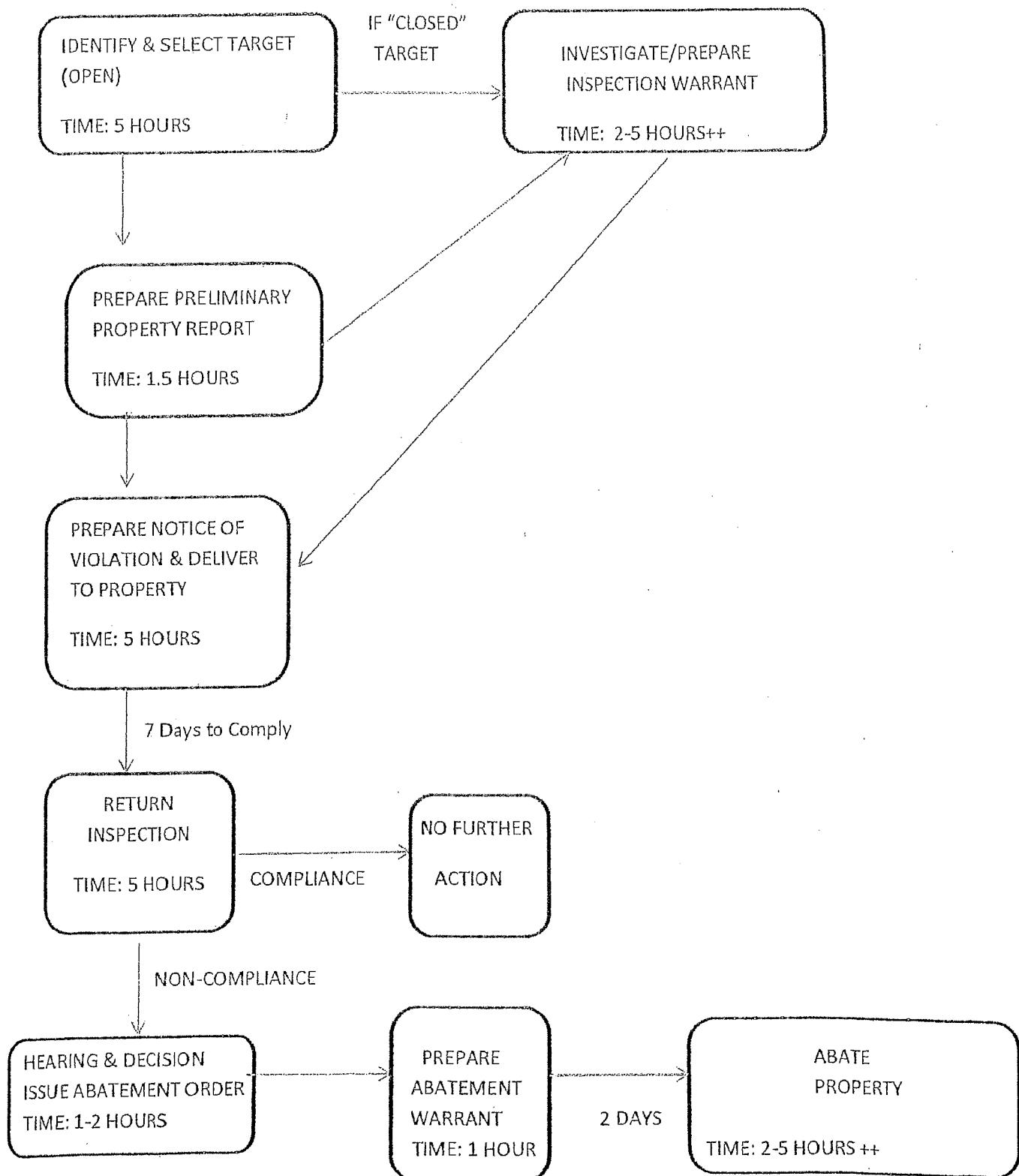
"Pursuant to Government Code sections 25845, subdivision (i) and 27721, subdivision (A), the Hearing Officer shall hold an administrative hearing to determine whether the conditions existing on the property subject to the notice constitute a nuisance under this chapter, or whether there is any other good cause why those conditions should not be abated. This hearing shall be held no less than five calendar days after service of the notice."

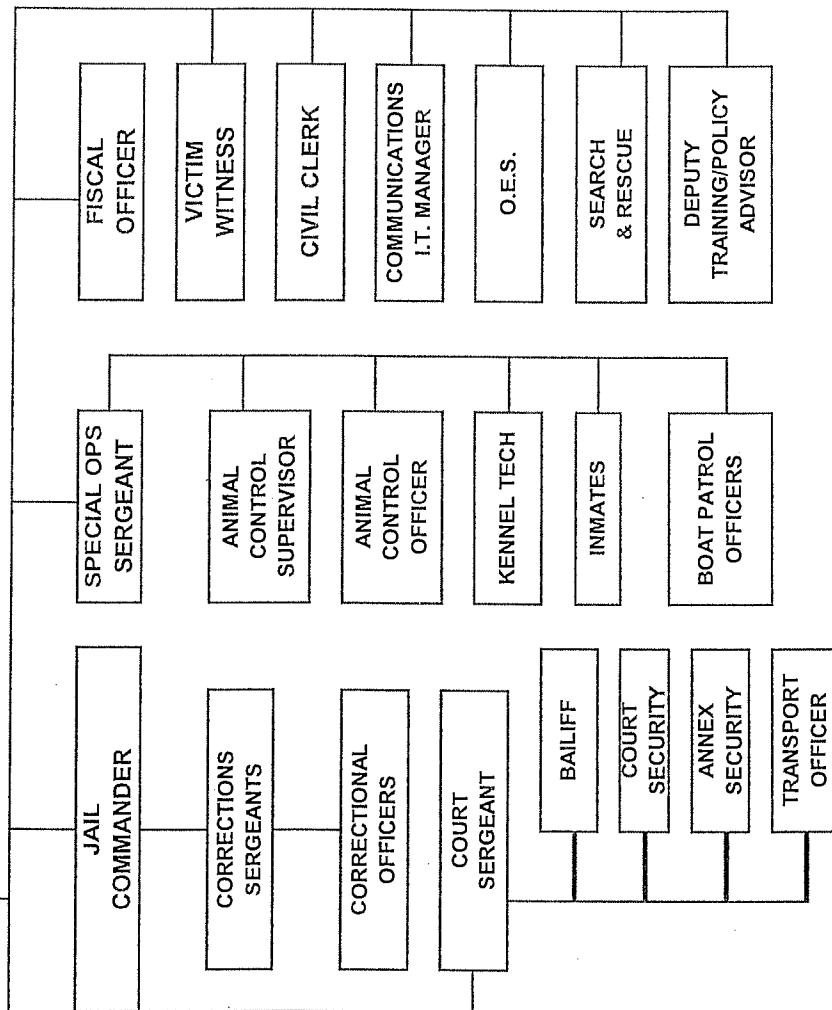
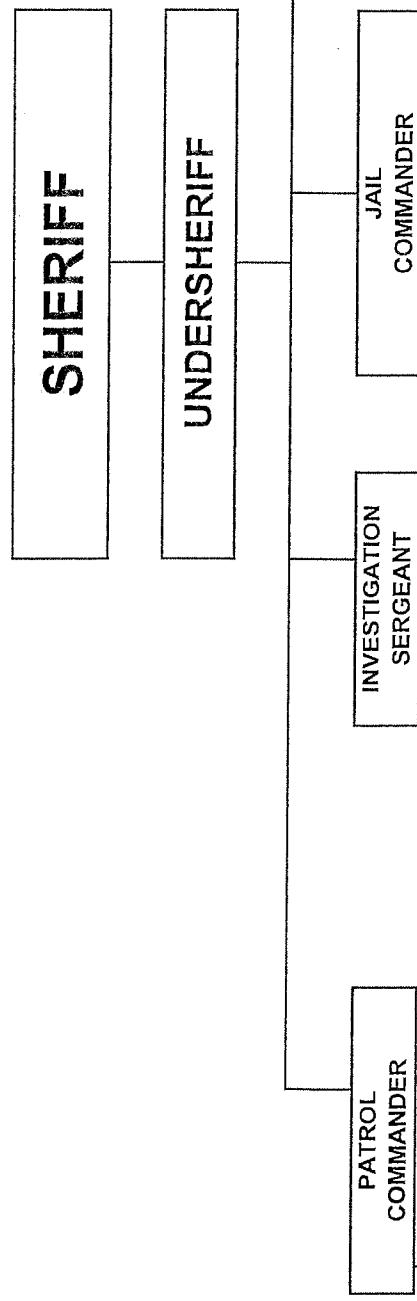
THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. RESPONSIBILITIES OF CONTRACTOR

During the term of this agreement, Contractor shall serve as Hearing Officer appointed pursuant Section 1-9.09 of the Plumas County Code, and shall exercise all powers and duties set forth

CANNABIS ENFORCEMENT PROCESS & TIME ACCOUNTING FLOWCHART





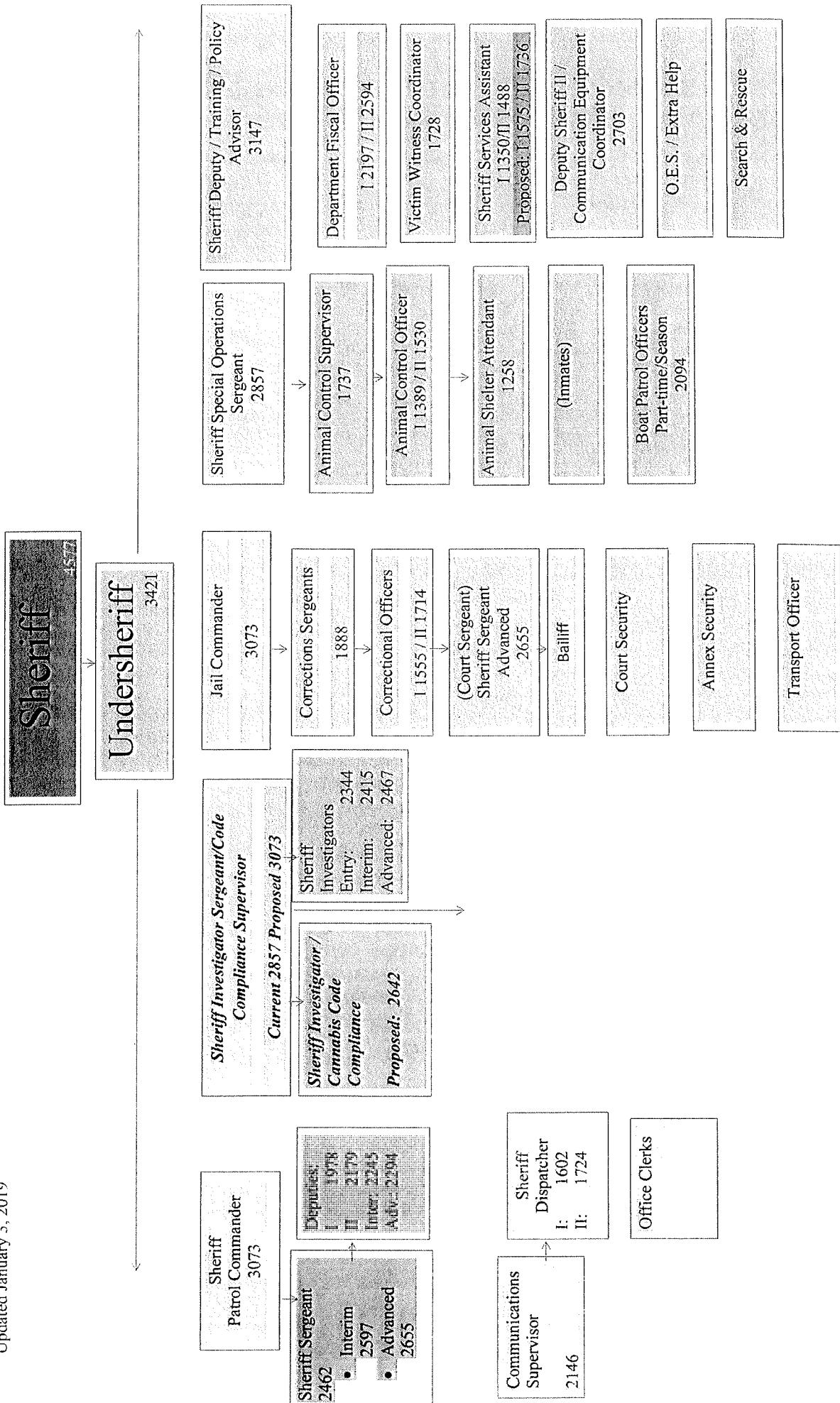


Exhibit B:

- Recommended Sheriff Investigator Sergeant/Code Compliance Supervisor job description
- Current job description for Sheriff Investigator Sergeant
- Five (5) year wage projections

PLUMAS COUNTY

REVISED: 9/2018

**SHERIFF INVESTIGATIONS SERGEANT/CANNABIS
COMPLIANCE SUPERVISOR**

DEFINITION

Under general supervision, to provide supervision and training for the staff of the Sheriff Department Investigative Unit; to initiate and conduct investigations both criminal and civil cannabis; to collect and preserve evidence; to supervise evidence room; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required.

This position is responsible for supervising and overseeing the cannabis enforcement throughout Plumas County. Supervise field investigations of potential violations of Plumas County's Cannabis Codes and related State and County Regulations. Oversee code regulations and ordinances, as associated with cannabis enforcement, investigations of complaints and the issuance of citations for cannabis code violations. Review and assist with the preparation of evidence for cannabis code compliance. The enforcement process includes preparing inspection warrants, property reports, notice of violations and preparation of abatement orders and warrants.

This position requires the ability to identify cannabis/marijuana plant species, investigative cannabis cultivations related to restrictions under State and local County codes, and identify potential hazardous cultivating materials and chemicals. Abatement procedures are conducted according to safe handling practices and procedures.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the professional law enforcement Sheriff Investigator class series. In addition to supervisory responsibilities, an incumbent also performs specialized investigative work in the Sheriff's Department. They are subject to call-out 24 hours per day.

REPORTS TO

Undersheriff

CLASSIFICATION SUPERVISED

Sheriff Investigator, Sheriff Investigator Intermediate, Sheriff Investigator Advanced, and Sheriff Services Assistant/Cannabis Code Compliance

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SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 2

EXAMPLES OF DUTIES

- Plans, organizes, and supervises the work of staff assigned to the Sheriff Department Investigative Unit, including cannabis code compliance according to State, Federal, and County regulations.
- Provides training and work evaluations for assigned personnel.
- Ensures that investigative assignments are conducted in accordance with Department rules and regulations.
- Reviews documentation of violations identified and determine requirements for cannabis compliance
- Ensures affidavits and warrant service documentation are ready to secure and to serve
- Provides guidance on citation notices, orders and other legal documents as necessary
- Oversee the determination and initiate appropriate enforcement inclusive of abatement orders, non-compliance filings, and administrative citations
- Evaluate corrected violations for compliance with conditions of applicable cannabis regulations and codes
- Ensures proper use of Department equipment.
- Plans, coordinates, and conducts assigned criminal investigations.
- Takes charge of crime scenes and directs other staff.
- Interviews witnesses and suspects, evaluating the importance of information received.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Prepares reports resulting from investigations.
- Substantiates findings of fact in court.
- Prepares and serves search/arrest warrants/affidavits and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies' investigations and arrests.
- May train other Department staff in investigative methods and techniques.
- Conducts surveillance.
- May have responsibility for witness protection and court security; supervises informants and undercover operatives.
- Operates a variety of investigative equipment.
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural.
- Investigates sexual assaults, child molestations, and elder abuse cases.
- Attends, documents, and evaluates autopsies.
- May be assigned to assist with fingerprinting or fingerprint classification work; takes pictures and makes sketches at crime scenes.
- Lifts latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- Keeps firearms and other equipment in good working condition.
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office.

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SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR – 3

EXAMPLES OF DUTIES – Continued:

- Identify plant species, particularly cannabis/marijuana for investigative purposes related to restrictions of cannabis in state and local County code.
- Read and understand maps, drawings, legal descriptions, County code including that related to cannabis / marijuana cultivation.
- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, vehicle and owner records of the State, legal references, technical references and the available records of the courts and law enforcement agencies for cannabis code enforcement.
- Issue administrative citations as appropriate and necessary.
- May request issuing of search warrants and criminal complaints.
- Develops and prepares detailed reports of unusual investigations.
- May make public speaking presentations at schools, fairs, official meetings, and service clubs, serving as Department spokesperson.
- May operate a marked patrol unit and cover an assigned area.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.

Last Revised 1/2003

SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 4

Knowledge of – Continued:

- Comprehensive knowledge of criminal investigation methods and techniques.
 - Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
 - Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
 - Laws applicable to the apprehension, retention, and treatment of juveniles.
 - Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
 - The general geography and topography of Plumas County.
 - Use and care of Department authorized firearms.
 - First aid techniques.
 - Principles of criminal identification and fingerprint classification.
 - Principles of supervision, training, and work evaluation.

Ability to:

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
 - Plan, organize, coordinate, and conduct criminal investigations.
 - Perform a wide variety of professional law enforcement work.
 - Perform specialized law enforcement assignments.
 - Understand and interpret the Code of Civil Procedures and Civil Processes.
 - Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
 - Secure information from witnesses and suspects.
 - Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
 - Prepare clear and comprehensive reports.
 - Meet standards of adequate physical stature, endurance and agility.
 - Demonstrate technical and tactical proficiency in the use and care for firearms.
 - Operate a motor vehicle under critical and unusual conditions.
 - Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
 - Establish and maintain cooperative relationship with those contacted during the course of work.

Last Revised 1/2003

SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 5

Training and Experience:

In addition to the minimum requirements for a patrol sergeant, the applicant must meet these qualifications:

- Two (2) years of experience in professional law enforcement work comparable to that of a Sheriff Investigator in Plumas County.
- Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.
- Possession of an Intermediate Certificate issued by the Commission on Peace Officer Standards and training (P.O.S.T.).
- Possession of First Aid and CPR certificates.

Special Requirements:

Currently at the rank of sergeant or on a valid sergeant promotional list from which a vacancy will be filled. (First to be considered are those who are currently at the rank of sergeant. If there is not a sergeant candidate to be considered, the valid sergeant promotional list will be used.)

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles. The valid California License must be maintained throughout employment.

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Possession of an Intermediate Certificate issued by the Commission on Peace Officer Standards and training (P.O.S.T.) ¶

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Possession of First Aid and CPR certificates. ¶

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Last Revised 1/2003

**SHERIFF INVESTIGATIONS SERGEANT/CANNABIS
COMPLIANCE SUPERVISOR**

DEFINITION

Under general supervision, to provide supervision and training for the staff of the Sheriff Department Investigative Unit; to initiate and conduct investigations both criminal and civil cannabis; to collect and preserve evidence; to supervise evidence room; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required.

This position is responsible for supervising and overseeing the cannabis enforcement throughout Plumas County. Supervise field investigations of potential violations of Plumas County's Cannabis Codes and related State and County Regulations. Oversee code regulations and ordinances, as associated with cannabis enforcement, investigations of complaints and the issuance of citations for cannabis code violations. Review and assist with the preparation of evidence for cannabis code compliance. The enforcement process includes preparing inspection warrants, property reports, notice of violations and preparation of abatement orders and warrants.

This position requires the ability to identify cannabis/marijuana plant species, investigative cannabis cultivations related to restrictions under State and local County codes, and identify potential hazardous cultivating materials and chemicals. Abatement procedures are conducted according to safe handling practices and procedures.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the professional law enforcement Sheriff Investigator class series. In addition to supervisory responsibilities, an incumbent also performs specialized investigative work in the Sheriff's Department. They are subject to call-out 24 hours per day.

REPORTS TO

Undersheriff

CLASSIFICATION SUPERVISED

Sheriff Investigator, Sheriff Investigator Intermediate, Sheriff Investigator Advanced, and Sheriff Services Assistant/Cannabis Code Compliance

SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 2

EXAMPLES OF DUTIES

- Plans, organizes, and supervises the work of staff assigned to the Sheriff Department Investigative Unit, including cannabis code compliance according to State, Federal, and County regulations
- Provides training and work evaluations for assigned personnel.
- Ensures that investigative assignments are conducted in accordance with Department rules and regulations.
- Reviews documentation of violations identified and determine requirements for cannabis compliance
- Ensures affidavits and warrant service documentation are ready to secure and to serve
- Provides guidance on citation notices, orders and other legal documents as necessary
- Oversee the determination and initiate appropriate enforcement inclusive of abatement orders, non-compliance filings, and administrative citations
- Evaluate corrected violations for compliance with conditions of applicable cannabis regulations and codes
- Evaluate safety and reduce risks by wearing protective gear when in contact with marijuana plants to prevent allergic reactions, hypersensitivity and anaphylaxis to marijuana.
- Minimize exposure to outdoor growing operations with elevated levels of airborne mold spores, especially during plant removal activities.
- Ensures proper use of Department equipment.
- Plans, coordinates, and conducts assigned criminal investigations.
- Takes charge of crime scenes and directs other staff.
- Interviews witnesses and suspects, evaluating the importance of information received.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Prepares reports resulting from investigations.
- Substantiates findings of fact in court.
- Prepares and serves search/arrest warrants/affidavits and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies' investigations and arrests.
- May train other Department staff in investigative methods and techniques.
- Conducts surveillance.
- May have responsibility for witness protection and court security; supervises informants and undercover operatives.
- Operates a variety of investigative equipment.
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural.
- Investigates sexual assaults, child molestations, and elder abuse cases.
- Attends, documents, and evaluates autopsies.
- May be assigned to assist with fingerprinting or fingerprint classification work; takes pictures and makes sketches at crime scenes.
- Lifts latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.

SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR – 3

EXAMPLES OF DUTIES – Continued:

- Keeps firearms and other equipment in good working condition.
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office.
- Identify plant species, particularly cannabis/marijuana for investigative purposes related to restrictions of cannabis in state and local County code
- Read and understand maps, drawings, legal descriptions, County code including that related to cannabis / marijuana cultivation
- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, vehicle and owner records of the State, legal references, technical references and he available records of the courts and law enforcement agencies for cannabis code enforcement
- Issue administrative citations as appropriate and necessary
- May request issuing of search warrants and criminal complaints,
- Develops and prepares detailed reports of unusual investigations.
- May make public speaking presentations at schools, fairs, official meetings, and service clubs, serving as Department spokesperson.
- May operate a marked patrol unit and cover an assigned area.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.

SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 4

Knowledge of – Continued:

- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

Ability to:

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Plan, organize, coordinate, and conduct criminal investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 5

Training and Experience:

In addition to the minimum requirements for a patrol sergeant, the applicant must meet these qualifications:

- Two (2) years of experience in professional law enforcement work comparable to that of a Sheriff Investigator in Plumas County.
- Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.
- Possession of an Intermediate Certificate issued by the Commission on Peace Officer Standards and training (P.O.S.T.).
- Possession of First Aid and CPR certificates.

Special Requirements:

Currently at the rank of sergeant or on a valid sergeant promotional list from which a vacancy will be filled. (First to be considered are those who are currently at the rank of sergeant. If there is not a sergeant candidate to be considered, the valid sergeant promotional list will be used.)

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles. The valid California License must be maintained throughout employment.

SHERIFF INVESTIGATOR

DEFINITION

Under general supervision, to initiate and conduct criminal investigations; to collect and preserve evidence; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully trained journey level classification for the performance of specialized investigative work in the Sheriff's Department. Incumbents in this classification perform investigations of criminal cases. They are subject to call-out 24 hours per day.

REPORTS TO

Sheriff Investigator Sergeant.

CLASSIFICATION SUPERVISED

None.

SHERIFF INVESTIGATOR - 2

EXAMPLES OF DUTIES

Plans, coordinates, and conducts assigned criminal investigations; takes charge of crime scenes and directs other staff; interviews witnesses and suspects, evaluating the importance of information received; gathers evidence and takes statements in connection with suspected criminal activities; prepares reports resulting from investigations; substantiates findings of fact in court; prepares and serves search/arrest warrants/affidavits and makes arrests; investigates accidents; assists and cooperates with other law enforcement agencies' investigations and arrests; may train other Department staff in investigative methods and techniques; conducts surveillance; may have responsibility for witness protection and court security; supervises informants and undercover operatives; operates a variety of investigative equipment; investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural; investigates sexual assaults, child molestations, and elder abuse cases; attends, documents, and evaluates autopsies; may be assigned to assist with fingerprinting or fingerprint classification work; takes pictures and makes sketches at crime scenes; lifts latent prints and takes plaster casts at crime scenes; searches files for information; may develop photographs; may function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders; keeps firearms and other equipment in good working condition; may be assigned to conduct follow-up in-depth investigations for the District Attorney's Office; may request issuing of search warrants and criminal complaints; develops and prepares detailed reports of unusual investigations; may make public speaking presentations at schools, fairs, official meetings, and service clubs, serving as Department spokesperson; may operate a marked patrol unit and cover an assigned area.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

SHERIFF INVESTIGATOR - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.

Ability to:

- Plan, organize, coordinate, and conduct criminal investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

SHERIFF INVESTIGATOR - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two (2) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff II in Plumas County.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

Special Requirements: Possession of a Basic Certificate issued by the California Peace Officer Standards and Training Commission (P.O.S.T.).

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.

Sheriff Safety Classic		Supervisor	L5	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Sheriff Investigator Sergeant - 28.57	Proposed wage range - \$30.75							
		Current						
		\$ 92,290.00	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00
Retirement		\$ 38,562.45	\$ 39,485.35	\$ 39,684.70	\$ 39,684.70	\$ 39,684.70	\$ 39,684.70	\$ 39,684.70
FICA / Medicare		\$ 7,060.19	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19
Total		\$ 137,912.64	\$ 138,835.54	\$ 139,034.89				
Proposed 3075		\$ 99,341.00						
Retirement		\$ 41,508.64	\$ 42,502.05	\$ 42,716.63	\$ 42,716.63	\$ 42,716.63	\$ 42,716.63	\$ 42,716.63
FICA/Medicare		\$ 7,599.59	\$ 7,599.59	\$ 7,599.59	\$ 7,599.59	\$ 7,599.59	\$ 7,599.59	\$ 7,599.59
Total		\$ 148,449.23	\$ 149,442.64	\$ 149,657.22				
Five Year Differential	Difference	\$ (10,536.59)		\$ (10,607.10)	\$ (10,622.33)	\$ (10,622.33)	\$ (10,622.33)	\$ (10,622.33)
Five year increase to Personnel Budget		\$ (53,010.69)						

Estimates used for FY 20/21 - 22/23

Prepared 08/01/2018

Exhibit C:

- Recommended Sheriff Investigator Cannabis Code Compliance job description
- Current job description Sheriff Investigator - Advanced
- Five (5) year wage projections

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE**DEFINITION**

Under general supervision, to initiate and conduct criminal and civil investigations; to collect and preserve evidence; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required.

Responsible for conducting field investigations of potential violations of State and County regulations and codes pertaining to regulations and ordinances as associated with cannabis enforcement. Investigate complaints and issue citations for cannabis code violations. Prepare evidence for use in administrative, criminal and civil hearing/court proceedings and the ability to testify regarding such evidence for cannabis code compliance. The enforcement process includes preparing inspection warrants, property reports, notice of violations and preparation of abatement orders and warrants.

This position requires the ability to identify cannabis/marijuana plant species, investigative cannabis cultivations related to restrictions under State and local County codes, and identify potential hazardous cultivating materials and chemicals.

DISTINGUISHING CHARACTERISTICS

This is the fully trained journey level classification for the performance of specialized investigative work in the Sheriff's Department. Incumbents in this classification perform investigations of criminal cases. They are subject to call-out 24 hours per day.

REPORTS TO

Sheriff Investigator Sergeant/Cannabis Compliance Supervisor, Assistant Sheriff, and Sheriff

CLASSIFICATION SUPERVISED

None

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 2

EXAMPLES OF DUTIES

- Review and document violations identified and determine requirements for cannabis compliance
- Compile affidavits and warrant service documentation, obtain and serve warrants; compile and issue such citation notices, orders and other legal documents as necessary
- Determine and initiate appropriate enforcement inclusive of abatement orders, non-compliance filings, and administrative citations
- Evaluate corrected violations for compliance with conditions of applicable cannabis regulations and codes
- Read and understand penal code, County code, and use permits including that related to cannabis/marijuana cultivation
- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, owner records of the State, legal references, technical references and other available records of the courts and law enforcement agencies for cannabis code enforcement
- Receive and review information about possible violations of codes and determine validity of complaints
- Establish and maintain accurate and complete case files; prepare legal documents and evidence for court and /or administrative hearing procedures; testify in court as needed
- Operate as Drone Pilot and Observer according to Certificate of Authorization (COA) by Federal Aviation Administration (FAA)
- Maintain and submit all required documentation for drone operations according to FAA regulations
- Plans, coordinates, and conducts assigned criminal investigations; takes charge of crime scenes and directs other staff
- Interviews witnesses and suspects, evaluating the importance of information received; gathers evidence and takes statements in connection with suspected criminal activities
- Prepares reports resulting from investigations; substantiates findings of fact in court
- Prepares and serves search/arrest warrants/affidavits and makes arrests; investigates accidents; assists and cooperates with other law enforcement agencies' investigations and arrests; may train other department staff in investigative methods and techniques
- Conducts surveillance; may have responsibility for witness protection and court security
- Supervises informants and undercover operatives and operates a variety of investigative equipment
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural; investigates sexual assaults, child molestations, and elder abuse cases
- Attends, documents, and evaluates autopsies; may be assigned to assist with fingerprinting or fingerprint classification work
- Takes pictures and makes sketches at crime scenes
- Lifts latent prints and takes plaster casts at crime scenes; searches files for information; may develop photographs
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders
- Keeps firearms and other equipment in good working condition
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office
- May request issuing of search warrants and criminal complaints

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 3

EXAMPLES OF DUTIES Continued:

- Develops and prepares detailed reports of unusual investigations

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Drone regulations, airspace navigation, weather, drone payloads and performance, crew management, radio procedures, effects of drugs and alcohol, aeronautical decision making, airport operation, maintenance and preflight inspections.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- FAA requirements to maintain Drone Pilot and Observer certification and the required monthly FAA reporting.

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 4

Ability to:

- Plan, organize, coordinate, and conduct criminal and civil cannabis investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances as associated with cannabis enforcement
- Investigate complaints and issue citations for cannabis code violations
- Understand and interpret the Code of Civil Procedures and Civil Processes
- Identify cannabis enforcement process including time accounting according to guidelines
- Prepare appropriate inspection warrants, preliminary property reports, notice of violations, conduct follow up inspections with the timelines, prepare abatement orders and when necessary abatement warrants as well as Enforce abatement orders
- Operate as COA Drone Pilot and Observer and maintain accurate flight logs for FAA monthly reporting.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.
- Maintain the Certificate of Authorization (COA) for County of Plumas Agency

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 5

Training and Experience:

Qualifications needed for this position:

- Two (2) years of experience in professional law enforcement work comparable to Plumas County Deputy Sheriff II.
- Completion of advanced educational training in criminology, criminal justice, law enforcement, and cannabis/marijuana County, State, and federal regulations.

Special Requirements:

- Possession of a Basic Certificate issued by the California
- Possess current license to operate a drone
- Peace Officer Standards and Training Commission (P.O.S.T).
- Possession of First Aid and CPR certificates.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE**DEFINITION**

Under general supervision, to initiate and conduct criminal and civil investigations; to collect and preserve evidence; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required.

Responsible for conducting field investigations of potential violations of State and County regulations and codes pertaining to regulations and ordinances as associated with cannabis enforcement. Investigate complaints and issue citations for cannabis code violations. Prepare evidence for use in administrative, criminal and civil hearing/court proceedings and the ability to testify regarding such evidence for cannabis code compliance. The enforcement process includes preparing inspection warrants, property reports, notice of violations and preparation of abatement orders and warrants.

This position requires the ability to identify cannabis/marijuana plant species, investigative cannabis cultivations related to restrictions under State and local County codes, and identify potential hazardous cultivating materials and chemicals.

DISTINGUISHING CHARACTERISTICS

This is the fully trained journey level classification for the performance of specialized investigative work in the Sheriff's Department. Incumbents in this classification perform investigations of criminal cases. They are subject to call-out 24 hours per day.

REPORTS TO

Sheriff Investigator Sergeant/Cannabis Compliance Supervisor, Assistant Sheriff, and Sheriff

CLASSIFICATION SUPERVISED

None

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 2

EXAMPLES OF DUTIES

- Review and document violations identified and determine requirements for cannabis compliance
- Compile affidavits and warrant service documentation, obtain and serve warrants; compile and issue such citation notices, orders and other legal documents as necessary
- Determine and initiate appropriate enforcement inclusive of abatement orders, non-compliance filings, and administrative citations
- Evaluate corrected violations for compliance with conditions of applicable cannabis regulations and codes
- Read and understand penal code, County code, and use permits including that related to cannabis/marijuana cultivation
- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, owner records of the State, legal references, technical references and other available records of the courts and law enforcement agencies for cannabis code enforcement
- Receive and review information about possible violations of codes and determine validity of complaints
- Establish and maintain accurate and complete case files; prepare legal documents and evidence for court and /or administrative hearing procedures; testify in court as needed
- Operate as Drone Pilot and Observer according to Certificate of Authorization (COA) by Federal Aviation Administration (FAA)
- Maintain and submit all required documentation for drone operations according to FAA regulations
- Plans, coordinates, and conducts assigned criminal investigations; takes charge of crime scenes and directs other staff
- Interviews witnesses and suspects, evaluating the importance of information received; gathers evidence and takes statements in connection with suspected criminal activities
- Prepares reports resulting from investigations; substantiates findings of fact in court
- Prepares and serves search/arrest warrants/affidavits and makes arrests; investigates accidents; assists and cooperates with other law enforcement agencies' investigations and arrests; may train other department staff in investigative methods and techniques
- Conducts surveillance; may have responsibility for witness protection and court security
- Supervises informants and undercover operatives and operates a variety of investigative equipment
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural; investigates sexual assaults, child molestations, and elder abuse cases
- Attends, documents, and evaluates autopsies; may be assigned to assist with fingerprinting or fingerprint classification work
- Takes pictures and makes sketches at crime scenes
- Lifts latent prints and takes plaster casts at crime scenes; searches files for information; may develop photographs
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders
- Keeps firearms and other equipment in good working condition
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office
- May request issuing of search warrants and criminal complaints

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 3

EXAMPLES OF DUTIES Continued:

- Develops and prepares detailed reports of unusual investigations

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Drone regulations, airspace navigation, weather, drone payloads and performance, crew management, radio procedures, effects of drugs and alcohol, aeronautical decision making, airport operation, maintenance and preflight inspections.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- FAA requirements to maintain Drone Pilot and Observer certification and the required monthly FAA reporting.

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 4

Ability to:

- Plan, organize, coordinate, and conduct criminal and civil cannabis investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances as associated with cannabis enforcement
- Investigate complaints and issue citations for cannabis code violations
- Understand and interpret the Code of Civil Procedures and Civil Processes
- Identify cannabis enforcement process including time accounting according to guidelines
- Prepare appropriate inspection warrants, preliminary property reports, notice of violations, conduct follow up inspections with the timelines, prepare abatement orders and when necessary abatement warrants as well as Enforce abatement orders
- Operate as COA Drone Pilot and Observer and maintain accurate flight logs for FAA monthly reporting.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.
- Maintain the Certificate of Authorization (COA) for County of Plumas Agency

SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 5

Training and Experience:

Qualifications needed for this position:

- Two (2) years of experience in professional law enforcement work comparable to Plumas County Deputy Sheriff II.
- Completion of advanced educational training in criminology, criminal justice, law enforcement, and cannabis/marijuana County, State, and federal regulations.

Special Requirements:

- Possession of a Basic Certificate issued by the California
- Possess current license to operate a drone
- Peace Officer Standards and Training Commission (P.O.S.T).
- Possession of First Aid and CPR certificates.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

SHERIFF INVESTIGATIONS SERGEANT

DEFINITION

Under general supervision, to provide supervision and training for the staff of the Sheriff Department Investigative Unit; to initiate and conduct investigations; to collect and preserve evidence; to supervise evidence room; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required

DISTINGUISHING CHARACTERISTICS

This is the first supervisory level in the professional law enforcement Sheriff Investigator class series. In addition to supervisory responsibilities, an incumbent also performs specialized investigative work in the Sheriff's Department. They are subject to call-out 24 hours per day.

REPORTS TO

Undersheriff.

CLASSIFICATION SUPERVISED

Sheriff Investigator and Evidence Clerk.

SHERIFF INVESTIGATOR SERGEANT - 2

EXAMPLES OF DUTIES

- Plans, organizes, and supervises the work of staff assigned to the Sheriff Department Investigative Unit,
- Provides training and work evaluations for assigned personnel.
- Ensures that investigative assignments are conducted in accordance with Department rules and regulations.
- Ensures proper use of Department equipment.
- Plans, coordinates, and conducts assigned criminal investigations.
- Takes charge of crime scenes and directs other staff.
- Interviews witnesses and suspects, evaluating the importance of information received.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Prepares reports resulting from investigations.
- Substantiates findings of fact in court.
- Prepares and serves search/arrest warrants/affidavits and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies' investigations and arrests.
- May train other Department staff in investigative methods and techniques.
- Conducts surveillance.
- May have responsibility for witness protection and court security; supervises informants and undercover operatives.
- Operates a variety of investigative equipment.
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural.
- Investigates sexual assaults, child molestations, and elder abuse cases.
- Attends, documents, and evaluates autopsies.
- May be assigned to assist with fingerprinting or fingerprint classification work; takes pictures and makes sketches at crime scenes.
- Lifts latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- Keeps firearms and other equipment in good working condition.
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office.
- May request issuing of search warrants and criminal complaints,
- Develops and prepares detailed reports of unusual investigations.
- May make public speaking presentations at schools, fairs, official meetings, and service clubs, serving as Department spokesperson.
- May operate a marked patrol unit and cover an assigned area.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

SHERIFF INVESTIGATOR SERGEANT - 4

Ability to:

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Plan, organize, coordinate, and conduct criminal investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

SHERIFF INVESTIGATOR SERGEANT - 5

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

In addition to the minimum requirements for a patrol sergeant the application should have:

Two (2) years of experience in professional law enforcement work comparable to that of a Sheriff Investigator in Plumas County.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

Special Requirements:

Currently at the rank of sergeant or on a valid sergeant promotional list from which a vacancy will be filled. (First to be considered are those who are currently at the rank of sergeant. If there is not a sergeant candidate to be considered, the valid sergeant promotional list will be used.)

Possession of an Intermediate Certificate issued by the Commission on Peace Officer Standards and training (P.O.S.T.).

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles. The valid California License must be maintained throughout employment.

Sheriff Safety Classic**Sheriff Code Compliance/Investigator (new)**

Proposed wage range - \$26.42

		FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Proposed wage range - \$26.42	Current					
Current 2467		\$ 51,314.00	\$ 53,893.00	\$ 56,597.00	\$ 59,446.00	\$ 62,421.00
Retirement		\$ 21,441.04	\$ 23,057.58	\$ 24,336.71	\$ 25,561.78	\$ 26,841.03
FICA / Medicare		\$ 3,925.52	\$ 4,122.81	\$ 4,329.67	\$ 4,547.62	\$ 4,775.21
Total		\$ 76,680.56	\$ 81,073.40	\$ 85,263.38	\$ 89,555.40	\$ 94,037.24
Proposed 2642		\$ 54,954.00	\$ 57,720.00	\$ 60,611.00	\$ 63,648.00	\$ 66,830.00
Retirement		\$ 22,961.98	\$ 24,694.92	\$ 26,062.73	\$ 27,368.64	\$ 28,736.90
FICA/Medicare		\$ 4,203.98	\$ 4,415.58	\$ 4,636.74	\$ 4,869.07	\$ 4,869.07
Total		\$ 82,119.96	\$ 86,830.50	\$ 91,310.47	\$ 95,885.71	\$ 100,435.97
Five Year Differential	Difference	\$ (5,439.40)				
		\$ (5,757.11)				
			\$ (6,047.09)			
				\$ (6,330.31)		
					\$ (6,398.74)	
Five year increase to Personnel Budget	\$ (29,972.65)					

Exhibit D:

- Current job description Sheriff Services Assistant II
- Five (5) year wage projections
 - Sheriff Services Assistant I
 - Sheriff Services Assistant II

SHERIFF SERVICES ASSISTANT II

DEFINITION

Under general supervision, to perform a variety of specialized, secretarial, technical and complex office support work in the Sheriff's Department; receives, stores and documents evidence; prepares and processes civil papers and documents; maintains and updates law enforcement records; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Sheriff's Services Assistant I differs from the II level in that the Sheriff's Service Assistants II are responsible for the more complex and technical duties in the preparation and processing of civil papers and documents and/or the receipt, storage and disposal of evidence for the Sheriff's Department. Incumbents also perform a variety of secretarial and complex office support functions for the Sheriff's Investigative Unit.

REPORTS TO

Department Fiscal Officer and /or Sheriff Investigator Sergeant.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Receives, documents, processes and stores all departmental property and evidence following appropriate departmental procedures.
- Receives, reviews and processes all civil documents.
- Prepares and maintains case files.
- Maintains and updates records for incidence and arrests.
- Researches from Department of Justice and appropriate parties.
- Maintains accurate and complete records for receipts and disbursements of all civil process monies and monies deposited into Sheriff's trust funds.\
- Processes licenses and permits including concealed weapons, transportation, vendors, and explosive permits.
- Enters data into computer and prepares monthly Department of Justice reports.
- Prepares and maintains Coroner's Records and case files in accordance with the Office of the State of California Registrar.
- Transcribes all interviews with suspects/victims on crime reports and witness statements.
- Prepares and files accurate Certificate of Death, and Physician/Coroner's Amendments with the Office of the Plumas County Registrar.
- Prepares necessary paper work recoding, advertising and conducting Sheriff's real property and personal property sales.
- Answers the telephone, receives requests, and provides information regarding Sheriff Department functions.
- Acts as liaison to all Funeral Directors, mortuary staff, families of the deceased, local and out of county pathologists.
- Audits monies seized from suspects, deposits seized monies into the Evidence Trust Account.
- Maintains civil cases files in accordance with legal requirements.
- Operates a computer terminal to input and retrieve information.
- Operates office equipment.
- Performs a variety of support assignments for the Sheriff's Department.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- Operating policies, procedures, and functions of the Plumas County Sheriff Department.
- Laws, codes, and regulations related to processing, documentation, and maintenance of evidence and Coroner's records, warrants and law enforcement records, and service of civil papers.
- Safety principles and practices related to the handling of narcotics, weapons and hazardous substances.
- Legal phraseology, terminology, documents and procedures.
- Law enforcement and warrant record keeping.
- Financial record keeping methods and procedures.
- Modern office equipment, methods and procedures.

ABILITY TO

- Perform a variety of assignments related to the development and maintenance of law enforcement records.
- Perform a variety of assignments related to the receipt, storage, documentation, and processing of evidence.
- Perform a variety of civil document processing work.
- Read, analyze, interpret and apply rules, laws and policies.
- Prepare and maintain accurate records and reports.
- Prepare and maintain accurate records and reports.
- Prepare and maintain financial records.

ABILITY TO CONTINUED:

- Perform a variety of secretarial and office support work.
- Operate a law enforcement computer system for the input and retrieval of information.
- Use tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in course of work.
- Word process correspondence and documents efficiently and expeditiously.
- Work independently and exercise sound judgment.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Sheriff's Service Assistant II – Two year of experience as a Sheriff's Service Assistant I in Plumas County.

OR

Two years of specialized clerical, secretarial and office support experience, such as performing warrant and records processing, legal document process work and/or evidence processing and documentation work in a law enforcement agency.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

MISC PERS Sheriff Services Assistant I

	Step A FY 18/19	Step B FY 19/20	Step C FY 20/21	Step D FY 21/22	Step E FY 22/23
Current Range \$13.50					
Current Range Annual					
Retirement	\$ 28,080.00	\$ 29,494.00	\$ 30,971.00	\$ 32,531.00	\$ 34,174.00
FICA / Medicare	\$ 6,346.08	\$ 7,226.03	\$ 8,176.34	\$ 9,108.68	\$ 9,671.24
Total	\$ 36,574.20	\$ 38,976.32	\$ 41,516.63	\$ 44,128.30	\$ 46,459.55
Range \$15.75					
Proposed Annual Increase					
Retirement	\$ 32,760.00	\$ 34,403.00	\$ 36,130.00	\$ 37,939.00	\$ 39,853.00
FICA/Medicare	\$ 8,026.20	\$ 8,428.74	\$ 9,538.32	\$ 10,622.92	\$ 11,278.40
Total	\$ 43,292.34	\$ 45,463.56	\$ 48,432.27	\$ 51,464.25	\$ 54,033.73
Five Year Differential	\$ (6,718.14)	\$ (6,487.24)	\$ (6,915.64)	\$ (7,335.95)	\$ (7,574.18)
Five year increase to Personnel Budget	\$ (35,031.15)				

*Projections assumes a 7.25% return for PY 17/18
Updated September 5, 2018*

MISC PERS Sheriff Services Assistant II		Step C FY 18/19	Step D FY 19/20	Step E FY 20/21	Step F FY 21/22	Step G FY 22/23
Current Range	\$14.88	Current				
Current Range Annual		\$ 34,154.00	\$ 35,880.00	\$ 37,690.00	\$ 37,690.00	\$ 37,690.00
Retirement		\$ 7,718.80	\$ 8,790.60	\$ 9,950.16	\$ 10,553.20	\$ 10,666.27
FICA / Medicare		\$ 2,612.78	\$ 2,744.82	\$ 2,883.29	\$ 2,883.29	\$ 2,883.29
	<i>Total</i>	\$ 44,485.59	\$ 47,415.42	\$ 50,523.45	\$ 51,126.49	\$ 51,239.56
Range \$17.36						
Proposed Annual Increase		\$ 39,832.00	\$ 41,829.00	\$ 43,930.00	\$ 43,930.00	\$ 43,930.00
Retirement		\$ 9,758.84	\$ 10,248.11	\$ 11,597.52	\$ 12,300.40	\$ 12,432.19
FICA/Medicare		\$ 3,047.15	\$ 3,199.92	\$ 3,360.65	\$ 3,360.65	\$ 3,360.65
	<i>Total</i>	\$ 52,637.99	\$ 55,277.02	\$ 58,888.17	\$ 59,591.05	\$ 59,722.84
Five Year Differential	Difference	\$ (8,152.40)	\$ (7,861.60)	\$ (8,364.72)	\$ (8,464.56)	\$ (8,483.28)
Five year increase to Personnel Budget		\$ (41,326.57)				

*Projections assumes a 7.25% return for PY 17/18
Updated September 5, 2018*

MISC PERS Sheriff Services Assistant II

L5
FY 18/19 **FY 19/20** **FY 20/21** **FY 21/22** **FY 22/23**

	Current				
Current Range Annual	\$ 48,152.00				
Retirement	\$ 10,882.35	\$ 11,797.24	\$ 12,712.13	\$ 13,482.56	\$ 13,627.02
FICA / Medicare	\$ 3,683.63	\$ 3,683.63	\$ 3,683.63	\$ 3,683.63	\$ 3,683.63
Total	\$ 62,717.98	\$ 63,632.87	\$ 64,547.76	\$ 65,318.19	\$ 65,462.64
Range \$17.36					
Proposed Annual Increase	\$ 56,118.00				
Retirement	\$ 13,748.91	\$ 13,748.91	\$ 14,815.15	\$ 15,713.04	\$ 15,881.39
FICA/Medicare	\$ 4,293.03	\$ 4,293.03	\$ 4,293.03	\$ 4,293.03	\$ 4,293.03
Total	\$ 74,159.94	\$ 74,159.94	\$ 75,226.18	\$ 76,124.07	\$ 76,292.42
Five Year Differential	Difference	\$ (11,441.96)			
		\$ (10,527.07)			
		\$ (10,678.42)			
			\$ (10,805.88)		
				\$ (10,829.78)	
Five year increase to Personnel Budget	\$ (54,283.11)				

*Projections assumes a 7.25% return for PY 17/18
Updated September 5, 2018*

3D

ORDINANCE NO. 2019-

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING
CHAPTER 2 OF TITLE 9 (PLANNING AND ZONING) OF THE PLUMAS COUNTY CODE BY
ADOPTING ARTICLE 41 "TELECOMMUNICATIONS" AND ARTICLE 6.5 "ZONING
CLEARANCE CERTIFICATE, AND AMENDING CERTAIN SECTIONS OF CHAPTER 2 OF
TITLE 9 OF THE PLUMAS COUNTY CODE**

The Board of Supervisors of the County of Plumas, State of California, ORDAINS as follows:

SECTION 1.

Article 41, "Telecommunications"; Article 6.5, "Zoning Clearance Certificate"; Section 9-2.415 of Article 4 of Chapter 2 (General Requirements); Section 9-2.1302 of Article 13 of Chapter 2 (Single Family Residential Zones); Section 9-2.1402 of Article 14 of Chapter 2 (Multiple-Family Residential Zone); Section 9-2.1502 of Article 15 of Chapter 2 (Suburban Zone); Section 9-2.1602 of Article 16 of Chapter 2 (Secondary Suburban Zone); Section 9-2.1702 of Article 17 of Chapter 2 (Rural Zone-R-10); Section 9-2.1802 of Article 18 of Chapter 2 (Rural Zone-R-20); Section 9-2.1902 of Article 19 of Chapter 2 (Core Commercial Zone); Section 9-2.2002 of Article 20 of Chapter 2 (Periphery Commercial Zone); Section 9-2.2102 of Article 21 of Chapter 2 (Convenience Commercial Zone); Section 9-2.2202 of Article 22 of Chapter 2 (Recreation Commercial Zone); Section 9-2.2302 of Article 23 of Chapter 2 (Recreation Zone); Section 9-2.2402 of Article 24 of Chapter 2 (Recreation-Open Space Zone); Section 9-2.2502 of Article 25 of Chapter 2 (Heavy Industrial Zone); Section 9-2.2602 of Article 26 of Chapter 2 (Light Industrial Zone); Section 9-2.2802 of Article 28 of Chapter 2 (Open Space Zone); Section 9-2.2902 of Article 29 of Chapter 2 (Lake Zone); Section 9-2.3002 of Article 30 of Chapter 2 (Agricultural Preserve Zone); Section 9-2.3102 of Article 31 of Chapter 2 (General Agriculture Zone); Section 9-2.3202 of Article 32 of Chapter 2 (Timberland Production Zone); Section 9-2.3302 of Article 33 of Chapter 2 (General Forest Zone); Section 9-2.3402 of Article 34 of Chapter 2 (Mining Zone) of Title 9 of the Plumas County Code are adopted and amended as set forth in Exhibit "A".

SECTION 2.

This ordinance shall become effective 30 days from the date of final passage.

SECTION 3. Codification

This ordinance shall be codified.

SECTION 4. Publication

A summary of this ordinance shall be published, pursuant to Section 25124(b)(1) of the Government Code of the State of California, before the expiration of fifteen days after the passage of the ordinance, once, with the names of the supervisors voting for and against the ordinance, in the *Feather River Bulletin*, *Indian Valley Record*, *Chester Progressive*, and *Portola*

Reporter, newspapers of general circulation in the County of Plumas.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the _____ day of _____, 2019, and passed and adopted on the _____ day of _____, 2019 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

ATTEST:

Clerk of said Board of Supervisors

Article 41. - Telecommunications

Sec. 9-2.4101. Purpose and Intent

The purpose of this article is to define a comprehensive set of standards for the design and placement of telecommunications facilities within the County of Plumas that are consistent with applicable federal standards, state standards, Plumas County Code, and Plumas County General Plan. The standards are intended to:

- (a)** Protect and enhance the safety, health, and welfare of the public by minimizing adverse general, visual, and operational impacts from telecommunications facilities while providing telecommunications in an effective and efficient manner.
- (b)** Maximize the use of new and existing telecommunications facilities through co-location of facilities in order to minimize the need for new facilities, and minimize the total number of facilities throughout the county.
- (c)** Encourage the location of new monopoles, towers, and antennas in non-residential areas.
- (d)** Encourage telecommunications providers to locate new monopoles, towers, and antennas in areas that minimize adverse impacts on agriculture and air navigation.
- (e)** Recognize the diverse nature of telecommunications throughout the county and establish standards suitable to their specific site conditions and operating requirements.

Sec. 9-2.4102. Definitions

- (a)** **“Abandoned Facilities”** means facilities ceasing to be utilized for a specified amount of time set forth in this article.
- (b)** **“Airport”** means the publicly-owned property and improvements at Chester, Gansner, and Beckwourth Airports, as more particularly shown on Exhibits A through D, inclusive, on file in the office of the County Clerk.
- (c)** **“Airstrip”** means a strip of land, typically privately owned, paved or not, used by aircraft, including rotorcraft, as a runway to take off or land, with or without normal airbase or airport facilities, such as fueling.
- (d)** **“Antenna”** means any device and associated equipment mounted on a tower, building, or structure that receives and/or transmits any type of electromagnetic wave for the purpose of telecommunications.
- (e)** **“Accessory Building(s)”** shall mean any building used as an accessory to residential, commercial, recreational, industrial, or educational purposes as defined in the California Building Code, 1989 Amendments, Chapter 11, Group M, Division 1, Occupancy that requires a building permit.
- (f)** **“Associated Equipment”** means towers, utility poles, transmitters, repeaters, base stations, and other necessary equipment utilized in the operation of a telecommunications facility.
- (g)** **“Base Station”** has the same meaning as in Federal Communications Commission 47 C.F.R. § 1.40001(b)(1), as may be amended:
A structure or equipment at a fixed location that enables Commission-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined in this subdivision or any equipment associated with a tower.

- (i) The term includes, but is not limited to, equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
 - (ii) The term includes, but is not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems and small-cell networks).
 - (iii) The term includes any structure other than a tower that, at the time the relevant application is filed with the State or local government under this subdivision, supports or houses equipment described in subdivisions (b)(1)(i) through (ii) of this section that has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing such support.
 - (iv) The term does not include any structure that, at the time the relevant application is filed with the State or local government under this subdivision, does not support or house equipment described in paragraphs (b)(1)(i) through (ii) of this section.
- (h) **“Building”** shall mean any structure used or intended for supporting or sheltering any use of occupancy that is defined in the California Building Code, 1989 Amendments, Chapter 11, except Group M, Division 1, Occupancy. For purposes of this article, building includes mobile homes and manufactured homes, churches, and day care facilities.
- (i) **“Co-location”** means the placement or installation of telecommunications facilities, including antennas and related equipment, on, or immediately adjacent to, an existing telecommunications co-location facility.
- (j) **“County”** means County of Plumas, a political subdivision of the State of California.
- (k) **“Eligible Facilities Request”** has the same meaning as in Federal Communications Commission 47 C.F.R. § 1.40001(b)(3), as may be amended: Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:
- (i) Collocation of new transmission equipment;
 - (ii) Removal of transmission equipment; or
 - (iii) Replacement of transmission equipment.
- (l) **“EMF”** means electromagnetic frequency radiation.
- (m) **“Equipment”** or **“Accessory Equipment”** means all cables, conduits, wires, connectors, and devices, excluding antennas transmitting or receiving wireless telecommunications signals, necessary to make a telecommunications facility function properly.
- (n) **“Existing”** has the same meaning as in Federal Communications Commission 47 C.F.R. § 1.40001(b)(5), as may be amended: A constructed tower or base station is existing for purposes of this subdivision if it has been reviewed and approved under the applicable zoning or siting process, or under another State or regulatory review process, provided that a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.

- (o) “**Façade-Mounted Facilities**” means any telecommunications device and associated hardware that is affixed to the face of a building.
- (p) “**Facility**” or “**Telecommunications Facilities**” or “**Telecommunications Facility**” has the same meaning as in Federal Standard 1037C, as may be amended:
- (i) A fixed, mobile, or transportable structure, including (a) all installed electrical and electronic wiring, cabling, and equipment and (b) all supporting structures, such as utility, ground network, and electrical supporting structures.
 - (ii) A network-provided service to users or the network operating administration.
 - (iii) A transmission pathway and associated equipment.
 - (iv) In a protocol applicable to a data unit, such as a block or frame, an additional item of information or a constraint encoded within the protocol to provide the required control.
 - (v) A real property entity consisting of one or more of the following: a building, a structure, a utility system, pavement, and underlying land.
- (q) “**FAA**” means Federal Aviation Administration.
- (r) “**FCC**” means Federal Communications Commission.
- (s) “**Height**” means the vertical distance measured upward from a surface determined by the structure’s exterior finished grade as projected across the construction site. In the case of a tower, it is the vertical distance measured from the finished grade to the highest point on the tower.
- (t) “**Monopole**” is a type of tower regardless of composition or structure that is placed into the ground or attached to a foundation.
- (u) “**Parcel**” means any parcel of real property that may be separately sold in compliance with the Subdivision Map Act (commencing with Section 66410 of the Government Code) and also means any parcel that is described, recorded, and kept in official County records specifically including documents and maps used by the County Assessor’s Office, the County Tax Collector’s Office, and the County Recorder’s Office.
- (v) “**PCS**” means personal communications systems.
- (w) “**Planning Commission**” means the Planning Commission of the County of Plumas.
- (x) “**Repeater**” has the same meaning as in Federal Standard 1037C, as may be amended:
- (1) An analog device that amplifies an input signal regardless of its nature, *i.e.*, analog or digital.
 - (2) A digital device that amplifies, reshapes, retimes, or performs a combination of any of these functions on a digital input signal for retransmission.
- (y) “**Residential Zones**” means Single Family Residential (2-R, 3-R, 7-R), Multiple-Family Residential (M-R), Suburban (S-1), Secondary Suburban (S-3), and Rural (R-10 and R-20).
- (z) “**RF**” means radio frequency electromagnetic radiation.
- (aa) “**Roof-Mounted Facilities**” means multiple or a singular antenna directly attached to the roof of an existing building, tower, or other structure other than a telecommunications tower.
- (bb) “**Site**” has the same meaning as in Federal Communications Commission 47 C.F.R. § 1.40001(b)(6), as may be amended:
- For towers other than towers in the public rights-of-way, the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site, and, for other eligible support structures, further restricted to

that area in proximity to the structure and to other transmission equipment already deployed on the ground.

(cc) "SMR" means specialized mobile radio.

(dd) "State" means the State of California.

(ee) "Stealth" or "Stealth Facility" means reducing the visibility of an object to appear as part of the structure or surrounding environment by screening, concealment, or camouflage.

(ff) "Structure" means anything for the establishment of which the Planning and Development Agency requires a building permit.

(gg) "Substantial Change" has the same meaning as in Federal Communications Commission 47 C.F.R. § 1.40001(b)(7), as may be amended:

A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

- (i) For towers other than towers in the public rights-of-way, it increases the height of the tower by more than ten (10%) percent or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20') feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than ten (10%) percent or more than ten (10') feet, whichever is greater;
(A) Changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act.
- (ii) For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty (20') feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6') feet;
- (iii) For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four (4) cabinets; or, for towers in the public right-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing found cabinets associated with the structure, or else involves installation of found cabinets that are more than ten (10%) percent larger in height or overall volume than any other ground cabinets associated with the structure;
- (iv) It entails any excavation or deployment outside the current site;
- (v) It would defeat the concealment elements of the eligible support structure; or
- (vi) It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is noncompliant only in a manner that would not exceed the thresholds identified in § 1.40001(b)(7)(i) through (iv).

- (hh) "SUP" means special use permit.
- (ii) "Tower" means any structure designed and built for the purpose of supporting any type of antenna(s). Tower types include, but are not limited to, lattice towers, guyed towers, and monopole towers.
- (jj) "Transmitters" means an electronic device which generates radio waves used for communication purposes.
- (kk) "Utility Pole" means a structure owned and/or operated by a public utility, municipality, or rural electric cooperative that is used to carry lines, cables (television, telephone, etc.), electricity, and/or to provide lighting.
- (ll) "Telecommunications Co-location Facility" means a telecommunications facility that includes co-location facilities.
- (mm) "Zoning Administrator" means the Zoning Administrator of the County.
- (nn) "Zoning Clearance Certificate" means, for purposes of this article; a ministerial over-the-counter certificate of zoning compliance provided by the Planning Department after verification that the proposed use is compatible with the parcel's zoning and the applicable development standards.

Sec. 9-2.4103. Applicability

- (a) This article applies to all new telecommunications facilities for the transmission or reception of telecommunication signals.
- (b) The standards set forth in this article apply to all telecommunications facilities and associated equipment.
- (c) The requirements set forth in this article are in addition to any applicable state and federal laws or regulations.

Sec. 9-2.4104. Pre-Existing Facilities

All telecommunications facilities and accessory buildings that are subject to, but do not meet or comply with this article as of the date of adoption, may continue use as legal non-conforming telecommunications facilities and accessory buildings. All legal nonconforming telecommunications facilities are subject to the following:

- (a) **Repair, maintenance, and alterations.** A lawful nonconforming structure may be repaired, maintained, or altered, including, the repair, removal, replacement, maintenance, and alteration of antennas in the same quantity and substantially the same size, unless otherwise restricted; so long as such work does not result in a substantial change of the structure as defined by this article.
- (b) **Restoration.** A lawful nonconforming structure which is damaged to an extent which does not permit use for the intended purpose may be restored either within one (1) year after the occurrence of the damage or upon the issuance of a special use permit.
- (c) **Enlargement.**
 - 1. A structure, lawfully nonconforming as to yard requirements, height, or lot coverage, may not be added to or enlarged unless the additions and enlargements are made in conformance with the regulations of the applicable zone or upon the issuance of a variance.

2. A structure, lawfully nonconforming for reasons other than those set forth in subsection (1) of this subsection, may be added to or enlarged upon the issuance of a special use permit.
- (d) Relocation.** A lawful nonconforming structure shall not be moved to any other lot or to any other portion of the lot on which it is presently located unless, as a result of the move, the structure shall conform to the regulations of the zone in which the structure will be located after the move.
- (e) Expansion.**
1. A lawful nonconforming use may be expanded within the structure upon the issuance of a special use permit.
 2. A structure containing a lawful nonconforming use may be added to or enlarged to expand the lawful nonconforming use upon the issuance of a special use permit.

Sec. 9-2.4105. Exemptions

Unless otherwise noted, the following are exempt from the standards set forth in this article:

- (a)** Telecommunications systems utilized as an accessory to residential or commercial uses, internal business, or household communications systems, such as two-way radio communications systems, citizen band radio systems, television antennas, radio antennas, and internet antennas, if compliant with the following requirements:
- (1) All antennas subject to setback and maximum height requirements set forth in Sec. 9-2.4108(a) and (b), except television antennas and internet antennas are not subject to Sec. 9-2.4108(a) and (b).
 - (2) Exemptions subject to subdivision (a) of this section do not apply to facilities operated, leased to, or used by any FCC licensed commercial telecommunications provider, which includes, but is not limited to, telecommunications providers, specialized mobile radio (SMR) communications providers, personal communications systems (PCS) providers, and radio broadcast facilities.
- (b)** Telecommunications facilities issued a permit by the California Public Utilities Commission or Federal Communications Commission demonstrating exemption or exemption due to any state or federal law.
- (c)** Temporary telecommunications facilities providing public information coverage of a news event for a time period no greater than 30 days.
- (d)** Government-owned communications facilities utilized for a public purpose.
- (e)** Facilities exempted under federal or state law.
- (f)** Ordinary maintenance, repair, or replacement of a lawfully established (including lawful nonconforming) existing telecommunications facility or accessory building that does not result in a substantial change as defined by this article.
- (g)** Telecommunications facilities utilized for temporary use during an emergency or natural disaster.
- (h)** Telecommunications facilities located in the Timberland Production Zone (TPZ).
- (i)** Wireless access points mounted on new poles of any height and mounted at a height of thirty-five (35') feet or less. For exceptions to this exemption, refer to Sec. 9-2.4108(b)(2).
- (j)** Telecommunications facilities meeting the definition of an “eligible facilities request.”

Sec. 9-2.4106. Permits Required

(a) Permits required for telecommunications facilities shall be as specified in Table 1.

Table 1: Permits Required for Telecommunications Facilities

Key SUP Special Use Permit ZCC Zoning Clearance Certificate --- Use Not Allowed	Type of Telecommunications Facility			
	Co-Location Facilities	Building Mounted	Pole Mounted	New Tower or Pole
	Residential Zones			
Single Family Residential (2-R)	ZCC	ZCC	ZCC	SUP
Single Family Residential (3-R)	ZCC	ZCC	ZCC	SUP
Single Family Residential (7-R)	ZCC	ZCC	ZCC	SUP
Multiple-Family Residential (M-R)	ZCC	ZCC	ZCC	SUP
Suburban (S-1)	ZCC	ZCC	ZCC	SUP
Secondary Suburban (S-3)	ZCC	ZCC	ZCC	SUP
Rural (R-10)	ZCC	ZCC	ZCC	SUP
Rural (R-20)	ZCC	ZCC	ZCC	SUP
Commercial Zones				
Core Commercial (C-1)	ZCC	ZCC	ZCC	SUP
Periphery Commercial (C-2)	ZCC	ZCC	ZCC	SUP
Convenience Commercial (C-3)	ZCC	ZCC	ZCC	SUP
Recreation Commercial (R-C)	ZCC	ZCC	ZCC	SUP
Industrial Zones				
Heavy Industrial (I-1)	ZCC	ZCC	ZCC	SUP
Light Industrial (I-2)	ZCC	ZCC	ZCC	SUP
Recreational Zones				
Prime Recreation (Rec-P)	ZCC	ZCC	ZCC	SUP
Recreation (Rec-1)	ZCC	ZCC	ZCC	SUP
Recreation (Rec-3)	ZCC	ZCC	ZCC	SUP
Recreation (Rec-10)	ZCC	ZCC	ZCC	SUP
Recreation (Rec-20)	ZCC	ZCC	ZCC	SUP
Recreation Open Space (Rec-OS)	ZCC	ZCC	ZCC	SUP
Agricultural Zones				
Agricultural Preserve (AP)	ZCC	ZCC	ZCC	SUP
General Agriculture (GA)	ZCC	ZCC	ZCC	SUP
Timberland Production Zone				
Timberland Production (TPZ)	Exempt	Exempt	Exempt	Exempt
General Forest Zone				
General Forest (GF)	ZCC	ZCC	ZCC	SUP
Mining Zone				
Mining (M)	ZCC	ZCC	ZCC	SUP
Open Space Zone				
Open Space (OS)	---	---	---	---
Lake Zone				
Lake (L)	---	---	---	---

(b) Facilities Located Near Residential Zones or Near an Airport or Airstrip:

(1) Excluding co-located facilities complying with Sec. 9-2.4109(d), a special use permit is required for telecommunications facilities in the following circumstances:

- (i) A proposed telecommunications facility will be located within one thousand (1000') feet of a residential zone; or
 - (ii) A proposed telecommunications facility will be located within one thousand (1000') feet of an airport or airstrip; or
 - (iii) A telecommunications facility requiring Airport Land Use Commission (ALUC) review.
- (2) Co-located facilities complying with Sec. 9-2.4109(d) are exempt from the requirements set forth in this section.
- (3) The Zoning Administrator shall make the following findings from the documentation supplied by the applicant to approve the special use permit:
- (i) Site is the least intrusive; and
 - (ii) A denial would be a violation of federal or state law.
- (c) **Amateur Radio Systems or HAM Radio Systems:** Due to their critical role in the County's Office of Emergency Services (OES), an amateur radio system or ham radio system is required to obtain a zoning clearance certificate for a new tower or pole. See Section 9-2.4108(b)(6) for height requirements.

Sec. 9-2.4107. Permit Application Review and Terms

- (a) **Application Materials.** Telecommunications facilities applicants are required to provide the following contents on, or as an attachment to, the application:
- (1) Zoning Clearance Certificate Requirements:
 - (i) Signature(s) of applicant(s) on the application form.
 - (ii) The applicant(s)' name, business address, and phone number(s).
 - (iii) If the applicant is not the record title holder, a copy of the lease (excluding financial terms) or letter of consent from the property owner demonstrating applicant's ability to pursue application.
 - (iv) The use being applied for, as well as a description of the proposed use detailing the following:
 - (aa) Facility operation.
 - (ab) Nature and type of facility, building(s), structure(s), and any associated equipment to be used.
 - (ac) Types of technology and consumer services that will be provided.
 - (ad) Number, size, material, and color of antenna(s).
 - (v) Facility plans which include:
 - (aa) Facility height, elevations, and any other pertinent dimensions drawn to scale.
 - (ab) Height, elevations, and any other pertinent dimensions of accessory building(s) drawn to scale.
 - (vi) The following documentation signed and/or prepared by a licensed professional engineer shall be provided by the applicant:
 - (aa) A report prepared pursuant to Federal Communications Commission Office of Engineering and Technology Bulletin 65 (FCC OET Bulletin 65) demonstrating facility compliance with FCC regulations for general population exposure limits to RF radiation.
 - (ab) A report that demonstrates the support structure can accommodate all applicable loads.

- (vii) Documentation demonstrating that all reasonable efforts have been made to create a facility that is as visually appealing and inconspicuous as possible.
 - (viii) In the event the applicant is subject to licensing by the FCC, documentation proving applicant is licensed by the FCC is required before a building permit is issued.
- (2) Special Use Permit Requirements. In addition to all requirements and documentation listed in Sec. 9-2.4107(a)(1)(i)-(viii), the following requirements shall be included when applying for a special use permit:
- (i) Provide documentation evaluating the feasibility of alternative sites, and if available, co-location opportunities.
 - (ii) Plans and graphic depictions, drawn to scale, detailing the following:
 - (aa) Site plans detailing easements, all surface water features, setbacks, facility location, and accessory structure(s)' location.
 - (ab) Preliminary grading and drainage plans, if applicable.
 - (ac) A graphic depiction of all technical criteria utilized to determine facility location.
 - (ad) Simulated photo(s) of proposed facility from public street viewpoint or other potential public viewpoint.
 - (ae) If applicable, a landscape plan detailing location and types of plants that will screen facility.
- (b) Fees.**
- (1) All application fees shall be paid in the amounts set forth in the Planning and Building Services Fee Schedule.
 - (2) The County, at the expense of the applicant, may retain a consultant to provide advice on individual sections of, or all of, the application.
- (c) Approval.** Approval of all permits shall be in accordance with all applicable state and federal rules and regulations relating to the local authorization of telecommunications facilities and structures.
- (d) Performance Security.** As a condition of approval of a discretionary permit:
- (1) The applicant shall post a performance bond in an amount and form determined by the Planning Director that is sufficient to cover the cost of removal and site remediation in the event the facility is abandoned or subject to a revoked permit; or
 - (2) The applicant shall deliver to the County an instrument of credit or letter of credit, indexed for inflation and in a form acceptable to County Counsel, issued by a financial institution subject to regulation by the state or federal government, guaranteeing payment to the County of the funds available pursuant to the instrument of credit or letter of credit, upon demand of the County, to cover the County's cost of removal and site remediation in the event the facility is abandoned or subject to a revoked permit; or
 - (3) The permittee, operator(s), and, if on private property, the real property owner(s) shall enter into and cause to be recorded in the Official Records of Plumas County, a preliminary lien agreement against the facility, all related personal property, and, if applicable, all real private property on which the facility was located to cover the County's cost of removal and site remediation in the event the facility is abandoned or subject to a revoked permit. The last-known permittee or its successor in-interest, operator(s), and, if on private property, the real property owner(s) shall be jointly and severally liable for all costs incurred by the County in connection with removal and site remediation, if the County has to do so; or

- (4) The applicant shall deliver to the County other security instrument, indexed for inflation and acceptable to County Counsel.
- (e) **Indemnification.** As a condition of approval of a discretionary permit, the applicant(s) shall enter into a defense and indemnification agreement with the County in a form acceptable to the County.
- (f) **Administrative Review.** At reasonable intervals, the County may initiate and conduct an administrative review to verify the facility's continued compliance with the conditions of approval under which the application was originally approved.
- (g) **Permit Revocation.** If non-compliant facility is not remedied in a timely manner, the Planning Director shall commence with revocation procedures. The Planning Director will proceed with the following:
 - (1) Notices. The Planning Director shall schedule a public hearing before the Plumas County Board of Supervisors with notice given as set forth in Article 11.5 of Title 9 of this Code and given by certified mail to the person to whom the special use permit was issued.
 - (2) Revocation. The Plumas County Board of Supervisors may revoke such permit or modify the original conditions for failure to comply with any of the conditions imposed or upon evidence of misrepresentation in the issuance of the special use permit. The abatement and remediation of facilities, if required by such revocation, shall be at the expense of the permittee.

Section 9-2.4108. General Requirements

- (a) **Setbacks.**
 - (1) The minimum setback from property lines, or if property line is in the middle of a roadway, the edge of the roadway, for all telecommunications facilities is one (1') foot of setback for every foot in facility height plus an additional twenty-five (25') feet. For example, a tower with a height of one hundred (100') feet shall have a minimum setback of one hundred (100') feet plus twenty-five (25') feet for a total setback from the property lines, or edge or roadway if applicable, of one hundred and twenty-five (125') feet.
 - (2) Accessory building(s) shall be set back from property lines according to the required setbacks of the primary zone.
 - (3) Reduced Setbacks.
 - (i) In the agriculture zones (AP, GA), the Zoning Administrator may approve a reduced setback requirement if:
 - (aa) The telecommunications facility is located adjacent to an existing structure such as a barn, other existing facility, or to a proposed accessory structure aesthetically and architecturally compatible with the surrounding environment, thereby allowing the telecommunications facility to blend with the surrounding area; or
 - (ab) Adjacent property owners consent in writing to a reduced distance, no less than the minimum setback required in the underlying zone.
 - (ii) Setbacks for telecommunications facilities within a non-residential zone and located within five hundred (500') feet of a residential zone, legally established residential dwelling, airport, or airstrip may have setbacks reduced with a variance if the Zoning Administrator finds that:

- (aa) Setback distances for the facility are greater than or equal to setbacks for structures in the underlying zone.
 - (ab) The facility is not located within any Special Plan Combining Zone, such as Scenic Areas (SP-ScA), Scenic Roads (SP-ScR), Historical Areas (SP-HA), or Historical Buildings (SP-HB) zones unless the design of the facility will not adversely impact the underlying purpose of the zone.
 - (ac) The facility is not located within five hundred (500') feet of any building or feature located on a local or state historic or cultural significance list unless the design of the facility will not adversely impact the historic or cultural significance of such feature.
 - (ad) The facility does not present any impacts to the safety, health, and welfare of the public.
 - (ae) Reduced setback(s) would not interfere with other standards or requirements set forth in Title 9 of this Code.
 - (af) The facility and accessory building(s) are designed to be aesthetically and architecturally compatible with the surrounding environment. For example, the facility incorporates stealth techniques, such as screening, concealment, or camouflaging.
 - (iii) Any telecommunications facility located within a non-residential zone at a distance greater than five hundred (500') feet to a residential zone, legally established residential dwelling, airport, or airstrip, and is seeking reduced setbacks, only has to comply with Sec. 9-2.4108(a)(3)(ii)(aa)-(ae).
- (4) Facilities in Public or Private Utility Easements. Facilities located within public or private utility easements are exempt from meeting setback requirements.
- (b) Height.**
- (1) The maximum height for telecommunications facilities in all zones shall be two hundred (200') feet. Towers located within Military Training Routes (MTR) shall have a height no greater than one hundred and fifty (150') feet. Additional height may be approved by the Planning Director based upon justifiable need and consent from the Military within MTR. A variance application may be required for additional height.
 - (2) Facilities proposed in residential zones and not meeting the exemption set forth in Sec. 9-2.4105(i), may not exceed thirty-five (35') feet in height. Height requirements may be increased through the approval of a variance. The Zoning Administrator shall make the following findings from the proof supplied by the applicant to approve the variance:
 - (i) Site is the least intrusive; and
 - (ii) A denial would be a violation of federal or state law.
 - (3) The height for any facility shall be the minimum required to meet the technical requirements of the proposed facility.
 - (4) A roof-mounted telecommunications facility shall be no more than fifteen (15') feet taller than the roof of the structure on which it is mounted. Height requirements may be increased through the approval of a variance. The Zoning Administrator shall make the following findings from the proof supplied by the applicant to approve the variance:
 - (i) Site is the least intrusive; and
 - (ii) A denial would be a violation of federal or state law.
 - (5) A two-way radio antenna or television receiving antenna are subject to the maximum height requirement for the zone or no greater than fifty (50') feet.

- (6) An amateur radio system, also known as ham radio system, is subject to a maximum height of seventy (70') feet. Height requirements may be increased through the approval of a variance. The Zoning Administrator shall make the following finding from the proof supplied by the applicant to approve the variance:
- (i) The design of the proposed antenna installation is the minimum necessary for the reasonable accommodation of the communication needs of the operator as set forth in Federal and/or State rules and regulations.

(c) Location Guidelines.

- (1) Telecommunications facilities shall not be located so as to cause obstruction of currently existing or proposed air navigation operations.
- (2) In residential zones, only one facility is permitted per parcel.
- (3) In residential zones, multiple facilities may be co-located on a single tower or pole.
- (4) Any facility located near a public right-of-way may not extend into, under, over, above, or upon a public right-of-way without obtaining an encroachment permit from the Public Works Department or Caltrans.

(d) Building and Electrical Codes.

- (1) Telecommunications facilities shall comply with all applicable building and electrical codes. Facilities shall comply with all applicable regulations adopted pursuant to Public Resources Code 4290.
- (2) Applicant(s) shall submit certification from a registered structural engineer to the Building Department for any tower in excess of thirty (30') feet in height to demonstrate tower will withstand sustained winds as required by the Uniform Building Code.
- (3) The facility shall be maintained in compliance with all applicable local and state building codes and any other applicable standards for telecommunications facilities.

(e) Lighting. All telecommunications facilities shall orient and shield lighting so as to not be intrusive to any residential surrounding areas. All shielding and orienting of lights shall comply with applicable authority's requirements, such as shielding for warning lights complying with FAA requirements.

(f) Signs. Telecommunications facilities are permitted to display warning and equipment information signs. Commercial displays or advertising of any kind on any portion of the facility or accessory building(s) shall not be permitted.

(g) Aesthetics. In residential zones, reasonable efforts shall be made to create a telecommunications facility with accessory buildings, whether new or co-located, that are architecturally similar with existing structures or styles in the surrounding area including colors, textures, and ornamentation.

(h) Deed Restrictions. The installation of a facility shall not violate any existing deed restrictions.

(i) Vehicle Access. Per Plumas County Code Sections 9-4.501(b)-(d), all facilities shall have a road, the portion of which is under the control of the applicant, with an unobstructed horizontal traveled surface not less than fourteen (14') feet in width, excluding shoulders, and a minimum unobstructed vertical clearance of fifteen (15') feet. All such roads shall be capable of supporting a minimum load of forty thousand (40000 lbs.) pounds and all culverts, bridges, and other appurtenant structures which supplement the roadway bed or shoulders shall be constructed to carry at least the maximum load and provide the minimum vertical clearance as required by Vehicle Code Sections 35250 and 35550 through 35796. Applicant

shall provide engineering specifications to support design, if requested by the County Engineer. Federal lands shall be exempt from this subdivision.

(j) Accessory Equipment Storage. All telecommunications facilities and accessory buildings shall be used to store accessory equipment and supplies necessary for the support of the facility. Only in emergency cases may accessory equipment or vehicles be stored outdoors.

(k) Federal and State Regulations.

- (1) All facilities are subject to current regulations set forth by the FAA, the FCC, and all state and federal agencies with authority over telecommunications facilities.
- (2) All facilities shall maintain compliance with state and federal standards or regulations at all times. A facility out of compliance due to recent changes in state and/or federal standards or regulations shall be brought into compliance by the facility owner and/or operator within six (6) months of the effective date of such standards or regulations, unless the state or federal agency mandates a more stringent compliance timeline.
- (3) A facility not brought into compliance with federal and/or state regulations constitutes grounds for the County's commencement of permit revocation procedures set forth in this article.

(l) Emissions.

- (1) A biennial RF/EMF emissions report, prepared in accordance with FCC reporting standards, shall be submitted to the Plumas County Planning Department by the facility owner or operator demonstrating facility compliance with FCC OET Bulletin 65: provided however, if no changes have been made to the facility during the reporting period that would materially increase the RF/EMF emissions at the facility, a written certification of such shall be submitted in lieu of said report.
- (2) A facility shall not generate a hazard to the health, safety, and welfare of the public due to RF/EMF emissions greater than exposure limits allowed by FCC OET Bulletin 65. If exposure limits are exceeded, the facility owner or operator shall promptly determine the transmitter(s) of concern and shall cause such to cease operation until it(they) is(are) brought into compliance with FCC OET Bulletin 65.

(m) Landscaping. In residential zones, if visual impacts cannot be avoided, a screen of plant materials shall be utilized to obscure the facility from public view. The buffer shall consist of non-invasive/native plant material. The outside perimeter of the facility shall have a landscaped strip no less than five (5') foot in width. In locations where the visual impact of the facility would be minimal, the landscaping requirement may be reduced or waived. If a facility is located on a large, wooded lot, the natural growth and trees shall suffice for the screen.

(n) Security and Fencing. Facility, including accessory building(s) and equipment, shall be secured at all times and have a security fence of six (6') feet or more in height or other security measures appropriate to the site conditions to prevent access by the public.

(o) Maintenance. Site and the facility, including accessory building(s), fencing, paint used to demonstrate caution, landscaping, lighting (aviation warning lights, etc.), and all related equipment shall be maintained in accordance with all approved plans and on a routine basis for the life of the facility. The following requirements shall be adhered to:

- (1) In residential zones, maintenance hours shall be limited to 7:00 a.m. to 5:00 p.m., Monday through Saturday, excluding emergency repairs.

- (2) In the case of failure or malfunction of an antenna structure identification or warning light system, all reporting and corrective work shall be accomplished in accordance with the then-current requirements established by the FAA.
- (p) **Cultural Resources.** Should development activities reveal the presence of cultural resources (i.e., artifact concentrations, including, but not limited to, projectile points and other stone tools or chipping debris, cans, glass, etc.; structural remains; human skeletal remains), work within 50 feet of the find shall cease immediately until a qualified professional archaeologist can be consulted to evaluate the remains and implement appropriate mitigation procedures. Should human skeletal remains be encountered, State law requires immediate notification of the County Coroner. Should the County Coroner determine that such remains are in an archaeological context, the Native American Heritage Commission in Sacramento shall be notified immediately, pursuant to State law, to arrange for Native American participation in determining the disposition of such remains.

Sec. 9-2.4109. Facility Design Standards

- (a) **Building Façade-Mounted Facilities in Commercial Zoning (Core Commercial (C-1), Periphery Commercial (C-2), Convenience Commercial (C-3), and Recreation Commercial (R-C)), Industrial Zoning (Heavy Industrial (I-1) and Light Industrial (I-2)), Residential Zoning (Single Family Residential(2-R, 3-R, and 7-R) and Multiple-Family Residential (M-R)), Recreational Zoning (Prime Recreation(Rec-P), Recreation(Rec-1, Rec-3, Rec-10, and Rec-20), Recreation Open Space (Rec-OS)), Agricultural Zoning (Agricultural Preserve (AP) and General Agriculture (GA)), General Forest (GF), and Mining (M).**
- (1) Visibility. To minimize the appearance of facilities extending above the roofline of any structure, stealth techniques shall be utilized or facility shall be painted and textured to blend with the existing structure on which it is mounted.
- (2) Maximum Coverage. Total facility coverage of a facility mounted to the face of an existing structure may not exceed ten (10%) percent of the square footage of the building face or thirty-two (32 ft²) square feet per façade, whichever is less.
- (3) Maximum Extension from Façade. A facility shall not extend more than eighteen (18") inches from the building face.
- (4) Minimum Installation Height. The lowest portion of all facilities shall be located a minimum of fifteen (15') feet above grade level.
- (5) Accessory Buildings. Under no circumstances shall any structure utilized for a telecommunications facility be constructed or placed within a setback. Acceptable placements of accessory buildings are on the existing building's roof, within the existing building, or on the premises surrounding the existing building.
- (b) **Roof-Mounted Facilities in Commercial Zoning (Core Commercial (C-1), Periphery Commercial (C-2), Convenience Commercial (C-3), and Recreation Commercial (R-C)), Industrial Zoning (Heavy Industrial (I-1) and Light Industrial (I-2)), Residential Zoning (Single Family Residential(2-R, 3-R, and 7-R) and Multiple Family Residential (M-R)), Recreational Zoning (Prime Recreation(Rec-P), Recreation(Rec-1, Rec-3, Rec-10, and Rec-20), Recreation Open Space (Rec-OS)), Agricultural Zoning (Agricultural Preserve (AP) and General Agriculture (GA)), General Forest (GF), and Mining (M).**

- (1) Setback. The minimum setback for roof-mounted facilities is one (1') foot of setback for every foot in facility height. For example, a tower with a height of ten (10') feet shall have a minimum setback of ten (10') feet. The setback shall be measured from the roof's edge nearest the facility.
- (2) Maximum Height. A roof-mounted facility shall not exceed the maximum building height of the underlying zone or ten (10') feet above the existing roofline, whichever is less. The height is measured from the base of the facility, which is affixed to the roof of the building, to the top of the facility. Additional height may be approved by the Zoning Administrator based upon justifiable need.
- (3) Accessory Buildings. Under no circumstance shall any accessory building utilized for a facility be constructed or placed within a setback. Acceptable placements of accessory buildings are on the existing building's roof, within the existing building, or on the premises surrounding the existing building.

(c) Existing Pole or Tower Mounted Facilities.

- (1) Setback. Facilities mounted on an existing pole or tower are not subject to setback requirements.
- (2) Height. The overall height of an existing pole, tower, or co-location facility may increase by approval of a variance or other zoning approval as required for the zone in which the facility is located, based upon justifiable need.

(d) Co-Located Facilities.

- (1) As set forth in California Government Code Section 65850.6, a co-location facility is permitted with the approval of a zoning clearance certificate if it complies with the following requirements:
 - (i) The telecommunications co-location facility on which the co-location facility is proposed on, or immediately adjacent to, was subject to a discretionary permit by the County and an environmental impact report was certified, or a negative declaration or mitigated negative declaration was adopted for the telecommunications co-location facility in compliance with the California Environmental Quality Act (Division 13(commencing with Section 21000) of the Public Resources Code), the requirements of Section 21166 do not apply, and the co-location facility incorporates required mitigation measures specified in that environmental impact report, negative declaration, or mitigated negative declaration.
 - (ii) State and local requirements, including the Plumas County General Plan, any applicable community plan or specific plan, and Title 9, Planning and Zoning, of this Code.
- (2) A telecommunications co-location facility proposed on, or immediately adjacent to an existing co-location facility that was not subject to a County discretionary permit pursuant to Sec. 9-2.4109(d)(1) shall require the approval of a special use permit, comply with all standards listed in Sec. 9-2.4109(d)(1)(ii), and shall comply with the California Environmental Quality Act through certification of an environmental impact report, or adoption of a negative declaration or mitigated negative declaration.
- (3) Telecommunications co-location facilities are permitted subject to the approval of a zoning clearance certificate if in compliance with the standards listed in Sec. 9-2.4109(d)(1) and the following standards:
 - (i) All co-location facilities are subject to the requirements set forth in Sec. 9-2.4108 General Requirements.

- (ii) No facility shall extend from pole or tower greater than existing facilities mounted on pole or tower.
- (iii) Co-location facility is compliant with RF exposure limits set forth by the FCC.
- (iv) Accessory buildings are placed on the existing building's roof, within the existing building, or on the premises surrounding the existing building outside of setback, if located in Commercial Zoning (Core Commercial (C-1), Periphery Commercial (C-2), Convenience Commercial (C-3), or Recreation Commercial (R-C)), Industrial Zoning (Heavy Industrial (I-1) and Light Industrial (I-2)), Residential Zoning (Single Family Residential(2-R, 3-R, and 7-R) and Multiple Family Residential (M-R)), Recreational Zoning (Prime Recreation(Rec-P), Recreation(Rec-1, Rec-3, Rec-10, and Rec-20), Recreation Open Space (Rec-OS)), Agricultural Zoning (Agricultural Preserve (AP) and General Agriculture (GA)), General Forest (GF), and Mining (M)..

Sec. 9-2.4110. Facility Abandonment, Removal, and Remediation

- (a)** A facility not maintained for ready use by telecommunications providers for a continuous period of twelve (12) months may be considered abandoned and designated as unlawful and as a public nuisance. To ensure a facility is not deemed abandoned and is being maintained, a written maintenance certificate shall be submitted to the Planning Department once per year.
- (b)** Within ninety (90) days of receiving written notice from the County following its formal abandonment procedure, the facility owner and/or operator shall remove and remediate facility in its entirety, including accessory building(s) and associated equipment, returning the site to the original pre-construction state. If the abandoned facility is not removed and remediated within ninety (90) days, the County may have the facility removed and remediated, if necessary, and exercise its rights under Performance Security. Refer to Sec. 9-2.4107(e) regarding Performance Security.
- (c)** All owners and/or operators with the intent to abandon a facility shall notify the County of such intentions no less than thirty (30) days prior to final day of use.
- (d)** If two or more users are utilizing a single facility, the facility shall not be considered abandoned until operation from all users has ceased.
- (e)** Facilities for which any permits have been revoked are subject to subdivisions (b)-(d) of this section.

Article 6.5 – Zoning Clearance Certificate

Sec. 9-2.651. Purpose

A zoning clearance certificate certifies that a proposed development or project conforms with all current requirements of the Zoning regulations and, if applicable, the terms and conditions of any previously approved development permit or variance.

Sec. 9-2.652. Required Zoning Clearance Certificate

A zoning clearance certificate is required whenever a building permit for a certain use, as specified in this Chapter, is required and must be secured prior to the issuance of the building permit.

Sec. 9-2.653. Filing and Processing Applications for a Zoning Clearance Certificate

(a) *Applications.* Any private individual or commercial entity may apply for a zoning clearance certificate in conjunction with or prior to application for a building permit for a proposed development or operation. Planning and Building Services shall provide standard forms on which applications for zoning clearance certificates can be filed. Applications for a zoning clearance certificate shall be filed with the Planning Division of Planning and Building Services on the forms provided. At the time the application is filed, the applicant shall submit the required filing fees prescribed by the Board of Supervisors. The application for the zoning clearance certificate shall contain the following information:

- (1) Signature(s) of applicant(s) on the application form.
- (2) The applicant(s) name, business address, and phone number(s).
- (3) If the applicant is not the record title holder, a copy of the lease (excluding financial terms) or letter of consent from the property owner demonstrating applicant's ability to pursue application.
- (4) The use being applied for, as well as a description of the proposed use detailing the following:
 - (i) Facility operation.
 - (ii) Nature and type of facility, building(s), structure(s), and any associated equipment to be used.
 - (iii) Types of technology and consumer services that will be provided.
 - (iv) Information on number, size, material and color of building and structures.
- (5) Facility plans including the following:
 - (i) Facility height, elevations and any other pertinent dimensions drawn to standard architect or engineer scale.
 - (ii) Height, elevations, and any other pertinent dimensions of accessory structure(s) drawn to standard architect or engineer scale.

- (iii) Documentation showing that reasonable efforts have been made to create a facility that is as visually appealing and inconspicuous as possible.
 - (6) For a zoning clearance certificate pertaining to any telecommunication facility, the following documentation signed and/or prepared by a licensed professional engineer shall be provided by the applicant:
 - (i) A report prepared pursuant to Federal Communications Commission Office of Engineering and Technology Bulletin 65 demonstrating facility compliance with Federal Communications Commission regulations for general population exposure limits to radio frequency (RF) radiation.
 - (ii) A report that demonstrates the support structure can accommodate all applicable loads.
 - (7) In the event the applicant is subject to licensing by the Federal Communications Commission, documentation proving applicant is licensed by the Federal Communications Commission is required before a building permit is issued.
- (b) *Processing.* Within five (5) working days of accepting an application as complete, the Planning Division shall review the proposed development for conformance with the Plumas County Zoning Regulations and, if applicable, the terms and conditions of any previously approved development permit or variance.
- (c) *Issuance.* Upon completion of the required Planning Division review, zoning clearance certificates shall be approved and immediately issued by the Director, or designee, if, based upon information provided by the applicant, all of the following findings are made:
- (i) The proposed development or operation conforms with all requirements of the Plumas County Zoning Regulations; and
 - (ii) The proposed development or operation complies with the terms and conditions of any applicable permit and/or subdivision map that was previously approved for such development or operation; and
 - (iii) The proposed development or operation is not located on the same property where conditions exist or activities are being conducted which are a part of the proposed development or operation and in violation of Plumas County Code, unless the zoning clearance a) is necessary for the abatement of the existing violation(s); or b) addresses an imminent health and/or safety violation; or c) facilitates an accessibility improvement to a structure or site for ADA compliance; or d) the applicant has executed and recorded an enforcement agreement with the County to cure the violation.

Written notification of the Director's decision shall be transmitted to the Building Division within five (5) working days of the decision.

Sec. 9-2.415. - Public utility facilities.

Underground public utility facilities shall be permitted in all zones except the Open Space Zone (OS).

The provisions of this chapter shall not apply to public utility transmission and distribution lines, towers and poles, except that the routes of all proposed overhead transmission lines shall be submitted to the Commission for recommendation and approval prior to the acquisition of rights-of-way therefor.

Telecommunications facilities shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985)

Sec. 9-2.1302. - Uses (2-R, 3-R, 7-R).

- (a) The following uses shall be permitted in the Single-Family Residential Zones (2-R, 3-R, 7-R):
- (1) One dwelling unit; one guest house; and one additional detached dwelling unit on any parcel of twice or more the minimum lot area; and
 - (2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, limited home businesses and bed and breakfast inns.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
- (1) Alcohol and drug recovery facilities, child day care facilities, community care facilities, 4-H and FFA animal projects, home businesses, parks, places of assembly, public utility facilities, public service facilities, and schools.
- (c) The following uses shall be permitted subject to the issuance of a planned development permit:
- (1) Dwelling units and manufactured homes, including those in recreation oriented residential developments, at the ratio of up to one dwelling unit or manufactured home for each unit of minimum lot area within the area of the parcel.
- (d) Telecommunications facilities in the Single-Family Residential Zones (2-R, 3-R, 7-R) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 9, Ord. 86-623, eff. February 6, 1986, § 4, Ord. 89-716, effective October 5, 1989, § 1, Ord. 92-787, eff. July 16, 1992, § 2, Ord. 93-817, eff. November 11, 1993, § 6, Ord. 99-924, eff. November 11, 1999; § 1, Ord. 2005-1022, adopted February 1, 2005; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.1402. - Uses (M-R).

- (a) The following uses shall be permitted in the Multiple-Family Residential Zone (M-R):
- (1) Dwelling units and manufactured homes, excluding additional quarters, at the ratio of up to one dwelling unit or manufactured home for each 1/21.8 acre of lot area; and
 - (2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, limited home business, one- or two-person business offices, and one- or two-person personal services.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
- (1) Alcohol and drug recovery facilities, bed and breakfast inns, child day care facilities, community care facilities, 4-H and FFA animal projects, health services, home businesses, limited administrative offices, lodging facilities, parking lots, places of assembly, public utility facilities, public service facilities, recreation facilities, rooming facilities, and schools.
- (c) Telecommunications facilities in the Multiple-Family Residential Zone (M-R) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.
- (§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 10, Ord. 86-623, eff. February 6, 1986; § 2, Ord. 89-713, eff. July 13, 1989; § 3, Ord. 89-716, eff. October 5, 1989; § 1, Ord. 89-719, eff. November 2, 1989; § 1, Ord. 91-759, eff. August 1, 1991; § 1, Ord. 92-787, eff. July 16, 1992; § 3, Ord. 93-817, eff. November 11, 1993; § 7, Ord. 99-924, eff. November 11, 1999; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.1502. - Uses (S-1).

(a) The following uses shall be permitted in the Suburban Zone (S-1):

- (1) One dwelling unit; one guest house; and one additional detached dwelling unit on any parcel of twice or more the minimum lot area; and
- (2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, home businesses, small animal husbandry, and horticulture.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, bed and breakfast inns, child day care facilities, community care facilities, 4-H breeding projects and FFA animal projects, nurseries, places of assembly, public utility facilities, public service facilities, recreation facilities, and schools.

(c) The following uses shall be permitted subject to the issuance of a planned development permit:

- (1) Dwelling units and manufactured homes, including those in recreation-oriented residential developments, at the ratio of up to one dwelling unit or mobile home for each unit of minimum lot area within the area of the parcel.

(d) Telecommunications facilities in the Suburban Zone (S-1) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 11, Ord. 86-623, eff. February 6, 1986, § 2, Ord. 89-716, eff. October 5, 1989, § 1, Ord. 92-787, eff. July 16, 1992, § 4, Ord. 93-817, eff. November 11, 1993, § 8, Ord. 99-924, eff. November 11, 1999; § 2, Ord. 00-932, eff. June 8, 2000; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.1602. - Uses (S-3).

(a) The following uses shall be permitted in the Secondary Suburban Zone (S-3):

- (1) One dwelling unit; one guest house; and one additional dwelling unit on any parcel of twice or more the minimum lot area; and
- (2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, small animal husbandry, large animal husbandry, horticulture, home businesses, and veterinary services.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, bed and breakfast inns, child day care facilities, community care facilities, places of assembly, public utility facilities, public service facilities, recreation facilities, and schools; and
- (2) Home industry, nurseries, and animal breeding and boarding.

(c) The following uses shall be permitted subject to the issuance of a planned development permit:

- (1) Dwelling units and mobile homes, including those in recreation-oriented residential developments, at the ratio of up to one dwelling unit or manufactured home for each unit of minimum lot area within the area of the parcel.
- (d) Telecommunications facilities in the Secondary Suburban Zone (S-3) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 12, Ord. 86-623, eff. February 6, 1986, § 2, Ord. 89-716, eff. October 5, 1989, § 1, Ord. 92-787, eff. July 16, 1992, § 3, Ord. 92-800, eff. January 21, 1993, and § 9, Ord. 99-924, eff. November 11, 1999; and § 2, Ord. 00-932, eff. June 8, 2000; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.1702. - Uses (R-10).

(a) The following uses shall be permitted in the Rural Zone (R-10):

- (1) One dwelling unit; one guest house; and one additional dwelling unit on any parcel of twice or more the minimum lot area, any of which may be alternative housing;
- (2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, small animal husbandry, large animal husbandry, home businesses, and horticulture; and
- (3) Wildlife management, kennels, and veterinary services.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, bed and breakfast inns, child day care facilities, community care facilities, places of assembly, public utility facilities, public service facilities, recreation facilities, schools; and
 - (2) Home industry, commercial animal husbandry, agricultural auction yards, limited electric generation, mining, nurseries, shooting ranges, animal breeding and boarding, and hunting clubs.
- (c) The following uses shall be permitted subject to the issuance of a planned development permit:
- (1) Dwelling units and manufactured homes, including those in recreation-oriented residential developments, at the ratio of up to one dwelling unit or manufactured home for each unit of minimum lot area within the area of the parcel.
- (d) Telecommunications facilities in the Rural Zone (R-10) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 13, Ord. 86-623, eff. February 6, 1986, § 2, Ord. 89-716, eff. October 5, 1989, § 1, Ord. 92-787, eff. July 16, 1992, and § 10, Ord. 99-924, eff. November 11, 1999; § 2, Ord. 00-932, eff. June 8, 2000; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.1802. - Uses (R-20).

(a) The following uses shall be permitted in the Rural Zone (R-20):

- (1) One dwelling unit; one guest house; and one additional dwelling unit on any parcel of twice or more the minimum lot area, any of which may be alternative housing;
- (2) Child day care homes, limited child day care homes, limited residential alcohol and drug recovery facilities, limited residential community care facilities, small animal husbandry, large animal husbandry, home businesses, and horticulture; and
- (3) Wildlife management, kennels, and veterinary services.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, bed and breakfast inns, child day care facilities, community care facilities, places of assembly, public utility facilities, public service facilities, recreation facilities, schools; and
 - (2) Home industry, commercial animal husbandry, agricultural auction yards, limited electric generation, mining, nurseries, shooting ranges, animal breeding and boarding, and hunting clubs.
- (c) The following uses shall be permitted subject to the issuance of a planned development permit:
- (1) Dwelling units and mobile homes, including those in recreation oriented residential developments, at the ratio of up to one dwelling unit or mobile home for each unit of minimum lot area within the area of the parcel.
- (d) Telecommunications facilities in the Rural Zone (R-20) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 14, Ord. 86-623, eff. February 6, 1986, § 2, Ord. 89-716, eff. October 5, 1989, § 1, Ord. 92-787, eff. July 16, 1992, and § 11, Ord. 99-924, eff. November 11, 1999; § 2, Ord. 00-932, eff. June 8, 2000; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.1902. - Uses (C-1).

(a) The following uses shall be permitted in the Core Commercial Zone (C-1):

- (1) Business offices, child day care homes, limited child day care homes, child day care facilities, personal services, retail stores, taverns, restaurants, and parking lots;
- (2) Lodging on the second floor if the entire first floor is in commercial use;
- (3) One dwelling unit where the residential uses does not exceed the floor area of the commercial use; and
- (4) Dwelling units on the second floor if the entire first floor is in commercial use.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, limited electric generation, gas stations, health service, mining, places of assembly, postal services, public service facilities, public utility facilities, recreation facilities, schools, and community care facilities.
- (c) Telecommunications facilities in the Core Commercial Zone (C-1) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 15, Ord. 86-623, eff. February 6, 1986, § 1, Ord. 89-719, eff. November 2, 1990, § 1, Urgency Ord. 91-757, eff. July 18, 1991 § 1, Ord. 91-759, eff. August 1, 1991; § 1, Ord. 94-836, eff. July 14, 1994; § 1, Ord. No. 2005-1031, adopted August 9, 2005; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.2002. - Uses. (C-2).

(a) The following uses shall be permitted in the Periphery Commercial Zone (C-2):

- (1) Building supply, business offices, child day care homes, limited child day care homes, child day care facilities, gas stations, health services, heavy equipment sales, heavy equipment services, lodging facilities, personal services, places of assembly, postal services, prefabricated building sales, recreation facilities, restaurants, retail stores, self-service facilities, taverns, vehicle sales, vehicle services, wholesale commercial supply, and parking lots;
- (2) One dwelling unit where the residential use does not exceed the floor area of the commercial use or one dwelling unit on the rear fifty (50%) percent of the parcel; and
- (3) Dwelling units on the second floor if the entire first floor is in commercial use.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, animal breeding and boarding, camp grounds, community care facilities, limited electric generation, mining, public service facilities, public utility facilities, recycling facilities, schools, indoor shooting ranges, storage, transport stations, undertaking, used goods sales, veterinary services, warehousing, and wholesaling; and
 - (2) Assembly, manufacturing, and processing which are based upon materials which are already in processed form.
- (c) The following uses shall be permitted subject to the issuance of a planned development permit:
- (1) Dwelling units on the rear fifty (50%) percent of the parcel.
- (d) Telecommunications facilities in the Periphery Commercial Zone (C-2) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 16, Ord. 86-623, eff. February 6, 1986, § 1, Ord. 89-719, eff. November 2, 1989, § 1, Urgency Ord. 91-757, eff. July 18, 1991, § 1, Ord. 91-759, eff. August 1, 1991; and § 2, Ord. 94-832, eff. June 9, 1994; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.2102. - Uses (C-3).

(a) The following uses shall be permitted in the Convenience Commercial Zone (C-3):

- (1) Building supply, business offices, child day care homes, limited child day care homes, child day care facilities, gas stations, heavy equipment services, farm supply sales, health services, laundromats, lodging facilities, personal services, places of assembly, limited recycling facilities, postal services, recreation facilities, restaurants, retail stores, taverns, parking lots, and vehicles services;
- (2) One dwelling unit where the residential use does not exceed the floor area of the commercial use or one dwelling unit on the rear fifty (50%) percent of the parcel; and
- (3) Dwelling units on the second floor if the entire first floor is in commercial use.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, animal breeding and boarding, camp grounds, community care facilities, limited electric generation, mining, public service facilities, public utility facilities, schools, storage, used goods sales, veterinary services, and transport stations.
- (c) Telecommunications facilities in the Convenience Commercial Zone (C-3) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 17, Ord. 86-623, eff. February 6, 1986, § 1, Ord. 89-719, eff. November 2, 1989, § 1, Urgency Ord. 91-757, eff. July 18, 1991, § 1, Ord. 91-759, eff. August 1, 1991, § 2, Ord. 94-832, eff. June 9, 1994; § 5, Ord. 99-915, eff. June 3, 1999; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.2202. - Uses (R-C).

(a) The following uses shall be permitted in the Recreation Commercial Zone (R-C):

- (1) Boat ramps, boat services, business offices, child day care homes, limited child day care homes, child day care facilities, gas stations, health services, laundromats, lodging facilities, marinas, personal services, places of assembly, postal services, limited recycling facilities, recreation facilities, resorts, restaurants, retail stores, and taverns;
- (2) One dwelling unit where the residential use does not exceed the floor area of the commercial use or one dwelling unit on the rear fifty (50%) percent of the parcel; and
- (3) Dwelling units on the second floor if the entire first floor is in commercial use.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Alcohol and drug recovery facilities, animal breeding and boarding, camp grounds, community care facilities, limited electric generation, mining, public service facilities, public utility facilities, recycling facilities, schools, veterinary services, wholesale commercial supply, parking lots, transport stations, and storage.
- (c) The following uses shall be permitted subject to the issuance of a planned development permit:
 - (1) Dwelling units on the rear fifty (50%) percent of the parcel.
- (d) Telecommunications facilities in the Recreation Commercial Zone (R-C) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 18, Ord. 86-623, eff. February 6, 1986; § 1, Ord. 89-719, eff. November 2, 1989; § 1, Urgency Ord. 91-757, eff. July 18, 1991; § 1, Ord. 91-759, eff. August 1, 1991; § 1, Ord. 2004-1001, adopted February 10, 2004; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.2302. - Uses (Rec).

- (a) The following uses shall be permitted in the Recreation Zones (Rec-P, Rec-1, Rec-3, Rec-10, Rec-20):
- (1) Boat ramps, boat services, camp grounds, loading facilities, marinas, postal services, recreation facilities, and resorts;
 - (2) When in conjunction with and subordinate to a use permitted by subsection (1) of this subsection, business offices, child day care homes, limited child day care homes, child day care facilities, gas stations, health services, Laundromats, personal services, places of assembly, limited recycling facilities, restaurants, retail stores, and taverns; and
 - (3) One dwelling unit or limited residential alcohol and drug recovery facility.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
- (1) Alcohol and drug recovery facilities, community care facilities, mining, public service facilities, public utility facilities, recycling facilities, rooming facilities, and schools;
 - (2) In Rec-P, Rec-1 and Rec-3: Indoor shooting ranges;
 - (3) In Rec-10 and Rec-20: Limited electric generation and shooting ranges.
- (c) The following uses shall be permitted subject to the issuance of a planned development permit: dwelling units in recreation-oriented residential developments at the ratio of up to:
- (1) Rec-P: seven (7) per acre;
 - (2) Rec-1: one to three (3) acres per dwelling unit;
 - (3) Rec-3: three (3) to ten (10) acres per dwelling unit;
 - (4) Rec-10: ten (10) to twenty (20) acres per dwelling unit; and
 - (5) Rec-20: twenty (20) acres per dwelling unit.
- (d) Telecommunications facilities in the Recreation Zones (Rec-P, Rec-1, Rec-3, Rec-10, Rec-20) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 19, Ord. 86-623, eff. February 6, 1986, Ord. 86-643, eff. November 6, 1986, § 1, Ord. 89-719, eff. November 2, 1989, § 1, Urgency Ord. 91-757, eff. July 18, 1991; § 1, Ord. 91-759, eff. August 1, 1991; and § 2, Ord. No. 2007-1061, adopted November 6, 2007)

Sec. 9-2.2402. - Uses (Rec-OS).

- (a) The following uses shall be permitted in the Recreation-Open Space Zone (Rec-OS):
 - (1) Golf facilities, parks, grazing, horticulture, timber management, and boat ramps.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
 - (1) Public utility facilities, public service facilities, outdoor shooting ranges, and hunting clubs.
- (c) Telecommunications facilities in the Recreation-Open Space Zone (Rec-OS) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 20, Ord. 86-623, eff. February 6, 1986)

Sec. 9-2.2502. - Uses (I-1).

- (a) The following uses shall be permitted in the Heavy Industrial Zone (I-1) subject to site development review as set forth in Article 11.3 of this chapter:
 - (1) Assembly, building supply, manufacturing, processing, electric generation, junk yards, salvage operations, public utility facilities, heavy equipment sales, heavy equipment services, storage, and transport stations;
 - (2) Retail sales and wholesaling when associated with and appurtenant to a use permitted in subsection (1) of this subsection and subsection (b) of this section;
 - (3) One dwelling unit when in conjunction with an industrial use; and
 - (4) Child day care homes and limited child day care homes.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
 - (1) Mining and public service facilities; and
 - (2) Permitted uses which exceed the height limitations.
- (c) Telecommunications facilities in the Heavy Industrial Zone (I-1) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 21, Ord. 86-623, eff. February 6, 1986, and § 2, Ord. 94-832, eff. June 9, 1994, and § 1, Ord. 00-930, eff. May 4, 2000)

Sec. 9-2.2602. - Uses (I-2).

- (a) The following uses shall be permitted in the Light Industrial Zone (I-2) subject to site development review as set forth in Article 11.3 of this chapter:
 - (1) Assembly, manufacturing, and processing which are based upon materials which are already in processed form;
 - (2) Building supply, car wash, storage, transport stations, warehousing, wholesaling, public utility facilities, vehicle sales and vehicle services;
 - (3) Retail sales when associated with and appurtenant to a use permitted in subsections (1) and (2) of this subsection and subsection (b) of this section;
 - (4) One dwelling unit when in conjunction with an industrial use; and
 - (5) Child day care homes and limited child day care homes.
- (b) The following uses shall be permitted subject to the issuance of a special use permit.
 - (1) Junk yards, salvage operations, heavy equipment services, places of assembly, and public service facilities.
- (c) Telecommunications facilities in the Light Industrial Zone (I-2) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 22, Ord. 86-623, eff. February 6, 1986, § 2, Ord. 94-832, eff. June 9, 1994, and § 2, Ord. 99-915, eff. June 3, 1999, § 1, Ord. 99-926, eff. January 13, 2000, and § 1, Ord. 02-965, eff. April 9, 2002)

Sec. 9-2.2802. - Uses (OS).

- (a) The following uses shall be permitted in the Open Space Zone (OS):
 - (1) Wildlife management.
- (b) Telecommunications facilities in the Open Space Zone (OS) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985)

Sec. 9-2.2902. - Uses (L).

- (a) The following uses shall be permitted in the Lake Zone (L):
 - (1) Water impoundment, hydroelectric generation, grazing, timber management, wildlife management, and docks.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
 - (1) Boat ramps, marinas, and recreation facilities.
- (c) Telecommunications facilities in the Lake Zone (L) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 22.5, Ord. 86-623, eff. February 6, 1986)

Sec. 9-2.3002. - Uses (AP).

- (a) The following uses shall be permitted in the Agricultural Preserve Zone (AP):
- (1) Agriculture, timber management, agricultural product sales, animal breeding and boarding, and employee housing;
 - (2) One dwelling unit; and
 - (3) Child day care homes and limited child day care homes.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
- (1) Mining, limited electric generation, public utility facilities, wildlife management, transport stations, agricultural auction yards, outdoor shooting ranges, hunting clubs, and bed and breakfast inns; and
 - (2) Recreational uses, but not limited to walking, hiking, picnicking, camping, swimming, boating, fishing, hunting, or other outdoor games or sports for which facilities are provided for public participation.
- (c) Telecommunications facilities in the Agricultural Preserve Zone (AP) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 1, Ord. 85-613, eff. August 15, 1985, § 23, Ord. 86-623, eff. February 6, 1986, and § 1, Ord. 2004-1018, adopted November 2, 2004)

Sec. 9-2.3102. - Uses (GA).

(a) The following uses shall be permitted in the general Agriculture Zone (GA):

- (1) Agriculture, timber management, wildlife management, agricultural product sales, animal breeding and boarding, and employee housing;
- (2) One dwelling unit and, on any parcel of eighty (80) acres or more, one additional dwelling unit; and
- (3) Child day care homes, limited child day care homes, and home businesses.

(b) The following uses shall be permitted subject to the issuance of a special use permit:

- (1) Mining, limited electric generation, home industry, public utility facilities, public service facilities, agricultural auction yards, transport stations, veterinary services, outdoor shooting ranges, and hunting clubs; and
- (2) On land of a soil type not suitable for identification as an important agricultural area, noncommercial camp grounds, recreation facilities, and resorts.

(c) The following uses shall be permitted subject to the issuance of a planned development permit:

- (1) Dwelling units at the ratio of up to one per each forty (40) acres of lot area.

(d) Telecommunications facilities in the General Agriculture Zone (GA) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 24, Ord. 86-623, eff. February 6, 1986, and Exh. A, § 6, Ord. 873, eff. October 31, 1996)

Sec. 9-2.3202. - Uses (TPZ).

The following uses shall be permitted in the Timberland Production Zone (TPZ):

- (a) The growing and harvesting of timber, including Christmas trees, and measures to protect such timber;
- (b) The following uses, except in specific instances where such a use would significantly detract from the use of property for the uses set forth in subsection (a) of this section:
 - (1) Management for watershed;
 - (2) Management for fish and wildlife habitat and hunting and fishing;
 - (3) Uses integral to the uses set forth in subsection (a) of this section, including forest management roads, log landings, log storage areas, and temporary portable wood processing equipment;
 - (4) Management for the use of other natural resources where less than three (3) acres of land is converted to non-timberland use and hydroelectric generation subject to site development review as set forth in Article 11.3 of this chapter;
 - (5) Grazing;
 - (6) Public utility facilities as permitted by Section 9-2.415 of Article 4 of this chapter;
 - (7) A residence or other structure necessary for the management of a parcel zoned as timberland production if such parcel is 160 acres or greater in size; child day care homes; and limited child day care homes; and
 - (8) Where a single parcel is partially zoned timberland production and agricultural, structures necessary for the management of agricultural land may be located within the timberland production area; and
- (c) Subject to the issuance of a special use permit:
 - (1) Public service facilities.
- (d) Telecommunications facilities in the Timberland Production Zone (TPZ) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 25, Ord. 86-623, eff. February 6, 1986)

Sec. 9-2.3302. - Uses (GF).

- (a) The following uses shall be permitted in the General Forest Zone (GF):
- (1) Timber management, agriculture, wildlife management, and animal breeding and boarding;
 - (2) One dwelling unit and, on any parcel of eighty (80) acres or more, one additional dwelling unit; and
 - (3) Child day care homes, limited child day care homes, and home businesses.
- (b) The following uses shall be permitted subject to the issuance of a special use permit:
- (1) Mining, limited electric generation, home industry, public utility facilities, public service facilities, outdoor shooting ranges, and hunting clubs.
- (c) The following uses shall be permitted subject to the issuance of a planned development permit:
- (1) Dwelling units at the ratio of up to one per each forty (40) acres of lot area.
- (d) Telecommunications facilities in the General Forest Zone (GF) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 26, Ord. 86-623, eff. February 6, 1986, and Exh. A, § 7, Ord. 873, eff. October 31, 1996)

Sec. 9-2.3402. - Uses (M).

- (a) The following uses shall be permitted in the Mining Zone (M):
 - (1) Mining, agriculture, timber management, hydroelectric generation, water impoundment, public utility facilities, animal breeding and boarding, and limited electric generation;
 - (2) One dwelling unit; and
 - (3) Child day care homes and limited child day care homes.
- (b) The following uses shall be permitted subject to site development review as set forth in Article 11.3 of this chapter:
 - (1) Hydroelectric generation.
- (c) The following uses shall be permitted subject to the issuance of a special use permit:
 - (1) Recreation facilities and public service facilities.
- (d) Telecommunications facilities in the Mining Zone (M) shall be as permitted in Section 9-2.4105, Permits Required, of Article 41, Telecommunications, of this chapter, except as exempted under Section 9-2.4106, Exemptions, of Article 41, Telecommunications, of this chapter.

(§ 3, Ord. 84-593, eff. January 3, 1985, as amended by § 27, Ord. 86-623, eff. February 6, 1986)