



BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF JULY 14, 2020 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

10:00 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. **PUBLIC HEALTH AGENCY** – Andrew Woodruff
Report and update on COVID-19; receive report and discussion

2. **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) COUNTY COUNSEL**

Approve and authorize the Chair to sign FY 2020-2021 Legal Services Agreement, not to exceed \$1,150 per month, between County of Plumas and Robert McIlroy to provide court-appointed counsel to conservatees as appointed by the Court; approved as to form by County Counsel [View Item](#)

- B) PUBLIC WORKS**

Approve and authorize the Chair to sign Amendment No. 1 to the Public Works Generator Construction Agreement for Converse Construction, Inc., extending the agreement to September 30, 2020; approved as to form by County Counsel [View Item](#)

- C) CLERK-RECORDER**

Approve and authorize the Chair to sign three-year contract, not to exceed \$5,000 per year, between County of Plumas and Precision Document Imaging to provide microfilm preservation of County Official Records; approved as to form by County Counsel [View Item](#)

- D) BEHAVIORAL HEALTH**

Adopt **RESOLUTION** authorizing Application for and Receipt of Permanent Local Housing Allocation Program Funds [View Item](#)

- E) HUMAN RESOURCES**

Adopt **RESOLUTION** adopting the Job Classification Plan Pay Schedule for Plumas County [View Item](#)

- F) PROBATION**

Approve and authorize the Chair to sign agreement, not to exceed \$22,500, between County of Plumas and Plumas Rural Services to facilitate the 52 week Domestic Violence program; approved as to form by County Counsel [View Item](#)

3. DEPARTMENTAL MATTERS

A) SOCIAL SERVICES – Neil Caiazzo

Presentation of Social Services Trends Report for period ending June 30, 2020; discussion and possible action [View Item](#)

B) AUDITOR/CONTROLLER – Roberta Allen

- 1) Approve, and authorize the Chair to sign, contract amendment with Tyler Technologies, Inc. and Plumas County of \$64,893 for implementation and training needed to complete the software conversion for Munis; approved as to form by County Counsel [View Item](#)
- 2) Approve, and authorize the Chair to sign, Addendum to Agreement for Auditing Services between County of Plumas and Smith & Newell, Certified Public Accountants for one year. Contract term 6/30/2020 to 6/30/2021, for audit of fiscal records of County of Plumas for the fiscal year ending June 30, 2020; approved as to form by County Counsel [View Item](#)

4. BOARD OF SUPERVISORS

- A. Correspondence
- B. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

1:00 P.M. **AFTERNOON SESSION**

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Director of Information Technology
- B. Personnel: Public employee performance evaluation – Planning Director
- C. Personnel: Public employee performance evaluation – Fair Manager (Board only)
- D. Conference with real property negotiator, Gabriel Hydrick, County Administrator 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
- E. Conference with Legal Counsel: Existing litigation - State of California ex rel. OnTheGo Wireless, LLC v. Cellco Partnership dba Verizon Wireless, et al., Case No. 24-2015-00127517 (Sacramento Superior Court) Settlement with Verizon
- F. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- G. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- H. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, July 21, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS

Plumas County Courthouse
520 Main Street, Room 301
Quincy, California 95971-9115

JA
R. CRAIG SETTLEMIRE
COUNTY COUNSEL
GRETCHEN STUHR
DEPUTY COUNTY COUNSEL III
SARAH JAMES
DEPUTY COUNTY COUNSEL II

Phone: (530) 283-6240
Fax: (530) 283-6116

July 9, 2020

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: R. Craig Settlemire, *Plumas County Counsel*

A handwritten signature in blue ink that reads "R. Craig Settlemire".

SUBJECT: Legal Services Agreement with Robert D. McIlroy, Attorney at Law, for representation of conservatees in Public Guardian/Conservator cases.
(for the meeting on July 14, 2020)

SUMMARY OF RECOMMENDATION:

That the Board of Supervisors consider and approve renewal of a Legal Services Agreement with attorney Robert D. McIlroy to provide representation to conservatees and proposed conservatees in probate and L.P.S. proceedings, for the term July 1, 2020, through June 30, 2021, compensation payable in the amount of \$1,150 per month; and authorize Chair to sign on behalf of Plumas County.

BACKGROUND:

The Office of the Public Guardian insures the physical and financial safety of persons unable to do so on their own, and when there are no viable alternatives to a public conservatorship. The Superior Court determines whether a conservatorship should be established. The court process includes petitioning the court and notifying the proposed conservatee and his or her family of the proceedings. A conservatorship is only established as a last resort through a formal hearing. The Superior Court can appoint the Public Guardian as a conservator of the person only, estate only (for probate) or both person and estate. There are generally two types of conservatorships – Probate and LPS.

Probate Conservatorships are primarily established for frail adults who are unable to provide for their own personal needs for physical health, food, clothing and/or shelter or cannot manage their own finances or cannot resist undue influence. Probate conservatorships are often used for older adults with severe limitations and for younger adults who have serious cognitive

TO: Honorable Board of Supervisors, County of Plumas
FROM: R. Craig Settemire, *Plumas County Counsel*
SUBJECT: Legal Services Agreement with Robert D. McIlroy, Attorney at Law, for representation of conservatees in Public Guardian/Conservator cases.

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impairments, and will remain in effect until the conservatee can show that he/she is again capable of handling his/her own affairs appropriately.

LPS Conservatorships are established to arrange mental health treatment and placement for people who are gravely disabled and unable to provide for their food, clothing, shelter and treatment needs as a result of a mental disorder. An LPS conservator does have the authority to place a conservatee in a psychiatric treatment facility, and these conservatorships must be renewed on an annual basis.

People who are the subject of a probate of LPS conservatorship are entitled to have an attorney appointed to represent them at County expense if they cannot afford to pay for a private attorney. Since representation in Public Guardian/Conservatorship cases is excluded from the current Public Defender contracts, Plumas County has separately contracted for such services with a local attorney, Robert D. McIlroy, for over 20 years. Mr. McIlroy is willing to continue to provide such services.

However, Mr. McIlroy has noted that the compensation he has previously been paid (\$862.50 per month) to represent conservatees has not be adjusted for approximately ten (10) years. Accordingly, he has asked that the County consider a “modest adjustment” to \$1,150 per month. This will result in an increased cost to the County’s General Fund of \$3,450 per year.

Mr. McIlroy’s fees for this agreement are payable from the Public Defender Budget, a part of the General Fund. In rare situations, where a conservatee has sufficient assets and income, a portion of the legal fees paid to Mr. McIlroy may be recovered by the County from the conservatee’s estate upon court approval.

ACTION:

It is respectfully recommended that your Board approve renewal of Legal Services Agreement with attorney Robert D. McIlroy to provide representation to conservatees and proposed conservatees in probate and L.P.S. proceedings, for the term July 1, 2019, through June 30, 2020, compensation payable in the amount of \$1,150 per month; and authorize Chair to sign on behalf of Plumas County.

END OF MEMORANDUM

[NCC-MARIN1 coco shared\OPINIONS\Memos\BOS Memo re McIlroy Legal Service Agreement 2020-2021.doc]



LEGAL SERVICES AGREEMENT

This Agreement is made between Robert McIlroy, (hereafter referred to as "Attorney") and Plumas County, a political subdivision of the State of California, (hereafter referred to as "County").

WHEREAS, the purpose of this Agreement is to provide court-appointed counsel to conservatees who fall within the provisions of Section 5365 of the Welfare and Institutions Code and sections, 1470, 1471, 1823(b)(6) and section 1826(g) of the Probate Code and also specifically includes appointment for dementia cases and guardianship cases in the same capacity.

NOW, THEREFORE, the parties agree as follows:

1. **TERM.** The term of this Agreement commences July 1, 2020 and shall remain in effect through June 30, 2021, unless terminated earlier pursuant to this Agreement. The County's Board of Supervisors ratifies this Agreement effective July 1, 2020, and authorizes payment for services provided prior to the approval of this Agreement by the Board of Supervisors.
2. **LEGAL SERVICES.** Attorney will provide the following services:
 - A. Attorney shall represent conservatees as appointed by the Court through all trial court proceedings in Welfare and Institutions Code Section 5365 and Probate Code Sections 1470, 1471, 1823(b)(6) and 1826(g) actions up to the appointment of appellate counsel, if applicable. Attorney shall also accept appointment in guardianship and dementia cases in the same capacity.
 - B. Attorney shall appear at all hearings, upon notice by the Public Guardian or County Counsel of such hearings.
 - C. When an L.P.S. or Probate conservatorship is set for a hearing or reappointment, Attorney shall meet with each conservatee living in Plumas County, at least thirty (30) days prior to the court date to explain to the client his/her options and explain the court procedure. Public Guardian or Mental Health staff will assist in providing transportation for in-town and out-of-town clients and meeting space, if requested by Attorney.
 - D. Attorney shall notify Public Guardian and/or Mental Health staff at least two (2) weeks in advance of the hearing as to the conservatee's wishes with regard to his/her court hearing so that staff can arrange transportation and be ready to accompany conservatee to court, if so requested.
 - E. Attorney shall make phone calls or have face-to-face meetings with each

appointed conservatee, at approximately six month intervals to answer any questions, concerns or complaints the conservatee has with the present placement. (It is important that Attorney and conservatees have regular contact so they become familiar with one another and conservatees are aware they have legal representation when hearings occur.)

- F. Attorney shall be available for phone contact from conservatees or staff from Mental Health and Public Guardian as well as family when a new conservatorship is being established, should problems or questions arise in regards to the conservatorship.
3. **INDEPENDENT CONTRACTOR.** Independent Contractor: a) Attorney is an independent contractor and not an agent, officer, or employee of County. The parties mutually understand that this Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association; b) Attorney shall have no claim against County for employee rights or benefits including, but not limited to seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence; and c) Attorney is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.
4. **STATEMENTS AND COMPENSATION.** Attorney shall provide a monthly invoice to the Plumas County Counsel's Office, 520 Main Street, Room 302, Quincy, CA 95971 which shall include a statement as to caseload information and the number of hours spent on each case per month. Attorney's statement shall contain sufficient information and detail to support an application pursuant to Probate Code section 1472 and 2647 for the determination of the ability to pay attorney's fees by the conservatee or the conservatee's estate. Where the conservatee's estate appears sufficient, County will initiate the applications pursuant to Probate Code sections 1472 and 2647 to determine the conservatee's ability to pay Attorney's fees and shall include 1) a request that the County be reimbursed for fees paid to Attorney, and 2) that Attorney be allowed a reasonable fee at his customary rate of \$125.00 per hour, less any amounts paid by County.

Attorney shall be compensated at the rate of One Thousand One Hundred Fifty Dollars (\$1,150) per month. In the case of a contested trial lasting more than two days, commencing on the third day Attorney will be compensated at the hourly rate for conflict appointments in criminal cases. To the extent that work on guardianship and dementia cases exceeds 13.25 hours in any given calendar month, Attorney will be entitled to the same hourly compensation for excess hours worked.

5. **INDEMNIFICATION.** Each party shall indemnify, defend, and hold harmless the other party, their officers, employees, and agents, against any and all liabilities, claims, demands, damages, and costs (including attorney's fees and litigation costs) that arise in any way from the negligent acts, willful acts, or errors or omissions of that party, or that party's employees, subcontractors, or agents. Each party understands and agrees that its duty to defend shall be a separate and independent duty from the duty to indemnify.
6. **INSURANCE.** The Attorney shall be responsible at all times, during the term of this contract, for having professional malpractice insurance in an amount of at least \$100,000 per claim and \$300,000 for all claims made on an annual basis. If County requires higher coverage, County shall reimburse the Attorney for the additional cost. If legal developments in California reduce immunity from malpractice, and malpractice insurance costs for the work covered under this contract increase substantially, the Attorney may notify the CAO to open the contract to discuss an increase in compensation only to cover those cost increases. Contractor is aware of his duty to disclose lack of professional liability insurance under Rules of Professional Conduct, Rule 3-410.
7. **CHOICE OF LAW.** The laws of the State of California shall govern this agreement.
8. **TERMINATION.** Either party may terminate the terms and conditions of this Agreement upon written notice in a timely manner, provided that Attorney will not cease to represent clients until and unless relieved of appointment by the Superior Court.

COUNTY OF PLUMAS, a political subdivision of the State of California

ATTORNEY

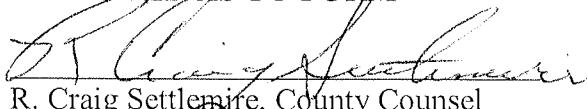
Kevin Goss, Chair,
Board of Supervisors

Robert D. McIlroy, Attorney At Law
P.O. Box 3136
Quincy, CA 95971

Date: _____

Date: _____

APPROVED AS TO FORM



R. Craig Settemire, County Counsel

Date: 7/7/2020

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323

Robert A. Perreault Jr., P.E., Director John Mann, P.E., Asst. Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

for the July 14, 2020 meeting of the Plumas County Board of Supervisors

Date: July 6, 2020

To: Honorable Board of Supervisors

From: *RP*: Robert Perreault, Director of Public Works

Subject: Amendment No. 1 to the Public Works Generator Construction Agreement for Converse Construction, Inc.; discussion and consider authorization

John Mann
Assistant Director

BACKGROUND:

The Public Works Generator Construction Agreement for Converse Construction, Inc. was approved by the Board of Supervisors on March 3, 2020 in the amount of \$62,636. The lead-time for the generator was longer than anticipated at the time of approval. The generator is expected to arrive by the time of this meeting, but that does not leave enough time to complete the installation.

The attached Amendment No. 1 to agreement for construction services, approved as to form by County Counsel, extends the term of the agreement set to expire July 31, 2020, to September 30, 2020.

Public Works budget includes funding line item for installation of emergency backup generator. Amendment No. 1 does not modify the compensation to Converse Construction, Inc.

RECOMMENDATIONS:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute Amendment No. 1 to services agreement with Converse Construction, Inc.

Attachment: Amendment No. 1 to Converse Construction, Inc., Construction Agreement

FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND CONVERSE CONSTRUCTION

This First Amendment to Agreement ("Amendment") is made on July __, 2020, between PLUMAS COUNTY, a political subdivision of the State of California, by and through its Public Works Department ("COUNTY"), and Converse Construction, Inc. ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. PLUMAS COUNTY and CONVERSE CONSTRUCTION INC. have entered into a written Agreement dated March 19, 2020, (the "Agreement"), in which CONVERSE CONSTRUCTION INC. agreed to provide Emergency Backup Power Generator for the Public Works Headquarters Building.
 - b. Because agreement is set to expire July 31, 2020, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. Paragraph 3. is amended to read as follows:

Term. The term of this agreement shall be extended to expire September 30, 2020.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated March 19, 2020, shall remain unchanged and in full force and effect.

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

CONTRACTOR:

Converse Construction, Inc.,
a California corporation

COUNTY:

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

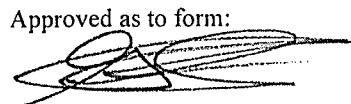
By: _____
Name: Leslie Converse
Title: President
Date signed: _____

By: _____
Name: Kevin Goss
Title: Chair, Board of Supervisors
Date signed: _____

By: _____
Name: Patsy Turner
Title: Secretary
Date signed: _____

ATTEST:
By: _____
Nancy DaForno
Clerk of the Board of Supervisors

By: _____
Name: Robert A. Perreault, Jr.
Title: Director of Public Works
Date signed: _____

Approved as to form:

6/25/20
Gretchen Stuhr
Deputy County Counsel III

PLUMAS COUNTY CLERK-RECORDER

520 Main Street, Room 102, Courthouse
Quincy, CA 95971



Recorder Division (530) 283-6218
Elections Division (530) 283-6256

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

Julie Hagwood
Assistant Clerk-Recorder
juliehagwood@countyofplumas.com

DATE: July 1, 2020

TO: Honorable Board of Supervisor's

FROM: Plumas County Clerk-Recorder-Election Department- Kathy Williams *KW*.

SUBJECT: Contract Renewal-Precision Document Imaging for July 14, 2020 Agenda

Recommendation:

Submitted is the renewal and continuation of the existing 3 year contract with **Precision Document Imaging** for Board Approval not to exceed \$5,000.00

Discussion:

Precision Document Imaging provides the Office of Clerk-Recorder on a twice monthly basis permanent record on film that is stored in a secure off-site facility for preservation of Official and Public Records for archival purposes required by Gov. Code.

(a) "Official record" means the permanent archival record of all instruments, papers, and notices as accepted for recording by a county recorder.

(b) "Public record" means a record that is in an electronic format and is an exact copy of an official record except that any social security number contained in the copied record is truncated. The public record shall have the same legal force and effect as the official record.

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: July 14, 2020

TO: Honorable Board of Supervisors

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

SUBJECT: Appearance Item

Recommendation

1. Approve and authorize Chair to sign Resolution of the Board of Supervisors of the County of Plumas Authorizing Application for, and Receipt of, Permanent Local Housing Allocation Program Funds.
2. Authorize the Director of Behavioral Health to execute the PLHA Program and submit the PLHA Plan and Application to the State Department of Housing and Community Development

BACKGROUND AND DISCUSSION:

The PLHA was established by the State of California through the Building Homes and Jobs Act (SB2) of 2017. The PLHA will be a broad, ongoing affordable housing program funded by fees collected from real estate transaction recordings. The State's preliminary annual revenue estimates for the PLHA fund are \$250 million statewide, but this is subject to fluctuation based upon the activity of the real estate market. The eligible recipients are each County and all incorporated cities and towns, subject to meeting threshold requirements of an HCD-approved Housing Element and being current on the submission of the Housing Element APR. The funds can be accessed through two mechanisms:

- Formula (Non-competitive) annual allocation: These funds will be provided to eligible entities on an annual basis, subject to the submittal of an HCD-approved Five-Year Expenditure Plan and Application. The Year 1 (2020) estimate of funding for the County is **\$121,182**. The five-year estimate for Plumas County (including Year 1) in the PLHA formula allocations, as stated in the NOFA, is **\$727,093**. Annual funding amounts are subject to the amount of revenue collected by the State.

- Competitive allocation: Local jurisdictions that do not receive CDBG entitlement funds (i.e. Funds directly from HUD) can also apply for competitive funds which will be made available via a NOFA process on an annual basis. Priority points will be given to jurisdictions proposing to use competitive funds for assistance to those experiencing homelessness and that have an unincorporated population of less than 200,000. Competitive funds will be awarded to specific projects and are not subject to being combined and pooled by various jurisdictions.

For 2020, the State issued the Formula allocation NOFA in late February, with A Five Year Plan and Funding Application due no later than July 27, 2020. There will be another opportunity to submit the required Plan and Application next year, likely in the spring/summer. The competitive NOFA is tentatively scheduled to be released in August, with applications due in October. After that, there will be an annual NOFA funding opportunity.

PLHA funds are designed to be flexible in order to address each jurisdiction's greatest housing needs, especially for households who earn 60% of Area Median Income or less, and to support the jurisdiction's progress on meeting its RHNA goals.

Eligible uses of the formula funds are:

1. Predevelopment, development, acquisition, rehabilitation and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low, very-low, low- and moderate-income households, including necessary operating subsidies. Accessory Dwelling Units (ADUs) are eligible for assistance, as long as they are available for occupancy for a term of no less than 30 days.
2. Affordable rental and ownership housing that meets the needs of a growing workforce earning up to 120% of Area Median Income or 150% of AMI in high-cost areas.
3. Matching portions of funds placed into local or regional housing trust funds.
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset fund pursuant to subdivision(d) of the Section 34176 of the Health and Safety Code.
5. Capitalized reserves for services connected to the creation of new permanent supportive housing, including, but not limited to, developments funded through the Veterans Housing and Homelessness Prevention Bond Act of 2014.
6. Assisting persons who are experiencing or at risk of homelessness, including providing rapid rehousing, rental assistance, navigation centers, emergency shelters, and new construction, rehabilitation and preservation of permanent and transitional housing. This activity may include using PLHA funds for continued assistance to households assisted with California Emergency Solutions and Housing (CESH) Program funds.
7. Accessibility modifications.
8. Efforts to acquire and rehabilitate foreclosed or vacant homes.
9. Homeownership opportunities, including down payment assistance.
10. Fiscal incentives or matching funds to local agencies that approve new housing for extremely low, very-low, low- and moderate-income households.

Eligible uses of the competitive funds are:

1. Development of new multifamily rental housing that is affordable to households at or below 60% AMI or substantial rehabilitation of multifamily rental housing that will be affordable to households at or below 60% of AMI, but which is not currently restricted as affordable housing; or
2. Assistance to persons who are experiencing or at risk of homelessness, including, but not limited to, through rapid rehousing, or rental assistance, supportive services and case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers, or new construction, rehabilitation, or preservation of permanent or transitional rental housing.

In order to apply for competitive funding, the local jurisdiction must have a project which can demonstrate readiness as evidenced by site control, planning entitlements, environmental review and commitment of other funding. Applications for competitive funding are to be completed and submitted jointly by the jurisdiction and the development sponsor.

Discussion:

County staff enlisted Housing Tools, a housing and community development consulting firm, to assist with the preparation of the PLHA application. Housing Tools conducted an analysis of the common goals of the Plumas County 2019-2024 Housing Element, Plumas & Sierra Counties Plan to Address Homelessness, and the Plumas County Continuum of Care 2019-2024 Strategic Plan, as well as key data regarding households earning 60% AMI or less.

After reviewing the analysis and discussing the feasibility of projects, County Behavioral Health and Planning staff agreed that utilizing the PLHA formula funds during this first cycle for three activities would most appropriately address the needs of those with incomes of 60% AMI or less.

Based on the eligible uses of PLHA formula funds, the activities proposed include:

- A. Predevelopment costs associated with the County's No Place Like Home (NPLH) project that will have both affordable and permanent supportive housing units (eligible formula fund uses #1);
- B. Assisting persons who are experiencing or at risk of homelessness by providing Transitional Housing rental assistance (eligible formula fund uses #6); and
- C. Capitalized reserves for services connected to the creation of new permanent supportive housing (eligible formula fund uses #5).

While the Plan does not need to identify specific housing projects, it must identify the planned number of units to be constructed and the income targeting for those units. Housing Tools' staff have discussed proposed projects in Quincy and the City of Portola with County staff and have completed the Plan based upon this data. The use of this data to complete the Plan is not, however, a formal commitment of funds to these projects. PLHA formula funding commitments will be made via a separate process that is managed by the County as the

administrator of the PLHA funds.

First Activity, 100% of Year 1 Funds: The County's NPLH new construction housing project is anticipated to have 60 units, of which 15 would be permanent supportive housing studio units for homeless individuals with a serious mental illness earning 20% AMI or less. The remaining 45 affordable units include six units for those earning 30% AMI, evenly split between one-bedroom, two-bedroom, and three-bedroom units, and 38 units for those earning 60% AMI, with 12 one-bedroom units, 13 two-bedroom units, and 13 three-bedroom units.

Second Activity, 33% of Years 2-5 Funds: The County has established relationships with two transitional housing providers, Environmental Alternatives and Plumas Rural Services. Funds are anticipated to be used to work with either or both organizations to provide transitional housing rental assistance to additional people identified in need of such housing.

Third Activity, 67% of Years 2-5 Funds: The Funds will be deposited in a reserve to be used for Supportive Services costs associated with the NPLH new permanent supportive housing project. Over a period of up to 20 years, the reserve funds will be drawn out of the account when needed for Supportive Services costs.

The County's consultant, Housing Tools, has completed the Plan and Application forms and accompanying materials. Approval of the resolution will allow the County to be allocated its PLHA formula funding. It is proposed that County Behavioral Health staff will be assigned to the duties entailed in administering the PLHA formula funds and/or the County may choose to contract out some of the duties to a consultant, if appropriate.

Attachments:

1. Resolution 2020- ____ A Resolution of the Board of Supervisors of the County of Plumas Authorizing Application for, and Receipt of, Permanent Local Housing Allocation Program Funds

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.

RESOLUTION NO. 2020-_____

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS
AUTHORIZING APPLICATION FOR, AND RECEIPT OF,
PERMANENT LOCAL HOUSING ALLOCATION PROGRAM FUNDS**

The **supervisors** of the **County of Plumas** ("Applicant") hereby consent to, adopt and ratify the following resolution:

- A. **WHEREAS**, the State of California (the "State"), Department of Housing and Community Development ("Department") is authorized to provide up to \$195 million under the SB 2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)); and
- B. **WHEREAS**, the State Department issued a Notice of Funding Availability ("NOFA") dated 02/26/2020 under the Permanent Local Housing Allocation (PLHA) Program; and
- C. **WHEREAS**, Applicant is an eligible Local government applying for the program to administer one or more eligible activities, or a Local or Regional Housing Trust Fund to whom an eligible Local government delegated its PLHA formula allocation; and
- D. **WHEREAS**, the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement and other contracts between the Department and PLHA grant recipients.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS THAT:

1. If Applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.
2. Applicant is hereby authorized and directed to receive a PLHA grant, in an amount not to exceed the five-year estimate of the PLHA formula allocations, as stated in Appendix C of the current NOFA, of **\$727,093**, in accordance with all applicable rules and laws.
3. Applicant hereby agrees to use the PLHA funds for eligible activities as approved by the Department and in accordance with all Program requirements, Guidelines, other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.
4. Pursuant to Applicant's certification in this resolution, the PLHA funds will be expended only for eligible Activities and consistent with all program requirements.
5. Applicant certifies that, if funds are used for the acquisition, construction or rehabilitation of for-sale housing projects or units within for-sale housing projects, the grantee shall record a deed restriction against the property that will ensure compliance with one of the requirements stated in Guidelines Section 302(c)(6)(A),(B) and (C).
6. Applicant certifies that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project, and such loan shall be evidenced through a Promissory Note secured by a Deed of Trust and a Regulatory Agreement shall restrict occupancy and rents in accordance with a Local government-approved underwriting of the Project for a term of at least 55 years.

7. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB 2 Guidelines published by the Department.
8. **Tony Hobson, Ph.D., Behavioral Health Director** is authorized to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the PLHA grant awarded to Applicant, as the Department may deem appropriate.

The foregoing Resolution was duly PASSED AND ADOPTED by the Board of Supervisors of the County of Plumas, State of California, at a meeting held on the 14th day of JULY, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Said resolution to be effective as of the 14th day of July, 2020.

Signature of Approving Officer

Kevin Goss, Chair
Board of Supervisors

CERTIFICATE OF THE ATTESTING OFFICER

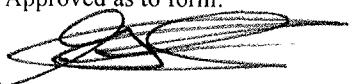
The undersigned, Officer of said Board of Supervisors does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the **Board of Supervisors of the County of Plumas** which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST: _____

Signature of Attesting Officer

Nancy DaForno, Clerk of said Board of Supervisors

Approved as to form:



7/6/20

Gretchen Stuhr

Deputy County Counsel III

JE

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com



DATE: July 6, 2020

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
July 14, 2020

**RE: APPROVE RESOLUTION ADOPTING THE JOB
CLASSIFICATION PLAN'S PAY SCHEDULE**

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution for the job classification plan for wage ranges updated due to COLAs specified in the MOUs for the following bargaining units:

- Confidential Unit,
- Operating Engineers Local #3 bargaining units (General, Mid-Management & Supervisor),
- Probation & Mid-Management,
- Sheriff's Employee Associations.

These COLAs are effective the pay period that includes July 1, 2020. This request is for base wage adjustments for all job classifications in these bargaining units.

BACKGROUND AND DISCUSSIONS

The job classification plan is updated to reflect the new base wages.

Thank you for your consideration in this matter.

Attachments:

Exhibit A: New Job Classification Plan & Pay Schedule

Exhibit B: CalPERS Circular Letter No.: 200-050-12 including CCR 570.5

**RESOLUTION TO ADOPT PLUMAS COUNTY JOB
CLASSIFICATION'S PAY SCHEDULE**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan and Pay Schedules covering all positions in Plumas County; and

WHEREAS, during the Fiscal Year 2020/2021 needs may arise to amend the Job Classification Plan; and

WHEREAS, this is necessary in the daily operational needs of the Plumas County and according to CCR 570.5; and

WHEREAS, this request is due to the Board approved Memorandum of Understandings (MOUs) approving updated pay schedules due to COLAs specified in the MOUs for the following bargaining units:

- Confidential Unit,
- Operating Engineers Local #3 bargaining Units (General, Mid-Management & Supervisor),
- Probation & Probation Mid-Management,
- Sheriff's Department Unit and Sheriff's Mid-Management Unit.

These COLAs became effective the pay period that includes July 1, 2020; and

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

Approve the Job Classification Plan's updated Pay Schedules for Plumas County.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 14 day of July 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

Exhibit A

Job Descriptions

County of Plumas Salary Schedule for Fiscal Year 2019-2020

Effective as of 06/02/2020 per Board of Supervisors Resolution No. 2020-8484

Revised and adopted by the Board as of 06/16/2020 per Resolution No. 2020-8493

A | B | C | D | E | F | G | H | I | J | L | M | N | O | P | Q | R | S | T | U | V | W |

Classifications	Range	Unit	Monthly Salary
4-H Representative (PDF)	1714	GEN	\$2,970-\$3,614

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A

Classifications	Range	Unit	Monthly Salary
Accountant (PDF)	1929	CONF	\$3,343-\$4,068
Accountant (PDF)	1803	GEN	\$3,125-\$3,802
Accountant Auditor I (PDF)	2181	CONF	\$3,780-\$4,596
Accountant Auditor II (PDF)	2403	CONF	\$4,165-\$5,064
Accounting Technician (PDF)	1722	GEN	\$2,984-\$3,631
Administrative Assistant I (PDF)	1382	GEN	\$2,495-\$2,917

[Select Language](#) ▼

<u>Administrative Assistant I- Probation (PDF)</u>	1360	PROB	\$2,357-\$2,866
<u>Administrative Assistant II (PDF)</u>	1524	GEN	\$2,641-\$3,217
<u>Administrative Assistant II- Probation (PDF)</u>	1499	PROB	\$2,598-\$3,159
<u>Agricultural and Standards Inspector I (PDF)</u>	1907	GEN	\$3,305-\$4,023
<u>Agricultural and Standards Inspector II (PDF)</u>	2102	GEN	\$3,643-\$4,432
<u>Agricultural and Standards Inspector III (PDF)</u>	2318	GEN	\$4,017-\$4,886
<u>Agricultural and Standards Technician (PDF)</u>	1561	GEN	\$2,705-\$3,293
<u>Agricultural Commissioner - Sealer of Weights and Measures (PDF)</u>	FLAT	DEPT H	\$6,200-\$7,300
<u>Alcohol and Drug Administrator (PDF)</u>	FLAT	DEPT H	\$6,250-\$7,500
<u>Alcohol and Drug Prevention Coordinator (PDF)</u>	1816	GEN	\$3,147-\$3,830
<u>Alcohol and Drug Program Chief (PDF)</u>	2958	MID MG	\$5,127-\$6,236
<u>Alcohol and Drug Programs Clinician - Supervisor (PDF)</u>	2958	MID MG	\$5,127-\$6,236
Alcohol and Drug Therapist I *	2208	GEN	\$3,827-\$4,654
Alcohol and Drug Therapist II *	2434	GEN	\$4,218-\$5,130
<u>Alternative Sentencing Coordinator (PDF)</u>	1900	GEN	\$3,293-\$4,004
<u>Alternative Sentencing Manager (PDF)</u>	2552	MID MG	\$4,423-\$5,378
<u>Animal Control Officer I (PDF)</u>	1417	GEN	\$2,456-\$2,990
<u>Animal Control Officer II (PDF)</u>	1561	GEN	\$2,705-\$3,293
<u>Animal Control Supervisor (PDF)</u>	1772	MID MG	\$3,071-\$3,737

<u>Animal Shelter Attendant</u> (PDF)	1300	GEN	\$2,253-\$2,742
<u>Appraiser Assistant</u> (PDF)	1722	GEN	\$2,984-\$3,631
<u>Appraiser I</u> (PDF)	1816	GEN	\$3,147-\$3,830
<u>Appraiser II</u> (PDF)	2003	GEN	\$3,471-\$4,225
<u>Appraiser III</u> (PDF)	2208	GEN	\$3,827-\$4,654
Assessor	FLAT	ELECT	\$6,232
<u>Assessor's Officer Manager</u> (PDF)	2102	MID MG	\$3,643-\$4,432
<u>Assistant Auditor - Controller</u> (PDF)	2780	CONF	\$4,818-\$5,860
<u>Assistant Building Official</u> (PDF)	2958	MID MG	\$5,127-\$6,236
<u>Assistant Civil Engineer</u> (PDF)	2318	GEN	\$4,017-\$4,886
<u>Assistant Cook</u> (PDF)	1300	GEN	\$2,253-\$2,742
<u>Assistant County Assessor</u> (PDF)	2683	MID MG	\$4,650-\$5,655
<u>Assistant County Clerk - Recorder</u> (PDF)	2650	MID MG	\$4,593-\$5,584
<u>Assistant County Counsel</u> (PDF)	FLAT	CONTRACT	\$7,574
<u>Assistant Director of Child Support Services</u> (PDF)	2318	MID MG	\$4,017-\$4,886
<u>Assistant Director of Emergency Services</u> (PDF)	2273	SMU	\$3,939-\$4,792
<u>Assistant Director of Public Health</u> (PDF)	3775	MID MG	\$6,543-\$7,957
<u>Assistant Director of Public Works</u> (PDF)	3105	MID MG	\$5,382-\$6,546
<u>Assistant District Attorney</u> (PDF)	4450	MID MG	\$7,713-\$9,379
<u>Assistant Museum Director</u> (PDF)	1600	GEN	\$2,773-\$3,373
<u>Assistant Planner</u> (PDF)	1907	GEN	\$3,305-\$4,023
<u>Assistant Planning Director</u> (PDF)	2958	MID MG	\$5,127-\$6,236
<u>Assistant Program Manager</u> (PDF)	1487	SDU	\$2,577-\$3,139

<u>Assistant Risk Manager/Occupational Safety & Health Specialist</u>	2601	CONF	\$4,508-\$5,482
<u>(PDF)</u>			
<u>Assistant Treasurer - Tax Collector</u>	2683	MID MG	\$4,650-\$5,655
<u>(PDF)</u>			
<u>Associate Engineer</u>	2555	GEN	\$4,428-\$5,385
<u>(PDF)</u>			
<u>Associate Engineer / Assistant Transportation Planner</u>	2555	GEN	\$4,428-\$5,385
<u>(PDF)</u>			
<u>Associate Planner</u>	2318	GEN	\$4,017-\$4,886
<u>(PDF)</u>			
<u>Auditor Accounting Technician</u>	1316	GEN	\$2,281-\$2,776
<u>(PDF)</u>			
<u>Auditor Accounting Clerk I</u>	1423	GEN	\$2,466-\$3,002
<u>(PDF)</u>			
<u>Auditor Accounting Clerk II</u>	1571	GEN	\$2,723-\$3,312
<u>(PDF)</u>			
<u>Auditor - Appraiser I</u>	1722	GEN	\$2,984-\$3,631
<u>(PDF)</u>			
<u>Auditor - Appraiser II</u>	1862	GEN	\$3,227-\$3,926
<u>(PDF)</u>			
<u>Auditor - Appraiser III</u>	2053	GEN	\$3,558-\$4,328
<u>(PDF)</u>			
<u>Auditor - Controller</u>	FLAT	ELECT	\$6,434

* For job description,
please contact the [Human Resources Department](#)

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B

Classifications	Range	Unit	Monthly Salary
<u>Behavioral Health Administrative Assistant I/II</u>	1382/1524	GEN	\$2,395-\$2,917
<u>(PDF)</u>			\$2,641-\$3,217
<u>Behavioral Health Administrative Services Officer</u>	3329	MID-MG	\$5,770-\$7,016
<u>(PDF)</u>			
<u>Behavioral Health Alcohol & Other Drugs Program Administrator</u>	3641	MID-MG	\$6,311-\$7,675
<u>(PDF)</u>			
<u>Behavioral Health Case</u>	2029	GEN	\$6,516-\$8,270
<u>(PDF)</u>			

<u>Management Specialist I</u>			
<u>(PDF)</u>			
<u>Behavioral Health Case Management Specialist II</u>	2237	GEN	\$3,877-\$4,716
<u>(PDF)</u>			
<u>Behavioral Health Case Management Specialist-Senior</u>	2445	GEN	\$4,238-\$5,154
<u>(PDF)</u>			
<u>Behavioral Health Clinical Records Specialist</u>	1769	GEN	\$3,066-\$3,730
<u>(PDF)</u>			
<u>Behavioral Health Continuing Care Coordinator</u>	3329	MID-MG	\$5,770-\$7,016
<u>(PDF)</u>			
<u>Behavioral Health Director</u>	FLAT	DEPT H	\$8,833-\$11,250
<u>(PDF)</u>			
<u>Behavioral Health Deputy Director</u>	FLAT	CONTRACT	\$7,800
<u>(PDF)</u>			
<u>Behavioral Health Quality Assurance Coordinator</u>	2705	GEN	\$4,688-\$5,704
<u>(PDF)</u>			
<u>Behavioral Health Quality Improvement/Compliance Manager</u>	3641	MID-MG	\$6,311-\$7,675
<u>(PDF)</u>			
<u>Behavioral Health Site Coordinator</u>	1878	GEN	\$3,255-\$3,958
<u>(PDF)</u>			
<u>Behavioral Health Supervisor Site Coordinator</u>	2318	GEN	\$4,017-\$4,886
<u>(PDF)</u>			
<u>Behavioral Health Support Services Coordinator</u>	1680	GEN	\$2,912-\$3,542
<u>(PDF)</u>			
<u>Behavioral Health Support Services Tech I/II</u>	1487/1592	GEN	\$2,577-\$3,139
<u>(PDF)</u>			\$2,759-\$3,357
<u>Behavioral Health Systems Analyst</u>	2601	GEN	\$4,508-\$5,484
<u>(PDF)</u>			
<u>Behavioral Health Therapist I</u>	2530	GEN	\$4,385-\$5,333
<u>(PDF)</u>			
<u>Behavioral Health Therapist II</u>	2788	GEN	\$4,832-\$5,877
<u>(PDF)</u>			
<u>Behavioral Health Therapist-Senior</u>	3079	GEN	\$5,336-\$6,489
<u>(PDF)</u>			
<u>Behavioral Health Unit</u>	3329	MID-MG	\$5,770-\$7,016
			<u>Select Language</u>

[Supervisor \(PDF\)](#)

<u>Behavioral Health Unit Supervisor-Nursing (PDF)</u>	3329	MID-MG	\$5,770-\$7,016
<u>Benefit Assistance Counselor I (PDF)</u>	1381	GEN	\$2,393-\$2,915
<u>Benefit Assistance Counselor II (PDF)</u>	1523	GEN	\$2,639-\$3,211
<u>Benefit Assistance Counselor III (PDF)</u>	1679	GEN	\$2,910-\$3,541
<u>Benefit Assistance Supervisor (PDF)</u>	1907	GEN	\$3,305-\$4,023
Board of Supervisors (CPI 2019)	FLAT	ELECT	\$4,351
Board of Supervisors without PERS (CPI 2019)	FLAT	ELECT	\$4,654
Board of Supervisors (CPI 2018)	FLAT	ELECT	\$4,210
Board of Supervisors (CPI 2014)	FLAT	ELECT	\$3,827
<u>Branch Library Assistant I (PDF)</u>	1300	GEN	\$2,253-\$2,742
<u>Branch Library Assistant II (PDF)</u>	1433	GEN	\$2,483-\$3,024
Building Director	FLAT	DEPT H	\$7,500
<u>Building and Grounds Maintenance Supervisor I (PDF)</u>	1721	MID MG	\$2,983-\$3,629
<u>Building and Grounds Maintenance Supervisor II (PDF)</u>	1863	MID MG	\$3,229-\$3,927
<u>Building and Grounds Maintenance Technician (PDF)</u>	1772	GEN	\$3,071-\$3,737
<u>Building and Grounds Maintenance Worker I (PDF)</u>	1348	GEN	\$2,336-\$2,844
<u>Building and Grounds Maintenance Worker II (PDF)</u>	1487	GEN	\$2,577-\$3,139
<u>Building and Grounds Maintenance Worker III (PDF)</u>	1639	GEN	\$2,840-\$3,456

[Select Language](#) ▼

Building Inspector I (PDF)	1955	GEN	\$3,388-\$4,121
Building Inspector II (PDF)	2263	GEN	\$3,922-\$4,771
Building Plancheck Inspector (PDF)	2433	GEN	\$4,217-\$5,128
Building Official (PDF)	3260	MID MG	\$5,650-\$6,870
Building Plans Examiner I (PDF)	2318	GEN	\$4,017-\$4,886
Building Plans Examiner II (PDF)	2555	GEN	\$4,428-\$5,385

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C

Classifications	Range	Unit	Monthly Salary
Cadastral Drafting Specialist (PDF)	2208	GEN	\$3,827-\$4,654
Chief Appraiser (PDF)	2555	MID MG	\$4,428-\$5,385
Chief Code Enforcement Officer (PDF)	2845	MID MG	\$4,931-\$5,997
Chief Deputy Auditor	2651	CONF	\$4,595-\$5,588
Chief Deputy Public Guardian - Conservator (PDF)	2445	MID MG	\$4,238-\$5,154
Chief Probation Officer (PDF)	FLAT	DEPT H	\$7,352-\$8,744
Child Support Accounting Specialist (PDF)	1907	GEN	\$3,305-\$4,023
Child Support Assistant (PDF)	1316	GEN	\$2,281-\$2,776
Child Support Specialist I (PDF)	1382	GEN	\$2,395-\$2,917
Child Support Specialist II (PDF)	1524	GEN	\$2,641-\$3,217
Child Support Specialist III (PDF)	1680	GEN	\$2,912-\$3,542
Clerk of the Board (PDF)	FLAT	CONTR	\$4,583
Code Enforcement Officer (PDF)	2456	GEN	\$4,257-\$5,177
Collections Officer I (PDF)	1907	GEN	\$3,305-\$4,023
Collections Officer II (PDF)	2102	GEN	\$3,643-\$4,132

<u>Communications Supervisor (PDF)</u>	2189	SMU	\$3,794-\$4,614
<u>Community Care Case Manager (PDF)</u>	1764	MID MG	\$3,057-\$3,721
<u>Community Care House Attendant I (PDF)</u>	1300	GEN	\$2,253-\$2,742
<u>Community Care House Attendant II (PDF)</u>	1365	GEN	\$2,366-\$2,880
<u>Community Care House Manager (PDF)</u>	1682	MID MG	\$2,915-\$3,548
<u>Community Outreach Coordinator (PDF)</u>	1816	GEN	\$3,147-\$3,830
<u>Continuing Care Coordinator (PDF)</u>	2816	MID MG	\$4,881-\$5,936
<u>Correctional Sergeant (PDF)</u>	2175	SDU	\$3,770-\$4,584
<u>Correctional Officer I (PDF)</u>	1780	SDU	\$3,085-\$3,754
<u>Correctional Officer II (PDF)</u>	1961	SDU	\$3,399-\$4,135
<u>County Administrator (PDF)</u>	FLAT	DEPT H	\$7,500-\$10,000
County Clerk - Recorder **	FLAT	ELECT	\$6,232
<u>County Counsel (PDF)</u>	FLAT	DEPT H	\$10,000-\$14,000
<u>County Fair Office Supervisor (PDF)</u>	1680	GEN	\$2,912-\$3,542
<u>County Fair Manager (PDF)</u>	FLAT	DEPT H	\$5,443
<u>County Fair Promotion Coordinator (PDF)</u>	1680	GEN	\$2,912-\$3,542
<u>County Librarian (PDF)</u>	FLAT	DEPT H	\$5,409
<u>Crime Analyst (PDF)</u>	1674	SDU	\$2,901-\$3,529
<u>Custodian (PDF)</u>	1300	GEN	\$2,253-\$2,742

** Salary is without
stipend.

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D

[Select Language](#) ▼

Classifications	Range	Unit	Monthly Salary
<u>Department Fiscal Officer I (PDF)</u>	2102	MID MG	\$3,643-\$4,432
<u>Department Fiscal Officer I-Probation (PDF)</u>	2071	PROB MID-MG	\$3,589-\$4,366
<u>Department Fiscal Officer II (PDF)</u>	2318	MID MG	\$4,017-\$4,886
<u>Department Fiscal Officer II-Probation (PDF)</u>	2282	PROB MID-MG	\$3,955-\$4,811
<u>Deputy Child Support Attorney I (PDF)</u>	2616	GEN	\$4,534-\$5,515
<u>Deputy Child Support Attorney II (PDF)</u>	2887	GEN	\$5,004-\$6,087
<u>Deputy Clerk - Recorder I (PDF)</u>	1500	GEN	\$2,600-\$3,165
<u>Deputy Clerk - Recorder II (PDF)</u>	1650	GEN	\$2,860-\$3,482
<u>Deputy County Counsel I (PDF)</u>	3197	CONF	\$5,541-\$6,737
<u>Deputy County Counsel II (PDF)</u>	3359	CONF	\$5,822-\$7,078
<u>Deputy County Counsel III (PDF)</u>	3889	CONF	\$6,740-\$8,198
<u>Deputy Director of Public Works (PDF)</u>	2816	MID MG	\$4,881-\$5,936
<u>Deputy Director / Social Services Program Manager (PDF)</u>	3402	MID MG	\$5,896-\$7,170
<u>Deputy District Attorney I (PDF)</u>	3161	GEN	\$5,479-\$6,664
<u>Deputy District Attorney II (PDF)</u>	3319	GEN	\$5,752-\$6,995
<u>Deputy District Attorney III (PDF)</u>	3843	GEN	\$6,661-\$8,099
<u>Deputy Probation Officer I (PDF)</u>	1780	PROB	\$3,085-\$3,754
<u>Deputy Probation Officer II (PDF)</u>	1926	PROB	\$3,338-\$4,062
<u>Deputy Probation Officer III (PDF)</u>	2123	PROB	\$3,679-\$4,477
<u>Deputy Public Guardian - Select Language</u>	1316	GEN	\$3,281-\$3,776

Conservator I (PDF)Deputy Public Guardian - 1450 GEN \$2,513-\$3,057Conservator II (PDE)Deputy Sheriff I (PDF) 2018 SDU \$3,497-\$4,253Deputy Sheriff II (PDF) 2223 SDU \$3,853-\$4,686Deputy Sheriff II
(Intermediate) 2290 SDU \$3,969-\$4,829Deputy Sheriff II
(Advanced) 2340 SDU \$4,056-\$4,931Deputy Sheriff
II/Communications
Equipment Coordinator
(PDE) 2757 SDU \$4,778-\$5,810Detention Coordinator
(PDF) 1881 PROB \$3,260-\$3,965Director of Building
Services (PDF) FLAT DEPT H \$7,501Director of Child Support
Services (PDF) FLAT DEPT H \$5,976Director of Facility
Services (PDF) FLAT DEPT H \$6,832Director of Information
Technology (PDF) 3464 DEPT H \$6,004-\$7,298Director of Nursing-Public
Health (PDF) 3954 MID MG \$6,853-\$8,332Director of Public Health
(PDF) FLAT DEPT H \$8,904Director of Public Works **
(PDF) FLAT DEPT H \$9,041Director of Senior Services 2155 MID MG \$3,735-\$4,543
(PDF)

District Attorney FLAT ELECT \$8,394

District Attorney
Administrator - Assistant
Public Administrator (PDF) 2102 GEN \$3,643-\$4,432District Attorney
Investigator (PDF) 2264 GEN \$3,924-\$4,773District Attorney
Investigative Assistant
(PDF) 1958 GEN \$3,393-\$4,127District Attorney 2444 GEN \$4,886-\$5,153~~\$4,886-\$5,153~~

[Investigations Specialist](#)
[\(PDF\)](#)

Division Director of 3423 MID MG \$5,933-\$7,215
 Environmental Health
[\(PDF\)](#)

[Division Director Veterans](#) 2318 MID MG \$4,017-\$4,886
[Services Officer \(PDF\)](#)

[Drinking Driver Program](#) 1816 GEN \$3,147-\$3,830
[Coordinator \(PDF\)](#)

[Driver I \(PDF\)](#) 1348 GEN \$2,336-\$2,844

[Driver II \(PDF\)](#) 1417 GEN \$2,456-\$2,990

[Driver III \(PDF\)](#) 1487 GEN \$2,577-\$3,139

** Salary is without
 stipend.

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E

Classifications	Range	Unit	Monthly Salary
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[Elections Coordinator](#) 2396 GEN \$4,153-\$5,054
[\(PDF\)](#)

[Elections Services](#) 1500 GEN \$2,600-\$3,165
[Assistant I \(PDF\)](#)

[Elections Services](#) 1650 GEN \$2,860-\$3,482
[Assistant II \(PDF\)](#)

[Elections Specialist \(PDF\)](#) 1600 GEN \$2,773-\$3,373

[Eligibility Specialist I \(PDF\)](#) 1467 GEN \$2,542-\$3,094

[Eligibility Specialist II](#) 1613 GEN \$2,795-\$3,400
[\(PDF\)](#)

[Eligibility Specialist III](#) 1799 GEN \$3,118-\$3,794
[\(PDF\)](#)

[Eligibility Supervisor \(PDF\)](#) 2102 MID MG \$3,643-\$4,432

Emergency Management 3200 DEPT H \$5,546-\$8,612
 and Environmental Health
 Director

Emergency Services 2498 DEPT H Part Time
 Director ***

[Employment and Training](#) 2611 MID MG \$4,525-\$5,505
[Supervisor \(PDF\)](#)

[Employment and Training](#) 1758 GEN \$3,947-\$6,705e ▼

Worker I (PDF)

Employment and Training 1937 GEN \$3,357-\$4,083
Worker II (PDF)

Employment and Training 2135 GEN \$3,700-\$4,501
Worker III (PDF)

Engineering Aide (PDF) 1300 GEN \$2,253-\$2,742

Engineering Technician I (PDF) 1765 GEN \$3,059-\$3,723

Engineering Technician II (PDF) 1907 GEN \$3,305-\$4,023

Environmental Health Aide (PDF) 1680 GEN \$2,912-\$3,542

Environmental Health Director (PDF) 3269 Dept H \$5,666-\$8,800

Environmental Health Specialist I (PDF) 2361 GEN \$4,092-\$4,978

Environmental Health Specialist II (PDF) 2605 GEN \$4,515-\$5,491

Environmental Health Specialist III (PDF) 2866 GEN \$4,967-\$6,042

Environmental Health Technician I (PDF) 1680 GEN \$2,912-\$3,542

Environmental Health Technician II (PDF) 1816 GEN \$3,147-\$3,830

Equipment Maintenance Supervisor (PDF) 2318 MID MG \$4,017-\$4,886

Equipment Service Worker (PDF) 1450 C and T \$2,513-\$3,058

Executive Assistant (PDF) 1774 CONF \$3,074-\$3,740

Executive Assistant - Planning (PDF) 1600 GEN \$2,773-\$3,373

*** Position is part time.

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F

Classifications	Range	Unit	Monthly Salary
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<u>Fair Fiscal Coordinator I (PDF)</u>	2102	GEN	\$3,643-\$4,432
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<u>Fair Fiscal Coordinator II</u>	2318	GEN	\$4,017-\$4,886
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(PDF)

[Family Violence Officer](#) 1817 GEN \$3,149-\$3,832
(PDF)

[Field Services Assistant](#) 1524 GEN \$2,641-\$3,217
(PDF)

[Fiscal Support Coordinator](#) 1841 MID MG \$3,191-\$3,882
(PDF)

Fiscal Support Coordinator 1817 CONF \$3,149-\$3,832

[Fiscal and Technical Services Assistant I](#) (PDF) 1300 GEN \$2,253-\$2,742

[Fiscal and Technical Services Assistant II](#) (PDF) 1381 GEN \$2,393-\$2,915

[Fiscal and Technical Services Assistant III](#) (PDF) 1523 GEN \$2,639-\$3,211

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G

Classifications	Range	Unit	Monthly Salary
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<u>Geographic Information System Planner I</u> (PDF)	2155	GEN	\$3,735-\$4,543
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<u>Geographic Information System Planner II</u> (PDF)	2318	GEN	\$4,017-\$4,886
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<u>Geographic Information System Coordinator</u> (PDF)	2683	MID MG	\$4,650-\$5,655
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<u>Grant Compliance Assistant</u> (PDF)	1450	GEN	\$2,513-\$3,057
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<u>Grant Compliance Officer</u> (PDF)	1816	MID MG	\$3,147-\$3,830
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<u>Green Waste Attendant</u> (PDF)	1348	GEN	\$2,336-\$2,844
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H

Classifications	Range	Unit	Monthly Salary
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<u>Hazardous Materials Specialist I</u> (PDF)	2361	GEN	\$4,092-\$4,978
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<u>Hazardous Materials Specialist II</u> (PDF)	2605	GEN	\$4,515-\$5,491
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<u>Hazardous Materials Specialist III (PDF)</u>	2866	GEN	\$4,967-\$6,042
<u>Head Cook (PDF)</u>	1365	GEN	\$2,366-\$2,880
<u>Health Aide I (PDF)</u>	1300	GEN	\$2,253-\$2,742
<u>Health Aide II (PDF)</u>	1365	GEN	\$2,366-\$2,880
<u>Health Education Coordinator I (PDF)</u>	2318	GEN	\$4,017-\$4,886
<u>Health Education Coordinator II (PDF)</u>	2555	MID MG	\$4,428-\$5,385
<u>Health Education Specialist (PDF)</u>	2102	GEN	\$3,643-\$4,432
<u>HIV Specialty Clinic Therapist (PDF)</u>	2434	GEN	\$4,218-\$5,130
<u>Human Resources Analyst I (PDF)</u>	2180	CONF	\$3,778-\$4,595
<u>Human Resources Analyst II (PDF)</u>	2403	CONF	\$4,165-\$5,064
<u>Human Resources Director (PDF)</u>	FLAT	DEPT H	\$6,048-\$7,754
<u>Human Resources Payroll Specialist I (PDF)</u>	2103	CONF	\$3,645-\$4,435
<u>Human Resources Payroll Specialist II (PDF)</u>	2319	CONF	\$4,019-\$4,889
<u>Human Resources Technician I (PDF)</u>	1689	CONF	\$2,927-\$3,560
<u>Human Resources Technician II (PDF)</u>	1863	CONF	\$3,229-\$3,926
<u>Human Resources Technician III (PDF)</u>	1976	CONF	\$3,425-\$4,165

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I

Classifications	Range	Unit	Monthly Salary
<u>Information Systems Technician (PDF)</u>	2170	GEN	\$3,761-\$4,574

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J

Classifications	Range	Unit	Monthly Salary	Select Language
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Jail Commander (PDF)	3134	SMU	\$5,432-\$6,605
Junior Engineer (PDF)	2102	GEN	\$3,643-\$4,432
(Return to top)			

L

Classifications	Range	Unit	Monthly Salary
Law Librarian (PDF)	1449	GEN	\$2,511-\$3,055
Lead Community Care House Attendant (PDF)	1452	GEN	\$2,516-\$3,064
Lead Deputy Clerk - Recorder (PDF)	2061	GEN	\$3,572-\$4,348
Lead Fiscal and Technical Services Assistant (PDF)	1611	CONF	\$2,792-\$3,397
Lead Power Equipment Mechanic (PDF)	2004	C and T	\$3,474-\$4,228
Lead Residential Care Facility Attendant-Sierra House (PDF)	1873	GEN	\$3,246-\$3,950
Legal Secretary - Trainee (PDF)	1689	GEN	\$2,927-\$3,562
Legal Secretary (PDF)	1863	GEN	\$3,229-\$3,927
Legal Secretary - Senior (PDF)	1976	GEN	\$3,425-\$4,165
Legal Services Assistant I (PDF)	1316	GEN	\$2,281-\$2,776
Legal Services Assistant I- Probation (PDF)	1300	PROB	\$2,253-\$2,742
Legal Services Assistant II (PDF)	1450	GEN	\$2,513-\$3,057
Legal Services Assistant II- Probation (PDF)	1433	PROB	\$2,483-\$3,024
Librarian (PDF)	2091	GEN	\$3,624-\$4,409
Library Aide (PDF)	1300	GEN	\$2,253-\$2,742
Library Literacy Clerk (PDF)	1300	GEN	\$2,253-\$2,742
Library Literacy Program Assistant I (PDF)	1300	GEN	\$2,253-\$2,742
Library Literacy Program Assistant II (PDF)	1365	GEN	\$2,366-\$2,880

<u>Library Literacy Program Coordinator (PDF)</u>	1524	MID MG	\$2,641-\$3,217
<u>Library Technician (PDF)</u>	1349	GEN	\$2,338-\$2,846
<u>Licensed Vocational Nurse I-Behavioral Health (PDF)</u>	2009	GEN	\$3,482-\$4,236
<u>Licensed Vocational Nurse II-Behavioral Health (PDF)</u>	2109	GEN	\$3,655-\$4,447
<u>Licensed Vocational Nurse I - Public Health (PDF)</u>	2009	GEN	\$3,482-\$4,236
<u>Licensed Vocational Nurse II-Public Health (PDF)</u>	2109	GEN	\$3,655-\$4,447

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M

Classifications	Range	Unit	Monthly Salary
<u>Management Analyst I</u>	2180	CONF	\$3,778-\$4,595
<u>Management Analyst II</u>	2403	CONF	\$4,165-\$5,064
<u>Management Analyst I (PDF)</u>	2102	GEN	\$3,643-\$4,432
<u>Management Analyst II (PDF)</u>	2338	GEN	\$4,052-\$4,927
<u>Management Analyst I - Probation (PDF)</u>	2102	PROB	\$3,643-\$4,432
<u>Management Analyst II - Probation (PDF)</u>	2338	PROB	\$4,052-\$4,927
<u>Mechanic/Shop Technician (PDF)</u>	1816	C and T	\$3,148-\$3,831
<u>Mental Health Children's Services Coordinator (PDF)</u>	2889	MID MG	\$5,007-\$6,090
<u>Mental Health Deputy Director (PDF)</u>	3551	MID MG	\$6,155-\$7,484
Mental Health Director	FLAT	DEPT H	\$7,129
<u>Mental Health Program Chief (PDF)</u>	2958	MID MG	\$5,127-\$6,236
<u>Mental Health Services Act Coordinator (PDF)</u>	2889	MID MG	\$5,007-\$6,090
<u>Mentoring Coordinator (PDF)</u>	1300	GEN	\$2,253-\$2,742

[Museum Director \(PDF\)](#) 2159 DEPT H \$3,742-\$4,548

[Museum Registrar \(PDF\)](#) 1450 GEN \$2,513-\$3,057

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N

Classifications	Range	Unit	Monthly Salary
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[Natural Resource Analyst \(PDF\)](#) 2053 GEN \$3,558-\$4,328

[Nurse Practitioner \(PDF\)](#) 4624 GEN \$8,014-\$9,744

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O

Classifications	Range	Unit	Monthly Salary
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[Office Assistant I \(PDF\)](#) 1353 GEN \$2,345-\$2,854

[Office Assistant I-Probation \(PDF\)](#) 1300 PROB \$2,253-\$2,742

[Office Assistant II \(PDF\)](#) 1420 GEN \$2,461-\$2,995

[Office Assistant II-Probation \(PDF\)](#) 1365 PROB \$2,366-\$2,880

[Office Assistant III \(PDF\)](#) 1566 GEN \$2,714-\$3,303

[Office Assistant III-Probation \(PDF\)](#) 1505 PROB \$2,608-\$3,177

[Office Automation Analyst \(PDF\)](#) 2207 GEN \$3,825-\$4,652

[Office Automation Specialist \(PDF\)](#) 1817 GEN \$3,149-\$3,832

[Office Supervisor \(PDF\)](#) 1873 MID MG \$3,246-\$3,950

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P

Classifications	Range	Unit	Monthly Salary
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[Paralegal I \(PDF\)](#) 1689 CONF \$2,927-\$3,560

Paralegal I 1600 GEN \$2,773-\$3,373

[Paralegal II \(PDF\)](#) 1863 CONF \$3,229-\$3,926

Paralegal II 1764 GEN \$3,057-\$3,721

Paralegal III 1907 GEN \$3,305-\$4,023

[Paralegal III \(PDF\)](#) 2055 CONF \$3,662-\$4,830 ▼

<u>Payroll Specialist I (PDF)</u>	2103	CONF	\$3,645-\$4,435
<u>Payroll Specialist II (PDF)</u>	2319	CONF	\$4,019-\$4,889
<u>Perinatal Specialist (PDF)</u>	2434	MID MG	\$4,218-\$5,130
<u>Permit Manager (PDF)</u>	2102	MID MG	\$3,643-\$4,432
<u>Permit Technician (PDF)</u>	1639	GEN	\$2,840-\$3,456
<u>Physician Assistant (PDF)</u>	4624	GEN	\$8,014-\$9,744
<u>Planning Director (PDF)</u>	4327-4543	DEPT H	\$7,500-\$9,576
<u>Planning Technician (PDF)</u>	1772	GEN	\$3,071-\$3,737
<u>Power Equipment Mechanic I (PDF)</u>	1680	C and T	\$2,912-\$3,543
<u>Power Equipment Mechanic II (PDF)</u>	1816	C and T	\$3,148-\$3,831
<u>Prevention Aide (PDF)</u>	1300	GEN	\$2,253-\$2,742
<u>Principal Staff Services Analyst (PDF)</u>	2494	MID MG	\$4,322-\$5,257
<u>Probation Assistant (PDF)</u>	1499	PROB	\$2,598-\$3,159
<u>Probation Program Coordinator - Administrative Assistant (PDF)</u>	1870	PROB	\$3,241-\$3,945
<u>Probation Report Writer (PDF)</u>	1787	PROB	\$3,097-\$3,768
<u>Program Chief - Nursing (PDF)</u>	2958	MID MG	\$5,127-\$6,236
<u>Program Manager I (PDF)</u>	3079	MID MG	\$5,336-\$6,489
<u>Program Manager II (PDF)</u>	3233	MID MG	\$5,603-\$6,815
<u>Program Training and Compliance Analyst (PDF)</u>	1907	GEN	\$3,305-\$4,023
<u>Programmer Analyst (PDF)</u>	2208	GEN	\$3,827-\$4,654
<u>Project Manager (PDF)</u>	2683	GEN	\$4,650-\$5,655
<u>Property Tax Technician (PDF)</u>	1316	GEN	\$2,281-\$2,776
<u>Property Tax Specialist I (PDF)</u>	1423	GEN	\$2,466-\$3,002
<u>Property Tax Specialist II (PDF)</u>	1571	GEN	\$2,723-\$3,312
<u>Psychiatric Medical Director (PDF)</u>	FLAT	CONTRACT	

<u>Psychiatric Nurse I - Behavioral Health (PDF)</u>	2601	GEN	\$4,508-\$5,484
<u>Psychiatric Nurse II - Behavioral Health (PDF)</u>	2913	GEN	\$5,049-\$6,139
<u>Psychiatric Technician (PDF)</u>	1816	GEN	\$3,147-\$3,830
<u>Public Health Administrative Services Officer (PDF)</u>	3329	MID MG	\$5,770-\$7,016
<u>Public Health Nurse I (PDF)</u>	2601	GEN	\$4,508-\$5,484
<u>Public Health Nurse II (PDF)</u>	2913	GEN	\$5,049-\$6,139
<u>Public Health Nurse III (PDF)</u>	3225	GEN	\$5,590-\$6,798
<u>Public Health Program Division Chief (PDF)</u>	2815	MID MG	\$4,879-\$5,933
<u>Public Works Fiscal Officer/Administrative Service Manager (PDF)</u>	2668	MID MG	\$4,624-\$5,626
<u>Public Works Maintenance Lead Worker (PDF)</u>	1764	C and T	\$3,058-\$3,721
<u>Public Works Maintenance Supervisor (PDF)</u>	2004	MID MG	\$3,474-\$4,228
<u>Public Works Maintenance Worker I (PDF)</u>	1348	C and T	\$2,337-\$2,844
<u>Public Works Maintenance Worker II (PDF)</u>	1487	C and T	\$2,577-\$3,139
<u>Public Works Maintenance Worker III (PDF)</u>	1639	C and T	\$2,841-\$3,456
<u>Public Works Senior Environmental Planner (PDF)</u>	2555	GEN	\$4,428-\$5,385

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Q

Classifications	Range	Unit	Monthly Salary
<u>Quality Assurance Coordinator (PDF)</u>	2434	GEN	\$4,218-\$5,130

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R

Classifications	Range	Unit	Monthly Salary
<u>Records Management Coordinator (PDF)</u>	1817	MID MG	\$3,149-\$3,832
<u>Records Management Technician I (PDF)</u>	1316	GEN	\$2,281-\$2,776
<u>Records Management Technician II (PDF)</u>	1450	GEN	\$2,513-\$3,057
<u>Recording Secretary (PDF)</u>	1524	GEN	\$2,641-\$3,217
<u>Registered Dental Assistant I - Public Health (PDF)</u>	2009	GEN	\$3,482-\$4,236
<u>Registered Dental Assistant II - Public Health (PDF)</u>	2109	GEN	\$3,655-\$4,447
<u>Registered Nurse I - Behavioral Health (PDE)</u>	2601	GEN	\$4,508-\$5,484
<u>Registered Nurse II - Behavioral Health (PDF)</u>	2913	GEN	\$5,049-\$6,139
<u>Registered Nurse I-Public Health (PDF)</u>	2601	GEN	\$4,508-\$5,484
<u>Registered Nurse II-Public Health (PDF)</u>	2913	GEN	\$5,049-\$6,139
<u>Residential Care Facility Attendant (PDF)</u>	1665	GEN	\$2,886-\$3,511
<u>Risk Manager / Occupational Safety and Health Specialist (PDF)</u>	FLAT	ELECT	\$5,349

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S

Classifications	Range	Unit	Monthly Salary
<u>Secretary (PDF)</u>	1300	GEN	\$2,253-\$2,742
<u>Senior Building Inspector (PDF)</u>	2318	GEN	\$4,017-\$4,886
<u>Senior Building Plancheck / Inspector (PDF)</u>	2675	GEN	\$4,636-\$5,638
<u>Senior District Attorney Investigator (PDF)</u>	2493	GEN	\$4,321-\$5,255
<u>Senior Engineering</u>	2102	GEN	\$3,643-\$4,432

Technician (PDF)

Senior Environmental Health Specialist (PDF) 2494 GEN \$4,322-\$5,257

Senior Permit Technician (PDF) 1843 GEN \$3,194-\$3,886

Senior Planner (PDF) 2555 GEN \$4,428-\$5,385

Senior Services Office Supervisor (PDF) 1680 GEN \$2,912-\$3,542

Senior Social Worker (PDF) A: 2549 GEN A: \$4,418-\$5,373
B: 2789 B: \$4,834-\$5,879

Sheriff Administrative Sergeant (PDF) 2914 SMU \$5,050-\$6,141

Sheriff Deputy/Training/Policy Advisor (PDF) 3210 SMU \$5,564-\$6,765

Sheriff Dispatcher I (PDF) 1780 SDU \$3,085-\$3,754

Sheriff Dispatcher II (PDF) 1901 SDU \$3,295-\$4,009

Sheriff Fiscal Officer I (PDF) 2241 SMU \$3,884-\$4,725

Sheriff Fiscal Officer II (PDF) 2646 SMU \$4,586-\$5,856

Sheriff Grant Compliance Officer 1937 SDU \$3,357-\$4,083

Sheriff Investigator (PDF) 2391 SDU \$4,144-\$5,040

Sheriff Investigator (Advanced) 2516 SDU \$4,361-\$5,304

Sheriff Investigator / Cannabis Code Compliance (PDF) 2695 SDU \$4,671-\$5,681

Sheriff Investigator (Intermediate) 2463 SDU \$4,269-\$5,193

Sheriff Investigator Sergeant (PDF) 2914 SDU \$5,050-\$6,141

Sheriff Investigator Sergeant / Code Compliance Supervisor (PDF) 3134 SMU \$5,432-\$6,605

Sheriff Office Manager (PDF) 1757 SMU \$3,045-\$3,704

Select Language ▼

<u>Sheriff Patrol Commander (PDF)</u>	3134	SMU	\$5,432-\$6,605
<u>Sheriff Sergeant (PDF)</u>	2511	SDU	\$4,352-\$5,293
Sheriff Sergeant (Advanced)	2708	SDU	\$4,693-\$5,709
Sheriff Sergeant (Intermediate)	2649	SDU	\$4,591-\$5,586
<u>Sheriff Services Assistant I (PDF)</u>	1607	SDU	\$2,785-\$3,390
<u>Sheriff Services Assistant II (PDF)</u>	1789	SDU	\$3,100-\$3,771
Sheriff - Coroner	FLAT	ELECT	\$7,934
<u>Sheriffs Special Operations Sergeant (PDF)</u>	2943	SMU	\$5,101-\$6,201
<u>Sierra House Residential Care Facility Supervisor (PDF)</u>	2050	MID-MG	\$3,553-\$4,322
<u>Site Manager (PDF)</u>	1440	GEN	\$2,496-\$3,038
<u>Social Service Director-Public Guardian-Public Conservator ** (PDF)</u>	3448	DEPT H	\$5,976-\$8,904
<u>Social Services Aide (PDF)</u>	1579	GEN	\$2,736-\$3,329
<u>Social Services Supervisor I (PDF)</u>	2681	MID MG	\$4,647-\$5,654
<u>Social Services Supervisor II (PDF)</u>	3094	MID MG	\$5,362-\$6,522
<u>Social Worker I (PDF)</u>	2039	GEN	\$3,534-\$4,298
<u>Social Worker II (PDF)</u>	2248	GEN	\$3,896-\$4,740
<u>Social Worker III (PDF)</u>	2457	GEN	\$4,258-\$5,180
<u>Solid Waste Program Manager (PDF)</u>	2330	GEN	\$4,038-\$4,910
<u>Staff Services Analyst I (PDF)</u>	2191	GEN	\$3,797-\$4,619
<u>Staff Services Analyst II (PDF)</u>	2415	GEN	\$4,186-\$5,094
<u>Staff Services Manager (PDF)</u>	2972	MID MG	\$5,151-\$6,266
<u>Staff Services Specialist (PDF)</u>	2114	GEN	\$3,664-\$4,456

<u>Substance Use Disorder Specialist I (PDF)</u>	1958	GEN	\$3,393-\$4,128
<u>Substance Use Disorder Specialist II (PDF)</u>	2160	GEN	\$3,744-\$4,553
<u>Supervising Probation Officer (PDF)</u>	2483	PROB MID-MG	\$4,303-\$5,234
<u>Systems Analyst I (PDF)</u>	2551	CONF	\$4,421-\$5,376
<u>Systems Analyst II (PDF)</u>	2808	CONF	\$4,867-\$5,919

** Salary is without
stipend.

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T

Classifications	Range	Unit	Monthly Salary
<u>Telecommunications Technician (PDF)</u>	2217	GEN	\$3,842-\$4,673
<u>Treasurer Tax Collections Officer I (PDF)</u>	1917	GEN	\$3,322-\$4,043
<u>Treasurer Tax Collections Officer II (PDF)</u>	2113	GEN	\$3,662-\$4,454
Treasurer - Tax Collector **	FLAT	ELECT	\$6,232
<u>Treasurer - Tax Specialist I (PDF)</u>	1430	GEN	\$2,478-\$3,017
<u>Treasurer - Tax Specialist II (PDF)</u>	1579	GEN	\$2,736-\$3,329
<u>Treasurer - Tax Technician (PDF)</u>	1522	GEN	\$2,638-\$3,208

** Salary is without
stipend.

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U

Classifications	Range	Unit	Monthly Salary
<u>Undersheriff (PDF)</u>	3421	CONTR	\$5,929-\$7,212

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V

[Select Language](#) ▾

Classifications	Range	Unit	Monthly Salary
<u>Veterans Service Representative I (PDF)</u>	1532	GEN	\$2,655-\$3,232
<u>Veterans Service Representative II (PDF)</u>	1688	GEN	\$2,925-\$3,560
<u>Victim Witness Advocate (PDF)</u>	1531	GEN	\$2,653-\$3,227
<u>Victim Witness Coordinator (PDF)</u>	1772	MID MG	\$3,071-\$3,738

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W

Classifications	Range	Unit	Monthly Salary
<u>Welder (PDF)</u>	1763	C and T	\$3,056-\$3,720
<u>Welfare Fraud Investigator I (PDF)</u>	2222	GEN	\$3,851-\$4,685
<u>Welfare Fraud Investigator II (PDF)</u>	2410	GEN	\$4,177-\$5,080

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Contact Us

For additional information or questions regarding job descriptions, please contact the Human Resources Department at (530) 283-6444.

Exhibit B



California Public Employees' Retirement System
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (or 888-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

Reference No.:
Circular Letter No.: 200-050-12
Distribution: IV, V, VI, X, XII, XVI
Special:

Circular Letter

October 25, 2012

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: STATUTORY AND REGULATORY REQUIREMENTS FOR PUBLICLY AVAILABLE PAY SCHEDULES

The purpose of this Circular Letter is to remind CalPERS employers that only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits.

Compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5. Specifically, this Circular Letter seeks to address the requirements related to publicly available pay schedules.

Compensation Earnable & The Requirement For Publicly Available Pay Schedules
The Public Employees' Retirement Law (PERL) Government Code Sections 20636 and 20636.1 define compensation earnable for State, School, and Public Agency members. In order to meet the definition of compensation earnable, an amount of pay must either constitute payrate or special compensation as defined in the statutes. Section 20636(d) further requires that payrate and special compensation schedules, ordinances, or similar documents be public records available for public scrutiny.

Section 20636(b)(1) (applicable to Public Agency members) and 20636.1(b)(1) (applicable to School members) require pay amounts to be paid pursuant to publicly available pay schedules. For example, section 20636 (b)(1) states:

"Payrate means the normal monthly rate or pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. "Payrate," for a member who is not in a group or class, means the monthly rate of pay or base pay of the members, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to the limitations of paragraph (2) of subdivision (e)." (Emphasis added.)

CCR 570.5 was adopted April 13, 2011, with an effective date of August 10, 2011. CCR 570.5 sought to clarify the requirement of publicly available pay schedules.

After CCR 570.5 was adopted, CalPERS sent Circular Letter #200-056-11 dated August 19, 2011, notifying all employers of the requirements of CCR 570.5.

Importance of Correct Reporting

Due to the importance of correct payroll reporting in administering the PERL and member benefits, CalPERS is sending this additional Circular Letter to remind all employers of the criteria for reporting compensation earnable.

CCR 570.5 outlines the required elements necessary to meet the definition for a publicly available pay schedule as follows:

- (a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:
 - (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
 - (2) Identifies the position title for every employee position;
 - (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
 - (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
 - (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
 - (6) Indicates an effective date and date of any revisions;
 - (7) Is retained by the employer and available for public inspection for not less than five years; and
 - (8) Does not reference another document in lieu of disclosing the payrate.

All eight (8) requirements must be met in one salary schedule for each member's pay, in order for CalPERS to approve the pay amount as payrate and reportable compensation earnable.

No Applicable Pay Schedule

If an agency cannot provide a document meeting the requirements for a publicly available pay schedule, then CalPERS must determine that the pay amount fails to meet the definition of payrate. CCR 570.5 (b)(1)-(4) outlines the process by which

CalPERS may determine a member's payrate when there is no publicly available pay schedule provided.

CCR 570.5 (b) states:

- (b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:
 - (1) Documents approved by the employer's governing body in accordance with requirements of public meeting laws and maintained by the employer;
 - (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
 - (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
 - (4) Last payrate for the member in a position that was held by the member that is listed on a pay schedule that conforms to the requirements of subdivision (a) of a former CalPERS employer.

It is important that all employers comply with the compensation earnable provisions and corresponding regulations of the PERL. Where employers fail to comply, pay amounts will be determined to not constitute payrate and accordingly CalPERS will be unable to use such pay amounts when calculating members' retirement benefits.

It is therefore critical that employers review their pay schedules to verify that all members' pay amounts are included within a publicly available pay schedule. For assistance or questions related to the development of a publicly available pay schedule, please direct your inquiries to the CalPERS Compensation and Employer Review Unit.

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

KAREN DeFRANK, Chief
Customer Account Services Division



Erin Metcalf
Chief Probation Officer

County of Plumas

Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



Phone: (530)283-6200
FAX: (530)283-6165

JK

DATE: June 30, 2020

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Approve the contract between the Plumas County Probation Department and Plumas Rural Services Batterer's Treatment Program

Recommendation

Approve and authorize the Chair to sign a contract that shall not exceed \$22,500 between the Plumas County Probation Department and Plumas Rural Services for the Batterer's Treatment Program.

Background and Discussion

The Probation Department contracts with Plumas Rural Services to provide services which facilitate offender compliance with statutory requirements related to Domestic Violence cases. It is a goal that persons convicted of Domestic Violence crimes be rehabilitated with strategies, programs and services that change their behavior.



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

3A

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

NEAL CAIAZZO
DIRECTOR

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

DATE: JULY 2, 2020
TO: HONORABLE BOARD OF SUPERVISORS
FROM: NEAL CAIAZZO, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES
SUBJ: BOARD AGENDA ITEM FOR JULY 14, 2020
RE: SOCIAL SERVICES TRENDS REPORT

It is Recommended that the Board of Supervisors

Receive and file the Social Services Trends report.

Background and Discussion

Social Services Trends is a semi-annual report to the Plumas County Board of Supervisors and the citizens of Plumas County. The report provides information regarding public assistance caseloads and workload trends for services that are offered by the Department of Social Services. The report being delivered to the Board today includes case count and work load data through June 30, 2020.

Copies: PCDSS Management Staff
Members of the Board of Supervisors

Enclosure

SOCIAL SERVICES TRENDS

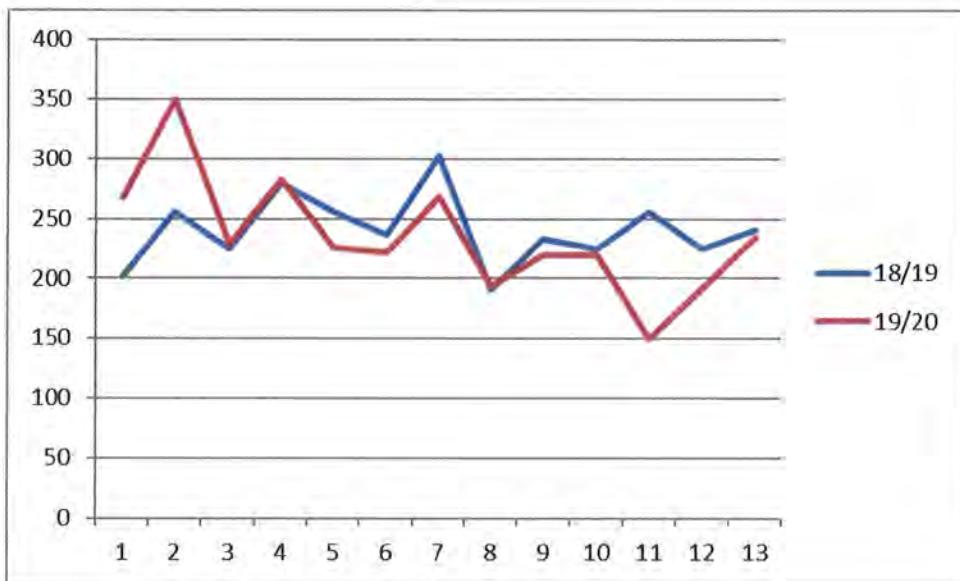
Semi-Annual Ending: June 30, 2020

Social Services Trends is a semi-annual report to the Plumas County Board of Supervisors and members of the public. This report provides case counts, application data, referrals for services and other workload information in the Department of Social Services. This edition of Trends includes case counts and workload data for the first half of the year that ended June 30, 2020. The Department welcomes questions regarding the information contained in this report or about our programs and services. Additional information regarding our programs is available by calling 530-283-6350 or by accessing the Plumas County web site at www.countyofplumas.com.

I. WELFARE TO WORK & PUBLIC ASSISTANCE DIVISION

A. APPLICATIONS RECEIVED

The overall trend for applications has been upward. The average number of applications for the first half of 2020 was 262 per month. Just over one year ago the average was 230 per month. Covid-19 does not appear to have had a significant impact on applications received. Clients were encouraged to complete applications online and submit them through C-4 Yourself. During the first half of 2020 MediCal received the most applications of all programs available.



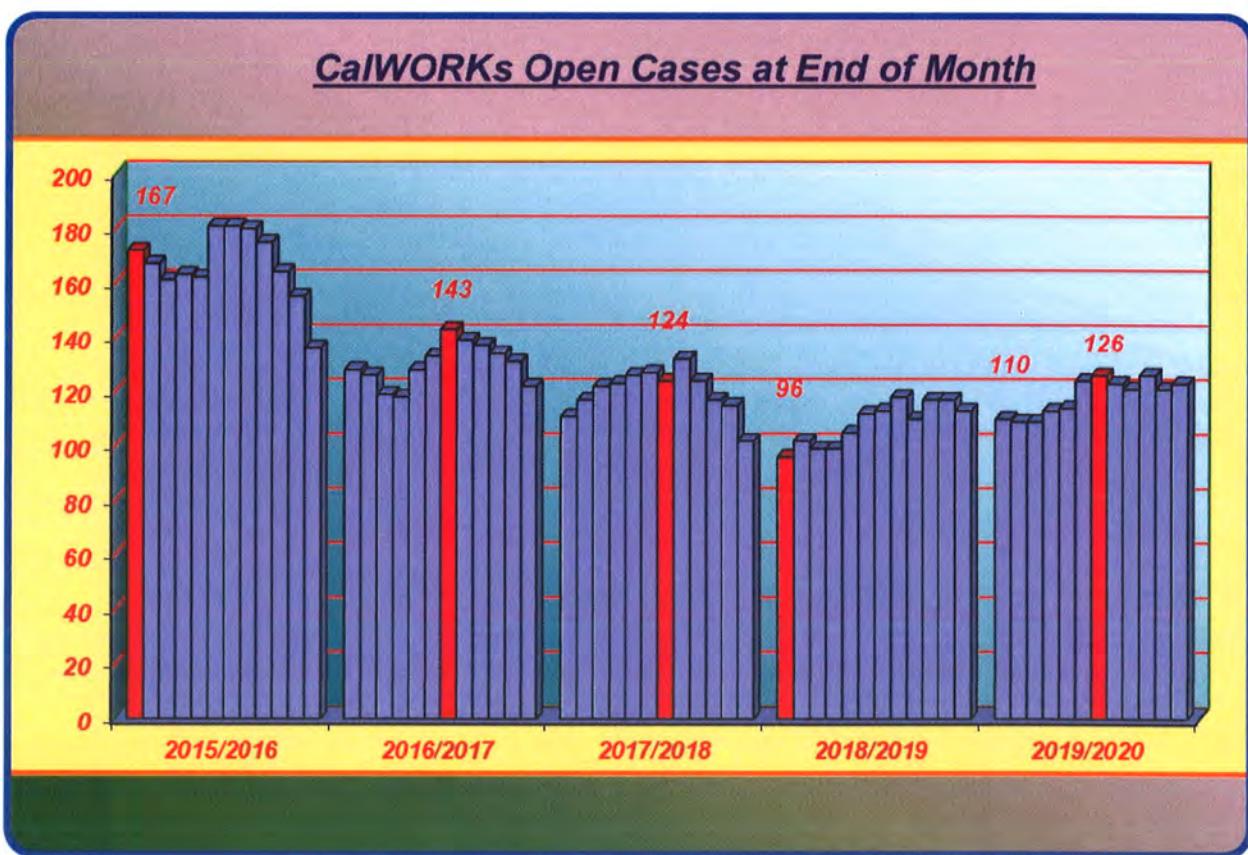
B. CONTINUING CASES

(1). Cash Assistance (AFDC/CalWORKs)

The average number of open CalWORKs cases per month was 123, the case count has continued to remain relatively steady over time. There were 121 CalWORKs cases in the system at the end of December 2019, and 123 at the end of June. The continued stability of the case count is highly encouraging and leads the Department to maintain that our local economy is improving. In addition, many of the families the Department assists are non-needy relative cases where a close relative is providing care for an eligible child.

Average Monthly Caseload

2017/2018	120
2018/2019	108
2019/2020	123



(2). CalFresh (Supplemental Nutrition Assistance Program) Assistance

A. Case Count

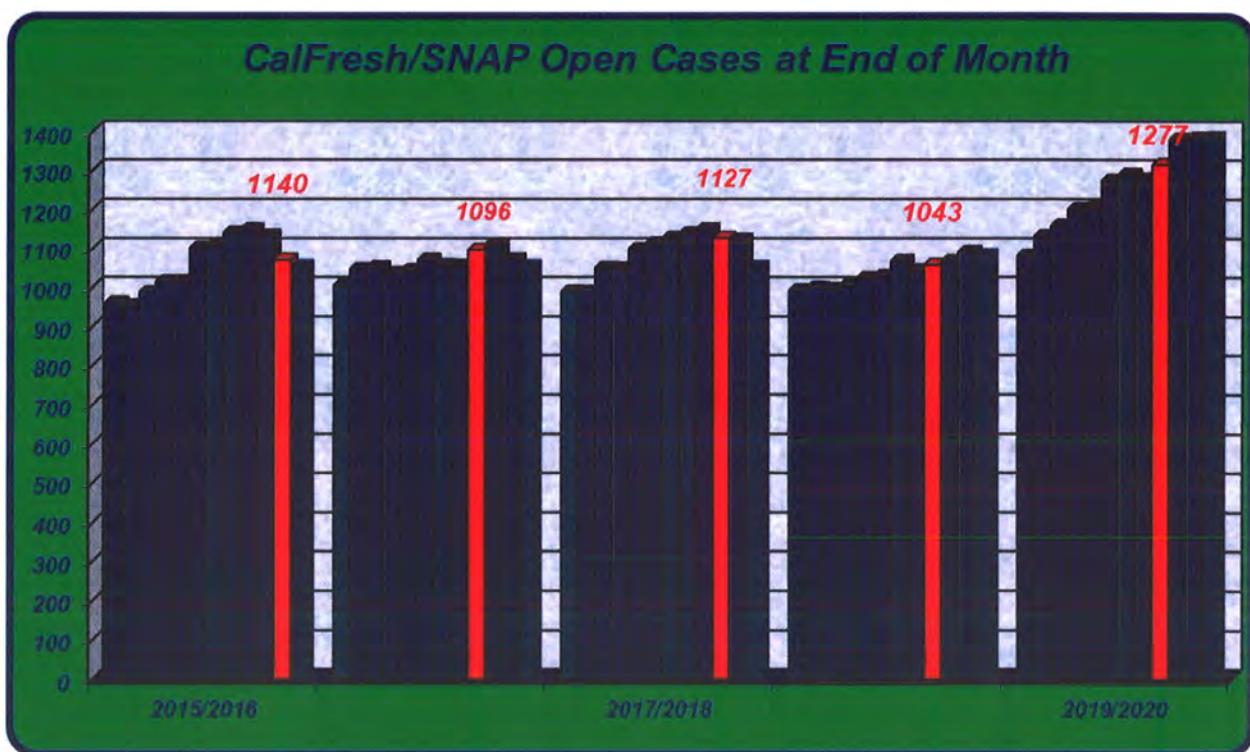
The Department is continuing to see growth in the CalFresh program. The trend continues to increase. The average monthly caseload for the six-month period ending in December 2019 was 1155. For the first six-month period of 2020, the average caseload was 1338.

For working people, CalFresh supplements their purchasing power. So despite improvements in the economy, case counts will likely remain higher.

The Department also continues to see more customers who are over 55 and more individuals with disabling conditions where in the past, it was less likely to see people in those areas applying.

Average Monthly Caseload

2017/2018	1084
2018/2019	1138
2019/2020	1338



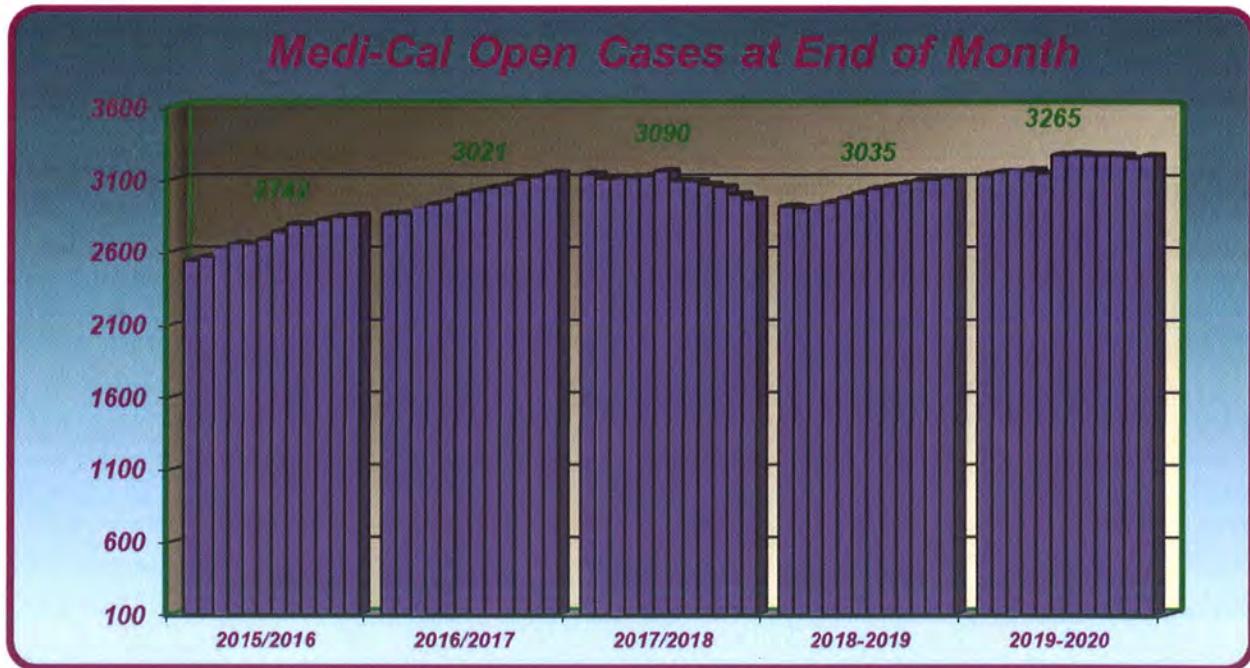
(3). Medi-Cal

The Medi-Cal case count continues to experience steady growth. The number of active cases has increased by approximately 120 cases per month during first six months of 2020.

As has been noted in previous reports, those who are eligible for the expanded Medi-Cal program have earned income that is 138% of the federal poverty level or less. For a single individual that roughly translates into about \$1,467 per month. For a single working person that amounts to \$17,609 annually. For a family of three, annual income at 138% of poverty is \$29,974 or less.

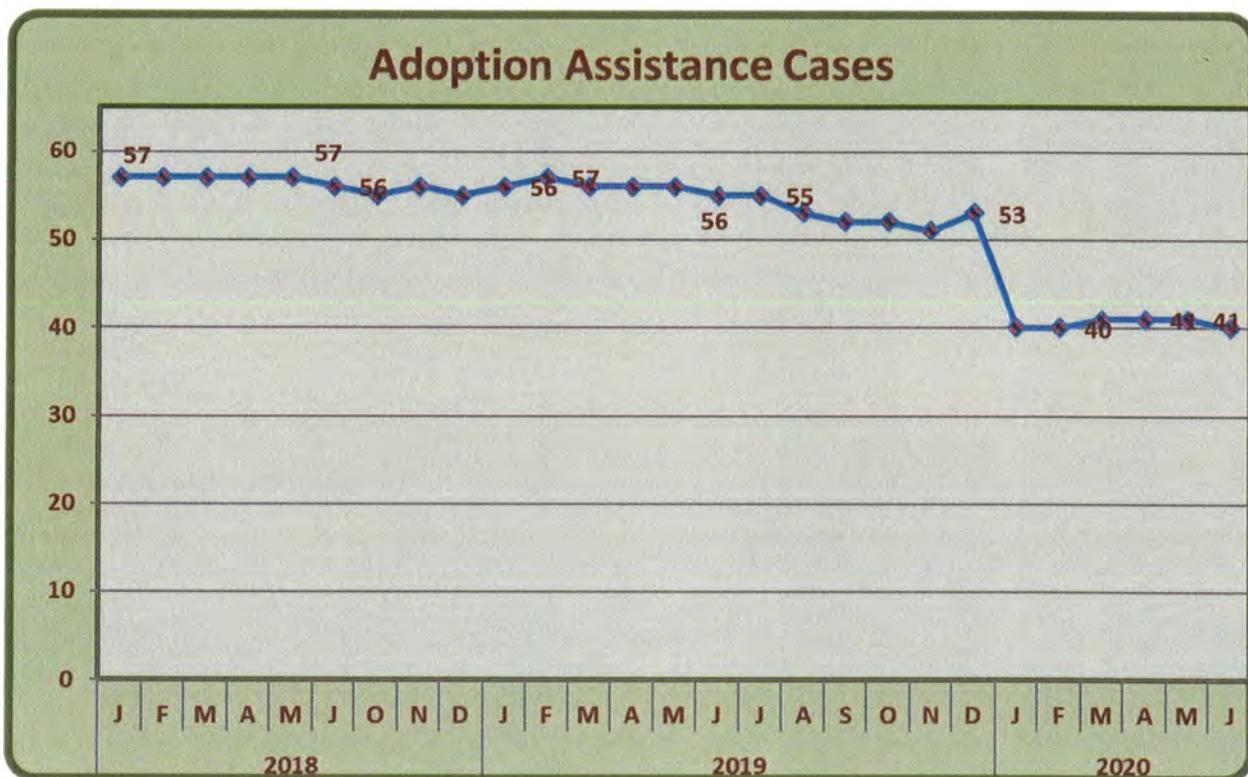
Average Monthly Caseload

2017/2018	3081
2018/2019	3009
2019/2020	3265



(4). Aid to Adoptions

In 2012 the Department of Social Services began operating the Adoptions program. The services provided and benefits issued are mandated by Welfare and Institutions Code under Chapter 2.1 beginning at Section 16115. Services provided include home studies, training for adoptive parents and case management of adoptive placements. Adoptive families also qualify for cash assistance under the Aid to Adoptions program. The caseload for the Adoptions Program has dropped to 41 children currently receiving assistance. There have been as many as 70 children receiving assistance in the past. Most of this decline is the result of children who have aged out of the system. On rare occasions adoptive placements fail and the children must be placed in foster care.

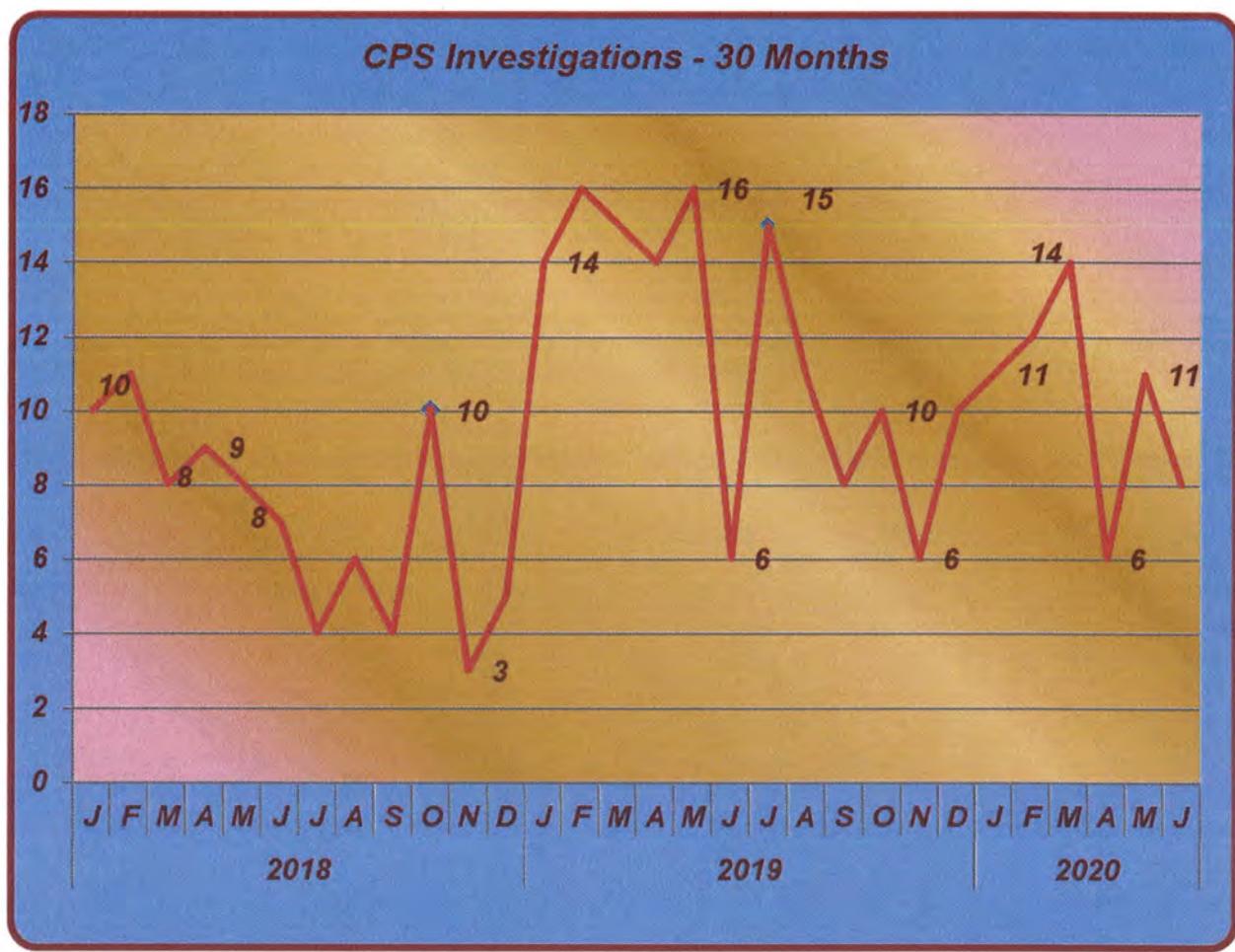


II. SOCIAL SERVICES DIVISION

A. Child Welfare Services

The Emergency Response component of Child Protective Services averaged about 9 child abuse investigations per month during the first six months of 2020. It is likely that referrals decreased during the “Stay at home” order as a result of the Covid-19 pandemic. Families had less contact with teachers and other observers outside of the home.

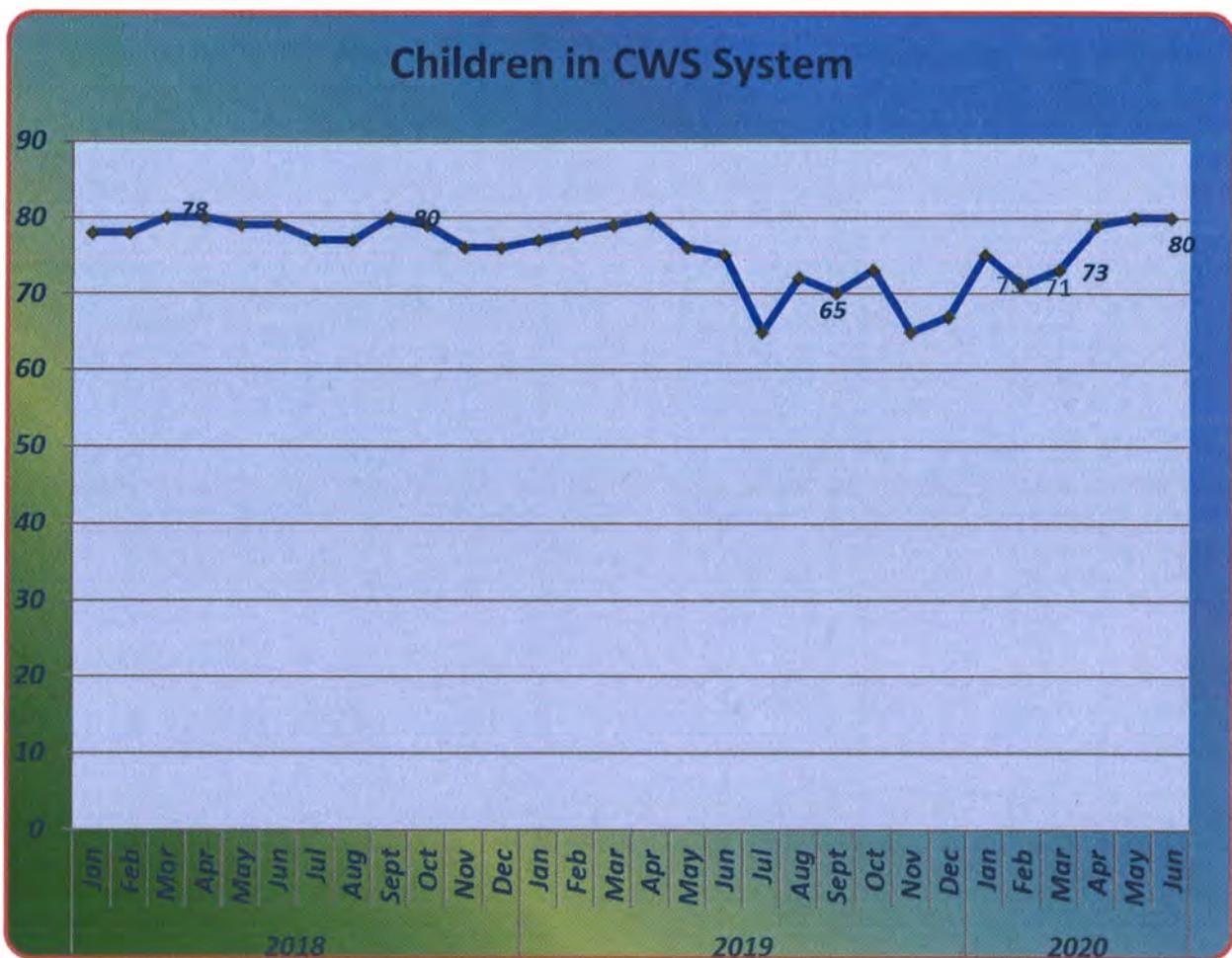
As the Department has noted previously, we have continued to experience significant numbers of cases where the precipitating factors leading to abuse and neglect are associated with substance abuse, in particular methamphetamine but also alcohol and other drugs. Substance abuse and the resultant failure to fulfill a parenting role is the foremost reason that children are removed from unsafe environments.



B. Children in the Child Welfare Services System

As has been reported previously, under changes in the law associated with Assembly Bill 12 of 2012, some children will stay in the Child Welfare System longer so that they can complete their education or secure independent housing. Currently the Department has 4 children who are completing an educational plan or living independently. This circumstance has generated an increase in the case count which is not directly associated with new detentions of children.

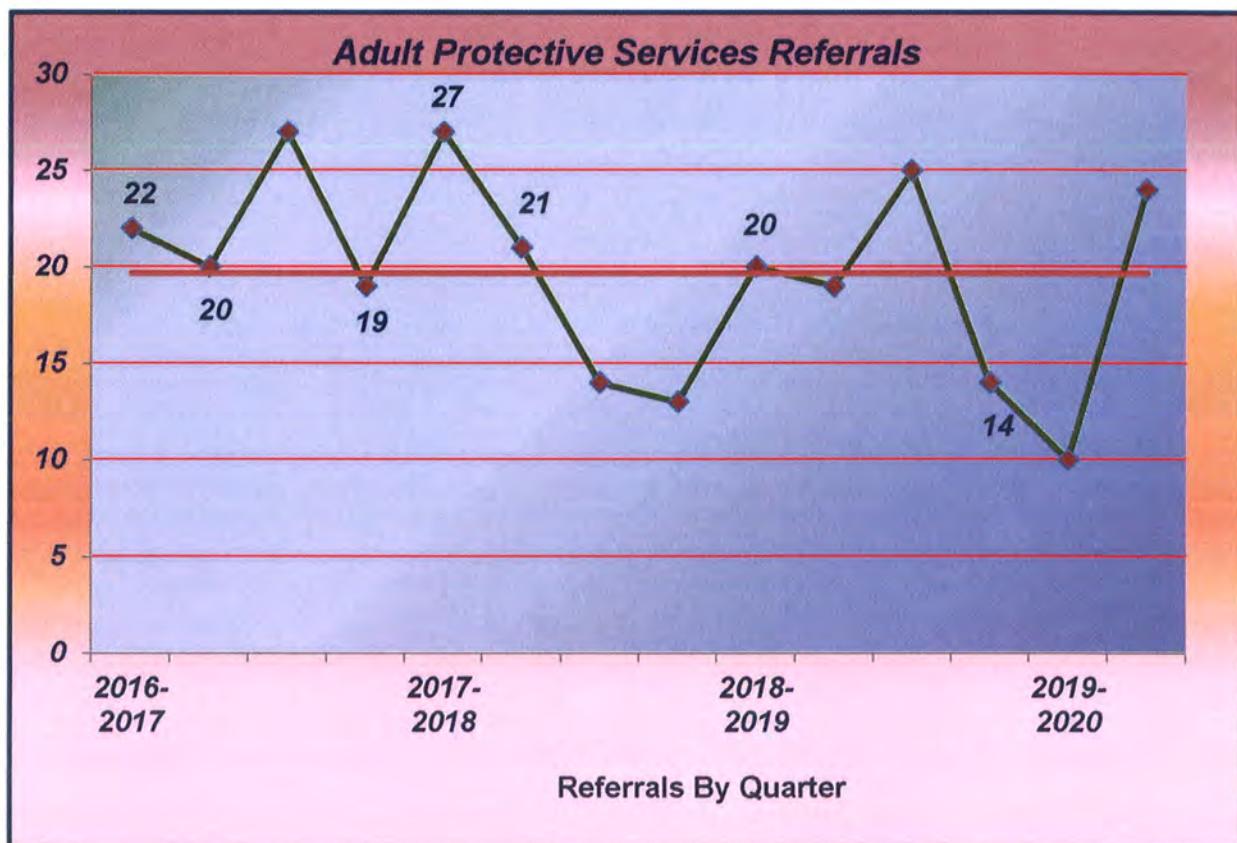
The Department has continued its trend toward placing foster children with relatives and with non-related extended family members. This has placed us in a position where we are less reliant on foster family agencies and foster homes for placement resources. While we expect that trend to continue, there remains a need for foster homes for children who come into our system. This is particularly evident when the Department detains children with special needs as there are fewer foster homes or group homes that provide the specialized care needed by these children.



C. Adult Protective Services

Generally, the Department receives about 8 referrals per month for situations involving abuse or neglect of elderly and disabled people. During the six-month period that concluded June 30, 2020, the Department received 42 requests for investigation. APS referrals have continued to be above the average. The Department believes the reason that referrals are growing are due to the increased elderly population in Plumas County and good public awareness of potential threats to the safety and well-being of elderly and/or disabled persons.

The Department continues to receive referrals from financial institutions regarding suspicious circumstances connected with an elderly or disabled person's financial resources. The Department also receives referrals that are for self-neglect. In some of these situations it is not always possible to intercede because the individual being referred may still have a right to self-determination if a cognitive disability isn't the cause for their self-neglect.

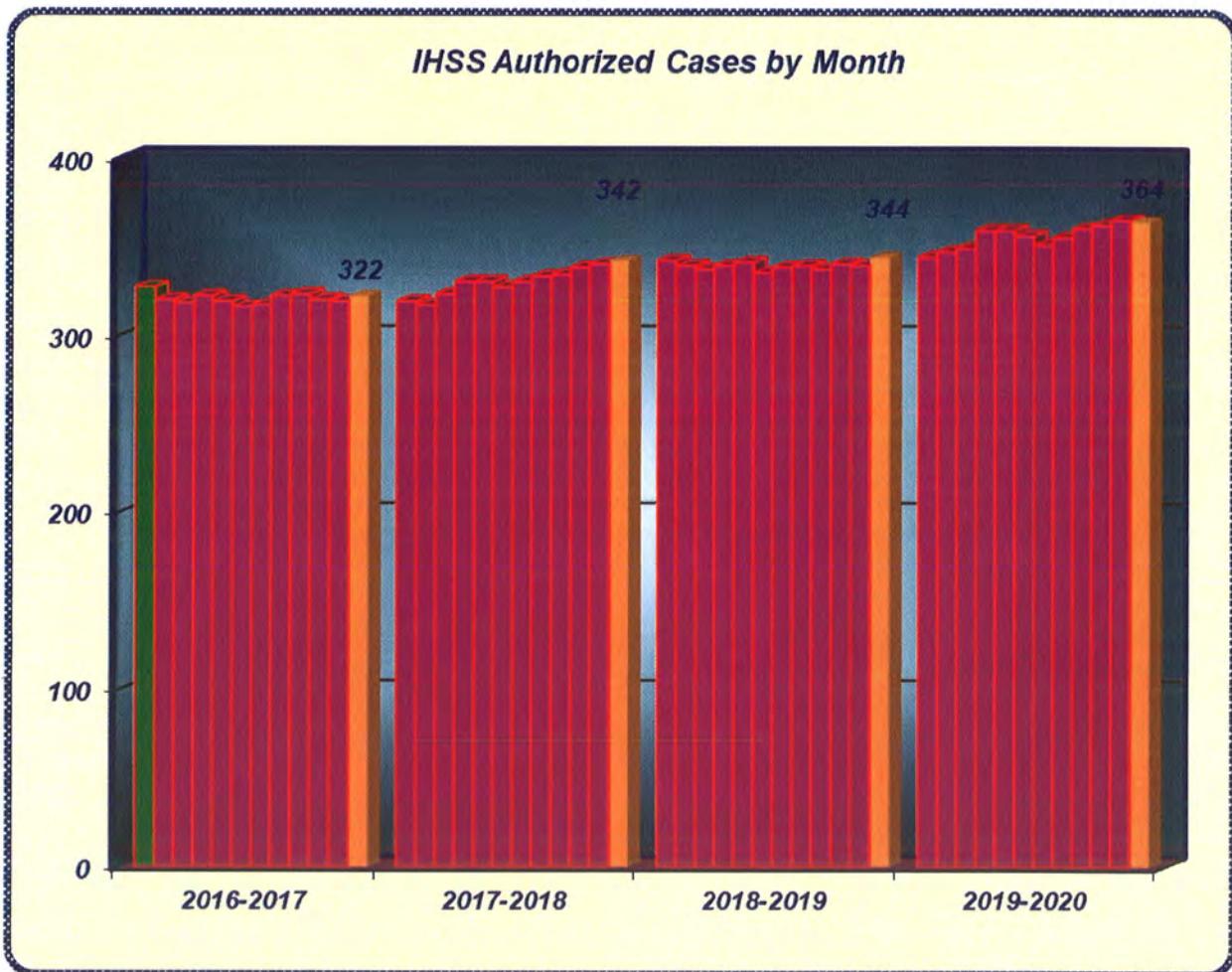


D. In-Home Supportive Services (IHSS)

The In-Home Supportive Services caseload has increased slightly over the first six months of 2020 with the average case count increasing from 337 to 359 per month.

Average Monthly Case Count

2017/2018	320
2018/2019	339
2019/2020	352



III. PUBLIC GUARDIAN

The Public Guardian is currently servicing 10 L.P.S. Conservatorship cases, 5 Probate Conservatorship cases and serves as the Representative Payee for 7 recipients.

38.1.

FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND TYLER TECHNOLOGIES, INC.

This First Amendment to Agreement ("Amendment") is made on July 14, 2020, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and TYLER TECHNOLOGIES, INC ("CONTRACTOR") who agrees as follows:

1. Recitals: This Amendment is made with reference to the following facts and objectives:

- a. PLUMAS COUNTY and TYLER TECHNOLGIES, INC. have entered into a written Agreement dated March 20, 2018, (the "Agreement"), in which TYLER TECHNOLOGIES, INC. agreed to provide software conversion to Munis Finance and HCM modules, and Saas services to Plumas County.
- b. Because Plumas County is requesting additional services from TYLER TECHNOLOGIES, INC for the completion of the software conversion, the parties desire to change the Agreement to describe such additional services and to increase compensation by the sum of \$\$64,893, for a total cost of \$370,520 (\$305,627 + 64,893).
- c. The additional services will be provided by Tyler Technologies to Plumas County between July 14, 2020 and June 30, 2021.

2. Amendments: The parties agree to amend the Agreement as follows:

- a. Exhibit A, page 1 is amended as follows:

Finance (Phase I): Amendment increases existing contract days for Finance (Phase I) from 63 total days to 70.5 total days, an increase of 7.5 days. The existing contract has 6.5 days available as of July 7, 2020. Total days available after amendment will be 14 days, 12 days are designated for the Treasurer, 2 days are designated to the Auditor. Total additional cost of \$9,562.50 (7.5 days x \$1275), total cost after amendment for Finance (Phase I) is \$89,887.50 (70.5 days x \$1275).

HCM (Phase II): Amendment increases existing contract days for HCM (Phase II) from 38 total days to 53 total days, an increase of 15 days. Total additional cost of \$19,125 (15 days x \$1275), total cost after amendment for Phase II is \$67,575 (53 days x \$1275)

See attached contract, Exhibit A, page 1

b. Exhibit A, page 3 is amended as follows:

Total Estimated Travel Expense is amended from \$42,470 to \$79,445. Contract currently has \$769 available, amendment is an increase of \$36,206 (29 additional days traveled x \$1275 = \$36,975 - \$769).

See attached contract, Exhibit A, page

3. **Agreement on the Reconciliation:** The parties have conducted a reconciliation of the time and services provided under the original Agreement as of July 7, 2020. A spreadsheet detailing such reconciliation is attached hereto as Attachment "1". The parties agree that Attachment "1" is a true and correct reconciliation as of July 7, 2020.
4. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated March 20, 2018, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Plumas County, CA

By: _____

Name: _____

Title: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

Plumas County Auditor/Controller
520 Main Street, Room 205
Quincy, CA 95971
Attn: Roberta Allen

R. Craig Settemire
Approved as to form:
R. Craig Settemire
Plumas County Counsel

Module	Days	Amount
GL/BG/AP	20	\$ 25,500.00
CM	3	\$ 3,825.00
CA	5	\$ 6,375.00
PA	4	\$ 5,100.00
CM	4	\$ 5,100.00
PL	10	\$ 12,750.00
RECRUITING	2	\$ 2,550.00
HR/TM	5	\$ 6,375.00
PY	13	\$ 16,575.00
FIN TCMSE	2	\$ 2,550.00
FIN REPORTING	6	\$ 7,650.00
HCM TCMSE	2	\$ 2,550.00
HCM REPORTING	4	\$ 5,100.00
NOT TO EXCEED	20	\$ 25,500.00
Total PS Contracted	100	\$ 127,500.00
Conversion to PS		\$ 10,000.00
Total	108	\$ 137,500.00

	Contracted Amount		Revised Amount		Invoiced Amount		Remaining	
	Implementation	Change Order	\$10,000	\$137,500.00	\$ 128,775.00	\$ 128,775.00	\$ 8,725.00	
Implementation	\$ 22,100.00	\$ (10,000.00)	\$ 12,100.00	\$ 12,100.00	\$ 3,600.00	\$ 3,600.00	\$ 8,500.00	
Conversions	\$ 42,470.00		\$ 42,470.00	\$ 42,470.00	\$ 41,700.61	\$ 41,700.61	\$ 769.39	
Travel	\$ 192,070.00		\$ 192,070.00	\$ 192,070.00	\$ 174,075.61	\$ 174,075.61	\$ 17,994.39	
Total								
	Hours		Hours		Dollars (@\$1275/day)	Total Contract	County	
					\$ 8,287.50	Amendments		Budget Needed
Implementation	6.50	\$ 22.50	\$ 28,687.50	\$ 28,687.50	\$ 28,687.50			
Amendment 2.a								
Total after amendment	29.00	\$ 29.00	\$ 36,975.00	\$ 36,975.00	\$ 36,975.00			
Travel								
Remaining on contract								
Amendment 2.b								
Total after amendment								
Conversions								
Remaining on contract								
Amendment								
Total after amendment								

Conversion Used or Pending	Conversion to PS	
Actuals	\$ 1,500.00	
Budgets	\$ 1,500.00	
COA	\$ 2,000.00	
AP Checks	\$ 1,600.00	
AP Invoice	\$ 2,400.00	
AP Master	\$ 1,600.00	
Capital Assets	\$ 3,000.00	
PY Accumulators	\$ 1,400.00	
PY Checks	\$ 1,200.00	
PY Earnings/Ded	\$ 2,500.00	
PY Action History	\$ 1,400.00	
PY Standard	\$ 2,000.00	
Total	\$ 12,100.00	\$ 10,000.00

Attachment 1
P. 1 of 3

Phase/Task Reconciliation Totals by Phase or Task

Plumas County, CA
Project Reconciliation

7-Jul-2020

\$\$/per day = 1275

Days Purchased vs Scheduled

Scheduled for tracked Phase/Task 1 =	65
Scheduled for tracked Phase/Task 2 =	36
Total Scheduled Days	101
Days Unscheduled	6.5

Total Implementation Days

TOTAL Imp. Days Purchased=	100
Change Ordered Imp. Days=	7.5
Total Days Used=	101.00
TOTAL Imp. Days Remaining=	6.50

Graphical Display of Total Project Services Incurred vs Unused

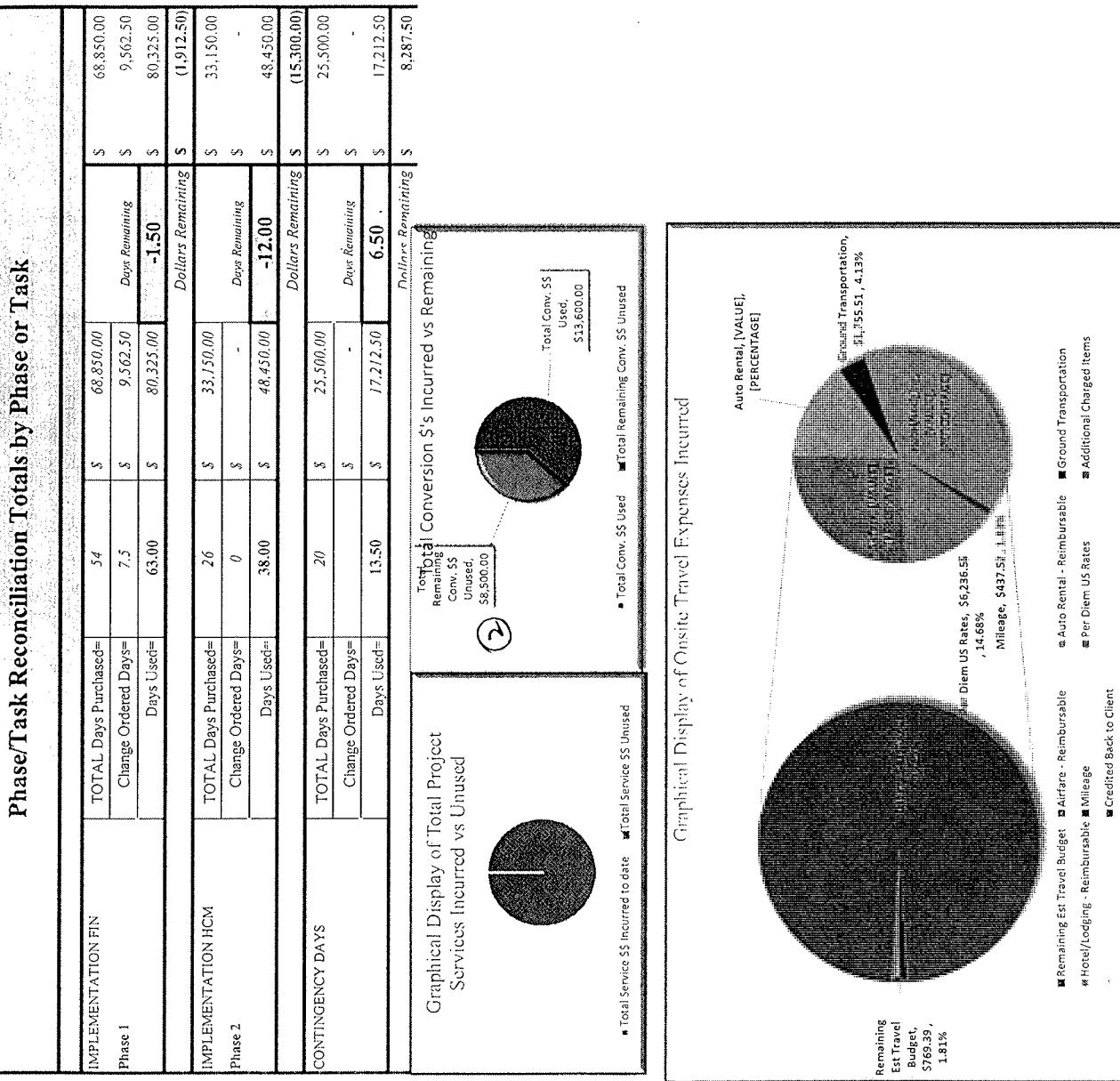


■ Total Service \$\$/Incurred to Date

■ Total Service \$\$/Unused

Graphical Display of Onsite Travel Expenses Incurred

Travel Expenses	
Est Travel Expense - per Inv. Sum.	\$ 42,470.00
Total Exp - Billed to Client	\$ 41,700.61
Credits Back to Client	\$ -
Total Exp - Unused \$\$/to Date	\$ 769.39
Tyler IC - Averaged Daily Travel Cost	\$ 565.11
Potential incurred Exp to Date using Averaged Daily IC Cost	\$ 57,076.11
Travel Expenses Incurred	
Airfare	\$ 10,979.42
Auto Rental	\$ 6,303.63
Hotel/Lodging	\$ 15,987.98
Mileage	\$ 437.52
Per Diem	\$ 6,236.55
Grand Total	\$ 41,700.61



Attachment 1

PG 2 of 3

Module	Days	Amount	Contracted Amount	Change Order	Revised Amount	Invoiced Amount	Remaining
GL/BG/AP		20 \$ 25,500.00	\$ 127,500.00	\$ 10,000.00	\$ 137,500.00	\$ 128,775.00	\$ 8,725.00
CM		3 \$ 3,825.00	\$ 22,100.00	\$ (10,000.00)	\$ 12,100.00	\$ 3,600.00	\$ 8,500.00
CA		5 \$ 6,375.00	\$ 42,470.00		\$ 42,470.00	\$ 41,700.61	\$ 765.39
PA		4 \$ 5,100.00	\$ 192,070.00		\$ 192,070.00	\$ 174,075.61	\$ 17,994.39
CM		4 \$ 5,100.00					
PU		10 \$ 12,750.00					
RECRUITING		2 \$ 2,550.00					
HR/TIM		5 \$ 6,375.00					
PY		13 \$ 16,575.00					
FIN TCMSE		2 \$ 2,550.00					
FIN REPORTING		6 \$ 7,650.00					
HCM TCMSE		2 \$ 2,550.00					
HCM REPORTING		4 \$ 5,100.00					
NOT TO EXCEED		20 \$ 25,500.00					
Total PS Contracted		100 \$ 127,500.00					
Conversion to PS		\$ 10,000.00					
Total		108 \$ 137,500.00					

Module	Days	Amount	Conversion Used or Pending	Conversion to PS
GL/BG/AP		20 \$ 25,500.00	\$ 1,500.00	
Budgets			\$ 1,500.00	
COA		\$ 2,000.00		
AP Checks			\$ 1,600.00	
AP Invoice			\$ 2,400.00	
AP Master		\$ 1,600.00		
Capital Assets			\$ 3,000.00	
PY Accumulators		\$ 1,400.00		
PY Checks			\$ 1,200.00	
PY Earnings/Ded		\$ 2,500.00		
PY Action History		\$ 1,400.00		
PY Standard			\$ 2,000.00	
Total		\$ 12,100.00	\$ 10,000.00	

Module	Days	Amount	Conversion Used or Pending	Conversion to PS
Actuals			\$ 1,500.00	
Budgets			\$ 1,500.00	
COA		\$ 2,000.00		
AP Checks			\$ 1,600.00	
AP Invoice			\$ 2,400.00	
AP Master		\$ 1,600.00		
Capital Assets			\$ 3,000.00	
PY Accumulators		\$ 1,400.00		
PY Checks			\$ 1,200.00	
PY Earnings/Ded		\$ 2,500.00		
PY Action History		\$ 1,400.00		
PY Standard			\$ 2,000.00	
Total		\$ 12,100.00	\$ 10,000.00	

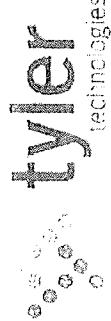
Attachment 1
Pg 3 of 3



Exhibit A
Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By: Kyle Johnson
 Date: 3/22/2018
 Quote Expiration: 4/5/2017
 Quote Name: Plumas County-ERP-Munis
 Quote Number: 2016-23612-7
 Quote Description: Plumas County Contract Quote (v.8) 030118

Sales Quotation For

Plumas County
 208 Broughton Rd
 Quincy, California 95971-0462
 Phone: (530) 283-0318

SaaS

Description	# Years	Annual Fee	Impl. Days	One Time Fees	Impl. Cost	Data Conversion
Financial:						
Accounting/GU/BG/AP	7	\$31,774.00	20	\$25,500.00	\$10,800.00	
Capital Assets	7	\$7,392.00	5	\$6,375.00	\$0,000.00	
Cash Management	7	\$6,023.00	4	\$5,100.00	\$0,000.00	
Contract Management	7	\$3,712.00	3	\$3,825.00	\$0,000.00	
Project & Grant Accounting	7	\$6,186.00	4	\$5,100.00	\$0,000.00	
Purchasing	7	\$13,388.00	10	\$12,750.00	\$0,000.00	
Human Capital Management:						
Human Resources & Talent Management	7	\$4,607.00	5	\$6,375.00	\$0,000.00	
Payroll WESS	7	\$10,354.00	13	\$16,575.00	\$28,500.00	
Reporting	7	\$1,654.00	2	\$2,550.00	\$0,000.00	
Productivity:						
Human Analytics & Reporting (SaaS)	7	\$17,579.00	10	\$12,750.00	\$0,000.00	
Tyler Content Manager SE	7	\$11,593.00	4	\$5,100.00	\$0,000.00	
Tyler Forms Processing	7	\$5,622.00	0	\$0.00	\$0,000.00	

		One Time Fees		
Description	# Years	Annual Fee	Impl. Days	Impl. Cost, Data Conversion
Sub-Total:		\$119,884.00		\$102,000.00
<u>Less Discount:</u>		<u>\$23,977.00</u>		<u>\$0.00</u>
TOTAL:		\$95,907.00	80	\$102,000.00
				\$22,100.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Volto Licensed Consulting & Implementation Services	20	\$1,275.00	\$0.00	\$25,500.00
Object Planning Services	1	\$6,000.00	\$0.00	\$6,000.00
Tyler Forms Library - Financial	1	\$1,800.00	\$0.00	\$1,800.00
Tyler Forms Library - Payroll	1	\$1,200.00	\$0.00	\$1,200.00
Tyler Forms Library - Personnel Action	1	\$1,000.00	\$0.00	\$1,000.00
Tyler Forms Processing Configuration	1	\$2,000.00	\$0.00	\$2,000.00
VPN Device	1	\$4,000.00	\$0.00	\$4,000.00
TOTAL:				\$41,500.00

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance	Total Year One Maintenance Discount
Tyler Secure Signature System with 2 Keys	1	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$0.00	\$0.00	\$0.00
3rd Party Hardware Sub-Total:				\$0.00	\$1,650.00		\$0.00	
TOTAL:					\$1,650.00			\$0.00

Summary

	One Time Fees	Recurring Fees
Total SaaS	\$0.00	\$95,907.00
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$165,600.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$1,650.00	\$0.00

	One Time Fees	Recurring Fees
Summary	\$167,250.00	\$95,907.00
Summary Total	\$838,599.00	
Contract Total		
Excluding Estimated Travel Expenses		
Estimated Travel Expenses	\$42,470.00	

Travel: Amendment 1" + \$36,206

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Accounting - Actuals up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Accounting - Budgets up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Accounting Standard COA	\$2,000.00	\$0.00	\$2,000.00
Accounts Payable - Checks up to 5 years	\$1,600.00	\$0.00	\$1,600.00
Accounts Payable - Invoice up to 5 years	\$2,400.00	\$0.00	\$2,400.00
Accounts Payable Standard Master	\$1,600.00	\$0.00	\$1,600.00
Capital Assets Std Master	\$3,000.00	\$0.00	\$3,000.00
Payroll - Accumulators up to 5 years	\$1,400.00	\$0.00	\$1,400.00
Payroll - Actual History up to 5 years	\$1,200.00	\$0.00	\$1,200.00
Payroll Earnings Deduction Hist up to 5 years	\$2,500.00	\$0.00	\$2,500.00
Payroll - PM Action History up to 5 years	\$1,400.00	\$0.00	\$1,400.00
Payroll - Standard	\$2,000.00	\$0.00	\$2,000.00
TOTAL:			\$22,100.00

Optional SaaS		# Years	Annual Fee	Impl. Days	Impl. Cost	Data Conversion	One Time Fees
Description	Implementation						
3rd Management	7	\$3,639.00		3	\$3,825.00		\$0.00
Employee Expense Reimbursement	7	\$3,680.00		4	\$5,100.00		\$0.00
Inventory	7	\$6,818.00		5	\$6,375.00		\$4,700.00
Human Capital Management:							
Executive Advance Scheduling - Up to 50 Employees	7	\$4,805.00		6	\$7,650.00		\$0.00
Executive Advance Scheduling Mobile Access	7	\$2,352.00		0	\$0.00		\$0.00
Executive Time & Attendance Mobile Access	7	\$3,003.00		0	\$0.00		\$0.00
Executive Time & Attendance - Up to 500 Employees	7	\$13,330.00		16	\$20,400.00		\$0.00
Revenue:							
Accounts Receivable	7	\$6,618.00		8	\$10,200.00		\$0.00
General Billing	7	\$3,023.00		4	\$5,100.00		\$0.00
Tyler Cashiering	7	\$12,206.00		5	\$6,375.00		\$0.00
Productivity:							
Procurement	7	\$5,755.00		1	\$1,275.00		\$0.00
Additional:							
CAFPR Statement Builder	7	\$7,981.00		3	\$3,825.00		\$0.00
TOTAL:		\$73,210.00		55	\$70,125.00		\$4,700.00
Optional Tyler Software & Related Services							
Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance	
Additional:							
Contracts - D	\$0.00	0	\$0.00	\$4,000.00	\$4,000.00	\$0.00	
Payroll - Accrual Balances - B	\$0.00	0	\$0.00	\$1,500.00	\$1,500.00	\$0.00	

Optional Tyler Software & Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Payroll - Certifications - B	\$0.00	0	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Payroll - Deductions - B	\$0.00	0	\$0.00	\$1,800.00	\$1,800.00	\$0.00
Payroll - Education - B	\$0.00	0	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Payroll - Position Control - B	\$0.00	0	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Payroll - Recruiting - B	\$0.00	0	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Payroll - State Retirement Tables - B	\$0.00	0	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Project Grant Accounting - Actuals up to 3 years - D	\$0.00	0	\$0.00	\$1,500.00	\$1,500.00	\$0.00
Project Grant Accounting - Budgets up to 3 years - D	\$0.00	0	\$0.00	\$1,500.00	\$1,500.00	\$0.00
Project Grant Accounting Standard - D	\$0.00	0	\$0.00	\$2,000.00	\$2,000.00	\$0.00
Purchasing - Purchase Orders - Standard Open POS only - D	\$0.00	0	\$0.00	\$2,700.00	\$2,700.00	\$0.00
TOTAL:	\$0.00	0	\$0.00	\$22,000.00	\$22,000.00	\$0.00

Optional Other Services

Description	Quantity	Unit Price	Discount	Extended Price
AP/PR Check Reconcile	1	\$1,000.00	\$0.00	\$1,000.00
AP Positive Pay Export Format	1	\$3,000.00	\$0.00	\$3,000.00
PP Card Import Format	1	\$5,500.00	\$0.00	\$5,500.00
POS Cash Installation (Up to 3)	1	\$11,000.00	\$0.00	\$11,000.00
PR Positive Pay Export Format	1	\$3,000.00	\$0.00	\$3,000.00
Tyler Forms Library - General Billing	1	\$2,000.00	\$0.00	\$2,000.00
TOTAL:				\$15,500.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
General	\$4,000.00	\$0.00	\$4,000.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
Inventory - Commodity Codes	\$1,200.00	\$0.00	\$1,200.00
Inventory - Site Master	\$3,500.00	\$0.00	\$3,500.00
Payroll - Accrual Balances	\$1,500.00	\$0.00	\$1,500.00
Payroll - Certifications	\$1,400.00	\$0.00	\$1,400.00
Payroll - Deductions	\$1,800.00	\$0.00	\$1,800.00
Payroll - Education	\$1,400.00	\$0.00	\$1,400.00
Payroll - Position Control	\$1,400.00	\$0.00	\$1,400.00
Payroll - Recruiting	\$1,400.00	\$0.00	\$1,400.00
Payroll - State Retirement Tables	\$1,400.00	\$0.00	\$1,400.00
Project Grant Accounting - Actuals up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Project Grant Accounting - Budgets Up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Project Grant Accounting Standard	\$2,000.00	\$0.00	\$2,000.00
Purchasing - Purchase Orders - Standard Open PO's only	\$2,700.00	\$0.00	\$2,700.00
TOTAL:			\$26,700.00

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O. #: _____

All optional values quoted in US Dollars

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: 7/7/2020

To: Honorable Board of Supervisors

From: Roberta M. Allen, Auditor / Controller

Subject: Approve one-year Addendum to Agreement for Auditing Services between County of Plumas and Smith & Newell CPAs for audit of the fiscal records of the County of Plumas for fiscal years ending June 30, 2020, per Addendum attached.

Recommendation:

Approve one-year Addendum to Agreement for Auditing Services between County of Plumas and Smith & Newell CPAs for the audit of the fiscal records of the County of Plumas for fiscal years ending June 30, 2020, per Addendum attached.

Background:

The existing two-year addendum to the contract with Smith & Newell CPAs expired 6/30/2020. The Auditor planned to send out requests for proposals for a new audit firm, however the Covid 19 pandemic beginning in March of 2020 presented challenges to this process. The State Controller's Office granted a waiver of the Audit Partner Rotation Requirement of Government Code section 12410.6(b) for one year due to the issues created by the pandemic. Letter from SCO is included in this agenda item.



BETTY T. YEE
California State Controller

June 24, 2020

Roberta Allen, CPA
520 Main Street, Room 205
Quincy, CA 95971-4111

Re: Waiver Request for the Audit Partner Rotation Requirement of Government Code section 12410.6(b)

Dear Ms. Allen,

The State Controller's Office reviewed your Request for the Waiver of the Audit Partner Rotation requirements and approved for the following reason:

1. The County of Plumas provided a compelling reason to establish that the county office will sustain a hardship securing an auditor timely due to COVID-19 related reasons.

This exemption waiver will expire on June 24, 2021, one year after the date of this letter.

If you have any questions regarding this letter, please contact a member of my Single Audit staff by telephone at (916) 324-6442 or by email at singleaudits@sco.ca.gov.

Sincerely,

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

Joel James, Chief
Financial Audits Bureau
Division of Audits

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754-7619 (323) 981-6802

Allen, Roberta

From: singleaudits@sco.ca.gov
Sent: Thursday, June 25, 2020 2:59 PM
To: Allen, Roberta
Cc: singleaudits@sco.ca.gov
Subject: Auditor Rotation Waver Request
Attachments: Rotation Waiver Request - Plumas County.pdf; PlumasCoAuditRotationWaiverApprovalLtr_20200624.pdf

Hello Ms. Allen,

Attached is approval letter for the Auditor Rotation Waver Request you submitted. Please let us know if you have any questions.

Thank you,

Michelle Kell | Associate Governmental Program Analyst
Office of State Controller Betty T. Yee
Division of Audits, Financial Audits Bureau
3301 C Street, Suite 725
Sacramento, CA 95816 | 916.322.2276

For information on K-12 LEAs guidance, please visit [LEA Audits Web Page](#) .

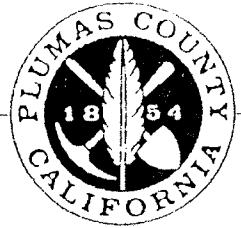
For information on Single Audit guidance, please visit [Single Audits Web Page](#) .

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

BIANCA HARRISON, CMA • ASSISTANT AUDITOR / CONTROLLER



May 26, 2020

Joel James, Chief
Financial Audits Bureau
PO Box 942850
Sacramento, CA 94250-5874

Re: Request for Waiver of the Audit Partner Rotation requirements for Plumas County

Mr. James,

Plumas County respectfully requests a waiver of the Audit Partner Rotation requirements for the countywide audit of fiscal years 2019/20 and 2020/21. Plumas County has been operating under Governor Newsom's stay at home orders since March 19, 2020. The Auditor's department is currently working with severely limited staff. Two of our five total staff members are working from home, one retired unexpectedly due to health concerns related to COVID-19, and two full time staffers and myself are working onsite. We were forced to initiate new procedures and rearrange the workflow to accommodate those working from home. We have been able to keep up with the required workload, but there has been little time left for anything other than seeing that the daily work is addressed.

The challenges brought on by the pandemic were particularly disruptive for our county because we are going through a software conversion of the county's general ledger software program. We went live on the new system as of July 1, 2019. Fiscal year 2019/20 is the first fiscal year that we have operated using the new software. We are still working on the payroll conversion and we plan on going live in January, 2021 on the payroll module. The Auditor and staff have spent countless hours learning to use the new system and resolve the many unanticipated issues that come with a new accounting system of such magnitude. There are significant problems still to be worked out, and we feel that the prior auditor is familiar with the operations of the county.

Due to the significant challenges that our county is currently experiencing considering the recent software conversion and the impact of the pandemic, securing a new audit firm at this time would be extremely difficult. For these reasons, we ask for a waiver of the requirements for fiscal years 2019/20 and 2020/21.

Thank you for your consideration in this matter,

Respectfully submitted,

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

Roberta Allen, CPA

Plumas County Auditor/Controller

robertaallen@countyofplumas.com

520 Main Street, Room 205

Quincy, CA 95971

Phone: 530-283-6248

ADDENDUM TO AGREEMENT FOR AUDITING SERVICES

THIS CONTRACT ADDENDUM for additional professional auditing services is entered into by and between the COUNTY OF PLUMAS, herein referred to as "COUNTY", and Smith & Newell Certified Public Accountants, hereinafter referred to as "AUDITOR", this ____ day of _____, 2020, and affects Scope of Services Required of the original contract dated February 21, 2012 (copy attached).

WITNESSETH:

This contract is hereby amended as follows:

SCOPE OF WORK: AUDITOR shall audit the fiscal records of the County of Plumas for the fiscal year ending June 30, 2020 in accordance with the duties imposed upon it as set forth in the original contract, plus compliance with all new applicable standards issued since the date of the original contract.

COMPENSATION: COUNTY shall pay to AUDITOR for services described herein a sum not to exceed the following:

Required Audit Services	2020 Maximum Fee
County-Wide Audit	\$ 46,367
Compilation of Financial Statements	3,651
Single Audit	6,853
Compliance Report on Treasury Investments	2,333
Cash Procedure/Control Audit of Departments	3,766
Total Maximum Fee	\$ 62,970

TERMS: The term of the original contract shall be extended until June 30, 2021 for the services contemplated in this contract addendum.

All other sections of this contract remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed as of the day and year herein first above written.

COUNTY OF PLUMAS

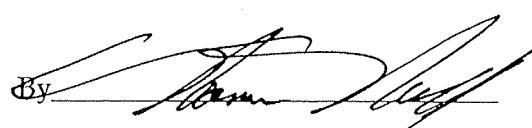
By _____

Approved as to form:


Gretchen Stuhr
Deputy Plumas County Counsel

7/7/2020

SMITH & NEWELL CPAs


RECEIVED
JUL - 7 2020
Auditor / Risk

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Office of the Auditor (hereinafter referred to as "County"), and SMITH & NEWELL, CPAs, a California general partnership (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—Contractor's proposal, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed One Hundred Fifty-Four Thousand, Six Hundred Eighty and No/100 Dollars (\$154,680.00).
3. Term. The term of this agreement shall be from July 1, 2012 through June 30, 2015, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.
4. Notice of Termination. The County reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Contractor. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement unless directed otherwise by the County, and County shall pay Contractor for professional services satisfactorily performed up to and including the date of County's written notice of termination. All documents prepared by Contractor in its performance of this Agreement shall be delivered to the County within ten (10) days of delivery of termination notice to Contractor, at no cost to County. Any use of uncompleted documents without specific written authorization from Contractor shall be at County's sole risk and without liability or legal expense to Contractor.
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 work performed under this Agreement 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, error, omission or negligence of Contractor or its officers, employees, agents, contractors, 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. General liability coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
 - b. Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Contractor shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.
 - c. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) per accident.
 - 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. All insurance policies shall be endorsed to name the County, its officers, officials, employees, representatives and agents as additional insureds. Contractor's insurance 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. Contractors shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

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:

Auditor/Controller
County of Plumas
520 Main Street, Room 205
Quincy, CA 95971
Attention: Shawn Montgomery

Contractor:

Smith & Newell, CPA's
1425 Butte House Rd.
Yuba City, CA 95993

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.

25. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Contractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of County. Contractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of County. Contractor shall deliver to County any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by County or its authorized representative, at no additional cost to the County.
26. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit to the Agreement, the terms of the Agreement shall control.

[Continued on Following Page]

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

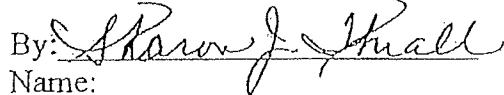
CONTRACTOR:

Smith & Newell, CPAs, a California general partnership

By: 
Name: Norman J. Newell
Title: General Partner
Date signed: 6/19/18

COUNTY:

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

By: 
Name:
Title:
Date signed:

APPROVED AS TO FORM:

Plumas County Counsel

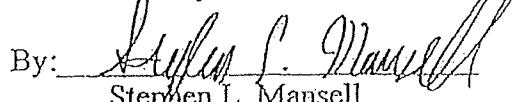
By: 
Stephen L. Mansell
Deputy County Counsel
Date signed: 2/21/12

EXHIBIT A

Scope of Work and Fee Schedule

Contractor shall perform work as described in, and at the fees listed in, County's Request for Proposal and Contractor's Proposal to Provide Independent Audit Services dated August 5, 2011, as attached hereto.

SMITH & NEWELL

CERTIFIED PUBLIC ACCOUNTANTS

June 18, 2018

Plumas County
Attn: Roberta Allen
520 Main Street, Room 205
Quincy, CA 95971

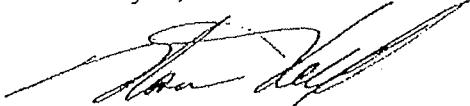
RE: Addendum to Professional Auditing Services Contract

Roberta,

Enclosed is our Addendum to provide professional auditing services to the County of Plumas for the fiscal years ended June 30, 2018 and 2019.

Please sign the enclosure and return a signed copy to our office for our records.

Thank you,



Norman Newell, CPA
Partner

ADDENDUM TO AGREEMENT FOR AUDITING SERVICES

THIS CONTRACT ADDENDUM for additional professional services is entered into by and between the COUNTY OF PLUMAS ("County"), and, SMITH & NEWELL CPAS, ("Consultant") this 30th day of June, 2018 and affects Scope of Services Required of the original contract dated February 2012 (Copy attached).

This contract is hereby amended as follows:

SCOPE OF WORK: Consultant shall audit the fiscal records of the County of Plumas for the fiscal years ending June 30, 2018 and June 30, 2019 in accordance with the duties imposed upon it as set forth in the original contract plus compliance with all new applicable standards issued since the date of the original contract.

COMPENSATION: County shall pay to Auditor for services described herein a sum not to exceed the following:

<u>Required Audit Services</u>	2018 Maximum Fee	2019 Maximum Fee
County Wide Audit	\$ 44,790	\$ 45,910
Compilation of Financial Statements	3,530	3,615
Single Audit	6,620	6,785
Compliance Report on Treasury Investments	2,250	2,310
Cash Procedure/Control Audit of Departments	<u>3,640</u>	<u>3,730</u>
Total Maximum Fee	<u>\$ 60,830</u>	<u>\$ 62,350</u>

TERMS: The term of the original contract shall be extended until June 30, 2020 for the services contemplated in this contract addendum.

All other sections of this Contract remain unchanged and in full force and effect.

IN WITNESS THEREOF, the parties hereto have signed this Agreement as of the day and year herein first above written.

COUNTY OF PLUMAS:

BY: John E. Miller 7/9/18

SMITH & NEWELL CPA'S:

BY: John Newell

June 29, 2020

County of Plumas
Attn: Roberta Allen
520 Main St, Rm 205
Quincy, CA 95971

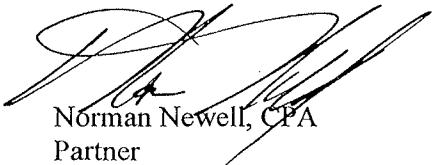
RE: Addendum to Professional Auditing Services Contract

Roberta,

Enclosed is our contract addendum to provide professional auditing services to the County of Plumas for the fiscal year ended June 30, 2020.

If everything looks agreeable, please sign the enclosure and return a signed copy to our office for our records. Please let us know if you have any questions.

Thank you,



Norman Newell, CPA
Partner