

BOARD OF SUPERVISORS

Dwight Ceresola, Vice Chair 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, 3rd District
Greg Hagwood, 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF
APRIL 19, 2022 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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.

Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commission, committees, boards, and council, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) 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 Government Code section 54953(e), 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](#)

ZOOM Participation

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

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. **DISASTER RECOVERY OPERATIONS** - Pamela Courtwright
Report and update Dixie Fire Recovery efforts; receive report and discussion

DIXIE FIRE COLLABORATIVE

Report and update Dixie Fire Collaborative efforts; receive report and discussion.

2. **USDA FOREST FIRE MANAGEMENT** - Joe Hoffman/ Chris Carlton
Monthly check in and update

3. **CONSENT AGENDA**

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

- A. **FACILITY SERVICES**

- 1) Approve and authorize the Director of Facility Services & Airports to waive the rental fees at the Plumas County Courthouse for the Quincy High School Prom to be held on May 14th, 2022.

[View Item](#)

- 2) Approve and authorize the Director of Facility Services & Airports to waive the rental fees at the Chester Park for Chester Elementary School to host their talent show/ fundraiser Event on April 28, 2022. [View Item](#)

- B. **PROBATION**

Approve and authorize the Chair to sign Equipment Lease Agreement and Addendums to Agreement between Plumas County Probation Department and Ray Morgan Company, for the lease of two copy machines provided to the Plumas County Probation Department; not to exceed \$694.77 per Quarter for a term of 5 years; approved as to form by County Counsel. [View Item](#)

- C. **PUBLIC HEALTH**

Approve and authorize the Chair to sign Agreement between Plumas County and Ellis Planning Associates, to assist in developing a strategic plan for PCPHA; not to exceed \$19,914.13; approved as to form by County Counsel. [View Item](#)

- D. **HUMAN RESOURCES**

Adopt **RESOLUTION** adopting Plumas County's pay schedule; to reflect the CalPERS CCR 370.5 Statutory and Regulatory Requirements. [View Item](#)

4. **SENECA HAZARDOUS FUELS TREATMENT PROPOSAL** – Joe Smailes
Adopt **RESOLUTION** supporting the Seneca Hazardous Fuels Action Plan; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

5. **DEPARTMENTAL MATTERS**

- A. **BEHAVIORAL HEALTH** – Tony Hobson

Authorize Behavioral Health Director to recruit and fill, funded and allocated 1.0 FTE Supervising Site Coordinator within Department 70571; vacancy due to resignation; discussion and possible action.

[View Item](#)

- B. **CLERK RECORDER/ ELECTIONS** – Marcy DeMartile
Adopt **RESOLUTION** approving Standard Agreement Amendment between Plumas County and the California Secretary of State extending Voting System Replacement Funds Contract through and including December 31, 2024; and authorize the County Elections Official, as agent, to conduct all negotiations, execute and submit all documents accordingly with County Counsel approving as to form; discussion and possible action. **Roll call vote View Item**
- C. **HUMAN RESOURCES** – Nancy Selvage
- 1) Adopt **RESOLUTION** to amend Plumas County's position allocation adding 1.0 FTE Behavioral Health Alcohol and Drug Program Administrator job classification to fund #70580; discussion and possible action. **Roll call vote View Item**
 - 2) Authorize Human Resources to recruit and fill the Behavioral Health Alcohol and Drug Program Administrator Position; discussion and possible action. **View Item**
 - 3) Adopt **RESOLUTION** to adopt the New Public Works Bargaining Unit, and Public Works Mid-Management & Supervisors Unit formerly known as Crafts and Trades Bargaining Unit with the Operating Engineers Local #3; discussion and possible action. **Roll call vote View Item**
- D. **PLANNING** – Tracey Ferguson
Presentation of New Supervisorial District Map
- E. **PUBLIC HEALTH** – Dana Loomis
- 1) Authorize the Director of Public Health to recruit and fill, vacant 1.0 FTE Limited Term Health Education Series in the Public Health Department; discussion and possible action. **View Item**
 - 2) Adopt **RESOLUTION** authorizing the Director of Public Health to apply for grant funded by the Federal Grant Award PS19-1901, Strengthening STD Prevention and Control for the Health Departments, CFDA #93.977 with California Department of Public Health, Sexually Transmitted Disease Control Branch; approved as to form by County Counsel. **Roll call vote View Item**
- F. **PUBLIC WORKS** – John Mannle
- 1) Authorize the Public Works/ Road Department to recruit and fill, funded and allocated; 1.0 FTE PW Power Mechanic I or II position in the Quincy Mechanic Shop; discussion and possible action. **View Item**
 - 2) Authorize the Public Works/ Road Department to recruit and fill, funded and allocated; 1.0 FTE PW Maintenance Supervisor/ Foreman position in the LaPorte Maintenance District; vacancy due to retirement; discussion and possible action. **View Item**
- G. **SHERIFF** – Todd Johns
- 1) Approve and authorize the Chair to ratify and sign Agreement between Plumas County and CGL Companies Inc., for the SB 844 Jail Construction Project; contract term from July 1, 2021 through July 18, 2026; not to exceed \$1,436,000.00; approved as to form by County Counsel; discussion and possible action. **View Item**
 - 2) Authorize the Sheriff to recruit and fill, 7 (seven) vacant seasonal Boat Patrol Officer positions; funded by State Grant; discussion and possible action **View Item**
 - 3) Approve and authorize the Sheriff to sign Agreement with ZoneHaven, for their services in evacuation planning with an initial cost of \$6,150.00 for the first year and \$7,300.00 per year, thereafter, for a term of 3 years; approved as to form by County Counsel; discussion and possible action. **View Item**
 - 4) Adopt **RESOLUTION** supporting the Sheriff's Office efforts to pursue an application for the 2023 Community Project Funding Program through Congressman Doug LaMalfa's Office; discussion and possible action. **Roll call vote View Item**

H. **SOCIAL SERVICES** – Neal Caiazzo

Authorize the Department of Social Services to recruit and fill, funded and allocated 1.0 FTE Social Service Aide position; vacancy due to promotion; discussion and possible action **View Item**

6. **BOARD OF SUPERVISORS**

A. Adopt and ratify **RESOLUTION** to amend Museum Director job classification pay rate to \$30.00 per hour; discussion and possible action. **Roll call vote View Item**

B. Adopt **ORDINANCE** first introduced on April 12, 2022, of Plumas County, State of California, amending Article 6, of Chapter 4, of Title 2 of the Plumas County Code relating to the County Administrative Office of County Administrator; discussion and possible action. **Roll call vote View Item**

C. **APPOINTMENTS**

Appoint Vicki Chestnut to serve on the Plumas County Behavioral Health Commission; discussion and possible action.

D. Correspondence

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

7. **CLOSED SESSION**

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

A. Personnel: Public employee performance evaluation; Michelle Blackford, Director of Child Support Services

B. Personnel: Public employee performance evaluation; John Mannle, Director of Public Works

C. Personnel: Public employee performance evaluation; Neal Caiazzo, Director of Social Services

D. Conference with real property negotiator, regarding courthouse facilities: Greenville Sub Station, 115 Crescent St., APN 110120047000.

E. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9

F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

G. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

H. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – Central Delta Water Agency, et al. v. Department of Water Resources, Third District Court of Appeals, Case No. C078249, C080572, and C086215

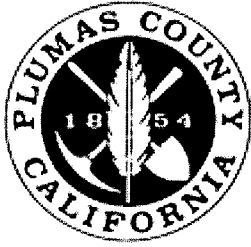
I. Conference with Legal Counsel: Existing litigation – Feather River Action!, et al. v. County of Plumas, et al., Plumas County Superior Court, Case No. CV 22-00037, pursuant to Subdivision (d)(1) of Government Code Section 54956.9

- J. Conference with Legal Counsel: Existing litigation – American Valley Aviation, Inc. v. County of Plumas, et al., Plumas County Superior Court, Case No. GN CV19-00193, pursuant to subdivision (a) of Government Code §54956.9

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

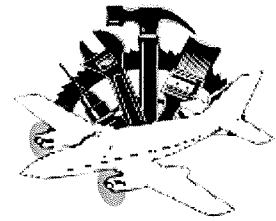
Adjourn meeting to Tuesday, May 3, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California



JD Moore
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: **April 19, 2022**

TO: Honorable Board of Supervisors

FROM: JD Moore – Facility Services Director

SUBJECT: Approve and authorize the Director of Facility Services & Airports to waive the rental fee for the Quincy High School Prom, on May 14, 2022 at the Plumas County Courthouse.

Recommendation

Approve and authorize the Director of Facility Services & Airports to waive the rental fee for the Quincy High School Prom, on May 14, 2022 at the Plumas County Courthouse.

Background and Discussion

As has been done in the past, Natalie Davis, Student Chairperson, has respectfully requested to waive the rental fees at the Courthouse for the Quincy High School Prom. After reviewing the request, Facility Services has no issue with deviating from the fee schedule.

Quincy High School 2022 Prom Committee

Natalie Davis, Student Chair - 530-394-0809
Amanda Meisenheimer, Adult Chair – 530-680-0646

March 8, 2022

Dear Mr. Correia:

I am the Student Chairman of the QHS Prom, which will be held on May 14, 2022 at the Plumas County Courthouse

Enclosed herein please find our completed and executed Facility Use Agreement for the Plumas County Courthouse.

As has been done in the past, we respectfully and gratefully request a waiver of the use fee for the premises for the event.

Please feel free to contact me, or the adult chairperson, Amanda Meisenheimer, should you need further information regarding the Prom.

Thank you for your time and attention to this matter.



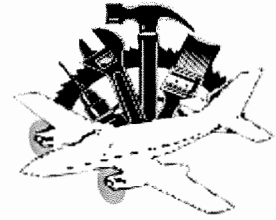
Natalie Davis
Student Chairperson
QHS Prom 2022



JD Moore
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: **April 19, 2022**

TO: Honorable Board of Supervisors

FROM: JD Moore – Facility Services Director

SUBJECT: Approve and authorize the Director of Facility Services & Airports to waive the rental fee for Meghan Whalen/Chester Elementary School for a fundraiser on April 28, 2022 at the Chester Park.

Recommendation

Approve and authorize the Director of Facility Services & Airports to waive the rental fee for Meghan Whalen/Chester Elementary School for a fundraiser at the Chester Park.

Background and Discussion

Meghan Whalen/Chester Elementary School has requested to waive the rental fee at Chester Park for a fundraiser on April 28, 2022. As Chester Elementary is under construction, the 6th grade class would like to utilize Chester park to host their talent show/fundraiser. The money that is raised would help fund their Plumas to Pacific field trip.

After reviewing the request, Facility Services has no issue with deviating from the fee schedule.

Meghan Whalen
04/06/22
Sixth Grade
Chester Elementary School

Rob McAdams,

At Chester Elementary School, "Our vision is a thriving school experience where the development of the whole child is fostered through engaging academics and outdoor educational experiences." Chester Elementary School places a heavy emphasis on their outdoor education. As we live in the Upper Feather River Watershed, this homeland is worthy of integration into curriculum and instruction, no matter which fork and sub-basin you inhabit. More than simple worthiness, the place we live and learn should be core to how we teach and learn. You can receive an education anywhere, but a FREducation happens only in the Feather River. (FREd is an acronym – Feather River Education)

The 6th-grade year is a rite of passage. Held between the six years of elementary education and six years of secondary education, the 6th grade is a hub, a time that students move with their childhood creativity and imagination into greater power.

Therefore, Chester Elementary's Sixth Grade class would like to raise money for their Plumas to Pacific field trip. This field trip is crucial for students to learn about their unique areas. We love the arts and welcome any opportunity for our students to express creativity. As Chester Elementary is under construction, we hope to use Chester park to house CES's talent show (fundraiser) on April 28th. Chester Elementary School respectfully requests the Board of Supervisors to waive the fees for this fundraising event.

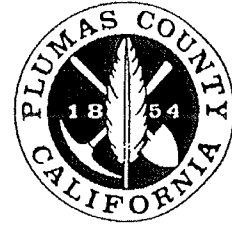
Please reach out if you have any questions.

Sincerely,
Meghan Whalen
(530) 521 5572



County of Plumas
Department of Probation

270 County Hospital Rd. #128,
Quincy, California, 95971



Keevin Allred
Chief Probation Officer

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

DATE: April 11, 2022

TO: The Honorable Board of Supervisors

FROM: Keevin Allred, Chief Probation Officer *KA*

SUBJECT: Board Agenda Item for April 19, 2022

RE: Approval of new Equipment Lease Agreement between the Plumas County Probation Department and Ray Morgan Company, LLC.

Recommendation:

Approve the Equipment Lease Agreement between the Plumas County Probation Department and Ray Morgan Company, LLC for a set of new copiers, not to exceed \$694.77 per Quarter, for the term of 20 Quarters over 5 years.

Background:

Ray Morgan Company, LLC. has issued Probation an Equipment Lease Agreement, approved to form by County Counsel, for a set of new Canon IR Advance 4751i Copiers. This new lease, after taxes, results in a slight increase of cost of approximately \$42.56 per quarter to the Probation Department, or \$851.20 over the five-year term agreement.

Having a pair of copiers is essential to the Probation Department, and these new copiers would be of great benefit to the Probation Department. The current machines, a set of Kyocera 3501i's, are starting to show signs of wear after six years of service and hundreds of thousands of copies. The new machines are an upgrade in speed over the copiers currently in use, which ultimately would increase productivity, and the added reliability of new machines should justify the slight increase in price.

1. **AGREEMENT:** You agree to rent from us the goods, together with all replacements, parts, repairs, additions, and accessories incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You represent and warrant that you will use the Equipment for business purposes only. You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. In addition, should this Agreement replace a previous Ray A. Morgan Company generated equipment lease, a CLOSING BILL on the agreement being replaced, up to the installation date of the new equipment, will be sent approximately (10) days after delivery of the new equipment. You agree to pay this CLOSING BILL charges as they represent valid charges for product and services provided under the prior agreement up to the installation date of the new equipment. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its rental, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to \$50 for personal property taxes we pay related to the Equipment. You agree to pay us a fee of up to \$50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of \$125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, to do so as provided in either (A) or (B) below, as determined in our discretion: (A) We may obtain insurance covering our interest (and only our interest) in the Equipment for the Agreement term and renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled by us at any time. You may be required to pay us an additional amount each month for the insurance premium and an administrative fee. The cost may be more than the cost of obtaining your own insurance; or (B) We may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, renting, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBRENT THE EQUIPMENT OR THIS AGREEMENT,** without our prior written consent which will not be unreasonably withheld. You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. **END OF TERM:** At the end of the initial term, this Agreement shall renew for successive 12-month renewal term(s) under the same terms hereof unless you send us written notice between 90 and 150 days before the end of the initial term or at least 30 days before the end of any renewal term that you want to return the Equipment, and you timely return the Equipment. You shall continue making Payments and paying all other amounts due until the Equipment is returned. As long as you have given us the required written notice, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.

9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.

11. **WARRANTY DISCLAIMERS:** WE ARE RENTING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. IN THE EVENT WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE DOES NOT TAKE RESPONSIBILITIES FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.

12. **LAW; JURY WAIVER: LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the principal place of business of Owner or, if assigned, its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Owner or, if assigned, its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.

Addendum to Agreement for application

WHEREAS, Ray A. Morgan Company ("Dealer") and County of Plumas, California ("Customer") have determined that it is for their mutual benefit to enter into this Addendum ("Addendum") to the Lease Agreement (whether designated a Lease, Rental Agreement, Master Lease, or otherwise) ("Agreement") for the lease or rental of certain equipment ("Equipment").

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound, the parties hereto hereby agree as follows:

Capitalized terms used herein but not otherwise defined herein shall have the respective meanings given to such terms in the Agreement. It is expressly agreed by the parties that this Addendum is supplemental to the Agreement and that the provisions thereof, unless specifically modified herein, shall remain in full force and effect and shall apply to this Addendum as though they were expressly set forth herein.

In the event of any conflict or inconsistency between the provisions of this Addendum and any provisions of the Agreement, the provisions of this Addendum shall in all respect govern and control.

The terms and conditions paragraph(s) in the Agreement (29885 (2017) Rev. 05/08/2020) are changed as follows:

6. DEFAULT AND REMEDIES: Paragraph 6 is amended by deleting "you agree to pay our" and replacing with "the prevailing party agrees to pay" in the seventh sentence.

Customer agrees that Dealer may accept a facsimile copy of this Addendum as an original, and that such facsimile copy will be treated as an original for all purposes. THIS ADDENDUM SHALL BE EFFECTIVE WHEN IT HAS BEEN SIGNED BY CUSTOMER AND ACCEPTED BY DEALER.

Ray A. Morgan Company	County of Plumas, California
By:	By:
Title:	Printed Name: Heidi White
Date:	Title: Clerk of the Board of Supervisors
	By:
	Printed Name: Kevin Cross, Chair
	Title: Board of Supervisors

Approved as to form:



Gretchen Stuhr
Plumas County Counsel



Ray Morgan Company

AGREEMENT NO.

CALIFORNIA JUDICIAL REFERENCE & STATE AND LOCAL GOVERNMENT ADDENDUM

Addendum to Agreement # _____ and any future supplements/schedules thereto, between _____, as Customer and Ray A. Morgan Company, as Lessor ("Agreement"). The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor.

The parties wish to amend the above-referenced Agreement by adding the following California Judicial Reference language:

1. Any and all disputes, claims and controversies arising out of, connected with or relating to the Agreement or the transactions contemplated thereby (individually, a "Dispute") that are brought before a forum in which pre-dispute waivers of the right to trial by jury are invalid under applicable law shall be subject to the terms contained in this Addendum in lieu of the jury trial waiver otherwise provided in the Agreement. Disputes may include, without limitation, tort claims, counterclaims, claims brought as class actions, claims arising from schedules, supplements, exhibits or other documents to the Agreement executed in the future, disputes as to whether a matter is subject to judicial reference, or claims concerning any aspect of the past, present or future relationships arising out of or connected with the Agreement.
2. Any and all Disputes shall be heard by a referee and resolved by judicial reference pursuant to California Code of Civil Procedure ("CCCP") §§ 638 et seq. The referee shall be a retired California state court judge or an attorney licensed to practice law in the State of California with at least 10 years' experience practicing commercial law. The parties shall not seek to appoint a referee that may be disqualified pursuant to CCCP §641 or 641.2 without the prior written consent of all parties. If the parties are unable to agree upon a referee within 10 calendar days after one party serves a written notice of intent for judicial reference upon the other parties, then the referee will be selected by the court in accordance with CCCP § 640(b).
3. The referee shall render a written statement of decision and shall conduct the proceedings in accordance with the CCCP, the Rules of Court, and the California Evidence Code, except as otherwise specifically agreed by the parties and approved by the referee. The referee's statement of decision shall set forth findings of fact and conclusions of law. The decision of the referee shall be entered as a judgment in the court in accordance with the provisions of CCCP §§644 and 645. The decision of the referee shall be appealable to the same extent and in the same manner that such decision would be appealable if rendered by a judge of the superior court.
4. Notwithstanding the preceding agreement to submit Disputes to a judicial referee, the parties preserve, without diminution, certain rights and remedies at law or equity and under the Agreement that such parties may employ or exercise freely, either alone or in conjunction with or during a Dispute. Each party shall have and hereby reserves the right to proceed in any court of proper jurisdiction or by self-help to exercise or prosecute the following remedies, as applicable: (A) all rights to foreclose against any real or personal property or other security by exercising a power of sale granted in the Agreement or under applicable law or by judicial foreclosure and sale, including a proceeding to confirm the sale, (B) all rights of self-help including peaceful occupation of property and collection of rents, setoff, and peaceful possession of property, (C) obtaining provisional or ancillary remedies including injunctive relief, sequestration, garnishment, attachment, appointment of receiver and in filing an involuntary bankruptcy proceeding, and (D) when applicable, a judgment by confession of judgment. Preservation of these remedies does not limit the power of a judicial referee to grant similar remedies that may be requested by a party in a Dispute. No provision in the Agreement regarding submission to jurisdiction and/or venue in any court is intended or shall be construed to be in derogation of the provisions in this Addendum for judicial reference of any Dispute. The parties do not waive any applicable federal or state substantive law except as provided herein.
5. If a Dispute includes multiple claims, some of which are found not subject to this Addendum, the parties shall stay the proceedings of the claims not subject to this Addendum until all other claims are resolved in accordance with this Addendum. If there are Disputes by or against multiple parties, some of which are not subject to this Addendum, the parties shall sever the Disputes subject to this Addendum and resolve them in accordance with this Addendum.
6. During the pendency of any Dispute that is submitted to judicial reference in accordance with this Addendum, each of the parties to such Dispute shall bear equal shares of the fees charged and costs incurred by the referee in performing the services described in this Addendum. The compensation of the referee shall not exceed the prevailing rate for like services. The prevailing party shall be entitled to reasonable court costs and legal fees, including customary attorneys' fees, expert witness fees, paralegal fees, the fees of the referee and other reasonable costs and disbursements charged to the party by its counsel, in such amount as is determined by the referee.
7. In the event of any challenge to the legality or enforceability of this Addendum, the prevailing party shall be entitled to recover the costs and expenses from the non-prevailing party, including reasonable attorneys' fees, incurred by it in connection therewith.
8. THIS ADDENDUM CONSTITUTES A "REFERENCE AGREEMENT" BETWEEN THE PARTIES WITHIN THE MEANING OF AND FOR PURPOSES OF CCCP § 638.

The parties wish to amend the above-referenced Agreement by adding the following State & Local Government language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period, from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

NON-APPROPRIATION OR RENEWAL: If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

TITLE TO THE EQUIPMENT: If the selected purchase option for this Agreement is \$1.00 or \$101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by restating the following language:

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: "You agree that the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document."

Any provision in the Agreement stating that this Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "Unless the purchase option is \$1.00 or \$101.00, at the end of the initial term, this Agreement shall renew on a month-to-month basis under the same terms hereof unless you send us written notice at least 30 days before the end of any term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) and the naming of us on any vehicle title(s) to show our interest."

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from this Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer. This Addendum may be executed in multiple counterparts, each of which shall constitute an original, but all of which, when taken together, shall constitute one and the same agreement.

Ray A. Morgan Company

Lessor

Signature

Title

Date

Kevin Gross, Chair

Customer

X

Signature

Board of Supervisors

Title

Date

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

**Addendum to Addendum
(California Judicial
Reference & State and
Local Government) for
application #**

WHEREAS, Ray A. Morgan Company ("Dealer") and County of Plumas, California ("Customer") have determined that it is for their mutual benefit to enter into this Addendum ("Addendum") to the Lease Agreement (whether designated a Lease, Rental Agreement, Master Lease, or otherwise) ("Agreement") for the lease or rental of certain equipment ("Equipment").

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound, the parties hereto hereby agree as follows:

Capitalized terms used herein but not otherwise defined herein shall have the respective meanings given to such terms in the Agreement. It is expressly agreed by the parties that this Addendum is supplemental to the Agreement and that the provisions thereof, unless specifically modified herein, shall remain in full force and effect and shall apply to this Addendum as though they were expressly set forth herein.

In the event of any conflict or inconsistency between the provisions of this Addendum and any provisions of the Agreement, the provisions of this Addendum shall in all respect govern and control.

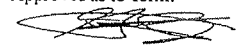
The terms and conditions paragraph(s) in the Agreement (33281 Rev. 05/08/2020) are changed as follows:

8.: Section 8 is amended by inserting the following to the beginning of the section: "To the extent permitted by law,".

Customer agrees that Dealer may accept a facsimile copy of this Addendum as an original, and that such facsimile copy will be treated as an original for all purposes. THIS ADDENDUM SHALL BE EFFECTIVE WHEN IT HAS BEEN SIGNED BY CUSTOMER AND ACCEPTED BY DEALER.

Ray A. Morgan Company	County of Plumas, California
By:	By:
Title:	Printed Name: Heidi White
Date:	Title: Clerk of the Board of Supervisors
	By:
	Printed Name: Kevin Goss, Chair
	Title: Board of Supervisors

Approved as to form:



Gretchen Stuhr
Plumas County Counsel



Consent

AGENDA REQUEST

For the April 19, 2022 meeting of the Plumas County Board of Supervisors

April 11, 2022

To: Honorable Board of Supervisors

From: Dana Loomis, Director of Public Health

Subject: Approve and direct the Chair to sign a contract with Ellis Planning Associates in the amount of \$19,914.13, to assist in developing a strategic plan for the Agency.

Background:

As the Board may recall, there are three pre-requisites for Public Health Accreditation Board (PHAB) approval: the CHA, the CHIP, and the agency Strategic Plan repeated every three years. PHA will be updating its CHA and CHIP in this upcoming 3-year cycle and requires assistance in developing the strategic plan so all three are complete.

Ellis Planning Associates Inc. (EPA) will assist the PHA in developing a Strategic Plan in accordance to PHAB requirements found in "PHAB Standards and Measures Version 1.5, Standard 5.3." The consultant will incorporate a Strengths, Weakness, Opportunities and Threats (SWOT) analysis conducted by PCPHA, and work with PCPHA during a full day session to finalize the strategic Plan.

This contract runs from April 1, 2022 through December 31, 2022.

The attached contract has been reviewed and approved as to form by County Counsel.

Fiscal Impact:

There is no fiscal impact to the General Fund as this contract is fully funded through various programs in Public Health.

Recommendation:

The Director of Public Health respectfully recommends that the Board of Supervisors approve and direct the Chair to sign a contract with Ellis Planning Associates in the amount of \$19,914.13.

CONTRACT

This Agreement is made by and between the County of Plumas, by and through its Public Health Agency, a political subdivision of the State of California, hereinafter referred to as "County", and Ellis Planning Associates, Inc., a California Corporation, hereinafter referred to as "Contractor".

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for the Work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Nineteen Thousand Nine Hundred Fourteen Dollars and Thirteen Cents (\$19,914.13) (hereinafter referred to as the "Contract Amount").
3. Term. The term of this agreement shall be from April 1, 2022 through December 31, 2022 unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from April 1, 2022 to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

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

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

d. Workers Compensation insurance in accordance with California state law.

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

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent Contractor. Contractor, by virtue of

this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

IF TO CONTRACTOR:

Ellis Planning Associates, Inc.,
Post Office Box 901
Nevada City, California 95959

Tel: (530) 264-7127
Attn: Galen Ellis, President


IF TO COUNTY:

County of Plumas
Public Health Agency
270 County Hospital Road, Suite 206
Quincy, California 95971
Tel: (530) 283-6342
Attn: Dana Loomis, Director

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. Plumas Crisis Intervention and Resource Center agrees to maintain and preserve, until three years after termination of Agreement Number 21-1008 and final payment from DCHS to the Contractor, to permit DCHS or any duly authorized representative. To have access to, examine or audit any books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records.
25. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

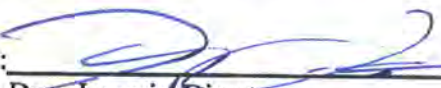
IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR: Ellis Planning Associates Inc., a California Corporation


Galen Ellis, President, Chief Financial Officer

4/5/22
Date

COUNTY OF PLUMAS:

By: 
Dana Loomis, Director

Date: 4/5/22

Plumas County Public Health Agency

By: _____
Chair, Plumas County Board of Supervisors

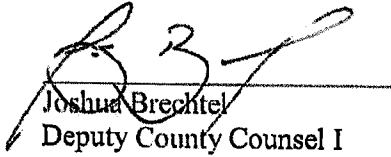
Date: _____

Attest:

By: _____
Clerk, Plumas County Board of Supervisors

Date: _____

Approved as to form:


Joshua Brechtel
Deputy County Counsel I

Date: 4/5/2022

EXHIBIT A – SCOPE OF WORK

Plumas County Public Health Agency			
Deliverables	Hours	Cost	
Virtual Kick-off with Leadership Team (September 2021)			
Review existing plan and documentation of progress, other relevant background materials	1.5	\$	240.00
Plan, facilitate, and provide written summary for 1.5 hr. initial Design Team meeting to plan kick-off (set dates, logistics, agenda)	3	\$	480.00
Design agenda and presentation (to include review of strategic planning process, status of existing plan, and how staff will be engaged in the update) (Designated staff person will co-facilitate with Galen)	3	\$	480.00
Conduct 1-hour Virtual Kick-off Meeting with the Leadership Team, including pre-/post-briefings	2	\$	320.00
Summary report of Kick-off outcomes	1	\$	160.00
Data Collection & Analysis (SWOT Analysis, CHA) (September - December 2021)			
Data collection to include the SWOT (done by each Division) and a review of the CHA (including an examination of how health status has changed from 2016 to 2021. (Staff - September - November)	0	\$	-
Data analysis and summary (December)	4	\$	640.00
Strategic Plan Update Workshop (April/May 2022)			
Workshop agenda, design, materials prep (staff responsible for all outreach, scheduling, venue, food, A/V, and other logistics)	20	\$	3,200.00
Travel time and facilitation of full-day planning workshop (6 hrs travel @half rate, 8 hours of facilitation x 2 consultants)	22	\$	3,520.00
Mileage (250 miles x \$.575)		\$	143.75
Summary report of workshop	5	\$	800.00
Draft Strategic Plan Update (May - September 2022)			
Create Strategic Plan template and populate with updates from workshop for staff review	4	\$	640.00
Provide final draft of Strategic Plan (staff will populate with shorter term goals, objectives and activities that aren't determined at the workshop)	12	\$	1,920.00
Revisions after staff sends out for review and comments	2	\$	320.00
Project/Contract Management			
Weekly/bi-weekly meetings as needed with Design Team (one hour x 18 meetings); prep, facilitation, notes	27	\$	4,320.00
Misc. correspondence, contract management (1 hour x 6 months)	6	\$	960.00
Purchase of food for workshop (morning snacks and refreshments estimated at \$150; afternoon lunches estimated at 30 participants at \$15 each)		\$	600.00
Total Hours		108.5	\$ 18,103.75
Indirect Cost (10%)			\$ 1,810.38
Total Cost Estimate			\$ 19,914.13

EXHIBIT B - FEE SCHEDULE**Invoicing and Payment:**

For services satisfactorily rendered, and upon receipt of an approved invoice, the County of Plumas agrees to compensate the Contractor for actual services rendered in accordance with the Scope of Work (Exhibit A) attached.

A. Invoice(s) Shall:

- 1) Bear the Contractors Name and Subcontract Number.
- 2) Identify the expense, billing and/or performance period covered on invoice
- 3) Invoice(s) must be signed by authorized personnel.

B. Invoice(s) Schedule:

Contractor will invoice on a monthly basis.

C. Invoice(s) shall be submitted to the Project Representative listed in this Agreement under General Provisions, 21. Notice Addresses.**D. Amounts Payable:**

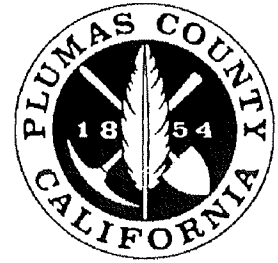
The amounts payable under this agreement shall not exceed Nineteen Thousand Nine Hundred Fourteen Dollars and Thirteen Cents (\$19,914.13).

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



DATE: April 12, 2022

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
April 19, 2022

**RE: APPROVE RESOLUTION ADOPTING PLUMAS COUNTY'S
PAY SCHEDULE**

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to approve job classification wage ranges for the County Administrative Officer, the Director of Risk Management and Safety, and the Museum Director.

BACKGROUND AND DISCUSSIONS

Plumas County's pay scheduled has been updated to reflect new base wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for Publicly Available Pay Schedule.

Thank you for your consideration in this matter.

Attachments:

Exhibit A: Pay Schedule

RESOLUTION TO ADOPT PLUMAS COUNTY'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 2021/2022 needs may arise to amend the Job Classification Plan and Pay Schedule; and

WHEREAS, this is necessary in the daily operational needs of the Plumas County job classifications; and

WHEREAS, this request meets the CCR section 570.5 requirements for a publicly available pay schedule used to determine pay rates:

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

Approve this Resolution to adopt Plumas County's revised Pay Schedule.

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 19th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

County of Plumas
Pay Schedule

Effective as of 03/15/2022 per Board of Supervisors Resolution No. 2022-8674; revised as of 04/05/2022 per Resolution No. 2022-8681
and 04/12/2022 per Ordinance No. 2022-_____ and adopted by the Board as of April 19, 2022 per Resolution No. 2022-_____

CONFIDENTIAL EMPLOYEE UNIT

Job Title	HOURLY RATE										L4	L5
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5		
ACCOUNTANT	\$19.97	\$20.97	\$22.03	\$23.13	\$24.29	\$25.52	\$26.80	\$28.14	\$29.56	\$31.04		
ACCOUNTANT AUDITOR 1	\$22.58	\$23.71	\$24.90	\$26.15	\$27.46	\$28.83	\$30.27	\$31.80	\$33.38	\$35.07		
ACCOUNTANT AUDITOR 2	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78	\$33.36	\$35.03	\$36.80	\$38.63		
ASSISTANT AUDITOR/CONTROLLER	\$28.78	\$30.22	\$31.74	\$33.33	\$35.00	\$36.77	\$38.60	\$40.54	\$42.57	\$44.70		
ASST RISK MGR/SAFETY OFFICER	\$26.93	\$28.28	\$29.69	\$31.18	\$32.75	\$34.39	\$36.11	\$37.93	\$39.81	\$41.81		
CHIEF DEPUTY AUDITOR	\$27.45	\$28.82	\$30.26	\$31.79	\$33.37	\$35.06	\$36.82	\$38.65	\$40.60	\$42.64		
DEPUTY COUNTY COUNSEL 1	\$33.10	\$34.76	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61	\$48.94	\$51.39		
DEPUTY COUNTY COUNSEL 2	\$34.78	\$36.51	\$38.35	\$40.26	\$42.28	\$44.40	\$46.63	\$48.96	\$51.41	\$53.99		
DEPUTY COUNTY COUNSEL 3	\$40.26	\$42.28	\$44.40	\$46.63	\$48.96	\$51.41	\$53.99	\$56.69	\$59.54	\$62.50		
FISCAL SUPPORT COORDINATOR	\$18.81	\$19.75	\$20.75	\$21.79	\$22.89	\$24.05	\$25.25	\$26.52	\$27.85	\$29.23		
HR PAYROLL SPECIALIST 1	\$21.77	\$22.87	\$24.03	\$25.23	\$26.50	\$27.83	\$29.21	\$30.69	\$32.23	\$33.85		
HR PAYROLL SPECIALIST 2	\$24.01	\$25.22	\$26.49	\$27.82	\$29.20	\$30.68	\$32.22	\$33.84	\$35.53	\$37.32		
HUMAN RESOURCES ANALYST 1	\$22.57	\$23.70	\$24.89	\$26.14	\$27.45	\$28.82	\$30.26	\$31.79	\$33.37	\$35.06		
HUMAN RESOURCES ANALYST 2	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78	\$33.36	\$35.03	\$36.80	\$38.63		
HUMAN RESOURCES TECHNICIAN 1	\$17.49	\$18.37	\$19.29	\$20.25	\$21.27	\$22.33	\$23.45	\$24.64	\$25.87	\$27.16		
HUMAN RESOURCES TECHNICIAN 2	\$19.29	\$20.25	\$21.27	\$22.33	\$23.45	\$24.64	\$25.87	\$27.16	\$28.54	\$29.97		
HUMAN RESOURCES TECHNICIAN 3	\$20.46	\$21.48	\$22.56	\$23.69	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78		
LEAD FISCAL & TECH SERV ASST	\$16.68	\$17.52	\$18.40	\$19.32	\$20.30	\$21.31	\$22.38	\$23.50	\$24.68	\$25.92		
MANAGEMENT ANALYST 1	\$22.57	\$23.70	\$24.89	\$26.14	\$27.45	\$28.82	\$30.26	\$31.79	\$33.37	\$35.06		
MANAGEMENT ANALYST 2	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78	\$33.36	\$35.03	\$36.80	\$38.63		
PARALEGAL 1	\$21.77	\$22.87	\$24.03	\$25.23	\$26.50	\$27.83	\$29.21	\$30.69	\$32.23	\$33.85		
PARALEGAL 2	\$24.01	\$25.22	\$26.49	\$27.82	\$29.20	\$30.68	\$32.22	\$33.84	\$35.53	\$37.32		
PARALEGAL 3	\$27.52	\$28.91	\$30.35	\$31.88	\$33.48	\$35.16	\$36.92	\$38.78	\$40.72	\$42.76		
PAYROLL SPECIALIST 1	\$21.77	\$22.87	\$24.03	\$25.23	\$26.50	\$27.83	\$29.21	\$30.69	\$32.23	\$33.85		
PAYROLL SPECIALIST 2	\$24.01	\$25.22	\$26.49	\$27.82	\$29.20	\$30.68	\$32.22	\$33.84	\$35.53	\$37.32		
SYSTEMS ANALYST 1	\$26.15	\$27.46	\$28.83	\$30.27	\$31.80	\$33.38	\$35.07	\$36.84	\$38.67	\$40.62		
SYSTEMS ANALYST 2	\$28.78	\$30.22	\$31.74	\$33.33	\$35.00	\$36.77	\$38.60	\$40.54	\$42.57	\$44.70		

County of Plumas
Pay Schedule

Effective as of 03/15/2022 per Board of Supervisors Resolution No. 2022-8674; revised as of 04/05/2022 per Resolution No. 2022-8681
and 04/12/2022 per Ordinance No. 2022-_____ and adopted by the Board as of April 19, 2022 per Resolution No. 2022-_____

CONTRACT EMPLOYEES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00	\$23.14	\$24.29	\$25.51	\$26.78	\$28.12
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$0.00	\$45.88	\$48.18	\$50.58	\$53.11	\$55.77
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72	\$57.46	\$60.34	\$63.36	\$66.53	\$69.86
CLERK OF THE BOARD OF SUPERVISORS	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00	\$27.77	\$29.16	\$30.61	\$32.14	\$33.75

County of Plumas
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DEPARTMENT HEADS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AG COMM/SEALER OF WTS & MEAS	\$40.58	\$0.00	\$0.00	\$0.00	\$0.00	\$42.61	\$44.75	\$46.99	\$49.34	\$51.81
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99
BEHAVIORAL HEALTH DIRECTOR	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
CHIEF PROBATION OFFICER	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16	\$56.87	\$59.72	\$62.71	\$65.85
COUNTY ADMINISTRATIVE OFFICER	\$75.00	\$78.75	\$82.69	\$86.82	\$91.16	\$95.72	\$100.51	\$105.53	\$110.81	\$116.35
COUNTY COUNSEL	\$66.43	\$69.76	\$73.25	\$76.92	\$80.77	\$84.81	\$89.05	\$93.50	\$98.18	\$103.08
COUNTY FAIR MANAGER	\$31.41	\$0.00	\$0.00	\$0.00	\$0.00	\$32.98	\$34.63	\$36.36	\$38.18	\$40.09
COUNTY LIBRARIAN	\$31.21	\$0.00	\$0.00	\$0.00	\$0.00	\$32.77	\$34.40	\$36.12	\$37.93	\$39.83
DIRECTOR OF BUILDING SERVICES	\$43.28	\$0.00	\$0.00	\$0.00	\$0.00	\$45.44	\$47.71	\$50.10	\$52.60	\$55.23
DIRECTOR OF CHILD SUPPORT SVCS	\$32.23	\$0.00	\$0.00	\$0.00	\$0.00	\$33.84	\$35.53	\$39.91	\$41.91	\$44.00
DIRECTOR OF FACILITY SERVICES	\$39.42	\$0.00	\$0.00	\$0.00	\$0.00	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
DIRECTOR OF INFO TECHNOLOGIES	\$38.19	\$40.10	\$42.11	\$44.22	\$46.44	\$48.77	\$51.21	\$53.78	\$56.47	\$59.30
DIRECTOR OF PUBLIC HEALTH	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
DIRECTOR OF PUBLIC WORKS	\$52.16	\$0.00	\$0.00	\$0.00	\$0.00	\$54.78	\$57.52	\$60.40	\$63.42	\$66.60
DIRECTOR OF RISK MANAGEMENT AND SAFETY	\$45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81
ENVIRONMENTAL HEALTH DIRECTOR	\$39.76	\$0.00	\$0.00	\$0.00	\$0.00	\$41.75	\$43.84	\$46.04	\$48.35	\$50.77
HUMAN RESOURCES DIRECTOR	\$34.89	\$36.64	\$38.47	\$40.39	\$42.41	\$44.53	\$46.76	\$49.10	\$51.55	\$54.13
MUSEUM DIRECTOR	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29	\$40.20	\$42.21	\$44.32	\$46.54
PLANNING DIRECTOR	\$50.48	\$0.00	\$0.00	\$0.00	\$0.00	\$53.01	\$55.67	\$58.46	\$61.39	\$64.46
SOCIAL SERV DIR/PUB GUARD/PC	\$40.46	\$0.00	\$0.00	\$0.00	\$0.00	\$42.49	\$44.62	\$46.86	\$49.21	\$51.68

County of Plumas
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ELECTED OFFICIALS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$39.55	\$0.00	\$0.00	\$0.00	\$0.00	\$41.53	\$43.61	\$45.79	\$48.08	\$50.48
AUDITOR/CONTROLLER	\$40.83	\$0.00	\$0.00	\$0.00	\$0.00	\$42.88	\$45.02	\$47.27	\$49.63	\$52.12
BOARD OF SUPERVISORS-CPI 2014	\$22.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$24.35	\$25.56	\$26.84	\$28.19
BOARD OF SUPERVISORS-CPI 2018	\$24.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00
BOARD OF SUPERVISORS-NON PERS	\$28.19	\$0.00	\$0.00	\$0.00	\$0.00	\$29.60	\$31.08	\$32.64	\$34.27	\$35.98
BOARD OF SUPERVISORS-PERSABLE	\$26.36	\$0.00	\$0.00	\$0.00	\$0.00	\$27.68	\$29.06	\$30.51	\$32.04	\$33.64
CLERK-RECORDER	\$39.55	\$0.00	\$0.00	\$0.00	\$0.00	\$41.53	\$43.61	\$45.79	\$48.08	\$50.48
DISTRICT ATTORNEY	\$53.27	\$0.00	\$0.00	\$0.00	\$0.00	\$55.94	\$58.73	\$61.67	\$64.75	\$67.99
SHERIFF/CORONER	\$50.35	\$0.00	\$0.00	\$0.00	\$0.00	\$52.87	\$55.51	\$58.29	\$61.20	\$64.26
TREASURER/TAX COLLECTOR	\$39.55	\$0.00	\$0.00	\$0.00	\$0.00	\$41.53	\$43.61	\$45.79	\$48.08	\$50.48

County of Plumas
Pay Schedule

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OE 3 CRAFTS & TRADES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
EQUIPMENT SERVICE WORKER	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
LEAD POWER EQUIPMENT MECHANIC	\$20.44	\$21.47	\$22.55	\$23.68	\$24.88	\$26.12	\$27.44	\$28.82	\$30.26	\$31.78
MECHANIC/SHOP TECHNICIAN	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.11	\$27.42	\$28.79
POWER EQUIPMENT MECHANIC 1	\$17.14	\$17.99	\$18.90	\$19.85	\$20.85	\$21.90	\$23.00	\$24.15	\$25.37	\$26.64
POWER EQUIPMENT MECHANIC 2	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.11	\$27.42	\$28.79
PUBLIC WRKS MAINT LEADWORKER	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
PUBLIC WRKS MAINT WORKER 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
PUBLIC WRKS MAINT WORKER 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
PUBLIC WRKS MAINT WORKER 3	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
WELDER	\$17.98	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.36	\$26.63	\$27.97

County of Plumas
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OE3 GENERAL

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
4-H REPRESENTATIVE	\$17.66	\$18.54	\$19.46	\$20.45	\$21.47	\$22.56	\$23.70	\$24.88	\$26.13	\$27.43
ACCOUNTANT	\$18.57	\$19.51	\$20.49	\$21.51	\$22.60	\$23.74	\$24.93	\$26.18	\$27.49	\$28.87
ACCOUNTING TECHNICIAN	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56
ADMINISTRATIVE ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
ADMINISTRATIVE ASSISTANT 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
AG & STANDARDS INSPECTOR 1	\$20.81	\$21.85	\$22.95	\$24.10	\$25.31	\$26.58	\$27.91	\$29.32	\$30.78	\$32.33
AG & STANDARDS INSPECTOR 2	\$24.20	\$25.42	\$26.69	\$28.02	\$29.43	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59
AG & STANDARDS INSPECTOR 3	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47	\$34.10	\$35.81	\$37.61	\$39.49	\$41.47
AG & STANDARDS TECHNICIAN 1	\$16.08	\$16.89	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99
AG & STANDARDS TECHNICIAN 2	\$17.64	\$18.53	\$19.46	\$20.44	\$21.46	\$22.54	\$23.67	\$24.86	\$26.11	\$27.42
AG & STANDARDS TECHNICIAN 3	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.02	\$28.37	\$29.80
AG & STANDARDS MANAGEMENT ANALYST 1	\$21.55	\$22.63	\$23.77	\$24.96	\$26.21	\$27.52	\$28.91	\$30.35	\$31.88	\$33.48
AG & STANDARDS MANAGEMENT ANALYST 2	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.61	\$32.14	\$33.75	\$35.44	\$37.22
ALCOHOL & DRUG PREV COORD	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
ALCOHOL & DRUG THERAPIST 1	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
ALCOHOL & DRUG THERAPIST 2	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08	\$38.94
ALTERNATIVE SENTENCING COORD	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56	\$28.95	\$30.40
ANIMAL CONTROL OFFICER 1	\$15.24	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44	\$22.52	\$23.64
ANIMAL CONTROL OFFICER 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
ANIMAL SHELTER ATTENDANT	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
APPRAISER 1	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
APPRAISER 2	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55	\$32.08
APPRAISER 3	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
APPRAISER ASSISTANT	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56
ASSISTANT CIVIL ENGINEER	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
ASSISTANT COOK	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
ASSISTANT MUSEUM DIRECTOR	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
ASSISTANT PLANNER	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
ASSOC ENG/ASST TRANS PLANNER	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
ASSOCIATE ENGINEER	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
ASSOCIATE PLANNER	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
AUDITOR ACCOUNTING CLERK 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
AUDITOR ACCOUNTING CLERK 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
AUDITOR/ACCOUNTING TECH 1	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
AUDITOR/APPRaiser 1	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56
AUDITOR/APPRaiser 2	\$19.18	\$20.15	\$21.16	\$22.22	\$23.33	\$24.51	\$25.73	\$27.02	\$28.38	\$29.80
AUDITOR/APPRaiser 3	\$21.15	\$22.21	\$23.32	\$24.50	\$25.72	\$27.01	\$28.37	\$29.79	\$31.28	\$32.85
BH ADMINISTRATIVE ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
BH ADMINISTRATIVE ASSISTANT 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH CASE MGMT SPECIALIST 1	\$20.90	\$21.96	\$23.05	\$24.21	\$25.42	\$26.70	\$28.04	\$29.45	\$30.92	\$32.48
BH CASE MGMT SPECIALIST 2	\$23.04	\$24.20	\$25.41	\$26.69	\$28.03	\$29.44	\$30.91	\$32.47	\$34.10	\$35.80
BH CASE MGMT SPECIALIST SR	\$25.18	\$26.46	\$27.78	\$29.17	\$30.64	\$32.17	\$33.78	\$35.48	\$37.26	\$39.12
BH CLINICAL RECORDS SPECIALIST	\$18.22	\$19.14	\$20.10	\$21.10	\$22.17	\$23.28	\$24.45	\$25.67	\$26.96	\$28.31
BH QUALITY ASSURANCE COORD	\$27.87	\$29.26	\$30.74	\$32.29	\$33.90	\$35.60	\$37.38	\$39.26	\$41.23	\$43.30
BH SITE COORDINATOR	\$19.34	\$20.32	\$21.33	\$22.41	\$23.52	\$24.71	\$25.95	\$27.24	\$28.62	\$30.05
BH SUPERVISING SITE COORD	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
BH SUPPORT SERVICES COORD	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.62	\$26.91
BH SUPPORTIVE SERVICES TECH 1	\$15.31	\$16.09	\$16.90	\$17.76	\$18.66	\$19.60	\$20.58	\$21.61	\$22.69	\$23.84
BH SUPPORTIVE SERVICES TECH 2	\$16.40	\$17.22	\$18.09	\$18.99	\$19.96	\$20.95	\$22.01	\$23.10	\$24.27	\$25.48
BH SYSTEMS ANALYST	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
BH THERAPIST 1	\$26.07	\$27.37	\$28.74	\$30.19	\$31.69	\$33.28	\$34.95	\$36.71	\$38.55	\$40.49
BH THERAPIST 2	\$28.72	\$30.17	\$31.66	\$33.26	\$34.93	\$36.68	\$38.53	\$40.46	\$42.49	\$44.62
BH THERAPIST SENIOR	\$31.71	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25
BLDG & GRNDS MAINT TECHNICIAN	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70
BLDG & GRNDS MAINT WORKER 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
BLDG & GRNDS MAINT WORKER 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
BLDG & GRNDS MAINT WORKER 3	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
BRANCH LIBRARY ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
BRANCH LIBRARY ASSISTANT 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
BUILDING INSPECTOR 1	\$20.14	\$21.15	\$22.22	\$23.34	\$24.51	\$25.75	\$27.04	\$28.39	\$29.81	\$31.31
BUILDING INSPECTOR 2	\$23.31	\$24.49	\$25.72	\$27.01	\$28.36	\$29.78	\$31.27	\$32.84	\$34.49	\$36.22
BUILDING PLANCHECK INSPECTOR	\$25.06	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93
BUILDING PLANS EXAMINER 1	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
BUILDING PLANS EXAMINER 2	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
CADASTRAL DRAFTING SPECIALST	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
CHILD SUPPORT ACCOUNTING SPEC	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
CHILD SUPPORT ASSISTANT	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
CHILD SUPPORT SPECIALIST 1	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
CHILD SUPPORT SPECIALIST 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
CHILD SUPPORT SPECIALIST 3	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
CODE ENFORCEMENT OFFICER	\$25.30	\$26.57	\$27.90	\$29.29	\$30.77	\$32.32	\$33.93	\$35.63	\$37.41	\$39.29
COLLECTIONS OFFICER 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
COLLECTIONS OFFICER 2	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
COMMUNITY OUTREACH COORDINATOR	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
CUSTODIAN	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
DA ADMIN/ASST PUBLIC ADMIN	\$21.67	\$22.76	\$23.90	\$25.09	\$26.35	\$27.66	\$29.06	\$30.52	\$32.06	\$33.66
DA INVESTIGATIONS SPECIALIST	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16	\$33.77	\$35.47	\$37.25	\$39.11
DA INVESTIGATIVE ASSISTANT	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.06	\$28.42	\$29.84	\$31.33
DEPUTY CHILD SUP ATTORNEY 1	\$26.95	\$28.30	\$29.71	\$31.21	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87
DEPUTY CHILD SUP ATTORNEY 2	\$29.74	\$31.23	\$32.80	\$34.45	\$36.18	\$37.99	\$39.89	\$41.89	\$43.99	\$46.20
DEPUTY CLERK-RECORDER 1	\$15.46	\$16.23	\$17.05	\$17.91	\$18.81	\$19.76	\$20.76	\$21.81	\$22.90	\$24.05
DEPUTY CLERK-RECORDER 2	\$16.99	\$17.86	\$18.76	\$19.71	\$20.69	\$21.75	\$22.83	\$23.99	\$25.18	\$26.46
DEPUTY DISTRICT ATTORNEY 1	\$32.56	\$34.20	\$35.91	\$37.71	\$39.61	\$41.59	\$43.68	\$45.86	\$48.15	\$50.57
DEPUTY DISTRICT ATTORNEY 2	\$34.19	\$35.90	\$37.70	\$39.59	\$41.57	\$43.65	\$45.84	\$48.13	\$50.55	\$53.08
DEPUTY DISTRICT ATTORNEY 3	\$39.59	\$41.57	\$43.65	\$45.84	\$48.13	\$50.55	\$53.08	\$55.74	\$58.53	\$61.47
DEPUTY PUB GUARD/CONSERVATOR 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
DEPUTY PUB GUARD/CONSERVATOR 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
DISTRICT ATTORNEY INVESTIGATOR	\$23.32	\$24.49	\$25.72	\$27.01	\$28.36	\$29.79	\$31.28	\$32.85	\$34.50	\$36.23

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DRINKING DRIVER COORDINATOR	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
DRIVER 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
DRIVER 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
DRIVER 3	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
ELECTIONS COORDINATOR	\$24.68	\$25.93	\$27.22	\$28.60	\$30.04	\$31.55	\$33.14	\$34.80	\$36.55	\$38.39
ELECTIONS SERVICES ASSISTANT 1	\$15.46	\$16.23	\$17.05	\$17.91	\$18.81	\$19.76	\$20.76	\$21.81	\$22.90	\$24.05
ELECTIONS SERVICES ASSISTANT 2	\$16.99	\$17.86	\$18.76	\$19.71	\$20.69	\$21.75	\$22.83	\$23.99	\$25.18	\$26.46
ELECTIONS SPECIALIST	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
ELIGIBILITY SPECIALIST 1	\$15.11	\$15.88	\$16.68	\$17.52	\$18.39	\$19.31	\$20.28	\$21.30	\$22.38	\$23.49
ELIGIBILITY SPECIALIST 2	\$16.62	\$17.45	\$18.33	\$19.24	\$20.21	\$21.23	\$22.30	\$23.42	\$24.60	\$25.84
ELIGIBILITY SPECIALIST 3	\$18.53	\$19.45	\$20.44	\$21.46	\$22.55	\$23.69	\$24.87	\$26.12	\$27.42	\$28.80
EMPLOYMENT & TRAINING WORKER 1	\$18.11	\$19.01	\$19.98	\$20.97	\$22.03	\$23.12	\$24.29	\$25.50	\$26.78	\$28.13
EMPLOYMENT & TRAINING WORKER 2	\$19.96	\$20.95	\$22.01	\$23.10	\$24.27	\$25.48	\$26.76	\$28.11	\$29.51	\$31.00
EMPLOYMENT & TRAINING WORKER 3	\$22.00	\$23.09	\$24.26	\$25.47	\$26.75	\$28.10	\$29.50	\$30.99	\$32.54	\$34.17
ENGINEERING AIDE	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
ENGINEERING TECHNICIAN 1	\$18.18	\$19.10	\$20.06	\$21.06	\$22.13	\$23.24	\$24.41	\$25.63	\$26.92	\$28.27
ENGINEERING TECHNICIAN 2	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
ENVIRONMENTAL HEALTH AIDE	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.63	\$26.91
ENVIRONMENTAL HEALTH SPEC 1	\$24.32	\$25.54	\$26.82	\$28.18	\$29.58	\$31.07	\$32.63	\$34.27	\$35.98	\$37.78
ENVIRONMENTAL HEALTH SPEC 2	\$26.83	\$28.19	\$29.59	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68
ENVIRONMENTAL HEALTH SPEC 3	\$29.52	\$31.01	\$32.56	\$34.20	\$35.91	\$37.71	\$39.61	\$41.59	\$43.68	\$45.86
ENVIRONMENTAL HEALTH TECH 1	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.63	\$26.91
ENVIRONMENTAL HEALTH TECH 2	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
EXECUTIVE ASSISTANT-PLANNING	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
FAIR FISCAL COORDINATOR 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
FAIR FISCAL COORDINATOR 2	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
FAMILY VIOLENCE OFFICER	\$18.72	\$19.66	\$20.64	\$21.69	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10
FIELD SERVICES ASSISTANT	\$15.70	\$16.49	\$17.32	\$18.20	\$19.12	\$20.08	\$21.08	\$22.15	\$23.26	\$24.43
FISCAL & TECH SERVICES ASST 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
FISCAL & TECH SERVICES ASST 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
FISCAL & TECH SERVICES ASST 3	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
GEO INFO SYS (GIS) PLANNER 1	\$22.20	\$23.31	\$24.49	\$25.71	\$27.00	\$28.36	\$29.78	\$31.27	\$32.84	\$34.49
GEO INFO SYS (GIS) PLANNER 2	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
GRANT COMPLIANCE ASSISTANT	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
HAZ MAT SPECIALIST 1	\$24.32	\$25.54	\$26.82	\$28.18	\$29.58	\$31.07	\$32.63	\$34.27	\$35.98	\$37.78
HAZ MAT SPECIALIST 2	\$26.83	\$28.19	\$29.59	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68
HAZ MAT SPECIALIST 3	\$29.52	\$31.01	\$32.56	\$34.20	\$35.91	\$37.71	\$39.61	\$41.59	\$43.68	\$45.86
HEAD COOK	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
HEALTH AIDE 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
HEALTH AIDE 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
HEALTH EDUCATION COORDINATOR 1	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
HEALTH EDUCATION SPECIALIST	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
HIV SPECIALTY CLINIC THERAPIST	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08	\$38.94
INFORMATION SYSTEMS TECHNICIAN	\$22.36	\$23.47	\$24.65	\$25.89	\$27.18	\$28.55	\$29.98	\$31.48	\$33.06	\$34.72
JUNIOR ENGINEER	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
LAW LIBRARIAN	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
LEAD DEPUTY CLERK-RECORDER	\$21.23	\$22.30	\$23.42	\$24.61	\$25.85	\$27.14	\$28.51	\$29.94	\$31.44	\$33.02
LEGAL SECRETARY	\$19.19	\$20.16	\$21.17	\$22.23	\$23.34	\$24.52	\$25.75	\$27.03	\$28.39	\$29.81
LEGAL SECRETARY - SENIOR	\$20.36	\$21.38	\$22.46	\$23.59	\$24.77	\$26.01	\$27.32	\$28.69	\$30.12	\$31.63
LEGAL SECRETARY - TRAINEE	\$17.40	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24	\$23.36	\$24.53	\$25.76	\$27.05

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
LEGAL SERVICES ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
LEGAL SERVICES ASSISTANT 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
LIBRARIAN	\$21.54	\$22.62	\$23.76	\$24.95	\$26.21	\$27.52	\$28.91	\$30.36	\$31.88	\$33.48
LIBRARY AIDE	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
LIBRARY LITERACY CLERK	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
LIBRARY TECHNICIAN	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
LICENSED VOCATIONAL NURSE 1-BH	\$20.69	\$21.74	\$22.83	\$23.97	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16
LICENSED VOCATIONAL NURSE 1-PH	\$20.69	\$21.74	\$22.83	\$23.97	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16
LICENSED VOCATIONAL NURSE 2-BH	\$21.73	\$22.82	\$23.96	\$25.16	\$26.43	\$27.76	\$29.15	\$30.62	\$32.15	\$33.76
LICENSED VOCATIONAL NURSE 2-PH	\$21.73	\$22.82	\$23.96	\$25.16	\$26.43	\$27.76	\$29.15	\$30.62	\$32.15	\$33.76
LITERACY PROGRAM ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
LITERACY PROGRAM ASSISTANT 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
MANAGEMENT ANALYST 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
MANAGEMENT ANALYST 2	\$24.09	\$25.29	\$26.56	\$27.89	\$29.28	\$30.76	\$32.31	\$33.92	\$35.62	\$37.40
MENTORING COORDINATOR	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
MUSEUM REGISTRAR	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
NATURAL RESOURCES ANALYST	\$21.15	\$22.21	\$23.32	\$24.50	\$25.72	\$27.01	\$28.37	\$29.79	\$31.28	\$32.85
NURSE PRACTITIONER	\$47.63	\$50.02	\$52.53	\$55.16	\$57.91	\$60.82	\$63.87	\$67.07	\$70.42	\$73.94
OFFICE ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
OFFICE ASSISTANT 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
OFFICE ASSISTANT 3	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
OFFICE AUTOMATION ANALYST	\$22.73	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31
OFFICE AUTOMATION SPECIALIST	\$18.72	\$19.66	\$20.64	\$21.69	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10
PARALEGAL 1	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
PARALEGAL 2	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.91	\$28.26
PARALEGAL 3	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
PERMIT TECHNICIAN	\$16.88	\$17.73	\$18.62	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
PHYSICIAN ASSISTANT	\$47.63	\$50.02	\$52.53	\$55.16	\$57.91	\$60.82	\$63.87	\$67.07	\$70.42	\$73.94
PLANNING TECHNICIAN	\$18.26	\$19.17	\$20.13	\$21.14	\$22.20	\$23.31	\$24.48	\$25.70	\$26.99	\$28.34
PREVENTION AIDE	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
PROG COMPL & TRAINING ANALYST	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
PROGRAMMER ANALYST	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
PROJECT MANAGER	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93
PROPERTY TAX ASSESSMENT SPEC 1	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
PROPERTY TAX ASSESSMENT SPEC 2	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70
PROPERTY TAX ASSESSMENT TECH	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
PSYCHIATRIC NURSE 1	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
PSYCHIATRIC NURSE 2	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
PSYCHIATRIC TECHNICIAN	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
PUBLIC HEALTH NURSE 1	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
PUBLIC HEALTH NURSE 2	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
PUBLIC HEALTH NURSE 3	\$33.22	\$34.89	\$36.64	\$38.48	\$40.41	\$42.44	\$44.56	\$46.79	\$49.14	\$51.60
PUBLIC WORKS SR ENV PLANNER	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
QUALITY ASSURANCE COORDINATOR	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08	\$38.94
RECORDING SECRETARY	\$15.70	\$16.49	\$17.32	\$18.20	\$19.12	\$20.08	\$21.08	\$22.15	\$23.26	\$24.43
RECORDS MANAGEMENT TECH 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
RECORDS MANAGEMENT TECH 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
REGISTERED DENTAL ASSISTANT 1	\$20.69	\$21.74	\$22.83	\$23.97	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16
REGISTERED DENTAL ASSISTANT 2	\$21.73	\$22.82	\$23.96	\$25.16	\$26.43	\$27.76	\$29.15	\$30.62	\$32.15	\$33.76

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
REGISTERED NURSE 1 - BH	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
REGISTERED NURSE 1 - PH	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
REGISTERED NURSE 2 - BH	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
REGISTERED NURSE 2 - PH	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
SECRETARY	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
SENIOR BUILDING INSPECTOR	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
SENIOR BUILDING PLNCHK INSP	\$27.55	\$28.94	\$30.39	\$31.91	\$33.51	\$35.19	\$36.95	\$38.81	\$40.75	\$42.79
SENIOR DISTRICT ATTORNEY INVST	\$25.69	\$26.98	\$28.33	\$29.76	\$31.25	\$32.82	\$34.47	\$36.20	\$38.02	\$39.92
SENIOR ENGINEERING TECHNICIAN	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
SENIOR PERMIT TECHNICIAN	\$18.98	\$19.95	\$20.94	\$22.00	\$23.09	\$24.26	\$25.47	\$26.75	\$28.10	\$29.50
SENIOR PLANNER	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
SENIOR SOCIAL WORKER A	\$26.26	\$27.57	\$28.96	\$30.41	\$31.94	\$33.53	\$35.21	\$36.97	\$38.83	\$40.77
SENIOR SOCIAL WORKER B	\$28.73	\$30.18	\$31.68	\$33.27	\$34.94	\$36.70	\$38.53	\$40.48	\$42.51	\$44.64
SITE MANAGER	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
SOCIAL SERVICES AIDE	\$16.18	\$16.99	\$17.86	\$18.75	\$19.69	\$20.67	\$21.72	\$22.81	\$23.95	\$25.15
SOCIAL WORKER 1	\$20.90	\$21.96	\$23.05	\$24.21	\$25.42	\$26.70	\$28.04	\$29.45	\$30.92	\$32.48
SOCIAL WORKER 2	\$23.04	\$24.20	\$25.41	\$26.69	\$28.03	\$29.44	\$30.91	\$32.47	\$34.10	\$35.80
SOCIAL WORKER 3	\$25.18	\$26.46	\$27.78	\$29.17	\$30.64	\$32.17	\$33.78	\$35.48	\$37.26	\$39.12
SOLID WASTE PROGRAM MANAGER	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
STAFF SERVICES ANALYST 1	\$22.46	\$23.58	\$24.76	\$26.01	\$27.32	\$28.69	\$30.14	\$31.64	\$33.23	\$34.90
STAFF SERVICES ANALYST 2	\$24.75	\$26.00	\$27.31	\$28.68	\$30.12	\$31.63	\$33.22	\$34.89	\$36.64	\$38.48
STAFF SERVICES SPECIALIST	\$21.67	\$22.76	\$23.90	\$25.09	\$26.35	\$27.66	\$29.06	\$30.52	\$32.06	\$33.66
SUBSTANCE USE DISORDER SPEC 1	\$20.07	\$21.07	\$22.14	\$23.25	\$24.42	\$25.64	\$26.93	\$28.28	\$29.69	\$31.19
SUBSTANCE USE DISORDER SPEC 2	\$22.14	\$23.25	\$24.42	\$25.64	\$26.93	\$28.28	\$29.69	\$31.19	\$32.76	\$34.40
TELECOMMUNICATIONS TECHNICIAN	\$22.72	\$23.87	\$25.06	\$26.33	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30
TREAS/TAX COLLECTIONS OFFCR 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
TREAS/TAX COLLECTIONS OFFCR 2	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
TREASURER/TAX SPECIALIST 1	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
TREASURER/TAX SPECIALIST 2	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70
TREASURER/TAX TECHNICIAN	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
VETERANS SERVICE REP 1	\$15.70	\$16.49	\$17.32	\$18.20	\$19.12	\$20.08	\$21.08	\$22.15	\$23.26	\$24.43
VETERANS SERVICE REP 2	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.62	\$26.91
VICTIM/WITNESS ADVOCATE	\$15.69	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40
WELFARE FRAUD INVESTIGATOR 1	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10	\$30.57	\$32.10	\$33.70	\$35.39
WELFARE FRAUD INVESTIGATOR 2	\$24.70	\$25.94	\$27.23	\$28.61	\$30.04	\$31.54	\$33.13	\$34.79	\$36.53	\$38.37

County of Plumas
Pay Schedule

Effective as of 03/15/2022 per Board of Supervisors Resolution No. 2022-8674; revised as of 04/05/2022 per Resolution No. 2022-8681
and 04/12/2022 per Ordinance No. 2022-_____ and adopted by the Board as of April 19, 2022 per Resolution No. 2022-_____

OE3 MID-MANAGEMENT

Job Title	HOURLY RATE										L4	L5
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5		
A&D PROG CLINICIAN/SUPERVISOR	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32		
ALCOHOL & DRUG PROG CHIEF	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32		
ALTERNATIVE SENTENCING MANAGER	\$26.29	\$27.60	\$28.99	\$30.44	\$31.97	\$33.57	\$35.25	\$37.02	\$38.88	\$40.83		
ANIMAL CONTROL SUPERVISOR	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70		
ASSESSOR'S OFFICE MANAGER	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64		
ASSISTANT BUILDING OFFICIAL	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32		
ASSISTANT COUNTY ASSESSOR	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93		
ASSISTANT DISTRICT ATTORNEY	\$45.84	\$48.13	\$50.55	\$53.08	\$55.74	\$58.53	\$61.47	\$64.54	\$67.78	\$71.18		
ASSISTANT PLANNING DIRECTOR	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32		
ASST COUNTY CLERK-RECORDER	\$27.30	\$28.67	\$30.10	\$31.60	\$33.19	\$34.86	\$36.60	\$38.45	\$40.37	\$42.40		
ASST DIR DEPT OF CHILD SUP SVC	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08		
ASST DIR OF PUBLIC WORKS	\$31.99	\$33.59	\$35.28	\$37.05	\$38.91	\$40.86	\$42.91	\$45.06	\$47.31	\$49.68		
ASST DIRECTOR OF PUBLIC HEALTH	\$38.89	\$40.84	\$42.89	\$45.04	\$47.29	\$49.66	\$52.15	\$54.78	\$57.51	\$60.39		
ASST TREASURER/TAX COLLECTOR	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93		
BH ADMIN SERVICES OFFICER	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26		
BH AOD PROGRAM ADMIN	\$37.50	\$39.39	\$41.37	\$43.44	\$45.61	\$47.90	\$50.30	\$52.83	\$55.47	\$58.25		
BH CONTINUING CARE COORDINATOR	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26		
BH QUAL IMPROVEMENT/COMPL MGR	\$37.50	\$39.39	\$41.37	\$43.44	\$45.61	\$47.90	\$50.30	\$52.83	\$55.47	\$58.25		
BH UNIT SUPERVISOR	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26		
BH UNIT SUPERVISOR-NURSING	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26		
BLDG/GRDS MAINT SUPERVISOR 1	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70	\$31.18		
BLDG/GRDS MAINT SUPERVISOR 2	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70	\$31.18	\$32.74		
BUILDING OFFICIAL	\$33.58	\$35.26	\$37.03	\$38.89	\$40.84	\$42.89	\$45.04	\$47.29	\$49.66	\$52.15		
CHIEF APPRAISER	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88		
CHIEF CODE ENFORCEMENT OFFICER	\$29.30	\$30.78	\$32.33	\$33.94	\$35.64	\$37.42	\$39.30	\$41.27	\$43.34	\$45.51		
CHIEF DEP PUB GRDN/CONSERVATOR	\$25.18	\$26.46	\$27.78	\$29.17	\$30.64	\$32.17	\$33.78	\$35.48	\$37.26	\$39.12		
CHILDRENS SERVICES COORDINATOR	\$29.76	\$31.25	\$32.82	\$34.47	\$36.20	\$38.01	\$39.91	\$41.91	\$44.01	\$46.22		
COMMUNITY CARE CASE MANAGER	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.91	\$28.26		
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	\$29.38	\$30.85	\$32.39	\$34.01	\$35.71	\$37.50	\$39.38	\$41.35	\$43.42	\$45.59		
DEP DIR/SOC SERV PROGRAM MGR	\$35.04	\$36.81	\$38.65	\$40.59	\$42.62	\$44.75	\$47.00	\$49.35	\$51.82	\$54.42		
DEPARTMENT FISCAL OFFICER 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64		
DEPARTMENT FISCAL OFFICER 2	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08		
DEPUTY DIR OF PUBLIC WORKS	\$29.01	\$30.46	\$31.99	\$33.59	\$35.28	\$37.05	\$38.91	\$40.86	\$42.91	\$45.06		
DIRECTOR OF NURSING - PH	\$40.73	\$42.77	\$44.92	\$47.16	\$49.52	\$52.00	\$54.61	\$57.35	\$60.22	\$63.24		
DIV DIR VETERANS SVCS OFFICER	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08		
ELIGIBILITY SUPERVISOR	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64		
EMPLOYMENT & TRNG WKR SUP	\$26.90	\$28.25	\$29.66	\$31.15	\$32.72	\$34.36	\$36.08	\$37.88	\$39.78	\$41.78		
EQUIPMENT MAINT SUPERVISOR	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08		
FISCAL SUPPORT COORD	\$18.96	\$19.91	\$20.91	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70	\$28.05	\$29.45		
GEO INFO SYSTEM (GIS) COORD	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93		
GRANT COMPLIANCE OFFICER	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08		

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
HEALTH EDUCATION COORDINATOR 2	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
LIBRARY LITERACY PROGRAM COORD	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
MNTL HLTH SERVICES ACT COORD	\$29.76	\$31.25	\$32.82	\$34.47	\$36.20	\$38.01	\$39.91	\$41.91	\$44.01	\$46.22
OFFICE SUPERVISOR	\$19.29	\$20.26	\$21.28	\$22.36	\$23.47	\$24.65	\$25.89	\$27.18	\$28.55	\$29.98
PERMIT MANAGER	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
PH ADMIN SERVICES OFFICER	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26
PROGRAM CHIEF-NURSING	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32
PROGRAM MANAGER 1	\$31.71	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25
PROGRAM MANAGER 2	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25	\$51.72
PUBLIC HEALTH PROG DIV CHIEF	\$29.00	\$30.45	\$31.98	\$33.58	\$35.26	\$37.03	\$38.89	\$40.84	\$42.89	\$45.04
PW FISCAL OFF/ADMIN SRVC MGR	\$27.48	\$28.86	\$30.32	\$31.84	\$33.44	\$35.12	\$36.88	\$38.72	\$40.66	\$42.70
PW ROAD MAINTENANCE SUPERVISOR	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70	\$31.18	\$32.74
RECORDS MGMT COORDINATOR	\$18.72	\$19.66	\$20.64	\$21.69	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10
SENIOR SERVICES DIVISION DIR.	\$22.20	\$23.31	\$24.49	\$25.71	\$27.00	\$28.36	\$29.78	\$31.27	\$32.84	\$34.49
SOCIAL SERVICES SUPERVISOR 1	\$27.48	\$28.86	\$30.32	\$31.84	\$33.44	\$35.12	\$36.88	\$38.72	\$40.66	\$42.70
SOCIAL SERVICES SUPERVISOR 2	\$31.71	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25
STAFF SERVICES MANAGER	\$30.46	\$31.99	\$33.59	\$35.28	\$37.05	\$38.91	\$40.86	\$42.91	\$45.06	\$47.31
VICTIM/WITNESS COORDINATOR	\$18.16	\$19.08	\$20.04	\$21.04	\$22.11	\$23.22	\$24.38	\$25.60	\$26.90	\$28.25

County of Plumas
Pay Schedule

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PROBATION MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPARTMENT FISCAL OFFICER 1	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.71	\$28.06	\$29.46	\$30.94	\$32.49
DEPARTMENT FISCAL OFFICER 2	\$23.05	\$24.21	\$25.42	\$26.69	\$28.04	\$29.44	\$30.92	\$32.47	\$34.10	\$35.80
SUPERVISING PROBATION OFFICER	\$24.83	\$26.07	\$27.38	\$28.75	\$30.20	\$31.71	\$33.30	\$34.97	\$36.72	\$38.56

County of Plumas
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PROBATION ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ADMINISTRATIVE ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
ADMINISTRATIVE ASSISTANT 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
DEPUTY PROBATION OFFICER 1	\$17.98	\$18.88	\$19.83	\$20.83	\$21.88	\$22.98	\$24.13	\$25.34	\$26.61	\$27.95
DEPUTY PROBATION OFFICER 2	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.12	\$27.43	\$28.81	\$30.25
DEPUTY PROBATION OFFICER 3	\$21.44	\$22.52	\$23.65	\$24.85	\$26.09	\$27.40	\$28.77	\$30.22	\$31.73	\$33.33
DETENTION COORDINATOR	\$19.00	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.49	\$26.78	\$28.12	\$29.53
LEGAL SERVICES ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
LEGAL SERVICES ASSISTANT 2	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
MANAGEMENT ANALYST 1	\$21.23	\$22.30	\$23.42	\$24.59	\$25.83	\$27.12	\$28.48	\$29.91	\$31.41	\$32.99
MANAGEMENT ANALYST 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
OFFICE ASSISTANT 1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27
OFFICE ASSISTANT 2	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
OFFICE ASSISTANT 3	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
PROB PROG COORD/ADMIN ASSIST	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36
PROBATION ASSISTANT	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
PROBATION REPORT WRITER	\$18.05	\$18.96	\$19.91	\$20.91	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70	\$28.05

County of Plumas
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SHERIFF EMPLOYEE ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSISTANT PROGRAM MANAGER	\$15.40	\$16.17	\$16.98	\$17.85	\$18.74	\$19.68	\$20.66	\$21.71	\$22.80	\$23.94
CORRECTIONAL OFFICER 1	\$18.43	\$19.36	\$20.34	\$21.35	\$22.43	\$23.56	\$24.74	\$25.98	\$27.30	\$28.67
CORRECTIONAL OFFICER 2	\$20.31	\$21.33	\$22.40	\$23.52	\$24.71	\$25.94	\$27.24	\$28.61	\$30.04	\$31.55
CORRECTIONAL SERGEANT	\$22.52	\$23.65	\$24.85	\$26.09	\$27.40	\$28.77	\$30.22	\$31.73	\$33.33	\$35.00
CRIME ANALYST	\$17.33	\$18.20	\$19.12	\$20.08	\$21.09	\$22.15	\$23.26	\$24.44	\$25.67	\$26.95
DEP SHERIFF 2/COM EQUIP COORD	\$28.55	\$29.98	\$31.48	\$33.06	\$34.72	\$36.46	\$38.29	\$40.21	\$42.23	\$44.34
DEPUTY SHERIFF 1	\$20.89	\$21.94	\$23.03	\$24.19	\$25.41	\$26.69	\$28.02	\$29.43	\$30.91	\$32.45
DEPUTY SHERIFF 2	\$23.01	\$24.16	\$25.38	\$26.65	\$27.99	\$29.40	\$30.87	\$32.42	\$34.06	\$35.77
DEPUTY SHERIFF 2-ADVANCED	\$24.22	\$25.43	\$26.70	\$28.05	\$29.45	\$30.94	\$32.49	\$34.12	\$35.83	\$37.62
DEPUTY SHERIFF 2-INTERMEDIATE	\$23.71	\$24.90	\$26.15	\$27.46	\$28.83	\$30.27	\$31.80	\$33.38	\$35.07	\$36.84
SH INVSTG/CANNABIS CODE COMPL	\$27.90	\$29.29	\$30.77	\$32.32	\$33.93	\$35.63	\$37.41	\$39.29	\$41.26	\$43.32
SHERIFF DISPATCHER 1	\$18.43	\$19.36	\$20.34	\$21.35	\$22.43	\$23.56	\$24.74	\$25.98	\$27.30	\$28.67
SHERIFF DISPATCHER 2	\$19.68	\$20.67	\$21.71	\$22.80	\$23.93	\$25.14	\$26.41	\$27.75	\$29.13	\$30.60
SHERIFF EMERGENCY SERVICES & TRAINING COORD.	\$22.55	\$23.68	\$24.88	\$26.12	\$27.44	\$28.82	\$30.26	\$31.78	\$33.37	\$35.04
SHERIFF INVESTIGATOR	\$24.75	\$26.00	\$27.31	\$28.68	\$30.12	\$31.63	\$33.22	\$34.89	\$36.64	\$38.48
SHERIFF INVESTIGATOR SERGEANT	\$30.17	\$31.66	\$33.26	\$34.93	\$36.68	\$38.53	\$40.46	\$42.49	\$44.62	\$46.85
SHERIFF INVESTIGATOR-ADVANCED	\$26.05	\$27.36	\$28.73	\$30.18	\$31.69	\$33.28	\$34.95	\$36.71	\$38.54	\$40.48
SHERIFF INVESTIGATOR-INTERMED	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20	\$35.91	\$37.71	\$39.60
SHERIFF SERGEANT	\$25.99	\$27.31	\$28.68	\$30.11	\$31.63	\$33.21	\$34.88	\$36.62	\$38.47	\$40.41
SHERIFF SERGEANT-ADVANCED	\$28.03	\$29.44	\$30.91	\$32.47	\$34.10	\$35.80	\$37.59	\$39.47	\$41.44	\$43.51
SHERIFF SERGEANT-INTERMEDIATE	\$27.42	\$28.80	\$30.24	\$31.76	\$33.35	\$35.02	\$36.79	\$38.62	\$40.56	\$42.60
SHERIFF SERVICES ASSISTANT 1	\$16.64	\$17.47	\$18.35	\$19.26	\$20.23	\$21.25	\$22.31	\$23.43	\$24.61	\$25.84
SHERIFF SERVICES ASSISTANT 2	\$18.34	\$19.25	\$20.22	\$21.24	\$22.30	\$23.42	\$24.60	\$25.83	\$27.12	\$28.50

County of Plumas
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SHERIFF EMPLOYEE ASSC MID-MGMT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$23.53	\$24.71	\$25.95	\$27.25	\$28.62	\$30.05	\$31.56	\$33.14	\$34.80	\$36.54
COMMUNICATIONS SUPER ADVANCED	\$23.80	\$24.99	\$26.25	\$27.56	\$28.95	\$30.40	\$31.92	\$33.52	\$35.20	\$36.96
COMMUNICATIONS SUPER INTERMED	\$23.34	\$24.51	\$25.75	\$27.04	\$28.39	\$29.81	\$31.31	\$32.88	\$34.52	\$36.25
COMMUNICATIONS SUPERVISOR	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56	\$28.95	\$30.40	\$31.92	\$33.52	\$35.20
JAIL COMMANDER	\$32.44	\$34.08	\$35.79	\$37.58	\$39.46	\$41.43	\$43.51	\$45.70	\$47.99	\$50.40
SH INV SGT/CODE COMPLIANCE SUP	\$32.44	\$34.08	\$35.79	\$37.58	\$39.46	\$41.43	\$43.51	\$45.70	\$47.99	\$50.40
SHERIFF ADMIN SERGEANT	\$30.17	\$31.66	\$33.26	\$34.93	\$36.68	\$38.53	\$40.46	\$42.49	\$44.62	\$46.85
SHERIFF FISCAL OFFICER 1	\$23.20	\$24.36	\$25.58	\$26.88	\$28.22	\$29.64	\$31.13	\$32.70	\$34.33	\$36.05
SHERIFF FISCAL OFFICER 2	\$27.39	\$28.76	\$30.21	\$31.73	\$33.32	\$34.99	\$36.76	\$38.58	\$40.52	\$42.55
SHERIFF PATROL COMMANDER	\$32.44	\$34.08	\$35.79	\$37.58	\$39.46	\$41.43	\$43.51	\$45.70	\$47.99	\$50.40
SHERIFFS DEP/TRAINING/POL ADV	\$33.23	\$34.90	\$36.64	\$38.49	\$40.43	\$42.45	\$44.57	\$46.81	\$49.15	\$51.62
SHERIFFS SPECIAL OPS SGT	\$30.17	\$31.66	\$33.26	\$34.93	\$36.68	\$38.53	\$40.46	\$42.49	\$44.62	\$46.85

County of Plumas
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UNDERSHERIFF

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$34.21	\$35.93	\$37.73	\$39.62	\$41.61	\$43.70	\$45.89	\$48.19	\$50.60	\$53.13

**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: April 19, 2022

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director

SUBJECT: Request for approval to recruit and fill fully funded vacant 1.0 FTE Supervising Site Coordinator position.

Recommendation

1. Approve the filling of the vacant, allocated position of 1.0 Supervising Site Coordinator within Department 70571, which was already allocated and funded in the 2021-2022 budget year.

Background and Discussion

The Behavioral Health Department is requesting approval to refill the allocated and funded, 1.0 Supervising Site Coordinator position which was created due to resignation. The position will be filled without the use of any additional General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position outlined in this letter.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED IN 20-21 BUDGET

1.0 FTE Behavioral Health Supervising Site Coordinator

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the Behavioral Health Supervising Site Coordinator position is a legitimate business justification due to the oversight necessary to manage and oversee the activities within the Behavioral Health Department Wellness Centers.**
- Why is it critical that this position be filled at this time? **The main function of this position is covering a wide range of required administrative responsibilities, working closely with community partners and local vendors, behavioral health clients and staff, performing outreach activities and running the day to day Wellness Center operations and peer activities performed at the site.**
- How long has the position been vacant? **The Supervising Site Coordinator became vacant on March 15, 2021 when the current position holder promoted to MHSA Coordinator.**
- Can the department use other wages until the next budget cycle? **The position is funded and allocated in the current Fiscal year, so the use of other wages are not needed.**
- What are staffing levels at other counties for similar departments and/or positions? **Other county behavioral health departments of similar size use a Supervising Site Coordinator.**
- What core function will be impacted without filling the position prior to July 1? **Without a Supervising Site Coordinator to oversee the Wellness Center Site Coordinators, the Site Coordinators do not have direct supervision of Center activities to ensure that services are being provided according to the MHSA 3 year plan.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There is a potential for the Behavioral Health Department to suffer the loss of revenue due to the client's ability to access the Center for Crisis intervention and groups. This would reduce the Medi-Cal reimbursement of funding to the department.**

- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? **No impact is expected as funding is secure and ongoing.**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No.**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No.**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund monies support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development. Some reserves have been used in the past 3 budget years and financial reductions are currently a priority for sustainability.**

Director
Tony Hibson

<p>Unit Supervisor Kathy Schwartz</p>	<p>EH Therapist IM Marti Vance</p>	<p>EH Therapist IM Carmie Little</p>	<p>EH Therapist IM Garry Smithson</p>	<p>EH Case Management Specialist AMH Jodi Aultman</p>	<p>EH Case Management Specialist AMH Christina Davis</p>	<p>EH Case Management Specialist AMH Deborah Scott</p>	<p>EH Case Management Specialist AMH VACANT</p>	<p>Extra Help Therapist Vocant</p>
<p>Unit Supervisor Sharon Sousa</p>	<p>EH Therapist IM Kosha Ford</p>	<p>EH Therapist IM Eva Fagner-Crowley</p>	<p>EH Therapist IM James Bushstaber</p>	<p>EH Therapist IM Megan Power</p>	<p>EH Therapist IM Auntie Larrabee*</p>	<p>Extra Help Therapist Vocant</p>		
<p>Continuing Care Coordinator Jacque Warren-Blanton</p>	<p>EH Case Management Specialist AMH Peggy Dettliff</p>	<p>EH Case Management Specialist AMH Jagid Turuk</p>	<p>EH Case Management Specialist AMH Steph Alexander</p>	<p>EH Case Management Specialist AMH Ray Stevens</p>	<p>EH Case Management Specialist AMH Kathy Pearson</p>	<p>EH Case Management Specialist AMH Michelle Burdick</p>	<p>EH Case Management Specialist AMH Sarah Davis</p>	<p>Extra Help PEER Starrs Furrman</p>

<p>Continuing Care Coordinator Jacque Manning-Barnett</p>	<p>BM Case Management Specialist (S&H) Patricia Darnell</p>	<p>BM Case Management Specialist (S&H) Angela Lando</p>	<p>BM Case Management Specialist (S&H) Debra Johnston</p>	<p>BM Case Management Specialist (W&H) Pamela Peters</p>	<p>BM Case Management Specialist (W&H) Kathy Peterson</p>	<p>BM Case Management Specialist (W&H) Margaret Hubert</p>	<p>BM Case Management Specialist (W&H) Gail Hulse</p>	<p>Extra Help Peer Support Manager</p>
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BEHAVIORAL HEALTH SUPERVISING SITE COORDINATOR

DEFINITION

Under general direction, to plan, organize, and supervise the four or five resource center and Behavioral Health Site Coordinators and administrative support functions; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Supervising Site Coordinator is a full supervisory classification for the planning, organization, and supervision of the many office's site coordinators in their role as administrative support and operations, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Department and to interact with outside vendors, agencies, and internal professional staff to accomplish that goal.

REPORTS TO

Behavioral Health Administrative Services Officer or Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Site Coordinator, Behavioral Health Administrative Assistant I/II and other specialized office support classifications.

EXAMPLES OF DUTIES:

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Plans, organizes, directs, and supervises the Behavioral Health Department's office and administrative support functions.
- Provides training and guidance for new employees.
- Assists staff in problem solving.
- Prepares performance evaluations on assigned staff.
- Establishes work schedules and methods for assigned staff.
- Assists with the hiring of new personnel.
- Responsible for purchasing and inventory of office supplies and equipment.
- Conducts staff meetings.
- Performs related duties as assigned.

BEHAVIORAL HEALTH SUPERVISING SITE COORDINATOR – 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Basic interviewing techniques.
- Principles of supervision and training.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

Ability to:

- Plan, organize, and direct the work of the Behavioral Health Site Coordinators, Department administrative/clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Train and evaluate staff.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health, substance use case records and reports.

BEHAVIORAL HEALTH SUPERVISING SITE COORDINATOR – 3

- Work cooperatively with other departments and outside agencies.

TRAINING AND EXPERIENCE

Bachelor's Degree in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with supervising the coordination of direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting is preferred,

OR

Four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting. Two (2) of these four years must have been in a supervisory capacity.

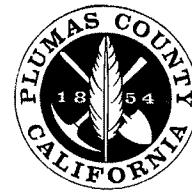
SPECIAL REQUIREMENTS

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

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY CLERK

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



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

DATE: April 7, 2022

TO: Honorable Board of Supervisors, County of Plumas

FROM: *Marcy* Marcy DeMartile, Clerk-Recorder / Registrar of Voters

Agenda Item – April 19, 2022 -

RESOLUTION - Approval of Extension of Voting System
Replacement Funds with the California Secretary of State

Marcy DeMartile
Clerk – Recorder
Registrar of Voters
marcydemartile@countyofplumas.com

Julie Hagwood
Assistant
juliehagwood@countyofplumas.com

IT IS REQUESTED THAT THE BOARD:

- 1). Adopt the **RESOLUTION**, as presented, to certify the approval of the extension of the Secretary of State for Voting System Replacement funds; and
- 2). Appoint the County Election Official as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, which may be necessary for the completion of each project, and authorize the County Elections Official to sign the Agreement as County Representative with County Counsel approving as to form.

BACKGROUND AND DISCUSSION

State funds were secured in September 2019 for the replacement of California Voting Systems, including all tabulation equipment, accessible equipment, election management system software and hardware and ballot on demand printers. Those funds were set to expire 2022, but the Secretary of State's office is extending that deadline to and including December 31, 2024 for use of the remaining balance of the funds.

These funds will be allocated through state contracts with the counties and be reimbursement based on meeting the regulations and restricted criteria for the use of these funds. The Board previously adopted a resolution approving the agreement and at this time, the Secretary of State's office is requesting this separate, specific Resolution for Voting System Replacement funds contract extension.

RESOLUTION 2022 - _____

RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS
APPROVING AN AMENDMENT TO THE STANDARD AGREEMENT BETWEEN
THE COUNTY OF PLUMAS AND THE CALIFORNIA SECRETARY OF STATE

COUNTY OF PLUMAS

California Secretary of State - Voting System Replacement Funds

WHEREAS, the California Secretary of State has the responsibility for the administration of funds allocated to California counties for the purpose of securing a voting system replacement and replacement or upgrade of an election management system.

WHEREAS, the California Secretary of State will provide the County of Plumas, as appropriated by Assembly Bill 1824, Chapter 38 (Stats. 2018), (Voting System Replacement Contracts), pursuant to California Election code sections 19400 and 19402, administered by the Secretary of State, with state funds for reimbursement of voting system replacement activities and election management system replacement/upgrade activities.

WHEREAS, the Secretary of State has established procedures to require the County to certify by resolution the approval of its submission of the application to the Secretary of State;

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors

1. Authorizes the County to enter into an Amended Agreement with the California Secretary of State extending Agreement 18G30132 to December 31, 2024; and
2. Certifies the County understands the assurances and certification in the Application form; and
3. Certifies the County has reviewed and understands the Application and procedures; and
4. Appoints the County Elections Officer to conduct all negotiations, execute and submit all documents including, but not limited to Applications, State of California Standard and Amended Agreements, payment requests etc., which may be necessary for the completion of the projects.

I, the undersigned, hereby certify that the foregoing Resolution Number 2022 - _____ was duly adopted by the Plumas County Board of Supervisors following a roll call vote:

Ayes:

Noes:

Absent:

Date:

HEIDI WHITE,
Clerk to the Board of Supervisors

KEVIN GOSS,
Chair of the Board of Supervisors

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

<input type="checkbox"/> CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED _____ PAGES	AGREEMENT NUMBER 18G30132	AMENDMENT NUMBER 2	Purchasing Authority Number SOS-0890
--	-------------------------------------	------------------------------	--

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Secretary of State

CONTRACTOR NAME

Plumas County

2. The term of this Agreement is:

START DATE

February 1, 2019

THROUGH END DATE

December 31, 2024

3. The maximum amount of this Agreement after this Amendment is:

\$424,138.40; Four Hundred Twenty-Four Thousand One Hundred Thirty-Eight Dollars and Forty Cents

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The Contract by and between the Secretary of State and Plumas County is hereby amended as follows:

1. The term of this agreement is hereby extended to December 31, 2024.

2. Exhibit B, Paragraph 7 Retroactive Payments – County may claim reimbursement for expenses and activities permissible under the terms of this Agreement that occur after April 29, 2015, and before December 31, 2024.

3. Any unused remaining funds previously identified in Exhibit B-1 will be paid out of FY21/22 or FY22/23 depending on approved funding allocation.

*All other terms and conditions shall remain the same.**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.***CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Plumas County

CONTRACTOR BUSINESS ADDRESS 520 Main St Rm 102	CITY Quincy	STATE CA	ZIP 95971
PRINTED NAME OF PERSON SIGNING Marcy Demartile	TITLE		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Secretary of State

CONTRACTING AGENCY ADDRESS 1500 11th Street	CITY Sacramento	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



DATE: April 7, 2022

TO: Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF APRIL 19, 2022.

Re: APROVE RESOLUTION TO AMEND PLUMAS COUNTY'S POSITION ALLOCATION ADDING 1.0 FTE BEHAVIORAL HEALTH AOD ADMINISTRATOR FUND #70580

Re: AUTHORIZE HUMAN RESOURCES TO RECRUIT AND FILL THE BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR POSITION

IT IS RECOMMENDED THAT THE BOARD:

To approve the attached resolution to amend the Plumas County's position allocation by approving a 1.0 FTE Behavioral Health Alcohol and Drug Program Administrator job classification to fund #70580. This is a mid-management Operating Engineers position.

BACKGROUND AND DISCUSSIONS

Plumas County Department of Behavioral Health needs to add additional management level staff to support the implementation of California Advancing and Innovating Medi-Cal (Cal AIM) and to manage/supervise the department's substance use disorder and co-occurring treatment programs. The department respectfully requests to amend the position allocation for fiscal year 21/22 to add one FTE Alcohol and Other Drugs (AOD) Administrator. Behavioral Health has funding to fund this position through AOD funding.

Position Allocation Recommended Updates:

<u>ALCOHOL & DRUG #70580</u>	<u>Current</u>	<u>Proposed</u>
BH AOD Administrator	0.000	1.0

Thank you for your consideration.

RESOLUTION NO. 2022 _____

APPROVE RESOLUTION TO AMEND PLUMAS COUNTY'S POSITION ALLOCATION
ADDING 1.0 FTE BEHAVIORAL HEALTH ALCOHOL AND DRUG (AOD)
ADMINISTRATOR FUND #70580

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

WHEREAS, during the fiscal year needs may arise to amend the Position Allocation; and

WHEREAS, the Behavioral Health Director has requested the Human Resources Director to update the Plumas County's Position Allocation for Fiscal Year 2021/2022 for fund # 70580 adding a 1.0 FTE Behavioral Health Alcohol and Drug Program Administrator; and

WHEREAS, the position currently exist in the County's job classification plan; and

WHEREAS, the Human Resources Director concurs with the Behavioral Health Department's need to update Fiscal Year 2021/2022 position allocation.

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

Amend the FY 21/22 Position Allocation as follows:

<u>ALCOHOL & DRUG #70580</u>	<u>Current</u>	<u>Proposed</u>
BH AOD Administrator	0.000	1.0

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 19th day of April 2022 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR

DEFINITION

Under the Behavioral Health Director, this position plans, organizes, develops and manages the functions, services, and programs of publicly funded Alcohol and Drug Programs and Services in Plumas County; is responsible for the development and evaluation of programs and services; may serve as a spokesperson for assigned programs; establishes assigned unit policies and goals within the general policies and goals of the Plumas County Alcohol and Drug Programs and Services Policies and Procedures; under the direction of the Behavioral Health Director serves as a liaison with community, regional, State or Federal agencies on County Alcohol and Drug Program and Services and issues; performs special assignments as directed.

DISTINGUISHING CHARACTERISTICS

This is a Mid-Management position with the responsibility for the administration of the Plumas County Alcohol and Drug functions, programs and services to Plumas County residents.

REPORTS TO

Behavioral Health Director or Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR - 2

EXAMPLES OF DUTIES

- Assist with the planning a County wide program of prevention, treatment, and recovery services for Alcohol and Drug related problems.
- Recommends to the Behavioral Health Director the provision of services, establishment of facilities, and service contracts.
- Prepares an annual report for the Board of Supervisors relating to all activities of the County's Alcohol and Drug Programs and Services.
- Maintains statistical information for the preparation of a variety reports, including Board of Supervisors annual report.
- Keep up-to-date on new legislation and directives from state and federal agencies.
- Align with the Department of Health Care Services plan for behavioral health integration and partnership with primary care partners.
- As directed by Behavioral Health Director, works with the State Department of Alcohol and Drug Programs.
- Supports best practices for a Drug Medi-Cal plan that increases the likelihood of recovery and wellness and supports effective client-centered practices
- Develops grant proposals to seek additional services and funding revenues for the department.
- Monitors grant activities for compliance issues according to grant specifications, document activities for reporting purposes, and provide technical assistance as needed to support program success.
- Support fiscal department with required budget / fiscal documentation as needed.
- Keep required records as specified by regulations, directives, and other requirements.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

- Work is usually performed in an office environment along with continuous contact with staff and the public.

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR – 3

KNOWLEDGE OF

- Principles and procedures of program development, coordination and implementation.
- Alcohol and Drug problems and issues and their relationships to the development and delivery of alcohol and drug program services.
- Federal, State and County laws and regulations applicable to alcohol and drug programs.
- Comprehensive alcoholism and drug programs elements, services systems, techniques and models.
- Principles, techniques and practices of effective alcohol and drug program development and administration.
- Budget development and expenditure control.
- Principles and practices of organization, administration, and public personnel management.
- Requirements, administrative techniques, and record keeping necessary for securing, maintaining, and effective functioning of grant programs.
- Operating policies and general functions of appropriate State and Federal agencies.

ABILITY TO

- Develop, negotiate and monitor contracts for services.
- Present and interpret factual and statistical data.
- Oversee the development and administration of a variety of grants.
- Be responsible for the development, maintenance, and preparation of a variety of alcohol and drug services program statistics, records, and reports.
- Direct the preparation of clear and concise reports.
- Effectively represent the Alcohol and Drug Programs and Services in contacts with the public, community organizations, and government agencies.
- Establish and maintain effective and cooperative working relationships including those with the Alcohol and Drug Advisory Committee.

BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR – 4

TRAINING AND EXPERIENCE:

Qualifications required for this position:

Graduation from an accredited four year college with a degree in Public Health, Public Administration, a Social, Behavioral or Health Science field. In addition, 5 years of programmatic and administrative experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided prevention, treatment and recovery services. Two years of the required five years of experience must have included management level responsibility for program planning, administration and supervision of services.

OR

Graduation from a recognized college/university with a Master's Degree in Psychology, Counseling, Psychiatric Nursing, Social Work, Health Administration, Public Health,

OR

Public Administration or possession of a valid California License as a Clinical Social Worker "LCSW" or Marriage and Family Therapist "MFT" or Clinical Psychologist. In addition, 5 years of experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided a continuum of prevention, treatment and recovery services.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license at time of application and a valid California Driver's License at time of appointment. The valid California Driver's License must be maintained throughout employment.

Participation in quarterly meetings of the County Alcohol and Drug Program Administrators Association of California, as required by the Negotiated Net Amount agreement with California Department of Health Care Services, Division of Alcohol and Drug Programs.

All County of Plumas employees are designated Disaster Service Workers through state

law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



Date: April 7, 2022

To: Honorable Board of Supervisors

From: Nancy Selvage, Human Resources Director

Subject: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING ON APRIL 19, 2022

Nancy Selvage
Human Resources
Director

RE: APPROVE RESOLUTION TO ADOPT THE NEW PUBLIC WORKS BARGAINING UNIT AND PUBLIC WORKS MID-MANAGEMENT & SUPERVISORS UNIT FORMALLY KNOWN AS CRAFTS AND TRADES BARGAINING UNIT WITH OPERATING ENGINEERS LOCAL #3

IT IS RECOMMENDED THAT THE BOARD:

Approve the modification of Crafts & Trades OE3 Unit into a New Public Works Department Unit. Under the County's Personnel Rule 23 – Employer-Employee Relations Policy, the petition has been accepted, processed, and we are seeking Board of Supervisor approval for the new Public Works bargaining unit.

As stated by our Personnel Rule 23 – Employer Employee Relations Policy, the Crafts and Trades OE3 unit petitioned to reorganize the Crafts and Trades Unit into one department by adding the job classifications from Mid-Management and General Unit classification under Operating Engineers Local #3 (OE3) that are currently working within the Public Works Department. I received this written petition request on February 16, 2022 and proceeded with the policy to process.

The employees of the Public Works department have voted approval of becoming the new Public Works bargaining units and ask to be recognized as one negotiation team.

Under existing MOU with Crafts & Trades the new employees, joining into the new Public Works bargaining units will receive the same health insurance rates for the OE3 Health Insurance Premiums and going forward will bargain as one unit in future negotiation sessions.

BACKGROUND:

The request was to consolidate all the employees in their department into one unit. According to policy, the County would need a unit for mid-management and supervisors as a separate unit

*New Public Works Bargaining Unit
BOS April 19, 2022*

from the other job classifications. They will be formally recognized as the mid-managers and supervisor job classifications. The purpose of the petition was to not have separate OE3 units, instead have a unified and consolidated “Public Works” unit. This designation, benefits the employees and the department as a unified group to bargain under their Public Works department.

One of the reasons for this consolidation request is for the flex ability for negotiating employee benefits for the department as one bargaining unit. Although by law, the Mid-Management & Supervisors classifications will be a separate unit but within the Public Works department. This unit will have representation on the OE3 representatives for negotiations.

Under the reorganization, there will be Public Works and Public Works Mid-Management & Supervisor Bargaining Units forming new bargaining unit Representatives.

Approved Proposal to Re-organized Crafts and Trades into two (2) new Units under Public Works:

Public Works Mid-Management Unit
Public Works Unit

Current Crafts & Trades Unit Representatives:

Mark Crews - Current Officer
Jarred Morris – Current Officer
Mason Crouch – New Officer

Attached in Exhibit A is the Modification of Crafts and Trades OE3 Unit into a New Public Department Unit. This was requested under Plumas County Personnel Rule 23 – Employer-Employee Relations Policy.

There shall be no restrictions on membership based on race, color, creed, sex, age, national origin, or disability. The current Memorandum of Understanding (MOU) expires June 30, 2022. The Officers will recognize this petition to be true and correct. With 82% represented membership and are in agreement with the proposed unit reorganization petitioning to reorganize has been accepted and now needs Board of Supervisors approval.

Current Job Classification Status: OE3 Mid-Management & Supervisors

- 1 Assistant Director of Public Health:
Robert Thurman
- 1 Deputy Director Public Works
Joe Blackwell
- 1 Equipment Maintenance Supervisor:
Scott Braswell
- 1 PW Fiscal Officer / Administrative Services Manager
Mason Crouch
- 6 PW Road Maintenance Supervisors:
Russell Furtado
Joe L. Blackwell

Adam Heard
Janice Thomas
Thomas Reinert
Daniel Taylor

General Unit (OE3) to Public Works Unit

2 Associate Engineers:
Andrew Hammond
3 Fiscal and Technical Services Assistant III:
Rhonda Isitt
Colleen Foster
Carlee Tone
1 Engineering Technician:
Mark Crews
1 Senior Engineering Technician
Evan Hasse
1 Senior Planner (Environmental)
James Graham
1 Solid Waste Program Manager:
Sean Graham

Crafts & Trades Job Classifications Appendix A of current MOU.

Current Crafts & Trades Unit Job Classifications

Equipment Services Worker
Lead Power Equipment Mechanic
Power Equipment Mechanic I
Power Equipment Mechanic II
Public Works Maintenance Lead Worker I
Public Works Maintenance Worker I
Public Works Maintenance Worker II
Public Works Maintenance Worker III
Welder

New Recommended Public Works Bargaining Units by Job Classification and Unit:

Public Works Mid-Management & Supervisors Bargaining Unit

1 Assistant Director of Public Health
1 Deputy Director Public Works
1 Equipment Maintenance Supervisor
1 PW Fiscal Officer / Administrative Services Manager
6 PW Road Maintenance Supervisors

Public Works Bargaining Unit

Equipment Services Worker

Lead Power Equipment Mechanic

Power Equipment Mechanic I

Power Equipment Mechanic II

Public Works Maintenance Lead Worker I

Public Works Maintenance Worker I

Public Works Maintenance Worker II

Public Works Maintenance Worker III

Welder

Associate Engineers

Engineering Technician

Fiscal and Technical Services Assistant III

Senior Engineering Technician

Senior Planner (Environmental)

Associate Engineers:

Fiscal and Technical Services Assistant III:

Engineering Technician:

Senior Engineering Technician

Senior Planner (Environmental)

Solid Waste Program Manager:

Solid Waste Program Manager

Principle Transportation Planner (new job classification, wage \$30.47)

On March 11, 2022, a secret ballot election was conducted in accordance with Rule 23.12 and was extended for five (5) days to March 17, 2022 to ensure all employees had an opportunity to vote. This election included employees from the Public Works Department. The Human Resources Director, Nancy Selvage, presented an overview of the accepted petition to the group in attendance. Anyone who was not present or absent due to illness, vacation or other authorized leave was given an opportunity to vote within the designated timeline. The Election Supervisor was Cyndi Tweedle, Human Resources Analysis, and she was responsible for overseeing the election process.

The Election Supervisor tabulated the ballots and certified to the Human Resources Director the percentage of voters in favor of the petition to re-organize Crafts & Trades into the Public Works Department bargaining unit. Eighty-two percent (82%) of those voting were in favor of the petition to re-organize. This confirmed the decision to move forward with the bargaining units' reorganization.

I am now asking the Board of Supervisors to approve the attached Resolution to recognize and approve the following:

1. Approve the new job description for Principle Transportation Planner, wage \$30.47 per hour
2. Increase the wage for the Deputy Director of Public Works to align with the Assistant Director of Public works at \$31.99 an hour base wage
3. Adopt the Public Works Bargaining Unit and the Public Works Mid-

Management & Supervisors Bargaining Unit with both units negotiating as one under the current Crafts and Trades Unit MOU until we can update the new Public Works MOU.

Operating Engineers Local #3, business representative Michael DeAnda, was notified of the petition to reorganize the Crafts and Trades unit to the new Public Works bargaining unit and the new Public Health units will bargain as one (1) unit, per the employees' request.

Any determinations made by the Human Resources Director during this process was/is subject to appeal, as provided in Section 23.14 of Plumas County Personnel Rules.

Thank you for considering this proposal and Resolution for this request for re-organization. I do recommend along with the Public Works Departments employees that this request is reasonable and should be approved for the betterment of the Public Works Department.

RESOLUTION NO. 2022 _____

APPROVE RESOLUTION TO ADOPT THE NEW PUBLIC WORKS BARGAINING UNIT
AND PUBLIC WORKS MID-MANAGEMENT & SUPERVISORS UNIT FORMALY CRAFTS
AND TRADES BARGAINING UNIT UNDER OPERATING ENGINEERS LOCAL #3

WHEREAS, Plumas County Personnel Rule 23 – Employer-Employee Relations Policy Rule provides the procedure for modification of established Appropriate units as requested by employee organizations for modifications to establish appropriate units ; and

WHEREAS, the petition of unit modification has been completed according to the timelines and policies set forth in Personnel Rule 23 and Rule 23.10; and

WHEREAS, the Human Resources Director approves this bargaining unit realignment due to functional and cohesive bargaining for the Public Works Department employees; and

WHEREAS, the Human Resources Director is adding a new job classification for the position of a Principle Transportation Planner wage \$30.47 and updated wage for the current Deputy Director of Public Works wage of \$31.99; and

WHEREAS, the Human Resources Director concurs with the need to update Fiscal Year 2021/2022 job classification plan updating the below positions to the new Public Works Bargaining units.

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

New Public Works Bargaining Unit designated Job Classifications:

Public Works Bargaining Unit:

Equipment Services Worker
Lead Power Equipment Mechanic
Power Equipment Mechanic I
Power Equipment Mechanic II
Public Works Maintenance Lead Worker I
Public Works Maintenance Worker I
Public Works Maintenance Worker II
Public Works Maintenance Worker III
Welder
Associate Engineers
Engineering Technician
Fiscal and Technical Services Assistant III
Senior Engineering Technician
Senior Planner (Environmental)
Solid Waste Program Manager

Senior Transportation Planner

Public Works Mid-Management & Supervisors Unit

Assistant Director of Public Health
Deputy Director Public Works
Equipment Maintenance Supervisor
PW Fiscal Officer / Administrative Services Manager
PW Road Maintenance Supervisors

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 19th day of April 2022 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Kevin Goss, Chair, Board of Supervisors

ATTEST:

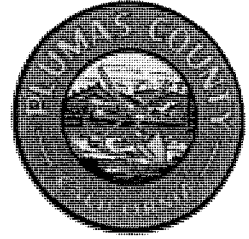
Heidi White, Clerk of the Board

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



Nancy Selvage
Human Resources
Director

Date: March 18, 2022

To: Public Works Department Employees

From: Nancy Selvage, Human Resources Director

Subject: Modification of Crafts & Trades OE3 Unit into a New Public Works Department Unit. Under the County's Personnel Rule 23 – Employer-Employee Relations Policy

The Public Works Department's request is to consolidate all the employees in this department into one bargaining unit instead of the current statue three different bargaining units within their department and the request is to consolidate all employees into one "Public Works" unit. This designation benefits the employees as a unified group to bargain under the Public Works department. Mid-management & supervisors will be designated separately as their own Public Works Unit and wish to negotiate as a group with the Public Works Unit. Operating Engineers Local #3 (OE3) should recognize this new group for the Public Works Department.

Current Crafts & Trades Unit Representatives:

Mark Crews - Current Officer
Jarred Morris – Current Officer
Mason Crouch – New Officer

Under the reorganization there will be Public Works and Public Works Mid-Management & Supervisor Bargaining Units and they will form new bargaining unit Representatives.

Below is the list of classifications for the new re-organized Public Works Bargaining Units formally known as Crafts & Trades OE3 Local #3.

New Public Works Unit:

Associate Engineers
Engineering Technician
Equipment Service Worker
Fiscal and Technical Services Assistant III
Lead Power Equipment Mechanic
Mechanic / Shop Technician
Power Equipment Mechanic I
Power Equipment Mechanic II

Public Works Maintenance Lead Worker
Public Works Maintenance Worker I
Public Works Maintenance Worker II
Public Works Maintenance Worker III
Senior Engineering Technician
Senior Planner (Environmental)
Solid Waste Program Manager
Principle Transportation Planner
Welder

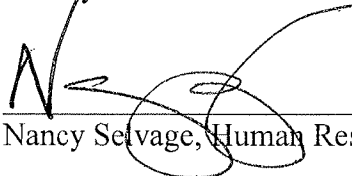
New Public Works Mid-Management & Supervisors Unit:

Assistant Director of Public Health
Deputy Director Public Works
Equipment Maintenance Supervisor
PW Fiscal Officer / Administrative Services Manager
PW Road Maintenance Supervisors

There shall be no restrictions on membership based on race, color, creed, sex, age, national origin, or disability. The current Memorandum of Understanding (MOU) expires June 30, 2022. The Officers will recognize this petition to be true and correct. With 82% of represented are in agreement with the proposed unit reorganization the petition to reorganize Crafts & Trades into Public Works Bargaining Unit is finalized. The Public Works Mid-Management & Supervisors Unit and the Public Works Unit request to bargain as one unit with their separate MOUs.

Signatures:

County of Plumas:




Nancy Selvage, Human Resources Director

Crafts & Trades Bargaining Representatives:



Mark Crews, Representative



Jarred Morris, Representative



Mason Crouch, Representative

PRINCIPAL TRANSPORTATION PLANNER**DEFINITION**

Under policy direction from the Transportation Commission and the Director of Public Works, plans, organizes, coordinates, and administers all transportation-related functions and activities for the Plumas County Transportation Commission; provides policy guidance and coordinates the activities and direction of the Commission; fosters cooperative working relationships with a variety of inter-governmental agencies, civic groups, and staff; and does related work as required.

This position also performs as the Public Works Senior Environmental Planner, as necessary, performing a variety of the more difficult, complex, and specialized assignments pertaining to planning and project development of transportation systems, projects, and other various development projects. This position prepares environmental analysis of proposed projects and design alternatives; identifies environmental impacts of transportation systems, corridors, and projects, and formulates measures to mitigate impacts; prepares, reviews, and processes environmental clearance documents for transportation systems, plans, and projects in compliance with all applicable local, state and federal laws, regulations and policies.

DISTINGUISHING CHARACTERISTICS

The Principal Transportation Planner position has responsibility for policy development, program planning, fiscal management, administration, and operation of all Commission functions, programs, and activities. The incumbent is responsible for accomplishing Commission goals and objectives and for ensuring that the area served is provided with desired and mandated services in an effective, cost-efficient manner. The Principal Transportation Planner also serves as the Executive Director of the Plumas County Transportation Commission. The Executive Director is appointed by, and serves at the pleasure of the Commission.

The Principal Transportation Planner is an interdisciplinary lead team member. Incumbents perform a variety of the most complex and specialized professional planning work with minimal guidance and supervision. Plans and supervises the work of consultants conducting comprehensive environmental and transportation studies; and performs the most difficult and complex work, which is either critical to the Department's basic mission or of local or regional significance. An incumbent may be assigned to represent the Public Works Department on standing committees.

REPORTS TO

This position reports to the Plumas County Transportation Commission and to the Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

Supervises other Public Works Staff on activities and functions of the Plumas County Transportation Commission (per the Memorandum of Understanding between the Commission and the Public Works Department), as delegated by the Director of Public Works, and other classifications as assigned, especially regarding environmental issues. Provides lead direction and project coordination for Public Works Department and Commission consultants as necessary.

PRINCIPAL TRANSPORTATION PLANNER – 2

EXAMPLES OF DUTIES

- At the direction of the Commission, plans, organizes, coordinates, and directs, the work of the Commission.
- At the direction of the Commission, develops and implements the Commission goals, objectives, policies, procedures, and work standards.
- Works closely with the various governing bodies, boards, and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advises the Commission on issues and programs.
- Prepares and recommends long-range plans for Commission services and programs; develops specific proposals for action on current and future Commission needs.
- Makes recommendations of Commission regulations and various codes and applicable laws to ensure compliance.
- Represents the Commission in contacts with various governmental agencies, community groups, and various business, professional, and other organizations directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations to the Commission or other governing bodies.
- Performs other related duties and responsibilities as directed by the Commission.
- Reviews environmental documents of local, state, and federal agencies. Prepares inventories and analyses of existing and future environmental conditions.
- Researches, reviews, and analyzes information and data for the preparation of transportation and land use planning reports for both current and long-range issues.
- Reviews various transportation improvement projects and prepares appropriate environmental documentation in compliance with the California Environmental Quality Act (CEQA).
- Reviews various environmental documentation for miscellaneous Public Works and transportation improvement projects consistent with Caltrans Local Assistance Procedures, NEPA, CEQA, and various other federal, state, and local regulations.
- Prepares and implements the Plumas County Transportation Commission's Overall Work Program and associated amendments.
- Prepares various transportation planning documents and amendments. Examples include but are not limited to The Regional Transportation Plan, The Plumas County Short Range Transit Plan, Non-Motorized Transportation Plan, Plumas County Transportation Commission Policy and Procedures Manual, and other projects as needed.
- Reviews various local development and transportation improvement project applications for compliance with local development, regulations, and policies.
- Prepares and implements professional service agreements/contracts for various consultant services for transportation and road improvement projects.
- Researches and drafts grant applications for various Public Works and transportation improvement projects.
- Manages the County's transit operations contract including payments, tracking of performance standards, fleet maintenance, and compliance with the requirements of the Transportation Development Act.
- Manages on-call environmental services contracts for task orders requiring permitting and CEQA compliance.
- Prepares environmental assessments for compliance with CEQA.

PRINCIPAL TRANSPORTATION PLANNER – 3

EXAMPLES OF DUTIES (continued)

- Prepares and reviews environmental impact reports according to regulations.
- Analyzes information and develops mitigation measures for environmental problems.
- Prepares notices of pending public items.
- Coordinates with other agencies and prepares Board of Supervisors agenda items.
- Incorporates mitigations and comments into staff reports.
- Develops conditional requirements consistent with regulatory standards, reports, and comments.
- Assists in recommending, developing, and implementing goals, objectives, and policies.
- Provides input to the Director of Public Works in the development and revision of County ordinances.
- Assists in the development and revision of fee schedules.
- Represents the Director of Public Works to special County committees, task forces, groups, and organizations as directed.
- Maintains open communication with Director of Public Works to ensure he/she is up to date on all matters.
- Performs special assignments, projects, and other tasks as assigned by the Director of Public Works and the Transportation Commission.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is performed in an office; more than occasionally works outside; continuous contact with staff, including staff from other County departments and staff from other agencies, and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of budget development and administration.
- Funding sources impacting transportation-related programs and transit service development.
- Management of public transit operations through a 3rd party operator.
- Development of transit reports required by Caltrans.
- Acquisition of management of transit fleet and associated reporting.
- Preparation of transit funding allocations through the Caltrans 5311, 5311(f), LCTOP, and 5339 Programs.
- Preparation of Commissions Title VI Plan and Short-Range Transit Plan.
- Management of consultant in the preparation of the Plumas County Regional Transportation Plan.
- Social, political, and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.
- Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.
- Local and regional bodies that implement laws, ordinances, and policies governing transportation issues.

PRINCIPAL TRANSPORTATION PLANNER – 4

Knowledge of (continued):

- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings, as required.
- General ecology of general principles behind planning for the conservation and preservation of natural resources. Methods of administering environmental projects and programs.
- General principles and techniques of research and statistical analysis.
- Techniques and methods of evaluation of environmental impacts and mitigation development.
- Various types of public facilities and how they serve the community.
- State and federal laws and regulations relating to the highway program and other functional areas under the jurisdiction of the Public Works Department and other laws pertaining to environmental regulations.
- State, local, and regional governmental organizations as they relate to highway and local development planning, specific knowledge of either the social sciences, natural sciences of environmental design arts; trends in highway-related environmental, urban, and regional planning.
- State, local, and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, and natural sciences of environmental design arts; trends in environmental, urban, and regional planning.
- Purposes and procedures of public planning and resources agencies, boards, and governing bodies.
- Federal, state, and local laws, regulations, and ordinances governing transportation planning, land use planning, zoning, and land use.
- Principles, techniques, and trends of transportation and land use planning.
- Graphic illustration and presentation, mapping methods and techniques.
- Contract preparation and administration.
- Trends in Federal and State programs related to the functions under the jurisdiction of the Public Works Department.
- Trends in Federal, State, and local environmental assessment and mitigation reports, impact statements, and/or negative declarations; principles of effective supervision.

Ability to:

- Plan, organize, administer, and coordinate a variety of large and complex transportation-related services, projects, and programs.
- Develop and implement goals, objectives, policies, and procedures.
- Prepare grant applications for transportation projects.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain cooperative working relationships with the Commission, and a variety of citizens, public and private organizations, boards and commissions, and commission staff.
- Exercise sound, independent judgment within general policy guidelines.
- Understand and integrate a variety of transportation-related programs.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions.
- Make effective public presentations.
- Represent the Commission effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.

SENIOR TRANSPORTATION PLANNER – 5

Ability to (continued):

- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner modeling correct safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Analyze environmental situations accurately.
- Gather and analyze data; prepare written reports.
- Work effectively with others as an interdisciplinary team.
- Provide work direction and coordination for consultants.
- Perform special assignments representing the Public Works Department on committees as delegated.
- Collect, compile, and analyze technical, statistical, and other information related to transportation, environmental, and land use planning.
- Prepare comprehensive and concise transportation planning and land use planning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community, land use, and transportation planning.
- Effectively represent the Public Works Department, County Ordinances, and policies in responding to inquiries. Providing assistance to, and dealing with concerns from, the public, community organizations, county staff, and other agencies.
- Conduct interviews for data gathering.
- Apply general techniques of ensuring participation in the planning process.
- Coordinate environmental investigation of proposed projects.
- Review and evaluate local plans in relation to statewide environmental interests.
- Incorporate the input of interested groups and agencies into the environmental planning and analysis process.

Training and Experience:

Four (4) years of responsible experience in public planning work equivalent to a Senior Planner or Senior Environmental Planner with Plumas County and (4) years of responsible experience in transportation

OR

A Master's Degree in Environmental Planning, Environmental Sciences, Civil Engineering, Transportation Engineering or Transportation Planning may be substituted for four years of the required experience. A Bachelor's Degree in Environmental Planning, Environmental Science, Civil Engineering, Transportation Engineering or Transportation Planning may be substituted for two years of the required experience.

Special Requirement:

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

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all disaster service work-related training as assigned, and to return to work as ordered in the event of an emergency.



AGENDA REQUEST

For the April 19, 2022 meeting of the Plumas County Board of Supervisors

April 11, 2022

To: Honorable Board of Supervisors

From: Dana Loomis, Director of Public Health

Subject: Authorization for the Public Health Agency to fill the vacancy of one (1) FTE Limited-Term Health Education Series position.

Background:

As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, many State mandated. With the increase in services required by both the State and the needs of the citizens of Plumas County, the staff of Public Health has taken on more responsibility in order to meet the deliverables of other essential service programs.

At the same time, increased State Funding has become available to allow the Public Health add an additional full-time, limited-term staff position. This term will end on July 31, 2023.

The Agency currently has a vacant limited-term FTE available to fill this position. The Agency is requesting to fill this vacancy.

Fiscal Impact:

There is no fiscal impact to the General Fund as these positions will be funded through the Programs in Public Health. Specifically, the following programs will fund this position:

- TURP at .50 FTE
- ELC 2/3 at .50 FTE

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

Recommendation:

The Director of Public Health respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Limited-Term Health Education Series in the Public Health Agency.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Community Outreach Coordinator/Health Education Specialist/
Health Education Coordinator I – Public Health Agency**

- Is there a legitimate business, statutory or financial justification to fill the position?
The Health Education Series employees are responsible for the organization, coordination, implementation, and conduct of a variety of Public Health education programs and related health services.
- Why is it critical that this position be filled at this time?
Not filling this position will cost PCPHA funds that cannot be drawn down from grants, and will as not being able to bill for positions unless funds have been spent. It can be argued that these are not lost funds because we won't have to expend the funds if the position is vacation. However, the County loses the value of the services being provided to families and children.
- How long has the position been vacant?
Effective 3/25/22
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 21/22 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No change in General Fund support since this is already a budgeted position**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

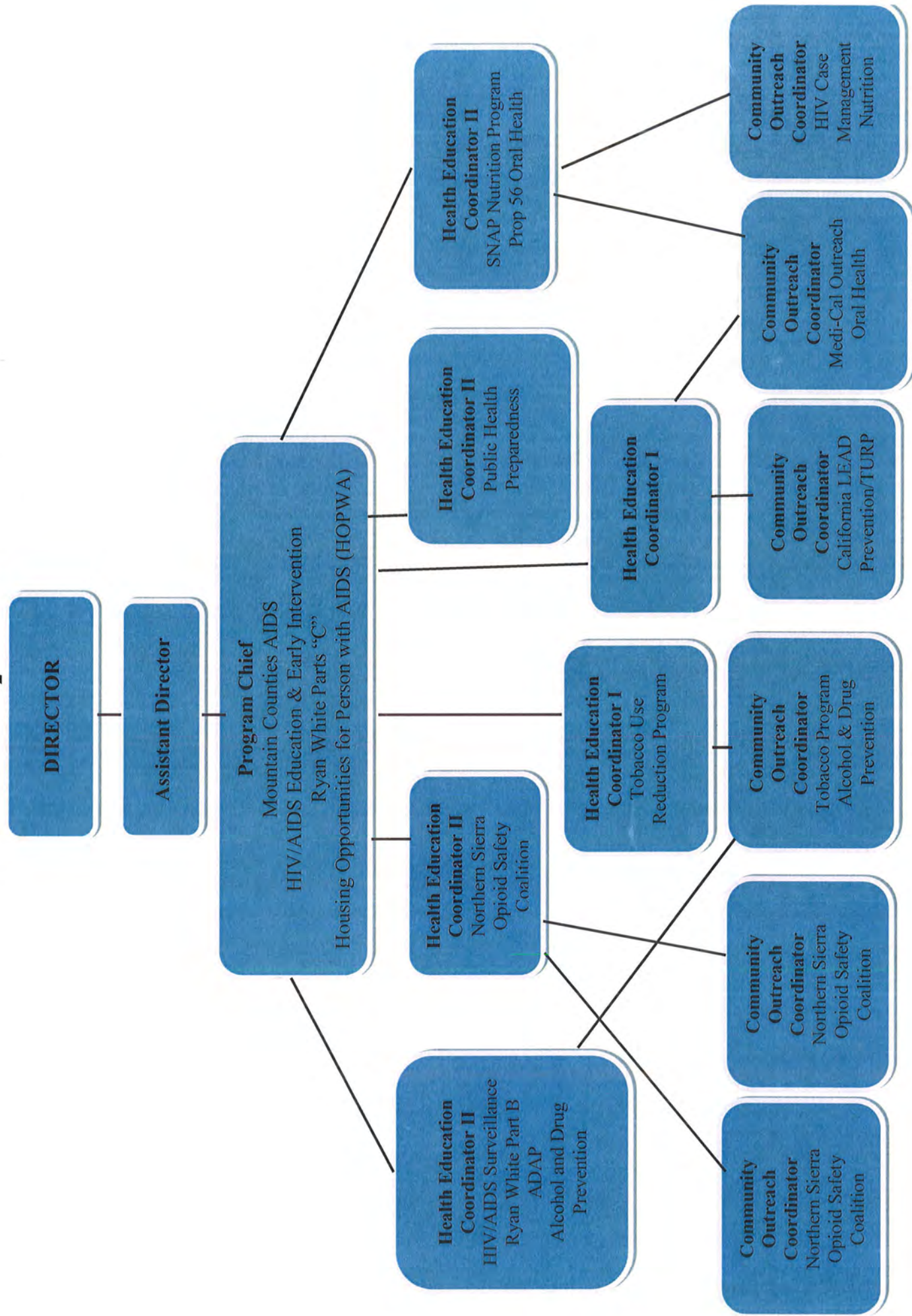
FY 17/18 = \$545,661

FY18/19 = \$582,102

FY19/20 = \$1410,133

PLUMAS COUNTY PUBLIC HEALTH AGENCY HEALTH EDUCATION AND OUTREACH

2





AGENDA REQUEST

For the April 19, 2022 meeting of the Plumas County Board of Supervisors

April 11, 2022

To: Honorable Board of Supervisors

From: Dana Loomis, Director of Public Health

Subject: Adoption of a resolution authorizing the Public Health Director to execute an agreement funded by the federal grant award PS19-1901, Strengthening STD Prevention and Control for Health Departments, CFDA #93.977 and receive funds in the amount of \$514,410 total over the period of the next 5 fiscal years.

Background:

The California Department of Public Health (CDPH), Sexually Transmitted Disease Control Branch (STDCB) will allocate approximately \$10 million in Federal Centers for Disease Control and Prevention (CDC) I funds (PS19-1901) starting in state fiscal year 2021-22. This funding is intended to hire personnel to address sexually transmitted disease (STD), HIV, COVID-19, and other infectious disease prevention and response needs.

The CDC DIS Workforce Development Funding is part of the American Rescue Plan Act of 2021. The goal of the investment is to support 21st century outbreak response needs by:

1. Expanding and enhancing frontline public health staff
2. Conducting DIS workforce training and skills building
3. Building organizational capacity for outbreak response
4. Evaluating and improving recruitment, training, and outbreak response efforts

Funding will be allocated to fifty-nine (59) local health jurisdictions (LHJ) in California. The total to Plumas County will be \$514,410 paid over 5 fiscal years in installments of \$102,882.

The application requires a Resolution from the Board of Supervisors granting authority to the Director of Public Health to execute the application and file all certifications and assurances, contracts or agreements, and submit and approve requests for reimbursement of funds.

Agenda Request

For the April 19, 2022 meeting of the Plumas County Board of Supervisors

Subject: Adoption of a resolution authorizing the Public Health Director to execute an agreement funded by the federal grant award PS19-1901, Strengthening STD Prevention and Control for Health Departments, CFDA #93.977 and receive funds in the amount of \$514,410 total over the period of the next 5 fiscal years

April 11, 2022

Page 2

The attached Resolution has been approved to form by County Counsel.

Recommendation:

Adopt the attached resolution authorizing the Public Health Director to execute an agreement funded by the federal grant award PS19-1901, Strengthening STD Prevention and Control for Health Departments, CFDA #93.977 and receive funds in the amount of \$514,410 total over the period of the next 5 fiscal years

RESOLUTION NO. 22-_____

AUTHORIZING THE PUBLIC HEALTH DIRECTOR TO APPLY FOR THE GRANT FUNDED BY THE FEDERAL GRANT AWARD PS19-1901, STRENGTHENING STD PREVENTION AND CONTROL FOR HEALTH DEPARTMENTS, CFDA #93.977 WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, SEXUALLY TRANSMITTED DISEASE CONTROL BRANCH

WHEREAS, the California Department of Public Health, Sexually Transmitted Disease Control Branch has authority to grant funds for projects under Health and Safety Code, Section 131085(a); and

WHEREAS, the California Department of Public Health, Sexually Transmitted Disease Control Branch is authorized to make grants to expand the Disease Intervention Specialist (DIS) workforce at the local level to support governmental public health response to COVID-19 and other infectious diseases; and

WHEREAS, Plumas County Public Health Agency desires to apply for said grant funds for use as specified in the grant program.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Plumas County Board of Supervisors does hereby authorize the Public Health Director, to apply for the federal grant award PS19-1901, Strengthening STD Prevention and Control for Health Departments, CFDA #93.977

That Public Health Director is authorized to execute and file all certifications and assurances, contracts or agreements or any other document required by the Department during the application process.

That Public Health Director is authorized to provide additional information as the Department may require in connection with the application for the program.

PASSED AND ADOPTED by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board Meeting held on the 19th day of April, 2022, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

Approved as to form:


Joshua Brechtel
Deputy County Counsel I

**CALIFORNIA SEXUALLY TRANSMITTED DISEASE BRANCH
STD Program Management**

Awarded By
THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”
TO
County of Plumas, hereinafter “Grantee”

Implementing the “DIS Workforce Development,” hereinafter “Project”

GRANT AGREEMENT NUMBER 21-10576

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code, Section 131085(a).

PURPOSE: The Department shall award this Grant Agreement to and for the benefit of the Grantee; the purpose of the Grant is to conduct activities necessary to expand, train, and sustain a response-ready disease intervention specialist (DIS) workforce.

GRANT AMOUNT: The maximum amount payable under this Grant Agreement shall not exceed the amount of \$514,410.

TERM OF GRANT AGREEMENT: The term of the Grant shall begin on July 1, 2021 and terminates on December 31, 2025. No funds may be requested or invoiced for services performed or costs incurred after December 31, 2025.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee: County of Plumas
Name: Karlo Estacio, Assistant Branch Chief STD Control Branch	Name: Tina Venable Director of Nursing
Address: P.O. Box 997377, MS 7320	Address: 270 County Hospital Rd. Suite 111
City, ZIP: Sacramento, CA 95899-7377	City, ZIP: Quincy, CA 95971
Phone: (916) 552-9820	Phone: (530) 283-6346
E-mail: Karlo.Estacio@cdph.ca.gov	E-mail: tinavenable@countyofplumas.com

Direct all inquiries to the following representatives:

California Department of Public Health, STD Control Branch	Grantee: County of Plumas
Attention: Christine Johnson, Grant Manager	Attention: Tina Venable
Address: P.O. Box 997377, MS 7320	Address: 270 County Hospital Rd., Suite 111
City, Zip: Sacramento, CA 95899-7377	City, Zip: Quincy, CA 95971
Phone: (916) 552-9796	Phone: (530) 283-6346
E-mail: Christine.Johnson@cdph.ca.gov	E-mail: tinavenable@countyofplumas.com

All payments from CDPH to the Grantee; shall be sent to the following address:

Remittance Address
Grantee: County of Plumas
Attention: "Cashier": Damian Frank
Address: 270 County Hospital Rd., Suite 206
City, Zip: Quincy, CA 95971
Phone: (530) 283-6459
E-mail: damienfrank@countyofplumas.com

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party, said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement which can be requested through the CDPH Project Representatives for processing.

STANDARD GRANT PROVISIONS. The Grantee must adhere to all Exhibits listed and any subsequent revisions. The following Exhibits are attached hereto or attached by reference and made a part of this Grant Agreement:

Exhibit A AWARD LETTER, FUNDING ALLOCATIONS/ALLOCATION PROCESS

Note: Once the Grant Agreement has been fully executed, request for modifications/changes thereafter to the existing grant activities can be made by written notice by either party and must be approved by CDPH. This process does not require a formal amendment but must be agreed to by both parties in writing. Copies must be maintained by both parties. Such modifications/changes must be made 30 days prior to implementation. A written amendment is required when there is an increase or decrease in funding or a change in the term of the agreement.

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS

Exhibit C STANDARD GRANT CONDITIONS

Exhibit D ADDITIONAL PROVISIONS

Exhibit E INFORMATION PRIVACY AND SECURITY REQUIREMENTS

Exhibit F FEDERAL TERMS AND CONDITIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: _____
Dana Loomis, Public Health Director
County of Plumas
270 County Hospital Rd., Suite 206
Quincy, CA 95971

Date: _____
Javier Sandoval, Chief
Contracts Management Unit
California Department of Public Health
1616 Capitol Avenue, Suite 74.262
P.O. Box 997377, MS 1800-1804
Sacramento, CA 95899-7377



TOMÁS J. ARAGÓN, MD, DrPH
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

Exhibit A
Letter of Award

December 30, 2021

TO: CALIFORNIA LOCAL HEALTH JURISDICTIONS

SUBJECT: DISEASE INTERVENTION SPECIALIST WORKFORCE DEVELOPMENT GRANT

The California Department of Public Health (CDPH), Sexually Transmitted Disease Control Branch (STDCB) is pleased to announce the availability of approximately \$10 million in Centers for Disease Control and Prevention (CDC) Federal Funds starting in fiscal year (FY) 2021-22 for the support of governmental public health response to COVID-19 and other infectious diseases.

This funding opportunity is made possible through a federal grant award the CDC has issued through a supplement to PS19-1901, Strengthening STD Prevention and Control for Health Departments (STD PCHD), Catalog of Federal Domestic Assistance (CFDA) #93.977. Counties of San Francisco and Los Angeles are separately funded under the STD PCHD grant and were not included in local health jurisdiction (LHJ) allocations described in this letter.

The overall goal of the funding is to develop, expand, train, and sustain the disease intervention specialists (DIS) workforce. Funding is intended to hire personnel to address projected jurisdictional sexually transmitted disease (STD), HIV, COVID-19, and other infectious disease prevention and response needs over the performance period. Hiring priority should be given to front-line public health workforce (DIS and DIS supervisors) with secondary focus on roles that support the success of frontline DIS response and outbreak efforts. For more information on the CDC DIS Workforce Development grant, please refer to the funding guidance at: <https://www.cdc.gov/std/funding/pchd/development-funding.html>.

Grantee activities will focus on the following key strategic targets:

- Increased capacity to conduct disease investigation
- Linkage to prevention and treatment
- Case management and oversight
- Outbreak response for STD, HIV, COVID-19 and other infectious diseases

Funding availability in subsequent fiscal years will be determined by satisfactory recipient performance and is subject to the availability of appropriated funds and federal award. These funds will be made available to support the DIS workforce development on a yearly basis from July 1, 2021 through December 31, 2025. The amount of annual funding was allocated through a non-competitive formula using the [United States Census Community Resilience Estimates](#).



A summary of the DIS workforce funding allocation process, including the final annual allocation amounts for specific jurisdictions are available at: [DIS Workforce Development](#).

The funds must be used to provide allowable DIS workforce development activities at the local level. For guidance, please see Grant Activities at: [DIS Workforce Development](#).

All grantees must adhere to the Grant Activities, and any subsequent revisions, along with all instructions, policy memoranda, or directives issued by CDPH/STDCB. CDPH/STCB will make any changes and/or additions to these guidelines in writing and, whenever possible, notification of such changes shall be made 30 days prior to implementation.

In order to receive these funds, you must return the following signed documents no later than close of business, **January 31, 2022**.

- Annual budgets for calendar years 2021 through 2025
- Completed CDPH 9083 form

The documents should be e-mailed to STDLHJContracts@cdph.ca.gov and include your agency's name in the subject line when you send the email to help us to easily identify which local health jurisdiction you represent. Please note that no funds are secured until the grant is fully executed.

We look forward to collaborating with you to support this expansion of the DIS workforce. If you have any questions, please feel free to contact Christine Johnson by e-mail at Christine.Johnson@cdph.ca.gov.

Sincerely,



Alexia McGonagle, Acting Chief
Business Operations Support Section
STD Control Branch

Enclosures

cc: Kathleen Jacobson, MD, Chief, STD Control Branch
Edwin Lopez, Chief, Disease Intervention Section, STD Control Branch
Jessica Frasure-Williams, Chief, Program Development Section, STD Control Branch
Cary Escovedo, Northern California Regional Capacity Building Coordinator,
STD Control Branch
Michelle Gonzales, Southern California Regional Capacity Building Coordinator,
STD Control Branch
Pike Long, Bay Area Regional Capacity Building Coordinator,
STD Control Branch
Sophie Lyons, Central Inland Regional Capacity Building Coordinator,
STD Control Branch

Exhibit A
Funding Allocation

County/City	Year 1 Annual Award (7/1/21- 12/31/21)	Year 2 Annual Award (1/1/22 - 12/31/22)	Year 3 Annual Award (1/1/23 - 12/31/23)	Year 4 Annual Award (1/1/24 - 12/31/24)	Year 5 Annual Award (1/1/25 - 12/31/25)	Total Five- Year Allocation
Alameda County* (excluding Berkeley)	\$302,953	\$302,953	\$302,953	\$302,953	\$302,953	\$1,514,765
Alpine County**	\$100,143	\$100,143	\$100,143	\$100,143	\$100,143	\$500,715
Amador County	\$105,149	\$105,149	\$105,149	\$105,149	\$105,149	\$525,745
City of Berkeley	\$116,434	\$116,434	\$116,434	\$116,434	\$116,434	\$582,170
Butte County	\$130,729	\$130,729	\$130,729	\$130,729	\$130,729	\$653,645
Calaveras County	\$106,278	\$106,278	\$106,278	\$106,278	\$106,278	\$531,390
Colusa County	\$102,475	\$102,475	\$102,475	\$102,475	\$102,475	\$512,375
Contra Costa County	\$243,353	\$243,353	\$243,353	\$243,353	\$243,353	\$1,216,765
Del Norte County	\$102,976	\$102,976	\$102,976	\$102,976	\$102,976	\$514,880
El Dorado County	\$120,336	\$120,336	\$120,336	\$120,336	\$120,336	\$601,680
Fresno County	\$252,638	\$252,638	\$252,638	\$252,638	\$252,638	\$1,263,190
Glenn County	\$103,477	\$103,477	\$103,477	\$103,477	\$103,477	\$517,385
Humboldt County	\$116,968	\$116,968	\$116,968	\$116,968	\$116,968	\$584,840
Imperial County	\$130,516	\$130,516	\$130,516	\$130,516	\$130,516	\$652,580
Inyo County	\$102,480	\$102,480	\$102,480	\$102,480	\$102,480	\$512,400
Kern County	\$225,296	\$225,296	\$225,296	\$225,296	\$225,296	\$1,126,480
Kings County	\$120,080	\$120,080	\$120,080	\$120,080	\$120,080	\$600,400
Lake County	\$108,490	\$108,490	\$108,490	\$108,490	\$108,490	\$542,450
Lassen County	\$102,830	\$102,830	\$102,830	\$102,830	\$102,830	\$514,150
City of Long Beach	\$169,168	\$169,168	\$169,168	\$169,168	\$169,168	\$845,840
Madera County	\$121,451	\$121,451	\$121,451	\$121,451	\$121,451	\$607,255
Marin County	\$129,905	\$129,905	\$129,905	\$129,905	\$129,905	\$649,525
Mariposa County	\$102,384	\$102,384	\$102,384	\$102,384	\$102,384	\$511,920
Mendocino County	\$113,136	\$113,136	\$113,136	\$113,136	\$113,136	\$565,680
Merced County	\$136,814	\$136,814	\$136,814	\$136,814	\$136,814	\$684,070
Modoc County	\$101,122	\$101,122	\$101,122	\$101,122	\$101,122	\$505,610
Mono County	\$101,442	\$101,442	\$101,442	\$101,442	\$101,442	\$507,210
Monterey County	\$161,408	\$161,408	\$161,408	\$161,408	\$161,408	\$807,040
Napa County	\$120,548	\$120,548	\$120,548	\$120,548	\$120,548	\$602,740
Nevada County	\$112,670	\$112,670	\$112,670	\$112,670	\$112,670	\$563,350
Orange County	\$563,657	\$563,657	\$563,657	\$563,657	\$563,657	\$2,818,285
City of Pasadena	\$124,429	\$124,429	\$124,429	\$124,429	\$124,429	\$622,145
Placer County	\$145,278	\$145,278	\$145,278	\$145,278	\$145,278	\$726,390
Plumas County	\$102,882	\$102,882	\$102,882	\$102,882	\$102,882	\$514,410
Riverside County	\$420,089	\$420,089	\$420,089	\$420,089	\$420,089	\$2,100,445
Sacramento County	\$314,315	\$314,315	\$314,315	\$314,315	\$314,315	\$1,571,575
San Benito County	\$107,738	\$107,738	\$107,738	\$107,738	\$107,738	\$538,690

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

John Mannle, P.E., Director Joe Blackwell, Deputy Director Robert Thorman, P.E., Assistant Director



AGENDA REQUEST

For the April 19, 2022 meeting of the Plumas County Board of Supervisors

April 5, 2022

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW Power Mechanic I or II position in the Quincy Mechanic Shop located in Quincy District; discussion and possible action.

Background:

One FTE Power Equipment Mechanic II has resigned creating the vacancy for this FTE Power Equipment Mechanic position effective April 15, 2022.

This position is funded and allocated in the proposed FY 21/22 budget of the Department of Public Works

The completed Critical Staffing Questionnaire and Departmental Organization Chart are attached.

Recommendation:

The Director of Public works respectfully recommends the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Power Equipment Mechanic I or II position in the Public Works Equipment Mechanic Shop located in the Quincy District.

Attachments: Critical Staffing Questionnaire
Departmental Organization Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Maintenance Worker / Public Works Power Equipment Mechanic – Quincy

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

Equipment Mechanics are the workforce for maintaining and repairing County road equipment.

Why is it critical that this position be filled at this time?

Maintenance Workers are subject to 24-hour “call-out” for road related emergencies and snow removal, including road maintenance. If the equipment they operate is not serviceable, they are unable to properly maintain County roads.

How long has the position been vacant?

Vacant as of 04/15/2022.

Can the Department use other wages until the next budget cycle?

The Maintenance Division’s budget line item for wages in the 21/22 budget includes funds for this position.

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

No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.

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

N/A

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

None.

A non-General Fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**

Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**

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

No

Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **None.**

Does the department have a reserve?

Yes – \$1,069,000.

DIRECTOR OF PUBLIC WORKS <John Mammie> 04/20/21 (1) [1]

- COUNTY SURVEYOR**
 - COUNTY ENGINEER**
 - MANAGER, DEPENDENT SPECIAL DISTRICTS**
 - ROAD COMMISSIONER**
 - SOLID WASTE ADMINISTRATOR**
 - PCTC INTERIM EXECUTIVE DIRECTOR**
 - CO-MANAGER, FLOOD CONTROL & WATER CONSERVATION DISTRICT**
- DEPT. FISCAL OFFICER / ADMIN. SERVICES MANAGER** <M. Crowder> 07/19/21 (1) [0]
 - ASSISTANT DIRECTOR** <R. Thorman> 11/07/21 (1) [0]
 - DBELO**
- HEADQUARTERS**
 - Fiscal Tech Serv. Asst III** (2) [2]
 - <C. Foster> 03/01/14
 - <R. Smith> 03/08/21
 - Associate Engineer** (4) [3]
 - <A. Hammond> 09/25/17
 - Senior Envt. Planner**
 - <J. Graham> 12/01/13
 - Solid Waste Program Manager**
 - <S. Graham> 08/31/21
 - Assistant Engineer**
 - <Vacant>
 - Engineering Tech II**
 - <Mark Crews> (1) [1]
 - Beckwourth**
 - Road Maintenance Supervisor** (1) [0]
 - <D. Taylor> 06/20/20
 - Road Maintenance Leadworker** (1) [1]
 - <C. Zimmerer> 07/1/20
 - Road Maintenance Worker III** (2) [2]
 - <T. Reilley> 12/16/13
 - <R. Caldwell> 10/23/17
 - Road Maintenance Worker II** (1) [0]
 - <C. Landry> 09/27/21
 - Greenville**
 - Road Maintenance Supervisor** (1) [0]
 - <Vacant>
 - Road Maintenance Leadworker** (1) [1]
 - <A. Heard> 12/25/17
 - Road Maintenance Worker III** (3) [3]
 - <Josh Millie>
 - <Jim Johnson>
 - Road Maintenance Worker II** (2) [1]
 - <J. Griffin> 01/12/15
 - <Vacant>
 - Chester**
 - Road Maintenance Supervisor** (1) [1]
 - <R. Furtado> 12/17/17
 - Road Maintenance Leadworker** (1) [1]
 - <F. Perez> 12/11/17
 - Road Maintenance Worker III** (2) [1]
 - <W. Knecht> 12/29/13
 - Road Maintenance Worker II** (3) [3]
 - <W. Kelly> 12/22/20
 - <Vacant>
 - <Vacant>
 - Quincy**
 - Road Maintenance Supervisor** (1) [1]
 - <J. Thomas> 11/18/13
 - Road Maintenance Leadworker** (1) [1]
 - <M. Landry> 06/21/21
 - Road Maintenance Worker III** (3) [3]
 - <J. Buckley> 02/23/14
 - <M. McCutcheon> 1/23/17
 - Road Maintenance Worker II** (3) [3]
 - <A. McNulty> 08/12/19
 - <C. Hermann> 01/21/20
 - <J. Meyers> 11/03/21
 - Graeagle**
 - Road Maintenance Supervisor** (1) [0]
 - <J. Blackwell> 10/01/16
 - Road Maintenance Leadworker** (1) [1]
 - <D. Trammick> 01/12/15
 - Road Maintenance Worker III** (1) [1]
 - <R. Robinson> 02/01/16
 - <Vacant>
 - Road Maintenance Worker II** (4 Positions)
 - <C. Dalton> 10/12/21
 - <J. Meyers> 11/03/21
 - Laporte**
 - Road Maintenance Supervisor** (1) [1]
 - <T. Reinert> 9/9/13
 - Road Maintenance Leadworker** (1) [0]
 - <A. Nix> 03/23/21
 - Road Maintenance Worker III** (1) [1]
 - <J. Rammer> 10/01/21
 - Road Maintenance Worker I** (1) [1]
 - <C. Dalton> 10/12/21
 - Fleet**
 - Equipment Mechanic I**
 - <Eric Braswell>
 - Lead Equipment Mechanic**
 - <M. Turner>
 - Mechanic Shop Technician**
 - <J. Morris> 7/21
 - Equipment Mechanic II**
 - <Mark Kraus>
 - <Mark Braswell>
 - <D. Wilkins>
 - <J. Vizcarra>
 - Equipment Mechanic I**
 - <J. McClure>
 - Welder** (1) [1]
 - <Jeff Olschow>
 - Equipment Shop Worker**
 - <S. Nastman>
 - PERMIT CENTER**
 - Fiscal Tech Serv. Asst III** (1) [1]
 - <C. Toney> 11/23/20
 - Recording Secretary**
 - <Vacant>

Director of Public Works

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
John Mannle, P.E., Director Joe Blackwell, Deputy Director Robert Thorman, P.E., Assistant Director




AGENDA REQUEST

For the April 19, 2022 meeting of the Plumas County Board of Supervisors

April 5, 2022

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works 

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW Maintenance Supervisor/Foreman position in the LaPorte Maintenance District, discussion and possible action.

Background:

Retirement of the LaPorte Maintenance Supervisor/Foreman, effective April 25, 2022, there is the vacancy for the Road Maintenance Supervisor/Foreman position for the LaPorte Road Maintenance District.

The Department is requesting the Board of Supervisors approve the Supervisor/Foreman position for the LaPorte Maintenance District (1 FTE funded and allocated position) and authorize the Human Resources Department to begin in-County promotional recruitment.

This position is funded and allocated in the proposed FY 21/22 budget of the Department of Public Works

The completed Critical Staffing Questionnaire and Departmental Organization Chart are attached.

Recommendation:

The Director of Public works respectfully recommends the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Maintenance Supervisor/Foreman position for the LaPorte Maintenance District.

Attachments: Critical Staffing Questionnaire
Departmental Organization Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Supervisor / Public Works Maintenance Division – LaPorte District

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

Yes- Street & Highways Code - the Maintenance division is a necessary component to maintain county roads in a safe condition for public use for all modes of travel 24/7/365.

Why is it critical that this position be filled at this time?

The minimum crew size for the LaPorte area is 4. At least 2 personnel provide for traffic control during the majority of maintenance activities leaving just 3 personnel to perform the activity. The Supervisor is in charge of the crew.

How long has the position been vacant?

Vacant as of 04/25/22.

Can the Department use other wages until the next budget cycle?

The Maintenance Division's budget line item for wages in the 21/22 budget includes funds for this position.

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

A minimum of one Supervisor per crew at all times.

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

Providing adequate maintenance necessary component to keep County roads in the LaPorte Area in a safe condition for public use for all modes of travel.

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

The negative fiscal impact will be the increase in the County's liability due to inadequate maintenance of County roads in the LaPorte Area.

A non-General Fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? None

Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No

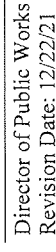
Does the budget reduction plan anticipate the elimination of any of the requested positions?
No

Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
None.

Does the department have a reserve?

Yes – \$1,069,000.

DIRECTOR OF PUBLIC WORKS <John Mennie> 04/20/21 (1)





TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff


Office of Emergency Services

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

Memorandum

DATE: April 5th, 2022

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns 

RE: Agenda Item for the meeting of April 19th, 2022

RECOMMENDATION:

Authorize and sign the professional service agreement between the County and CGL Companies Inc. for the SB 844 Jail Construction Project

BACKGROUND & DISCUSSION:

The Plumas County Sheriff's Office requests the service agreement to be signed in order to move forward with the construction of the SB 844 Jail Construction Project. This contract will be in effect from July 1st, 2021 and end on July 18th, 2026. Compensation shall be paid in the sum of One Million Four Hundred Thirty-Six Thousand Dollars and 00/100. Cents, (\$1,436,000.00). The contract has been approved by Plumas County Counsel.

**PROFESSIONAL SERVICES AGREEMENT
FOR**

SB 844 JAIL CONSTRUCTION PROJECT

THIS AGREEMENT is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, (hereinafter referred to as "County"), and CGL Companies, Inc. (CGL), 2485 Natomas Park Drive, Suite 300, Sacramento, CA 95833 a California Corporation ("Contractor"),

WITNESSETH:

WHEREAS, County proposes to have Contractor perform Project Management, Design Build Criteria Documents, and Construction Management Services during construction as described herein below; and

WHEREAS, Contractor represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

WHEREAS, County and Contractor desire to contract for specific services in connection with the project described below (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

WHEREAS, County and Contractor entered into a previous agreement on or about July 18, 2017 which has since expired and the services are still needed; and

WHEREAS, no official or employee of County has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0 SERVICES PROVIDED BY CONTRACTOR

1.1 Scope of Services. Contractor shall provide the professional services described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by reference.

1.2 Professional Practices. All professional services to be provided by Contractor pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional contractors in similar fields and circumstances in accordance with sound professional practices. Contractor also warrants that it is familiar with all laws that

may affect its performance of this Agreement and shall advise County of any changes in any laws that may affect Contractor's performance of this Agreement.

1.3 Warranty. Contractor warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Contractor shall indemnify and hold harmless County from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against County for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Contractor's performance under this Agreement.

1.4 Non-discrimination. In performing this Agreement, Contractor shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5 Non-Exclusive Agreement. Contractor acknowledges that County may enter into agreements with other Contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6 Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of County. Contractor may engage a subcontractor(s) as permitted by law and may employ other personnel to perform ancillary services contemplated by this Agreement at Contractor's sole cost and expense.

2.0 COMPENSATION AND BILLING

2.1 Compensation. Contractor shall be paid in accordance with the fee set forth in Exhibit "A," attached hereto and made a part of this Agreement (the "Fee"). Contractor's compensation shall in no case exceed One Million Four Hundred Thirty-Six Thousand Dollars and no/100 cents (\$1,436,000.00).

Any and/or all payments mad under this Agreement shall be paid by check, payable to the order of the Contractor and be mailed or delivered to Contractor at:

Name: Address: City/State/Zip: CGL Companies, Inc.
2485 Natomas Park Drive, Suite 300
Sacramento, CA 95833

2.2 Contingency of Funding. Contractor acknowledges that funding or portions of funding for this agreement may also be contingent upon receipt of funds from, and/or appropriation of funds by the State Board of Community Corrections (BSCC) to the County. If such funding and/or appropriations are not forthcoming, or otherwise limited, County may immediately terminate or modify this Agreement without penalty.

- (a) 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.

2.3 Additional Services. Contractor shall not receive compensation for any services provided outside the scope of services specified in Exhibit "A" unless the County or the Project Manager for this Project, prior to Contractor performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.4 Method of Billing. Contractor may submit invoices to County's Project Manager for approval on a progress basis, but no more often than monthly. Said invoice shall be based on the total of all Contractor's services which have been completed to County's sole satisfaction. County shall pay Contractor's invoice within forty-five (45) days from the date County receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.5 Records and Audits. Records of Contractor's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to County or its Project Manager for inspection and/or audit at mutually convenient times for a period of four (4) years from the Effective Date.

3.0 TIME OF PERFORMANCE

3.1 Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by County as set forth in Exhibit "C," attached hereto and incorporated herein by this reference. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2 Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0 TERM AND TERMINATION

4.1 Term. This Agreement shall commence on the July 1, 2021 and continue for a period of (5) year(s) ending on July 18, 2026, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by CGL Companies, Inc. for July 19, 2021 to date of approval of this Agreement by the Board of Supervisors.

4.2 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.

4.3 Compensation. In the event of termination, County shall pay Contractor for professional services satisfactorily performed up to and including the date of County's written notice of termination.

4.4 Documents. In the event of termination of this Agreement, 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.

5.0 INSURANCE

5.1 Minimum Scope and Limits of Insurance. Contractor shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Comprehensive general liability, including but not limited to premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, and personal injury with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California.
- (d) Professional errors and omissions ("E&O") liability insurance with minimum policy limits of the greater of (i) the limit available on the policy or (ii) 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.

5.2 Additional Requirements. Contractor and County agree to the following with respects to insurance provided by Contractor:

- (a) Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.
- (b) All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured.
- (c) All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages.
- (d) Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement.
- (e) Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy

shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13.

- (f) To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall *also* apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- (g) Contractor agrees to require insurers to provide notice to County thirty (30) days prior to cancellation of such liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Contractor shall assure that this provision also applies to any subcontractors, joint venturers or any other party engaged by or on behalf of contractor in relation to this Agreement. Certificate(s) are to reflect that the issuer will provide thirty (30) days notice to County of any cancellation of coverage.
- (h) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or avoid coverage to the other insureds.
- (i) No liability insurance coverage provided to comply with Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right of subrogation prior to loss, Contractor waives its right to subrogation against the County.
- (j) Contractor shall require all subcontractor to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

5.3 Certificates of Insurance. Contractor shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement. 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.

5.4 Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Contractor may be held responsible for payments of damages to persons or property.

6.0 GENERAL PROVISIONS

6.1 Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2 Representatives. The Sheriff Todd Johns or his designee shall be the representative of County for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the County, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3 Project Managers. County shall designate a Project Manager to work directly with Contractor in the performance of this Agreement.

Contractor shall designate a Project Manager who shall represent it and be its agent in all consultations with County during the term of this Agreement. Contractor or its Project Manager shall attend and assist in *all* coordination meetings called by County.

6.4 Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below, unless the recipient party has, by written notice to the other, provided alternate contact information. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONTRACTOR:

Cameron Glass
Vice President
2485 Natomas Park Drive, Suite 300
Sacramento, CA 95833
Tel: 916-678-7890
Fax: 916-678-7897
Attn: Cameron Glass

IF TO COUNTY:

County of Plumas
Sheriff Todd Johns
1400 East Main Street
Quincy, CA 95971
Tel: 530-283-6300
Fax: 530-283-6344
Attn: Chad Hermann

WITH COPY TO:
County Counsel
Gretchen Stuhr
520 Main Street, Room 302
Quincy, CA 95971

6.5 Drug Free Workplace. Contractor certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Contractor's failure to conform to these requirements shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by County.

6.6 Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7 Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Plumas County, California.

6.8 Assignment. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor's interest in this Agreement without County's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of County's consent, no subletting or assignment shall release Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

6.9 Indemnification and Hold Harmless. To the fullest extent permitted by law, Contractor shall protect, defend with counsel approved in writing by County, indemnify and hold harmless County and its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") from any and all claims, liabilities, expenses, including attorney fees, damage to property or injuries to or death of any person or persons or damages of any nature including, but not by way of limitation, all civil claims or workers' compensation claims arising out of, pertaining to, or relating in any way with the intentional or negligent acts, error or omissions of Contractor, its employees, agents or subcontractors in the performance of this Agreement. If judgment is entered against Contractor and County by a court of competent jurisdiction because of concurrent active negligence of Contractor and County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Notwithstanding anything stated above, nothing contained herein shall relieve Contractor of any insurance requirements or obligations created elsewhere in this Agreement.

6.10 Independent Contractor. Contractor is and shall be acting at all times as an independent contractor and not as an employee of County. Contractor shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Contractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11 PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by County, including but not limited to eligibility to enroll in PERS as an employee of County and entitlement to any contribution to be paid by County for employer contribution and/or employee contributions for PERS benefits.

6.11 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.

6.12 Public Records Act Disclosure. Contractor has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its subcontractors, and provided to County may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Contractor informs County of such trade secret. The County will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The County shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.13 Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the County's representative, regarding any services rendered under this Agreement at no additional cost to County. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to County, provide all necessary professional services necessary to rectify and correct the matter to the sole satisfaction of County and to participate in any meeting required with regard to the correction.

6.14 Prohibited Employment. Contractor will not employ any regular employee of County while this Agreement is in effect.

6.15 Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provisions of the Exhibits such provisions shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the attachments.

6.16 Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.17 No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.18 Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.19 Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.20 Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.21 Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized

representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.22 Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.23 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.24 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

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

Chair, Board of Supervisors

Date: _____

ATTEST:

Heidi White
Clerk of the Board of Supervisors

Date: _____

CONTRACTOR
CGL Companies, Inc.

William Robert Glass
CEO/Secretary

Date: _____

Approved as to form:



Gretchen Stuhr
Plumas County Counsel

Date: 4/4/2022



CGL Companies
2260 Del Paso Road, Suite 100
Sacramento, CA 95834
916.678-7890

EXHIBIT A –Scope of Work Outline of SB 844 Services

SB 844 Project Description/Scope

Plumas County (County) applied for Senate Bill (SB) 844 grant funding and successfully received a conditional award notice in June 2017. The official Conditional Award notification letter was received by the County on June 21st 2017.

The scope of services outlined below is intended to meet the requirements for developing and completing the Plumas County Jail replacement project. The scope of services complies with all Board of State and Community Corrections (BSCC) and State Public Works Board (SPWB) requirements and are reimbursable by the State SB 844 grant. The tasks listed are the requirements to proceed with financing of a jail using state funds (State Capital Outlay Process).

Plumas County SB 844 Project Overview

Replace existing aging jail with a new 60 rated bed jail and 2 non-rated medical treatment rooms, program and treatment rooms, medical clinic and associated support services space needed to operate the jail successfully as well as a new County Day Reporting Center collocated and constructed adjacent to the jail.

Overview of CGL Services

The County is continuing their relationship with CGL Companies, INC. (CGL) for their expertise in California County jail planning, design, project management, construction management, and knowledge of BSCC/SPWB processes and requirements. For the Plumas SB 844 Project, CGL will act in an owner's representative capacity and behave as an extension of staff to Plumas County. CGL will advise, educate and guide the County Sheriff's Office and County Staff throughout the life of the project. CGL will also advocate for the County through all dealings with BSCC/SPWB and all other state agencies. CGL has lead and managed this jail project from Project Establishment by the SPWB and will continue through project completion and final occupancy. CGL believes in an open and transparent process and ensures County Supervisors, key stakeholders, and the local community will all remain informed and engaged throughout the project. CGL recognizes and embraces the need to keep team members informed and included in decision making.

CGL will report to the County and the County's Sheriff's Office.

Detailed Breakdown of Scope by Phase

Total Fee \$1,436,000

1. Project Management & Technical Support (Through Construction) | \$180,000

As the County's owner's representative, CGL will assist the County to solicit, procure, contract, and manage, these technical/engineering services intended for the Plumas County Jail project. CGL will oversee these services: geotechnical engineering, hazardous material analysis, surveying, testing and special inspection, and commissioning. CGL will prepare a comprehensive project schedule and master plan for the purposes of monitoring activities, reviewing the Project Establishment documentation submitted for SPWB approval, and coordinating with the County project team. The following items represent the work that could be performed:

(Note: CGL will assist the County in development of a contingency needed for these items)

- a. Geotechnical Engineering (Paid for from the contingency, managed by CGL)
- b. Hazardous Material Analysis (Paid for from the contingency, managed by CGL)
- c. Surveying (Paid for from the contingency, managed by CGL)
- d. Testing and Special Inspection (Paid for from the contingency, managed by CGL)
- e. Commissioning (Paid for from the contingency, managed by CGL)
- f. Utility Analysis Report including sewer, water, storm water, electrical, gas, telephone, and septic. (Paid for from the contingency, managed by CGL)
- g. Develop a project schedule that includes project activities in all work phases
- h. Develop project milestones during Criteria Phase
- i. Coordinate with project team on project phasing and work flow
- j. Update and adjust project schedule to account for latest project activities during Criteria Phase
- k. As required produce schedule reports
- l. Owners representation during construction phase providing oversight and guidance to the County

Deliverables:

- Engineering reports
- Produce comprehensive master plan
- Project schedule
- Detailed 3-page estimate by phase

2. Project/Construction Management Services | \$1,256,000

CGL will provide project/construction management services on the Plumas County Jail SB 844 Project. CGL will function as the Owner's representative and ensure that the Design-Build Team fulfills their requirements established in the Design-Build Contract. Additionally, CGL will facilitate and collaborate with the Design-Build Team and their respective sub-consultants, vendors, and various stakeholders involved in the project. Also, CGL will interface and coordinate with the BSCC and SFM. The County will have input into the selection of CGL's on-site construction management staff. A detailed list of project/construction management services are shown below:

Services are as follows:

- a. Meet and work collaboratively with selected Design-Build firms to clarify the design and performance criteria, concept drawings, and Architectural Program Statement and other documents within RFP.
- b. Attend meetings as scheduled by Design-Build firms to provide detailed clarification of design intent.
- c. Review Design-Build firms documents for conformance with Criteria Document Package and BSCC requirements.
- d. Review construction submittals for conformance with Criteria Document Package and design intent.
- e. Provide input and advice to the County regarding evaluation of change requests and/or value engineering proposals, and other proposals or questions.
- f. Participate in Partnering Sessions throughout course of contract duration, if required.
- g. Respond to Request for Clarification, , and other inquiries from the field in collaboration with BSCC.
- h. Collaborate in establish project procedures for RFI's submittals, close-out documents.
- i. Maintain liaison with the County project manager. Attend or conduct necessary meetings and inform the BSCC of construction progress, problems, and planned resolutions.
- j. Reviews all schedules provided by selected Design-Build firm, provides comments, and recommendations regarding schedule.
- k. Work with county to issue Proposed Change Orders (PCOs) within delegated limits consistent with Plumas County's and BSCC's policies.
- l. Implements Plumas County's standard procedure of Change Order (CO) control and is responsible for that preparation of cost estimates, analyzes and reports the effects of proposed and approved COs on the budget and schedule; and tracks completion and implementation of approved COs to minimize the impact on the project schedule.
- m. Executes correspondences to the Design-Build firm as the County representative for the project.
- n. On-site coordination of County inspection services will be provided.

- o. Assist County with preparation of scope of services, solicitation of bids, selection of and managing vendors for testing and special inspection services, commissioning, and surveying as requested. These services will be contracted directly by the County.
- p. Manages contract milestones and provides assessment of liquidated damages (if necessary).
- q. Expeditiously resolves disputes that may arise with Design-Build firm and other consultants.
- r. Monitor work progress and sequencing for conformance with approved Construction Contract. Ensures Design-Build firm develops a plan for recovery when work falls behind schedule or makes revisions to contract schedule when Design-Build firm is deviating from planned sequencing and logic.
- s. Review and recommend approval of payment applications for the Design-Build contractor and for testing and special inspection, commissioning, and surveying services.
- t. Review prevailing wage documentation.
- u. Pursuant to procedures provided by BSCC, represents and/or assists the County in review and resolution of Design-Build disputes and claims prior to county arranged dispute resolution. Maintain organized dispute files of documentation and records on all relevant decisions and facts relating to changes, clarifications, and COs through the term of the project.
- v. Assures that as-builts are being updated and reviewed during course of the work. Assist county in managing warranties and guarantees during the contract closeout process.
- w. Manages the closeout of contracts and closeout procedures; accomplish timely completion of all construction contract deliverables, (i.e., COs, punch list, recommendation for acceptance, final payment, and warranties/guarantees, etc.) and provide final project evaluation reports.
- x. Conduct and attend meetings as required and produce meeting notes/action items.

9. Contract Contingency (Amendments to Contract Will Be Issued For Contingency Items)

In the course of developing the Criteria Documents, RFQ, RFP, and complying with the state procurement process for SB 844, unforeseen additional tasks may be required. While these tasks cannot be defined, at this time, funds have been set aside to undertake additional scope that will support the preparation of completing the SB 844 requirements for Design-Build procurement. Utilizing these funds is discretionary and requires written authorization by the County Project Manager prior to performance of that work. If the County does not authorize the use of these funds, then no expenses are incurred.

If it is determined by the County, that it is necessary for CGL to exceed the allotted amount, staff will seek Board of Supervisor approval of a contract amendment so that full payment is made for all specific tasks.

Scope of Work Notes:

1. CGL will adhere to the requirements of the other State agencies (i.e., State Fire Marshall, Department of General Services, and Department of Finance) including maintaining records in sufficient detail to demonstrate that fees were reasonable for the purposes of qualifying for state reimbursement and were used for the purpose for which the award was made, and maintained in accordance with generally accepted accounting principles and practices.
2. Please be advised that CGL produced a project budget based on a conceptual model.
3. Please reference the Plumas County Architectural Program Statement (APS) for assumptions/qualifications. The Cost Model was produced to determine all project costs. The project cost values may fluctuate and adjust given the market conditions and potential changes implemented by governmental agencies (i.e., BSCC and State Public Works Board, etc.).

10. Exclusions are as follows:

- 1) All construction costs (hard and soft), bonding, construction (contingency), escalation costs (construction), and Furniture Fixture and Equipment (FFE) costs.
- 2) Costs for geotechnical engineering analysis services. At this time, it appears this work item may be eligible for State reimbursement.
- 3) Costs for hazardous material engineering analysis and remediation of hazardous material services. At this time, it appears this work item may be eligible as a County cash or in-kind contribution.
- 4) Costs for surveying services. At this time, it appears this work item may be eligible for State reimbursement.
- 5) Costs for testing and special inspection services. At this time, it appears this work item may be eligible for State reimbursement.
- 6) Costs for existing off-site utility assessment services. Off-site utilities are considered those that are more than five feet from the building edge. At this time, it appears this work item may be eligible for State reimbursement.
- 7) Costs for commissioning services. At this time, it appears this work item may be eligible for State reimbursement.
- 8) Costs for environmental services: Environmental Site Assessment Phases 1 and 2, and California Environmental Quality Act (CEQA). At this time, it appears this work item may be eligible as a County cash or in-kind contribution.
- 9) State Agency Fees (Due Diligence and State Fire Marshal), which is eligible as a County cash contribution.
- 10) Independent auditor fees, which are eligible as a County cash contribution.
- 11) Transition planning fees, which are eligible as a County in-kind contribution.
- 12) County administration fees, which are eligible as a County in-kind contribution.

13) Fees for permits.

PLUMAS COUNTY SCHEDULE OF BILLINGS AND AMOUNTS

rev 7/1/21

[illegible]

7/01/2021





TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff


Office of Emergency Services

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

Memorandum

DATE: April 4th, 2022

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns 

RE: Agenda Item for the meeting of April 19, 2022

RECOMMENDATION:

Authorize the Sheriff fill seven (7) vacant Boating Safety and Enforcement Officer positions as soon as possible.

BACKGROUND & DISCUSSION:

The seven (7) positions of Boat Patrol Officers are vacant due to the positions being seasonal in nature.

The Boat Patrol Program is essential to providing a uniformed patrol presence on each of Plumas Counties lakes during the Spring and Summer months. The multitude of Boat Patrol Officer duties, including enforcement of applicable laws, safety regulations, and waterway hazard mitigation is essential for public safety when boating on the lakes of Plumas County. The Boating Program provides numerous services to the thousands of residents and visitors to Plumas County each boating season.

The cost for this position is allocated and budgeted within the DBW Boating Safety and Enforcement Subvention Grant, and is sufficient to cover this request.

CRITICAL STAFFING COMMITTEE
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: 04/05/2022

DEPARTMENT TITLE: Plumas County Sheriff's Office

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70350

POSITION TITLES: Boat Patrol Officer

ARE POSITIONS CURRENTLY ALLOCATED? YES ☐ NO ☒

For Committee use only

Date of Committee Review: _____

Determination of Committee? ☐ Recommended
☐ Not Recommended

Comments: _____

Date to Board of Supervisors: _____

Board Action: ☐ Approved ☐ Denied

Board Modifications _____

Date returned to Department: _____

Date submitted to HR Technician for recruitment: _____

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

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

The Boating Safety and Enforcement Officer is a critical component of the BSE program

Why is it critical that this position be filled at this time?

The Boat Patrol Season begins on May 6th 2022

How long has the position been vacant?

These positions are seasonal and the positions are refilled each year.

Can the department use other wages until the next budget cycle?

All wages for the Boat Patrol Program are paid with the Division of Boating and Waterways (DBW) fully funded Boating Safety and Enforcement Subvention (BSE) grant.

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

N/A

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

There will be no Boat Patrol Program in Plumas County.

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

The County will lose the funding from the BSE grant.

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

In the event of the BSE loss, there will be no Boating Program.

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

No

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

N/A

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

This program will not affect the General Fund.

Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

N/A

A handwritten signature in blue ink, appearing to be "J. O. P.", is written over a horizontal dashed line. The signature is fluid and cursive, with the letters "J", "O", and "P" being prominent. The line extends to the right of the signature.



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

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

DATE: April 11, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns *TJ*

RE: Agenda Item for the meeting of April 19, 2022

Recommended Action:

Review and authorize the Sheriff to sign a contract with ZoneHaven for their services in evacuation planning with an initial cost of \$6,150 for the first year.

Background and Discussion:

A significant problem in last year's fires was ever changing evacuation zones. There was no preplanning and once the Dixie Fire started, all evacuation zone boundaries were generated by the USFS and CalFire. Many times these zones made little sense for a population standpoint as they were geared for land mass, not where people live.

In addition, transposing what the USFS and CalFire developed to our emergency notification systems and 911 mapping systems was very challenging. This caused some delays in notifications and much confusion for our public.

ZoneHaven provides a system to set up evacuation zones, list all evacuation resources such as shelters, large and small animal needs, public assistance all in one place. ZoneHaven has considerable experience in this area which we can use to develop a comprehensive evacuation plans not just for fires, but for floods or other incidents. ZoneHaven will provide a unique web portal for Plumas County where all relative information can be found for a given evacuation including the specific zones someone may live in a user friendly easy to understand interface.

Lassen Co has used ZoneHaven for more than a year and has found the system to be extremely helpful as it drastically reduces calls asking for details about what individual need to do when evacuated.

ZoneHaven has received a grant which offsets some of the initial costs (\$8,850) which is outlined in the attached contract. Subsequent costs will be \$7,300 per year. County Counsel required some changes to the contract which ZoneHaven made and has subsequently approved the contract to form.

ZoneHaven is ready to start working on their solutions for Plumas County as soon as the contract is signed by both parties.

This **MASTER SOFTWARE AND HOSTING SERVICES AGREEMENT** (this “**Agreement**”) is by and between **GENASYS INC.**, a Delaware corporation having its principal place of business at 16252 W Bernardo Drive, San Diego, CA 92127 (“**Genasys**”) and the undersigned service subscriber (“**Subscriber**”). Subscriber and Genasys may be referred to in this Agreement each as a “**Party**” and collectively are the “**Parties**”).

1.0 ACCESS RIGHTS, RESTRICTIONS, AND OBLIGATIONS.

1.1 General. The Parties agree that this Agreement shall govern and control Genasys’ provision of and Subscriber’s access to and use of the Service at each of Subscriber’s facilities.

1.2 Limited Access License. Subject to the terms and conditions of this Agreement, Genasys grants to Subscriber and its Users only a personal, limited, non-exclusive, non-transferable, non-sublicensable license for to access and use the Service during the Term strictly in accordance with the terms of this Agreement.

1.3 Reservation of Rights. Except as expressly granted in this Agreement, no other licenses are granted to Subscriber, whether express, implied, or by way of estoppel. All rights not expressly granted in this Agreement, are reserved by Genasys.

1.4 Account Security.

1.4.1 Subscriber agrees to maintain security regarding its account identification (“**ID**”), password, and connectivity with and to the Service. Subscriber is responsible for all notifications transmitted through the Service. If Subscriber’s account ID or password are stolen or otherwise compromised and used for malicious purposes, Subscriber acknowledges that it is responsible for all notifications sent using the stolen account information. Subscriber is obligated to promptly contact Genasys to have such account ID or passwords changed to prevent continued malicious use of the Subscriber’s account. Subscriber is responsible for all activities relating to Subscriber’s account and the use and misuse by Subscriber, its Users, and any third party that wrongfully obtains access from Subscriber of its Users of the Service and the systems and networks through which the Service is provided.

1.4.2 Subscriber agrees to conduct only authorized business on the systems and networks through which the Service is offered pursuant to this Agreement. Subscriber’s level of access to such systems and networks

is expressly limited to ensure Subscriber’s access is no more than as is necessary for purposes of this Agreement. If Subscriber believes it is being granted access that it should not have, Subscriber must promptly notify the Genasys Operations Center by calling +1.858.676.1112 or by emailing support@genasys.com.

1.4.3 Subscriber will: (a) maintain the confidentiality of its authentication credentials, including its password(s), and not to reveal its authentication credentials to any unauthorized person; (b) follow proper log-on/log-off procedures from all systems and networks through which the Service is provided; (c) (i) manually log-on to all sessions and (ii) not store password(s) locally on its systems or networks or utilize any automated log-on capabilities; (d) promptly log-off when session access is no longer needed or close its browser if a log-off function is unavailable; (e) never leave computers accessing the Service unattended while logged into the system or network through which the Service is offered; (f) immediately report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to Genasys systems and networks to the Genasys Operations Center by calling +1.858.676.1112 or by emailing support@genasys.com; (g) not establish any unauthorized interfaces between systems, networks, and applications owned by Genasys.

1.4.4 Subscriber acknowledges and agrees that its access to systems and networks owned or licensed by Genasys is governed by and subject to, and Subscriber shall comply with, all applicable local, state, federal and foreign laws, treaties, regulations and conventions, which are or may become applicable to the Service, including without limitation the Privacy Act, 5 U.S.C. 552a and anti-spam legislation, (collectively, the “**Applicable Laws**”). Subscriber acknowledges and agrees that by accessing and using the systems and networks owned or licensed by Genasys, Subscriber consents to the retrieval and disclosure of the information within the scope of such access pursuant to and in accordance with the Applicable Laws. Subscriber agrees to safeguard such system and network resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation. Subscriber agrees not to process U.S. classified national

security information on such systems and networks. Subscriber must not browse, search or reveal information hosted by Genasys on any of its systems or networks, except as expressly permitted in this Agreement. Subscriber shall not in no event retrieve any information or in any other way disclose information to any third party without authority to access such information.

1.4.5 Subscriber agrees that it will ensure that its web browsers: (a) use Secure Socket Layer ("**SSL**") version 3.0 (or higher) and Transport Layer Security ("**TLS**") 1.0 (or higher) (SSL and TLS must use a minimum of 256-bit encryption); (b) are configured to warn about invalid site certificates; (c) are configured to warn if the user is changing between secure and non-secure mode; (d) windows used to access systems and networks owned or licensed by Genasys are closed before navigating to other sites/domains; (e) are configured to check for a publisher's certificate revocation; (f) check for server certificate revocation; (g) check for signatures on downloaded files; and (h) empty/delete temporary Internet files when the browsers are closed.

1.4.6 Subscriber acknowledges and agrees that any person who obtains information from a computer connected to the Internet in violation of Subscriber's computer-use restrictions shall be in violation of the Computer Fraud and Abuse Act. Subscriber agrees to contact the Genasys Operations Center by calling +1.858.676.1112 or by emailing support@genasys.com if it does not understand any of the requirements and restrictions described in this Section 1.4. SUBSCRIBER HEREBY EXPRESSLY AGREES TO COMPLY WITH AND ACCEPTS ALL OF THE REQUIREMENTS AND RESTRICTIONS OF THIS SECTION 1.4.

1.4.7 Subscriber acknowledges and agrees that Genasys neither endorses the contents of any Subscriber communications or data, nor assumes any responsibility for any offensive material contained therein, any infringement of third-party intellectual property rights arising therefrom or any crime facilitated thereby. Genasys, in its discretion, may remove, in its reasonable belief, any violating content posted or stored using the Service or transmitted through the Service, without notice to Subscriber. Notwithstanding the foregoing, Genasys does not guarantee, and does not and is not obligated to verify, authenticate, monitor or edit any Subscriber Content or any other information or data input into or stored in the Service for completeness, integrity, quality, accuracy or otherwise. Subscriber shall be responsible and liable for the completeness, integrity, quality, accuracy,

legality, reliability, and appropriateness of Subscriber communications and data.

1.5 Restrictions.

1.5.1 Restrictions. Subscriber will not itself or through any parent, affiliate, subsidiary, agent, or other third party, directly or indirectly: (a) reproduce, modify, make derivative works of, distribute, sell, assign, sublicense, lease, license, loan, rent, transmit, or otherwise transfer to any third party the Service, the Software, or any documentation provided by Genasys; (b) remove any copyright or proprietary rights notices from any copies of the Software or any documentation provided by Genasys, including without limitation copyright or proprietary rights notices of Genasys or third parties that are included on media or in related documentation; (c) write or develop, or have written or developed, modify, translate, or create derivative works based on any element of any software or program based on the Software or any other Confidential Information provided or made available to Subscriber by Genasys; (d) use or authorize others to use the Service or the Software in any way not expressly permitted in this Agreement; (e) use the Service or the Software to send SPAM or store or transmit infringing, malicious, disruptive libelous, or otherwise unlawful or tortious codes, content, material, or data; (f) use the Service or the Software to store or transmit material or data on or through the Service or the Software in violation of any Applicable Laws or any contract to which Subscriber is a party; (g) interfere with or disrupt the integrity or performance of the Service, the Software, or third-party data contained therein; (h) attempt to gain unauthorized access to the Service, the Software, or their related systems or networks; (i) permit access to or use of the Service or the Software in a way that circumvents the applicable usage limits; (j) copy the Service or the Software, or any part, feature, function, graphics, or user interface thereof; (k) frame or mirror any part of the Service or the Software, other than framing on Subscriber's own internal intranets; (l) access or use the Service or the Software for benchmarking or similar competitive analysis purposes or in order to build a competitive product or service; (m) to the fullest extent permitted by applicable law, reverse engineer, translate, disassemble, or decompile or otherwise attempt to discover the object code, source code, or underlying ideas or algorithms of the Software or any other software or systems used by Genasys to provide the Service; or (n) modify, translate, or create derivative works based on the Service, the Software, or results provided through the Service.

1.5.2 Network Internet Protocol. If Subscriber is assigned an Internet Protocol ("**IP**") address for Subscriber's use of the Service, the right to use that IP address shall belong only to Genasys or its suppliers, as applicable, and Subscriber shall have no right to use such IP address, except as expressly permitted by Genasys in writing in connection with the Service, during the Term and pursuant to the terms and conditions of this Agreement. Allocation of IP addresses is limited by American Registry for Internet Numbers. These policies state that use of IP addresses for IP based virtual hosts will not be accepted as justification for new IP addresses when the protocol supports name-based virtual hosts.

1.6 Responsibilities, Obligations, and Representations and Warranties.

1.6.1 Subscriber acknowledges and agrees that: (a) under no circumstances will Genasys or any of its licensors or suppliers be responsible for any loss, damage, or liability arising out of Subscriber Content of any notification sent through the Service, including without limitation any mistakes contained in Subscriber Content or the use or transmission of the content via the Service; (b) Subscriber is solely responsible for all notification content; and (c) Subscriber shall not send notifications to phone numbers that are emergency numbers and other numbers that may not be called using an automated system under applicable law.

1.6.2 Subscriber shall: (i) not send any notification content that Subscriber knows, or has reason to know, infringes third party intellectual property rights, is invasive of a third party's right to privacy, or violates any privacy laws, Subscriber's or any third party's privacy policies, or may justify a complaint to the Federal Communications Commission; (ii) not engage or facilitate any unethical, deceptive or misleading practices in connection with the use of the Service; (iii) not use the Service in connection with any junk email, junk phone messages, spamming or any unsolicited messages (commercial or otherwise); or (iv) not provide, or knowingly allow any third parties to provide, content or other material to be transmitted in connection with or through the Service that: (A) is defamatory, libelous, obscene, pornographic or is harmful to minors; (B) promotes violence, discrimination, illegal activities, gambling, alcoholic beverages, guns or tobacco; or (C) contains viruses, worms, cancelbots or any other harmful code or computer programs designed to disrupt the functionality of any computer software or hardware or telecommunications equipment; (v) send Short Message Services ("**SMS**") in text format only; and (vi) not send binary SMS messages via the Service.

1.6.3 Subscriber represents and warrants that it shall, at all times, use the Service in compliance with all Applicable Laws and the terms and conditions of this Agreement.

1.7 SMS Notifications. Subscriber acknowledges and agrees that: (a) notifications sent via SMS may not be delivered to the intended telephone number if such telephone is not in range of a transmission site, or if sufficient network capacity is not available at a particular time and, even within a coverage area, factors beyond the control of Genasys or the wireless carrier may interfere with message delivery, including Subscriber's or its recipient's equipment, terrain, proximity to buildings, foliage, weather or other conditions; (b) urgent notifications may not be timely received and that neither Genasys nor the wireless carrier guarantees that messages will be delivered; and (c) SMS messages to certain numbers can be blocked based on instructions from carriers.

1.8 Open Source Software. Subscriber understands that portions of the Service may have been created using open source software. Use of such open source software is licensed under this Agreement solely in accordance with the applicable open source license and solely in connection with Subscriber's use of the Service. **FOR AVOIDANCE OF DOUBT: (i) GENASYS AND ITS LICENSORS AND SUPPLIERS MAKE NO REPRESENTATIONS OR WARRANTIES AS TO NON-INFRINGEMENT WITH RESPECT TO ANY OPEN SOURCE SOFTWARE USED IN THE SOFTWARE OR IN CONNECTION WITH THE SERVICE; (ii) ALL SUCH OPEN SOURCE SOFTWARE IS PROVIDED "AS IS" BY ITS AUTHORS AND ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE EXPRESSLY DISCLAIMED BY SUCH THIRD PARTIES; AND, (iii) GENASYS AND ITS LICENSORS AND SUPPLIERS ARE NOT RESPONSIBLE FOR ANY LIABILITY ARISING FROM ANY CLAIM BY THAT ANY SUCH OPEN SOURCE SOFTWARE INFRINGES ANY THIRD PARTY INTELLECTUAL PROPERTY RIGHTS.**

1.9 Third Party Offerings.

1.9.1 Third Party Offerings. The Service may contain features designed to interoperate with Third Party Offerings. To use such features, Subscriber may be required to obtain access to such Third Party Offering from its provider. If the provider of any Third-Party Offering ceases to make the Third Party Offering available for interoperation with the corresponding the Service features on reasonable terms, Genasys may cease providing such features without entitling Subscriber to any refund, credit, or other compensation. Any use by

Subscriber of any such Third Party Offerings, and any exchange of Subscriber Content or other data between Subscriber and any provider of a Third Party Offering, is solely between Subscriber and the applicable provider of the Third Party Offering. Genasys does not warrant or support any Third Party Offering.

1.9.2 Access Codes. To the extent that Genasys requires that Subscriber grant Genasys authorizations, passwords or other user credentials to a Third Party Offering (“**Access Codes**”) to enable interoperability with the Service, Subscriber shall promptly provide such Access Codes. Genasys shall not share, reassign, divulge or disclose any Access Codes except to Genasys’ employees or contractors specifically engaged in the performance of the Service. Access Codes shall constitute Subscriber’s Confidential Information under this Agreement.

1.10 Accuracy of Subscriber’s Contact Information; Email Notices. Subscriber agrees to provide accurate, current and complete information as necessary for Genasys to communicate with Subscriber from time to time regarding the Service, issue invoices or accept payment, or contact Subscriber for other account-related purposes. Subscriber agrees to keep any online account information current and inform Genasys of any changes in Subscriber’s legal business name, address, email address and phone number. Subscriber agrees to accept emails from Genasys at the e-mail addresses specified by its Users for login purposes. In addition, Subscriber agrees that Genasys may rely and act on all information and instructions provided to Subscriber by Users from the above-specified e-mail address.

1.11 Temporary Suspension. Genasys may temporarily suspend Subscriber’s or its Users’ access to the Service in the event that either Subscriber any of its Users are engaged in, or Genasys in good faith suspects Subscriber or any of its Users are engaged in, any unauthorized conduct (including, but not limited to, any violation of this Agreement). Genasys will attempt to contact Subscriber prior to or contemporaneously with such suspension; provided, however, that Genasys’ exercise of the suspension rights herein shall not be conditioned upon Subscriber’s receipt of any notification. A suspension may take effect for Subscriber’s entire account and Subscriber understands that such suspension would therefore include its Users’ sub-accounts. Subscriber agrees that Genasys shall not be liable to Subscriber, any of its Users, or any other third party if Genasys exercises its suspension rights as permitted by this Section. Upon determining that Subscriber has ceased the unauthorized conduct leading to the temporary suspension to Genasys’ reasonable

satisfaction, Genasys shall reinstate Subscriber’s and its Users’ access and use of the Service. Notwithstanding anything in this Section to the contrary, Genasys’ suspension of the Service is in addition to any other remedies that Genasys may have under this Agreement or otherwise, including, but not limited to, termination of this Agreement for cause. Additionally, if there are repeated incidences of suspension, regardless of the same or different cause and even if the cause or conduct is ultimately cured or corrected, Genasys may, in its reasonable discretion, determine that such circumstances, taken together, constitute a material breach.

2.0 SERVICES AND SUBSCRIBER CONTENT.

2.1 Setup Services. Genasys shall use commercially reasonable efforts to perform the Setup Services. Genasys and Subscriber shall cooperate to enable Genasys to perform the Setup Services according to the dates of performance and delivery terms set forth in the applicable quote. In addition, Subscriber shall perform any Subscriber obligations specified in the applicable quote for the Setup Services. In the event the Setup Services are not performed in material accordance with the terms of the applicable quote, Subscriber shall notify Genasys in writing no later than thirty (30) calendar days after performance of the affected Setup Services by Genasys. Subscriber’s notice shall specify the basis for non-compliance with the applicable quote for the Setup Services, and if Genasys agrees with the basis for non-compliance, then at Genasys sole option, Genasys shall re-perform the Setup Services at no additional charge to Subscriber or refund to Subscriber the applicable fees for the affected Setup Service. THE FOREGOING CONSTITUTES SUBSCRIBER’S SOLE AND EXCLUSIVE REMEDY AND GENASYS’ SOLE AND EXCLUSIVE LIABILITY WITH RESPECT TO PERFORMANCE OR NON-PERFORMANCE OF THE SETUP SERVICES.

2.2 Updates. Genasys may update the Service from time to time. Updates to the Service will be made available to Subscriber at no additional charge, including any patches, enhancements, updates, upgrades, and new versions of the Software that Genasys makes generally commercially available to its customers without additional charge. Unless explicitly stated otherwise, any new features including any new services will be subject to the provisions of this Agreement.

2.3 Support. Genasys will provide Subscriber with 24/7 support for the Service, which is limited to telephonic and email support. Genasys will use commercially reasonable efforts to provide a response by a qualified technical team member to a telephone call for emergency

support services within two (2) hours of receipt of such call. Subscriber may initiate a support services request by calling +1.858.676.1112 or by emailing support@genasys.com.

2.4 Service Availability.

2.4.1 General. Subscriber acknowledges that Genasys may perform any of its obligations and exercise any of its rights under this Agreement either directly or through one or more third parties designated by Genasys to provide the Service or portions thereof (each such third party, a "Service Provider").

2.4.2 Service Availability, Generally. Subject to this Agreement, the Service is hosted in the AWS cloud. The Service is designed with no single point of failure. Additionally, routine daily backups are performed to ensure data can be recovered from the previous 24 hours. Server redundancy will be used to minimize scheduled or planned downtime where practical. Genasys will keep Subscriber apprised of the schedule for any regularly recurring maintenance windows and Genasys will inform Subscriber of any other anticipated actual downtime at least 24 hours in advance. Actually scheduled or planned downtime will normally not exceed thirty (30) minutes, and will normally occur no more frequently than once a week.

2.4.3 Hardware Availability. The Service is hosted on a hardware platform, and the availability of such hardware platform is 99%, as measured on a quarterly basis, excluding commercially reasonable scheduled or planned downtime.

2.4.4 SMS Availability. Service uptime for SMS notifications sent through the Service will be 99%, measured on a quarterly basis, excluding scheduled or planned downtime.

2.4.5 Telephony Performance; Service Availability. The Service may provide for telephony service levels that assure the delivery of certain quantities of telephonic notifications within stated time limits ("SLA-Based Telephony Service"), which will be provided in accordance with the applicable provisions below:

(a) This Section 2.3.5(a) applies only to SLA-Based Telephony Service. Compliance with the delivery service level (or "SLA") provided for herein will be measured on a quarterly basis. SLA-Based Telephony Service will be considered satisfied if a first delivery attempt is made, within the applicable time limit for at

least 99% of the requested telephonic notifications in that quarter, subject to the following exclusions. The following will not be considered when determining SLA compliance: (i) requested telephonic notifications beyond the quantities or delivery rates covered by this Agreement; (ii) telephonic notification requests with pre-defined calling rules or a scheduled delivery time; (iii) telephonic notification requests with escalation or other interactive rules for the job; and, (iv) telephonic notification requests that are subject to restrictions placed at the inbound point by Subscriber. The SLAs assume that the duration (or other applicable size measure) of each telephonic notification will not exceed the standard messaging length (or size) for that type of notification as specified in Genasys documentation (the "Standard Message Length"). For purposes of determining SLA compliance under this Section 2.3.5(a), longer or larger telephonic notifications will be counted as multiple notifications based on their actual duration or size in relation to the Standard Message Length. All telephonic notifications are subject to applicable messaging fees.

(b) In no event will Genasys be responsible for delivery failures of telephonic notifications resulting from: (i) busy, SIT (system interruption tone), or no-answer conditions; (ii) inbound call restrictions or limitations relating to the particular recipient; (iii) use of the Service via an unauthorized platform or in conflict with this Agreement (including Sections 2.3.5(a) and (b)); (iv) telecommunications failures resulting from or caused by Subscriber's, a recipient's, or any third-party carrier's network, equipment, system, employees, or agents; or, (v) any Force Majeure Event.

2.4.6 SMS, Electronic Mail and Genasys Mobile Push Notifications. The Service includes SMS, electronic mail messages and Genasys Push Notifications. SUBSCRIBER ACKNOWLEDGES AND AGREES THAT SUCH SMS, ELECTRONIC MAIL MESSAGES AND PUSH NOTIFICATIONS ARE PROVIDED WITH THE SERVICE ON AN "AS-IS" BASIS AND WITH NO SERVICE LEVEL GUARANTEE OR UPTIME AVAILABILITY ASSURANCE WHATSOEVER.

2.5 Changes to the Service. During the Term, Genasys may modify or delete any features of the Service, provided that such modifications or deletions do not have a material adverse impact on the Service. Genasys will use commercially reasonable efforts to notify Subscriber in writing at least fifteen (15) days in advance of any such changes. Notwithstanding the foregoing, Genasys may modify the Service, or substitute old features with new features that have similar or improved functionality, as

may be necessary to meet any applicable legal, regulatory, or industry-standard requirements or demands.

2.6 Permitted Use of Subscriber Content. Subscriber acknowledges and agrees that Subscriber Content and notifications will be transmitted to certain communication providers (i.e., mobile phone carriers, telecom carriers, SMS aggregators, cloud notification platforms, such as provided by Google and Apple) that are in the fulfillment path for the delivery of the Service. Subscriber acknowledges and agrees that Genasys and its Service Providers are permitted to monitor the Service and Subscriber Content solely for purposes of fulfilling Genasys' obligations under this Agreement.

2.7 White List Indemnity. In connection with providing the Service, a Service Provider may request that Genasys block Subscriber's access to certain telephone numbers (the "**Blocked Numbers**") and, in such case, Genasys will deactivate access to such Blocked Numbers in connection with providing the Service further to such Service Provider's request(s). Subscriber acknowledges and agrees that, pursuant to a request by Subscriber, Genasys may provide Subscriber with the ability to unblock the Blocked Numbers, so that Subscriber may send communications to the Blocked Numbers via the Service. Subscriber represents and warrants that it has all rights, licenses and permits necessary to unblock, access and use the Blocked Numbers in the manner contemplated by this Agreement, and shall, at Genasys' or one of the Service Provider's request, from time to time, cooperate with Genasys or such Service Provider and produce evidence of such rights to any third party that in any way challenges the unblocking, access or use of the unblocked Blocked Numbers by Subscriber pursuant to this Agreement. In further consideration of the foregoing and to the extent permitted by applicable law, Subscriber shall defend, indemnify and hold harmless Genasys and such Service Provider(s) from and against any and all claims, suits, proceedings, damages, costs and expenses, including court costs and reasonable attorneys' fees, arising out of or incurred with respect to the unblocking for, access and/or use of the Blocked Numbers by Subscriber pursuant to and in accordance with this Agreement.

2.7.1 Liability for Subscriber Content. Under no circumstances will Genasys or any of its licensors or suppliers be responsible for any loss, damage or liability arising out of any Subscriber Content of any notification sent through the Service, including without limitation any mistakes contained in any Subscriber Content or the use or transmission of such content using the Service.

3.0 INTELLECTUAL PROPERTY RIGHTS.

3.1 Genasys Intellectual Property Rights. Notwithstanding anything to the contrary in this Agreement, Subscriber acknowledges and agrees that all ownership and intellectual property rights in and relating to the Service and the Software are and shall at all times remain the sole and exclusive property of Genasys and its licensors and suppliers, as applicable.

3.2 Feedback. Subscriber is not required to provide any recommendations or feedback to Genasys regarding the Service. However, to the extent that Subscriber provides any recommendations or feedback to Genasys, Subscriber agrees that Genasys shall have, and Subscriber hereby does grant to Genasys, a perpetual, non-terminable, worldwide, royalty-free right and license to use, reproduce, modify, create derivative works of, display, import, disclose, distribute, sublicense, rent, lease, lend copies of, and otherwise exploit such recommendations or feedback without restriction.

3.3 Anonymized Usage Statistics. Subscriber acknowledges and agrees that Genasys is free to use and disclose data and information relating to Subscriber's use of the Service in any aggregated or de-identified form ("**Anonymized Usage Statistics**"). As between Genasys and Subscriber, all right, title and interest in the Anonymized Usage Statistics and all intellectual property rights therein, belong to and are retained solely by Genasys. Without limiting the foregoing, Subscriber's agrees that Genasys may (a) make Anonymized Usage Statistics publicly available, (b) disclose Anonymized Usage Statistics to third parties, and (c) use Anonymized Usage Statistics for any purpose, including without limitation any analysis, Service enhancement or marketing.

3.4 Ownership of Subscriber Content. To provide the Service pursuant to this Agreement, Genasys may need to access Subscriber Content. Subject to the license granted to Genasys in Section 3.5 below, all Subscriber Content is and shall remain exclusive property of Subscriber and Subscriber and its licensors shall retain ownership of all copyrights, patents, trademarks, trade secrets, and other intellectual property rights relating to or residing in any Subscriber Content.

3.5 License Grant to Subscriber Content. Subscriber hereby grants to Genasys during and after the Term a worldwide, non-exclusive, fully paid-up, royalty-free, transferable, sublicensable (through multiple layers of sublicensees), perpetual, irrevocable license to use, reproduce, prepare derivative works, distribute, perform,

display, and otherwise exploit Subscriber Content in connection with the Service and Genasys' (and its successors and affiliates') business, including without limitation for the purpose of promoting and redistributing all or any part or all of the Service. For the avoidance of doubt, the license granted in this Section shall survive any termination of this Agreement.

4.0 FEES AND PAYMENT.

4.1 Fees. Fees for the Service are set forth in the quote provided to Subscriber by Genasys. Fees for the Service are based on the Service purchased, regardless of actual usage, and payment obligations are non-cancelable and fees paid are non-refundable.

4.2 Currency. Payments shall be made in United States currency. All references to "Dollars," "dollars," "U.S. \$," or "\$" shall mean United States dollars.

4.3 Payment. Fees for the Initial Term and each Extended Term are due and payable in advance. Additional fees incurred will be invoiced monthly during the Term.

4.4 Invoicing. The fees for the Initial Term are invoiced upon order; fees for each Extended Term will be invoiced no earlier than the renewal date. Payment of all invoices shall be made within thirty (30) days of the date of the invoice.

4.5 Service Charge. Invoices paid after the due date shall be subject to a service charge of one and one-half percent (1.5%) per month. It is expressly agreed and understood by the Parties that in no event shall the aggregate service charge exceed the maximum rate which can be charged under applicable law.

4.6 Suspension of the Service. If any amounts owed by Subscriber for the Service are ten (10) or more days overdue, Genasys may, without limiting Genasys' other rights and remedies, suspend Subscriber's and its Users' access to the Service until such amounts are paid in full.

5.0 TAXES. Fees due under this Agreement do not include taxes of any kind, including without limitation sales, use, excise, value added tax, or any import, export or similar tax or duties levied upon the Service which Genasys may incur in respect of this Agreement (all of which for the purposes of this Section referred to as "taxes"). In addition to any other payments due under this Agreement, Subscriber hereby agrees to pay and hold Genasys harmless from any and all taxes that Genasys may

incur under this Agreement under the applicable tax regulation at the time of invoicing. To the extent applicable, if Subscriber has a direct pay permit, an exemption certificate, a resale certificate applicable to this Agreement, or any other permit or certificate that affects Genasys' payment of the aforementioned taxes then Subscriber will provide Genasys with a copy of this permit or certificate upon the execution of this Agreement. Subscriber will not be required to pay any gross receipts tax or income tax levied or imposed against Genasys' income.

6.0 TERM, TERMINATION, AND SUSPENSION.

6.1 Term. This Agreement will commence on the initial access to the Service by Subscriber (the "Effective Date") and will continue in full force and effect for a period of one (1) year thereafter (the "Initial Term"). This Agreement will automatically renew for successive one (1) year terms following the expiration of the Initial Term (each such successive one (1) year term, an "Extended Term") and together with the Initial Term, the "Term") pursuant to the terms hereof with any changes or modifications as may be mutually agreed upon by the Parties in writing. Subject to the provisions of this Section, either Party may terminate this Agreement by providing advance written notice of its intent not to renew this Agreement not less than ninety (90) days prior to the expiration of the Initial Term or any Extended Term.

6.2 Termination. Either Party may terminate this Agreement upon thirty (30) days' advance written notice of a material breach of this Agreement, which breach is not cured within the thirty (30) day following the notice period. Upon any termination of this Agreement for cause by Genasys, Subscriber shall pay any unpaid fees covering the remainder of the Term after the effective date of termination. In no event shall any termination relieve Subscriber of the obligation to pay any fees payable to Genasys for the period prior to the effective date of termination.

6.3 Suspension. Genasys reserves the right to suspend network access to Subscriber if, in the reasonable judgment of the Genasys or one of its Service Providers, the Subscriber's server is the source or target of a violation of any of the other terms of this Terms or any Applicable Laws. Genasys will use reasonable care in notifying the Subscriber and in resolving the problem in a method resulting in the least amount of interference with the Service. If inappropriate activity is detected, all relevant accounts of the Subscriber will be deactivated until an investigation is completed. Prior notification to the

Subscriber is not assured. In extreme cases, law enforcement may be contacted regarding the activity.

6.4 Effect of Termination. Upon termination of this Agreement for any reason, the Service and the Software will no longer be available to Subscriber, and Subscriber will promptly return to Genasys the originals and all copies of the Software in Subscriber's possession, custody or control, if any. In addition, upon termination of this Agreement, each Party, as Receiving Party, and at its own expense, will promptly, at the Disclosing Party's direction, either return to the Disclosing Party or destroy (with a certification of destruction transmitted to the Disclosing Party) any and all written, electronic or other tangible materials embodying or reflecting the Disclosing Party's Confidential Information (and all copies, extracts, and summaries thereof) in the Receiving Party's possession or control. Termination of this Agreement will not limit either Party from pursuing any other remedies available to it, including injunctive relief, nor will such termination relieve Subscriber of its obligation to pay all fees that accrued or became payable under this Agreement prior to the effective date of termination.

7.0 CONFIDENTIALITY.

7.1 Confidentiality Obligations. Each Party acknowledges it may receive Confidential Information from the other Party. The Receiving Party shall keep confidential all Confidential Information received by it from or on behalf of the Disclosing Party during the Term of this Agreement and for a period of five (5) years after the termination of this Agreement (except for any trade secrets and Software code along with any related documentation, which shall be kept confidential until such information ceases to constitute a trade secret under applicable law). The Receiving Party shall not use the Disclosing Party's Confidential Information other than as expressly permitted under this Agreement. The Receiving Party shall take all reasonable steps to prevent unauthorized disclosure or use of the Disclosing Party's Confidential Information and to prevent such information from falling into the public domain or into the possession of unauthorized persons. The Receiving Party shall not disclose the Disclosing Party's Confidential Information to any person other than the Receiving Party's officers, employees, or contractors who need access to such Confidential Information in order to effect the intent of this Agreement, and who have entered into written confidentiality agreements which protect the Confidential Information sufficient to enable the Receiving Party to comply with this Section or are otherwise subject to duties of confidentiality. The Receiving Party shall promptly give

notice to the Disclosing Party of any known unauthorized use or disclosure of Confidential Information. The Receiving Party agrees to assist the Disclosing Party as reasonably necessary to remedy such unauthorized use or disclosure of Confidential Information.

7.2 Exclusions to Obligations. The obligations set forth in Section 7.1 shall not apply to the extent that Confidential Information includes information which the Receiving Party can reasonably demonstrate: (i) is now or hereafter, through no unauthorized act or failure to act on the Receiving Party part, publicly known and generally available in the public domain; (ii) was known to the Receiving Party without an obligation of confidentiality at the time the Receiving Party receives the same, as evidenced by written records; (iii) is hereafter furnished to the Receiving Party by a third party as a matter of right and without restriction on disclosure; or (iv) was independently developed by the Receiving Party without use of the Confidential Information.

7.3 Required Disclosure. Nothing in this Agreement shall prevent the Receiving Party from disclosing the Confidential Information to the extent the Receiving Party is required or requested by: (i) law; interrogatories, i.e., written requests for information or documents; (ii) a governmental authority or agency; pursuant to obligations under applicable securities laws or stock exchange rules; (iii) subpoena; civil investigative demand or similar legal process to disclose any Confidential Information. Provided, however, that prior to any such disclosure, the Receiving Party shall: (a) assert the confidential nature of the Confidential Information; (b) promptly notify the Disclosing Party in writing of the request to disclose, if it is legally able to do so; and, (c) reasonably cooperate with the Disclosing Party (at Disclosing Party's expense) in protecting against any such disclosure or obtaining a protective order narrowing the scope of the compelled disclosure and protecting its confidentiality.

7.4 Injunctive Relief. Both Parties agree that there is no adequate remedy at law for any breach of the obligations in Section 7.1. Upon any such breach or any threat thereof the Disclosing Party shall be entitled to seek appropriate equitable relief, including injunctive relief, in addition to whatever other remedies to which it might be entitled.

8.0 DISCLAIMER OF WARRANTIES. GENASYS EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY AS TO THE SOFTWARE AND THE SERVICE, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY,

FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, COURSE OF DEALING, OR COURSE OF PERFORMANCE. THE SOFTWARE AND THE SERVICE ARE EACH PROVIDED "AS IS" AND GENASYS DOES NOT WARRANT THAT THE SOFTWARE OR THE SERVICE WILL MEET ANY OF SUBSCRIBER'S REQUIREMENTS OR WILL BE ERROR FREE OR THAT OPERATION OF THE SOFTWARE OR THE SERVICE SHALL BE SECURE OR UNINTERRUPTED OR THAT INTERNET CONNECTIONS TO THE HOSTED SERVICE PROVIDER WILL BE UNINTERRUPTED OR THAT SUBSCRIBER CONTENT OR OTHER DATA WILL BE SECURE, DELIVERED, OR NOT OTHERWISE LOST OR DAMAGED, NOR DOES GENASYS WARRANT AGAINST INTERFERENCE WITH SUBSCRIBER'S ENJOYMENT OF THE SERVICE AND GENASYS HEREBY DISCLAIMS ANY AND ALL LIABILITY ON ACCOUNT THEREOF. BY USING THE SERVICE SUBSCRIBER ACKNOWLEDGES AND AGREES THAT THE SERVICE IS DELIVERED ON AN "AS IS" "AS AVAILABLE BASIS" AND THAT NEITHER GENASYS NOR ITS SERVICE PROVIDERS MAKES ANY WARRANTY THAT THE SERVICE WILL BE UNINTERRUPTED, SECURE OR ERROR FREE OR THAT THE MESSAGES WILL REACH THEIR INTENDED DESTINATION DURING ANY STATED TIME-FRAME. NO AGENT OF GENASYS IS AUTHORIZED TO ALTER OR EXPAND THE WARRANTIES OF GENASYS AS SET FORTH HEREIN.

9.0 INDEMNIFICATION.

9.1 Genasys Indemnity. Subject to Subscriber's compliance obligations with the terms and conditions of this Agreement, Genasys hereby agrees to defend, indemnify, and hold harmless Subscriber, its agents, officers, directors, and employees from and against any finally adjudicated expense, claim, injury, suit, obligation, cause of action, liability, cost damage and allegation (including, but not limited to, reasonable attorneys' fees and court costs) based upon, arising out of, or related to a claim of the Service infringing on third party intellectual property rights. In the event all or any portion of the Service is finally adjudicated to, infringe the rights of a third party, Genasys shall promptly, at its sole option and expense, elect to: (a) obtain for Subscriber the right to continue to use the affected portion of the Service; (b) modify the Service, so that it is non-infringing and in compliance with these Terms; (c) replace the infringing portion(s) of the Service with non-infringing versions that comply with this Agreement; or (d) cease providing the Service and refund any pro rata amount of the Fees paid by Subscriber for the unused portion of the Service and relieve Subscriber of any obligation to pay any amounts incurred but not yet paid. Notwithstanding the foregoing, Genasys will have no liability for a claim of any kind under this Section: (i) to the extent that such claim results from

modification(s) to the Service made by a party other than Genasys, if or to the extent a claim would not have occurred but for such modification(s); (ii) to the extent that such claim results from the combination, operation or use of the Service with equipment, devices, software or data not supplied by Genasys, if or to the extent a claim would not have occurred but for such combination, operation or use; (iii) to the extent that such claim results from Subscriber's failure to use an updated or modified version of the Software provided by Genasys; (iv) resulting from Genasys' compliance with any designs, specifications or plans provided by Subscriber to the extent a claim would not have occurred but for such compliance; (v) in the event Subscriber's use of the Service is not in accordance with this Agreement; or (vii) in the event Subscriber is not in compliance with the terms and conditions of this Agreement.

Notwithstanding anything to the contrary in this Agreement, Genasys' indemnification obligations hereunder shall not apply with respect to a claim of infringement if such claim arises out of (i) Subscriber's use of infringing or misappropriated content or data, (ii) use of the Service in combination with any software, hardware, network or system not supplied by Genasys where the alleged infringement relates to such combination, (iii) any modification or alteration of the Service other than by Genasys, (iv) Subscriber's continued use of the Service after Genasys notifies Subscriber's to discontinue use because of an infringement claim, (v) Subscriber's violation of any Applicable Laws, or (vi) any applications, services, platforms, software and products provided by third parties that interoperate with the Service.

9.2 Subscriber Indemnity. Subscriber shall defend Genasys and its licensors and their respective officers, directors and employees ("**Genasys Indemnified Parties**") from and against any and all third party claims which arise out of or relate to: (a) a claim or threat that Subscriber Content (and the exercise by Subscriber of the rights granted herein with respect thereto) infringes, misappropriates or violates any third party's intellectual property rights, privacy rights or other rights; (b) Subscriber's use or alleged use of the Service other than as permitted under this Agreement; (c) the occurrence of any of the exclusions set forth in Section 9.1; or (d) bodily injury, death of any person or damage to real or tangible, personal property resulting from Subscriber's use or alleged use of the Service. Subscriber shall pay all damages, costs and expenses, including reasonable attorneys' fees and court costs (whether by settlement or award of by a final judicial judgment) paid to the third party bringing any such third-party claim.

10.0 LIMITATION OF LIABILITY.

10.1 Consequential Damages Waiver. EXCEPT FOR SUBSCRIBER'S BREACH OF SECTION 4.1 (FEES) OR VIOLATION OF GENASYS' INTELLECTUAL PROPERTY RIGHTS, AND EACH PARTY'S CONFIDENTIALITY OBLIGATIONS ARISING UNDER SECTION 7, NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, NEITHER PARTY, NOR GENASYS' LICENSORS OR ANY SERVICE PROVIDER, SHALL HAVE ANY LIABILITY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, NOR WILL EITHER PARTY BEAR ANY LIABILITY OF ANY KIND FOR LOSS OF REVENUE, LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, INTERRUPTION OF BUSINESS, OR OTHER FINANCIAL LOSS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE SOFTWARE OR THE SERVICE, REGARDLESS OF THE FORM OF THE ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT PRODUCT LIABILITY, OR OTHERWISE, EVEN IF ANY REPRESENTATIVE OF A PARTY HERETO HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IF ANY LIMITED REMEDY SPECIFIED IN THIS AGREEMENT IS DEEMED TO HAVE FAILED OF ITS ESSENTIAL PURPOSE. GENASYS WILL NOT BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES.

10.2 LIMITATION ON LIABILITY. EXCEPT FOR SUBSCRIBER'S BREACH OF SECTION 4.1 (FEES) OR VIOLATION OF GENASYS' INTELLECTUAL PROPERTY RIGHTS, GENASYS' OBLIGATIONS UNDER SECTION 9.1 (GENASYS INDEMNITY), AND EACH PARTY'S CONFIDENTIALITY OBLIGATIONS ARISING UNDER SECTION 7, EACH PARTY'S ENTIRE LIABILITY TO THE OTHER PARTY (OR TO ANY THIRD PARTY TO THE EXTENT APPLICABLE) FOR ANY CLAIM ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT, OR OTHERWISE ARISING FROM OR IN CONNECTION WITH THE SERVICE, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHER LEGAL OR EQUITABLE THEORY SHALL NOT EXCEED THE TOTAL FEES ACTUALLY PAID TO GENASYS DURING THE ONE (1) YEAR PERIOD PRECEDING SUCH CLAIM.

11.0 DEFINITIONS.

"Affiliate" means an entity directly or indirectly controlling, controlled by or under common control with a Party, where control means the ownership or control, directly or indirectly, of more than 50 percent of all of the voting shares; provided that an entity shall be considered

an Affiliate only for the time during which such control exists.

"Disclosing Party" means a Party hereto disclosing Confidential Information pursuant to the terms hereof to the other Party hereto.

"Confidential Information" means all nonpublic information disclosed by or on behalf of the Disclosing Party or its licensors or suppliers to the Receiving Party which is designated in writing as confidential or proprietary or which by its nature appears to be confidential, including but not limited to specifications, the Software, the Service, techniques, drawings, information related to current, future and proposed products and services, financial information, customer lists, employee information, software programs, systems design or subroutines, source or object code, algorithms, improvements, inventions, technology, formulae, discoveries, designs, ideas, processes, techniques, know-how, trade secrets, data, models, concepts, methods, prototypes, or other matter, whether or not patentable.

"Receiving Party" means a Party hereto receiving Confidential Information pursuant to this Agreement.

"Service" means the hosted provision of the **"Software"** pursuant to this Agreement.

"Setup Services" means the implementation, consulting, development, and other professional services that Genasys may perform as described in the applicable quote.

"Software" means the Genasys software identified on the quote delivered to Subscriber by Genasys.

"Subscriber Content" means all content and other material generated and provided to Genasys by Subscriber for transmission through the Service, including without limitation Subscriber's records, data, and information that includes the names, addresses, e-mail addresses, and telephone or cell phone numbers of Users of the Service, alert content, and all other elements of a notification sent through the Service.

"Third Party Offerings" means applications, services, platforms, software and products provided by third parties that interoperate with the Service.

"Users" means the users listed in Exhibit A who are authorized to access and use the Service and who have been supplied with user identifications and passwords for such purpose by Subscriber.

12.0 GENERAL.

12.1 Notices. Each Party may provide any notice to the other Party by sending a message to the email address then associated with such Party, provided proof or confirmation of receipt by the receiving Party is obtained and retained by the Party transmitting such email. Each party shall be responsible for keeping such email address current. Each Party shall be deemed to have received any email sent to the email address then associated with it, whether or not such Party actually receives the email.

12.2 Publicity; Trademarks. This Agreement does not grant any right or license to a Party to use, display, or apply for any rights concerning the other Party's trademarks. Notwithstanding the foregoing, Subscriber hereby agrees that Genasys may include Subscriber and its trademarks in advertising, sales, and other promotion and publicity material as agreed beforehand Subscriber; provided, however, that Genasys submits any such material to Subscriber in advance for approval. Nothing herein shall prevent either Party from making any public statements or press releases that may be required by law or the Securities Exchange Commission.

12.3 No Third Party Beneficiaries. This Agreement do not create any third party beneficiary rights in any person, organization, association, group, or entity, etc., that is not a Party to this Terms.

12.4 U.S. Government Restricted Rights. If the Service is being licensed by the U.S. Government directly or indirectly through a civilian agency or third party, it is considered access to commercial computer software and documentation developed exclusively at private expense and are provided as a "commercial item" as that term is defined in FAR 2.101 (and as it is defined and used in all corresponding agency specific Federal Acquisition Regulation supplements), the Service is provided with only those rights specified in Section 1.0.

12.5 Captions and Section Headings. The captions and Section headings used in this Agreement are inserted for convenience only and should not affect the meaning or interpretation of this Agreement.

12.6 Severability. If any provision of this Agreement is held invalid or unenforceable for any reason, it shall either: (a) be amended to achieve the intent of the Parties and maximum enforceability under applicable law; or in the event that is not possible, (b) be deleted and the remaining

other provisions of this Agreement shall continue in full force and effect.

12.7 No Waiver. No waiver, amendment, or modification of any provision of this Agreement will be effective unless in writing and signed by the party against whom such waiver, amendment, or modification is sought to be enforced. No failure or delay by either party in exercising any right, power or remedy under this Agreement, except as specifically provided herein, will be deemed as a waiver of any such right, power, or remedy.

12.8 Export Compliance. Subscriber shall comply with the export laws and regulations of the United States and other applicable jurisdictions in using the Service. Subscriber warrants that it is not named on any U.S. Government list of persons or entities prohibited from receiving exports. Subscriber warrants it shall not import, or export, directly or indirectly, any notifications transmitted through the Service from or to any country, entity, or person prohibited by the laws of the United States, or for which the U.S. Government or any agency thereof at the time of import or export requires an import or export license or other government approval without first obtaining such license or approval.

12.9 Delays. Except for the payment of money, neither Party shall be liable for any failure or delay in performance under this Agreement due to: fire; explosion; earthquake; storm, flood, or other weather; unavailability of necessary utilities, including internet, or raw materials; war; insurrection; riot; an act of God; terrorist or public enemy act; any law, act, order, proclamation, decree, regulation, ordinance, instructions of government, or other public authorities; widespread pandemic or contagion, judgment or decree of a court of competent jurisdiction (not arising out of breach by such Party of this Agreement); or any other event beyond the reasonable control of the Party whose performance is to be excused (collectively, a "**Force Majeure Event**").

12.10 Assignment. Genasys may freely assign this Agreement to an Affiliate or in connection with a merger, acquisition or change of control transaction. Except for the foregoing, neither Party may assign or delegate this Agreement or any of the rights or duties hereunder, directly, indirectly, or by operation of law, except with the express written permission of the other Party, which permission shall not be unreasonably withheld. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the Parties and their respective successors and permitted assigns.

12.11 Governing Law; Venue; Language. This Agreement and the rights and obligations of the Parties to and under this Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to conflict of laws provisions, and each Party expressly consents and submits to the exclusive jurisdiction of the state or federal courts located in California. Each Party hereby further irrevocably waives any claim or objection that it may now or hereafter have and agrees not to plead that any: (i) such courts lack jurisdiction over it or any proceedings arising out of or in connection with this Terms; or (ii) action or proceeding brought in such court has been brought in an inconvenient forum. The Parties hereby agree that either Party may enforce any judgment, lien, arbitral award, injunction, or other remedy or relief against the other in the courts of the United States or the home jurisdiction of a Party. The English language version of this Terms controls when interpreting this Agreement. The Parties agree that the United Nations Convention on Contracts for the International Sale of Goods is specifically excluded from application to this Agreement.

12.12 U.S. Government Subscribers. If Subscriber is a federal government entity, Genasys provides the Service, including related software and technology, for ultimate federal government end use solely in accordance with the following: Government technical data and software rights related to the Service include only those rights customarily provided to the public as defined in this Agreement. This customary commercial license is provided in accordance with FAR 12.211 (Technical Data) and FAR 12.212 (Software) and, for Department of Defense transactions, DFAR 252.227-7015 (Technical Data - Commercial Items) and DFAR 227.7202-3 (Rights in Commercial Computer Software or Computer Software Documentation). If greater rights are needed, a mutually acceptable written addendum specifically conveying such rights must be executed by the Parties and attached to this Agreement.

12.13 Survival. The following provisions shall survive the termination of this Agreement for any reason: Section 1.0 (Access Rights, Restrictions, and Obligations); Section 2.0 (Services and Subscriber Content); Section 3.0 (Intellectual Property Rights); 4.0 (Fees and Payment), 5.0 (Taxes); 6.2 (Termination), 6.3 (Suspension), 6.4 (Effect of Termination), 7.0 (Confidentiality); 8.0 (Disclaimer of Warranties); 9.0 (Indemnification), 10.0 (Limitation of Liability); 11.0 (Definitions); and 12.0 (General).

12.14 Attorneys' Fees. In any action to enforce this Agreement, the prevailing Party shall be awarded all court costs and reasonable attorneys' fees incurred, including such costs and reasonable attorneys' fees incurred in enforcing and collecting any judgment.

12.15 Relationship of the Parties. The relationship between Genasys and Subscriber is solely that of independent contractors, and nothing contained in the Agreement will be construed to make either Party an agent, partner, joint venturer, or representative of the other for any purpose.

12.16 Allocation of Risk. The Sections on limitation of liability, warranties, and disclaimer of warranties allocate the risks in this Agreement between the Parties. This allocation is an essential element of the basis of the bargain between the Parties.

12.17 Entire Agreement. This Agreement supersedes: (i) all prior or simultaneous representations, discussions, negotiations, and agreements with respect to the Service or the Parties' related obligations hereunder, whether written or oral; and, (ii) all preprinted terms and conditions contained in any purchase order or business form submitted hereafter by Subscriber. Both Parties agree to not be bound by, and specifically objects to, any term, condition or other provision which is different from or in addition to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives effective as of the Effective Date.

GENASYS:

GENASYS INC.

By: _____
Name: Richard Danforth
Title: CEO

SUBSCRIBER:

COUNTY OF PLUMAS

By: _____
Name: _____
Title: _____

Approved as to form:



Gretchen Stuhr
Plumas County Counsel

4/6/2022

EXHIBIT A

USERS

1. Subscriber's direct employees and consultants who are authorized by Subscriber to access and use the Service with email addresses that end with the following domains:
 - a. pcso.net
 - b.

EXHIBIT B

Price Quote

Three-year contract			
Product	Cost/Yr		TOTAL
One time Set-up EMP and CEI: Standard Wildfire Module	\$5,000	1	\$5,000
3-Year License EMP & CEI: Standard Wildfire Module (Cost per Year)	\$10,000	3	\$10,000
Subscription discount for three-year contract		27%	(\$2,700)
2021 Grant from Moore Foundation			(\$6,150)
Total 1st year License cost for 3-year Contract (Set-up plus License)			\$6,150
Annual License Subscription Cost Year 2			\$7,300
Annual License Subscription Cost Year 3			\$7,300



TODD JOHNS
SHERIFF/CORONER
DIRECTOR


Office of the Sheriff

Office of Emergency Services

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

DATE: April 11, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns 

RE: Agenda Item for the meeting of April 19, 2022

Recommended Action:

Review and sign a resolution supporting the Sheriff's Office efforts to peruse an application for the 2023 Community Project Funding Program through Congressman Doug LaMalfa's Office. In addition, individual letters of support from each Board Member would be extremely beneficial for the application.

Background and Discussion:

Congress has implemented a "Community Project Funding" program where individual congressional members have a funding allotment that is available for funding requests within district. These funding opportunities must use an existing federal program as the funding vehicle.

The challenges of the last two years have brought to light many shortfalls in public safety operations. Two of the biggest issues are interoperable, resilient communications and the impact on dispatch services. Both the Plumas and Lassen County Sheriff's Office's experienced similar issues and have combined efforts to create a two-county application effort to the Community Project Funding program.

The applications will replace aging equipment, add new equipment providing more capability and resiliency, and provide interfaces so each agency can combine their respective dispatch centers systems together. This will allow dispatch centers to operate together sharing workloads, especially in time of large-scale disaster or large emergencies. It is also a long-range plan to have either dispatch center be able to operate as the other to help with staffing

shortfalls, which conceivably would allow one dispatch center cover the needs of both counties.

It seems likely that both Plumas and Lassen Counties will apply separately for this funding with both agencies clearly outlining the project is dependent on each being funded to meet the identified outcomes and goals of the endeavor.

The associated documentation is included for review, as is the draft application. The application is a work in progress and what has been provided is certainly not the final version. Time constraints require the completed application be submitted by Monday, April 25th and require letters of support from governing bodies and/or like agencies. To that end, the draft provides all the details of the project, with the wording likely to change to better clarify and outline the joint nature of the project.

It is the Sheriff's Office intention to return to your Board after the application is submitted and provide a copy of the actual application.

RESOLUTION NO. _____

Resolution of the Board of Supervisors of Plumas County

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS THAT:

WHEREAS, Plumas County recognizes that efforts to increase the capability and resiliency of the Sheriff's Office communication system will help both the agency and the public it serves; and

WHEREAS, Plumas County recognizes that interoperable communications are essential to public safety; and

WHEREAS, Plumas County recognizes that staffing issues have had a negative affect on public safety operations; and

WHEREAS, Plumas County recognizes that help in the form of mutual aid is appreciated and, many times, needed during emergencies; and

WHEREAS, Plumas County recognizes that efforts of the Plumas County Sheriff's Office and the Lassen County Sheriff's Office in combining certain communication and software systems and services will greatly benefit both counties in the services they provide; and

HEREBY BE IT RESOLVED, that the Plumas County Board of Supervisors fully support the Sheriff's Office Application to the 2023 Community Projects Funding Program.

Passed and approved this _____ day of _____,
20_____

Certification

I, _____, duly appointed,

and Clerk of the Board of the Plumas County Board of Supervisors
do hereby certify that the above is a true and correct copy of a resolution passed and
approved by the Board of Supervisors of the County of Plumas on the

_____ day of _____,

20_____.

(Official Position)

(Signature)

Fiscal Year 2023 Community Project Funding

Organization/Recipient Information:

- 1) *Legal name:* County of Plumas
- 2) *Address:* 1400 E Main St
Quincy, CA 95971
- 3) *Website:* www.plumascounty.us

4) *Point of Contact:*

Todd Johns, Sheriff-Coroner
tjohns@pcso.net
(530)283-6375

Project Information:

- 1) *Project Name:* Lassen and Plumas County Emergency Communications Integration Project

2) *Address and or Location of Project:*

Lassen County Sheriff's Office
1415 Sheriff Cady Lane
Susanville, CA 96130
(530)251-8013

Plumas County Sheriff's Office
1400 E. Main St.
Quincy, CA 95971
(530)283-6375

3) *Website/Webpage for Project (if applicable)*

N/A

4) *Estimated Dates for Project Milestones (start, phases, completion, etc.)*

Efforts in support of the project will commence upon notice that the project has been awarded funding:

Month 1:

- Equipment specifications will be finalized

- FCC License will be sought as required

Month 2:

- Bid specifications for project related services and equipment will be developed as required by local and federal purchasing rules.
- Eligible purchasing contracts will be identified for the acquisition of project related equipment and services in accordance with local and federal purchasing rules.

Month 3:

- Bid solicitations will be issued as necessary for program related services and equipment.
- Existing contract eligible purchases will be brought before the local governing body for approval.
- Orders for contract eligible purchases will be placed with the designated vendors, and as approved by the local governing body.

Month 4:

- Bid packages submitted by vendors will be evaluated for technical compliance and pricing.
- Bid award recommendations will be considered for approval by the local governing body.
- Equipment approved for the purchase by the local governing body will be ordered through designated vendor(s).
- Contracts will be developed for service providers selected through the bid process.

Months 6-9:

- Equipment will be installed as it is received from vendors.
- Programming of equipment, software installation and configuration will be completed.

Month 10-11:

- Program implementation and testing

Month 12:

- Full implementation will be completed.

5) *Description:*

This project will replace aging microwave links and add two new microwave links (Lassen County) to provide the needed digital connectivity and bandwidth that will make this overall project feasible. In addition, aging mountain top repeaters, associated base stations and ancillary equipment will need to be added or updated to be fully IP capable and interoperable between agencies.

The project also provides for the integration of each agencies radio systems, dispatch radio consoles, along with Computer Aided Dispatch, Records Management and GIS

systems that will allow either dispatch center to have the full capabilities of the other. A common 911 system is already in place.

Last, the project will purchase a prefabricated building to house power and generator equipment on Dyer Mtn.

6) *Project Funding and Costs:*

a. Total Project Costs \$1,426,020

i. Breakdown of projects costs

Plumas County

Replace nine microwave links @ \$45,000 ea.	\$405,000
Replace five law enforcement repeaters @ \$27,000 ea	\$135,000
Replace two LE base stations @ \$27,000 ea	\$54,000
Eight Radio over IP (RoIP) devices @ \$3,500 ea	\$28,000
Software and Radio Systems Interface(s)	\$130,000
Prefab power and generator structure	<u>\$150,000</u>
Sub Total -Plumas County	\$902,000

Lassen County

35 vehicle repeaters @ \$2,081.66 ea	\$72,858
35 portable radios @ \$6,376.05 ea	\$223,168
Install two new microwave links @ \$60,000 ea	\$120,000
Install three new repeaters @ \$36,000 ea	<u>\$108,000</u>
Sub Total- Lassen Co	\$524,020

b. Total Funding Requested \$1,426,020

c. If request is granted, will additional funding be necessary to complete the project? No

i. What is the status of any current attempts to acquire additional funds?

State and general funds have already been either allocated or already used along with federal pass-through funding for a common 911 system, like radio console platforms and server-based software systems.

ii. Can the project be started without these additional funds?

It is doubtful that either jurisdiction would take on such a large endeavor without a clear path to completion, which would require these, or similar funds. Breaking this proposal up into a multiyear project is also unlikely. Year to year budgets are subject to so many influences and constraints it is a virtual certainty that the needed funding could not be secured without this, or a like, program.

d. Has the project received funding from other sources? No

e. Can the project obligate all of the appropriated funds within 12 months? Yes

Supporting Documentation:

1) Why is the project a priority for California's 1st Congressional District?

Both Lassen and Plumas County Sheriff's Offices provide dispatching services to all local law enforcement agencies in their respective jurisdictions. Both agencies use VHF based communication infrastructure supported by a microwave system. Many components of the system are aging and in need of replacement.

The project will allow older, less capable equipment, to be replaced and then new equipment purchased that will fill gaps with the end result being a two-county emergency communication system that can be accessed, used, and operated by either agency. Adding to that, those other necessary dispatch services such as computer aided dispatching and records management, systems along with geographical information platforms (GIS) will also be made interoperable.

In both jurisdictions, all local, state and federal law enforcement partners have each agencies frequencies in their respective communication equipment. Most large events that require a joint response end up using local level communication systems to maintain the needed level of interoperability for field operations. Having a fully functional and resilient communication system is essential for true interoperability between agencies. This project endeavors to fill that need.

For the last two years running, both Plumas and Lassen Counties have suffered devastating wildfires. These types of events can quickly overload and/or overwhelm individual agencies. It really does not take a nationally recognized disaster to cause the same circumstance, it could be a structure fire that involves or threatens large areas within our communities, law enforcement issues such as barricaded suspects, or a multiple causality incident resulting from a significant traffic collision. With limited public safety staffing locally, and really throughout the state, it has become apparent that combining the resources of both Lassen and Plumas County's dispatch centers will dramatically help with emergency response and staffing shortfalls.

By having either dispatch center able to operate as the other, there is an immediate force multiplier where both agencies can either work together on the same emergency or offload other dispatch and communication needs immediately so one agency can focus on the task at hand. This, in turn, will provide much better service to the public and provide for a safer environment for public safety personnel.

Outside of the dispatch center, the project allows for a much greater level of communication interoperability than has been possible to date. Again, the challenges and problems with public safety communications were very evident during many joint operations between Lassen and Plumas Counties over the last two years. The requested equipment not only allows for greatly enhanced communication abilities from the respective dispatch centers, but also between public safety units in the field. It also addresses site and overall system resiliency by eliminating almost all single points of failure by providing enhancements and new equipment to keep critical communication services operational.

2) Why is this project a good use of taxpayer funds?

Anytime individual political subdivisions can collaboratively and operationally combine and streamline services the public will benefit. Many times, solutions to shortfalls are developed within an individual agency and that type of effort is not always successful. By taking a two-county approach, traditional efforts have been put aside in favor of a joint methodology that will help not just the individual agencies but also the public as a whole.

3) Are you requesting this project from another Representative, or either of California's Senators?
No



CONGRESSMAN DOUG LAMALFA

Fiscal Year 2023 Community Project Funding

Guidance for Funding Requests

Last year, Congress created a new process called “Community Project Funding,” which allowed Members to submit funding requests for specific programs and projects based in their District. In total, Congressman LaMalfa was able to secure projects totaling \$16.8 million for California’s 1st Congressional District in Fiscal Year 2022 Federal government funding legislation.

Another round of Community Project Funding was recently announced for Fiscal Year 2023. This packet is intended to provide an overview of the Community Project Funding process, the programs that are eligible, and the documentation that Congressman LaMalfa’s office will need in order to submit a funding request. Our office will be able to submit 15 projects this year as compared to last year’s 10. Keep in mind that the 15 projects will still come out of the same amount of about \$17 - \$18 million allocated to each Representative.

Interested applications should complete requests and submit them by **Monday, April 25, 2022.**

What are Community Project Funding requests?:

Community Project Funding (CPF) requests are submitted by a Member of Congress (Representative or Senator) for direct Federal funding in support of a local project or program.

What kind of requests can be submitted?:

Almost all kinds of projects can be eligible under one of the listed programs – from broadband deployment and healthcare facility upgrades, to law enforcement equipment and local economic development initiatives. Brief descriptions along with full program guidelines of each program are available starting on page 7.

Who can submit these requests?:

Only governmental or non-profit entities are eligible for Community Project Funding requests.

How many requests can be submitted?:

Interested entities can submit as many requests as they like, but each request has several requirements and documents that must be provided. You can find an outline of the general pieces of information necessary for every project starting on page 5, and any additional information required will be noted under that program’s full guidance page.

If you have questions about Community Project Funding, please contact your local District Representative, or John Veale in the Washington, D.C. office. Contact information can be found on the next page of this document.

Fiscal Year 2023 Community Project Funding

Submission and Deadline

The deadline for submitting your request for consideration is Monday, April 25, 2022.

Requests must be submitted to Seth Enderson at seth.enderson@mail.house.gov, and your local District Representative, with “CPF” or “Community Project Funding” in the Subject line.

Staff Contact Information		
District Office	Name	E-mail
Chico	Laura Page	laura.page@mail.house.gov
	Teri DuBose	teri.dubose@mail.house.gov
Redding	Brenda Haynes	brenda.haynes@mail.house.gov
	Erin Marie Ryan	erinmarie.ryan@mail.house.gov
	Sam Dorsey	sam.dorsey@mail.house.gov
Auburn	Lisa Mara	lisa.buescher@mail.house.gov
	David Morgan	david.morgan@mail.house.gov
Alturas	Shane Starr	shane.starr@mail.house.gov
Washington, D.C.	John Veale	john.veale@mail.house.gov

Fiscal Year 2023 Community Project Funding

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Fiscal Year 2023 Community Project Funding

Submission Requirements

Each request must include the following information with their submission for a Community Project Funding request. Please review the “Overview” and “Full Guidance” for the program you intend to apply for as well. Some programs contain a few additional, unique requirements.

If the information below is not relevant to your request, simply use “N/A.”

Organization/Recipient Information:

- 1) Legal Name
 - a. Do not use abbreviations, acronyms, or “The”.
 - b. Non-profits must provide proof of non-profit classification.
- 2) Address
- 3) Website
- 4) Point of Contact
 - a. E-mail
 - b. Phone Number

Project Information:

- 1) Project Name
 - a. Ensure this is consistent throughout descriptions and letters of support.
- 2) Address or Location of the Project
- 3) Website/Webpage for Project (if applicable)
- 4) Estimated Dates for Project Milestones (start, phases, completion, etc.)
- 5) Description (maximum 1,000 characters)
 - a. This is strictly a description of the project and should not include details on the merits of the project.
- 6) Project Funding and Costs
 - a. Total Project Cost
 - i. Please provide a breakdown of the project’s costs.
 - b. Total Funding Requested
 - c. If request is granted, will additional funding be necessary to complete the project?
 - i. What is the status on any current attempts to acquire additional funds?
 - ii. Can the project be started without these additional funds?
 - d. Has the project received funding from other sources?
 - i. This should include Federal, State, local, non-profit, corporate, or any other entities which have provided funding.
 - e. Can the project obligate all of the appropriated funds within 12 months?

Supporting Documentation:

- 1) Why is this project a priority for California’s 1st Congressional District?
- 2) Why is this project a good use of taxpayer funds?
- 3) Are you requesting this project from another Representative, or either of California’s Senators?

Fiscal Year 2023 Community Project Funding

- 4) Do you have documentation showing community support for this project?
- Letters of support from elected officials.
 - Articles in a local newspaper, including editorial boards.
 - Federal, State, or local plans identifying the project as needed – such as an infrastructure or community development plan.
 - Local resolutions passed in support of the project.

Additional Submission Notes

Each Member of the House of Representatives is able to submit 15 Community Project Funding requests. There is no guarantee or agreement that any requests will be accepted into a final Fiscal Year 2023 funding bill.

With the wide geographical footprint of California's 1st Congressional District, there will be worthy funding requests that are not submitted.

If you have questions about Community Project Funding, please send them to your local District Representative, or John Veale in the Washington, D.C. office.

Staff Contact Information		
District Office	Name	E-mail
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Washington, D.C.	John Veale	john.veale@mail.house.gov

Fiscal Year 2023 Community Project Funding

Overview of Eligible Programs

Agriculture, Rural Development, Food and Drug Administration

Department of Agriculture

Community Facilities Grants: Grants to purchase, construct, or improve essential community facilities, to purchase equipment, and pay other related project expenses. Essential community facilities include, but are not limited to, healthcare facilities, public facilities, public safety measures, educational services, or other community support services.

ReConnect Program: ReConnect broadband pilot grants facilitate broadband deployment in rural areas. Grants funds can be used for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide broadband service to rural areas without sufficient broadband access. The area must be rural and lack sufficient access to broadband service. A rural area is any area which is not located within a city, town, or incorporated area that has a population of greater than 20,000 inhabitants. Sufficient access to broadband is defined as greater than 90% of any rural area in which households have fixed, terrestrial broadband service delivering at least 25 Mbps downstream and 3 Mbps upstream. Mobile and satellite services will not be considered in making the determination of sufficient access to broadband.

Distance Learning and Telemedicine Grants: The Distance Learning and Telemedicine program (DLT) helps rural residents better utilize the enormous potential of modern telecommunications and the internet for education and healthcare, two critical components of economic and community development. The DLT program helps rural communities acquire the technology and training necessary to connect educational and medical professionals with students, teachers, and patients in rural areas. Grants may be used for audio and video equipment, broadband facilities that support distance learning or telemedicine (not actual broadband), computer hardware or network components/software, and acquisition of instructional programming.

Agricultural Research Service, Buildings and Facilities: Facility requests must be for ARS-owned facilities or for facilities that will enhance ongoing ARS work. Requests can assist in the acquisition of land, construction, repair, improvement, extension, alteration, and purchase of fixed equipment or facilities as necessary to carry out the agricultural research programs of the Department of Agriculture.

Natural Resources Conservation Service, Conservation Operations: The Natural Resources Conservation Service (NRCS) supports private landowners, conservation districts, and other organizations to conserve, maintain, and improve the Nation's natural resources. Conservation Operations has four major program components: Conservation Technical Assistance, Soil Survey, Snow Survey and Water Supply Forecasting, and Plant Materials Centers. Examples of specific objectives include reduce soil erosion, improve soil health, enhance water supplies, improve water quality, increase wildlife habitat, and reduce damage caused by floods and other natural disasters.

You may find the full guidance provided to each Member for the above programs [here](#).

Fiscal Year 2023 Community Project Funding

Commerce, Justice, Science

Department of Commerce

National Institute of Standards and Technology

Scientific and Technical Research and Services: Funding must be for activities consistent with and supportive of NIST's mission and within its authorities, such as STEM education activities, scientific research, or other activities that support American manufacturing and industry. This account does not fund vehicles or building construction or renovation.

Construction of Research Facilities: This account funds the construction and renovation of research facilities, provided that such facilities will be used in a manner that is aligned with and supportive of the mission of NIST. Given the expectation of limited resources and the large cost of research facilities, the Committee may not be able to fully fund all requests. While there are no guarantees, preference will be given to more modest requests.

National Oceanic and Atmospheric Administration

Operations, Research, and Facilities: Community project funding for NOAA will only be considered within the Operations, Research, and Facilities account. This account does not fund construction projects, and as such, any such requests will not be considered. Requests for funding will be considered for research, demonstration, or education projects performed by external partners or for prioritizing NOAA internal funds for geographically specific projects. Any such project must be aligned with NOAA's mission and within their existing authorities. Any caps will be determined after reviewing the full universe of requests, and while there are no guarantees, projects of a modest size are more likely to receive full funding.

Department of Justice

Byrne Justice Assistance Grants – State and Local Justice Assistance: Office of Justice Programs, Byrne JAG Grants assist state, local, and tribal law enforcement efforts to prevent crime, improve the criminal justice system, provide victims' services, and other related activities. Community projects funded under this category must comply with the requirements cited in JAG statutes and be consistent with Justice Department guidance for the program. The Committee encourages community project funding designed to help improve police-community relations. Historically, the Committee has not funded building construction or renovation as part of community project funding under this account.

Fiscal Year 2023 Community Project Funding

Community Oriented Policing Services (COPS) – Technology and Equipment: Funding will be provided for COPS Technology and Equipment (COPS Tech) community project grants for State, local, and tribal law enforcement to develop and acquire effective technologies and interoperable communications that assist in investigating, responding to, and preventing crime, provided that such equipment meets the applicable requirements of the National Institute of Standards and Technology (NIST) Office of Law Enforcement Standards (OLES). This funding will allow recipients the opportunity to establish and enhance any of a variety of technical equipment and/or programs to encourage the continuation and enhancement of community policing efforts within their jurisdictions. These projects should help improve police effectiveness and the flow of information among law enforcement agencies, local government service providers, and the communities they serve.

National Aeronautics and Space Administration

Safety, Security, and Mission Services: Community project funding under the NASA Safety, Security, and Mission Services (NASA-SSMS) account must be for activities consistent with and supportive of the work of NASA's mission directorates and within the agency's authorities, such as STEM education activities and scientific research. Funding for building construction or renovation projects will not be considered for community project funding.

You may find the full guidance provided to each member for the above programs [here](#).

Financial Services, General Government

General Service Administration

Federal Buildings Fund: New Construction, Major Repairs and Alterations, and Basic Repairs: Funding for Public Buildings Service activities, providing workplaces for Federal agencies and their employees.

National Archives and Records Administration

National Historical Publications and Records Commission: Projects that deal with records of non-Federal units of government, manuscripts, personal/family papers, organizational and business archives, collections of photographs/motion pictures/sound recordings/electronic records, and/or visual materials as unpublished architectural, cartographic, and engineering drawings; projects focus on collecting, describing, preserving, compiling, and publishing documentary sources significant for the United States; implementing solutions to long-term success of preserving these materials and making them accessible.

Fiscal Year 2023 Community Project Funding

Small Business Administration

Small Business Initiatives: To support small businesses through projects like entrepreneur training, workforce development, counseling, research, and construction or acquisition of facilities.

You may find the full guidance provided to each Member for the above programs [here](#).

Homeland Security

Department of Homeland Security

Pre-Disaster Mitigation Grants: Only projects that meet the requirements detailed in the most recent [Notice of Funding Opportunity](#) for the Building Resilient Infrastructure and Communities (BRIC) grant program will be considered for funding, including the cost-share requirement and environmental and historic preservation requirements, as applicable. For any projects designated for funding in the final fiscal year 2023 Homeland Security Appropriations Act, the state agency responsible for administering mitigation grants in the requestor's state must submit an application to the Federal Emergency Management Agency, and that entity will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate state agency affirming that it believes the project is eligible.

Emergency Operations Center Grants: Only projects that meet the requirements detailed in the most [Notice of Funding Opportunity](#) for the Emergency Operations Center Grant Program, including the cost-share requirement and environmental and historic preservation requirements, as applicable, will be considered for funding. For any projects designated for funding in the final fiscal year 2023 Homeland Security Appropriations Act, the respective state administrative agency (SAA) must submit an application to the Federal Emergency Management Agency, and that agency will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate SSA affirming that it believes the project is eligible.

You may find the full guidance provided to each Member for the above programs [here](#).

Fiscal Year 2023 Community Project Funding

Interior, Environment

Department of the Interior

Save America's Treasures Program: The Save America's Treasures grant program is for preservation and/or conservation work on nationally significant collections and historic properties. The existing competitive grant program funds two categories of projects: awards managed by the National Park Service (NPS) for preservation projects at properties listed in the National Register of Historic Places for national significance or designated a National Historic Landmark; and awards managed by the Institute of Museum and Library Services for projects involving nationally significant collections (including artifacts, museum collections, documents, sculptures, and other works of art).

Land and Water Conservation Fund Land Acquisition: For acquisitions for the purpose of land conservation and the encouragement of outdoor recreation. Although third parties are often involved in coordinating land acquisition, please note that the project should be requested through the agency that would manage the land being acquired (Bureau of Land Management, US Fish and Wildlife Service, National Park Service, US Forest Service).

Environmental Protection Agency

State and Tribal Assistance Grants: Primarily for STAG (State and Tribal Assistance Grants) infrastructure projects, including funding local wastewater and drinking infrastructure projects, to include construction/modification of sewage treatment plants and drinking water treatment plants. Only for projects that are publicly-owned or owned by a nonprofit. Minimum 20% cost share requirement for any project funded through a STAG infrastructure grant--be prepared to show how the 20% cost share will be obtained.

U.S. Forest Service

State and Private Forestry: For providing technical and financial assistance through the network of State Foresters to improve management, protection, and utilization of forests, including State fire assistance projects, urban/ community forestry projects, and specific forest disease/pest treatment areas.

You may find the full guidance provided to each Member for the above programs [here](#).

Labor, Health and Human Services, Education

Department of Labor

Employment Training Administration: Training and Employment Services: For projects that 1) provide direct services to individuals to enhance employment opportunities; 2) demonstrate linkage with State/local workforce investment systems, and 3) include evaluation. Note that

Fiscal Year 2023 Community Project Funding

equipment and curriculum development may be incidental to project funding but not the primary component. Can not be used for facility construction/renovation.

Department of Health and Human Services

Health Resources and Services Administration

Health Facilities Construction and Equipment: This program is designed to help with the cost of construction, renovation, or capital equipment for facilities for provision of health, mental health, or substance abuse services, training of health professionals, or medical research. In addition to construction and renovation, grants can be used to acquire capital equipment, such as lab equipment, x-ray machines, and telehealth and information technology equipment. HRSA Health Facilities grants cannot be used to acquire land or purchase existing buildings, or to pay salaries or other operating or ongoing costs.

Substance Abuse and Mental Health Services Administration

Health Surveillance and Program Support: For projects in the following four categories: 1) Health professions education and workforce development; 2) Rural health outreach; 3) Rural health research, and 4) Telehealth and Health IT. Grant funding may be used for capital equipment, but not expendable supplies. Not for land/ building acquisition, salaries, work previously completed, or general feasibility studies. Please note that health facilities are normally the only types of construction projects eligible for construction/ renovation funding through this account.

Administration for Children and Families

Child Abuse Prevention: This program may be used for projects to improve the prevention, assessment, identification, and treatment of child abuse and neglect through research, model service improvement, information dissemination, and technical assistance. Projects must serve or target children and families who are at risk or who have experienced child abuse and neglect.

Social Services Research and Demonstration: This program may be used for projects to promote the ability of families to thrive through financial self-sufficiency in order to prevent and reduce poverty and to promote the healthy development and greater well-being of children and families. Projects can serve a diverse population including: low-income individuals, children, youth, families, individuals with developmental disabilities, and Native Americans.

Administration for Community Living: Aging and Disability Services Programs: Projects to improve the ability of older adults and individuals with disabilities to live independently; should focus on improving access to or quality of education, training, support services, and independent living services.

Fiscal Year 2023 Community Project Funding

Department of Education

Innovation and Improvement: Innovation and improvement projects for early childhood, elementary, and secondary education, including services, curricula development, acquisition of books/computers, training, arts education, full-service schools, early childhood education, etc. Special education services are also eligible, as are early intervention services for infants/toddlers, transition services, and postsecondary education services. Eligible grantees are state education agencies, school districts, colleges and universities, and other public and private nonprofit entities. Funding for individual schools is usually awarded to the school district. Can not be used for construction or renovation except minor remodeling for tech upgrades; also can not be used for daycare and non-educational childcare.

Fund for the Improvement of Postsecondary Education: Improvement of access to and quality of post-secondary education, including hiring and training faculty, developing curricula, improving degree programs/teacher prep programs, partnerships with school districts, acquiring lab equipment, establishing research/training centers. Can not be used for construction/acquisition/renovation. Recipients may not restrict participants based on race, ethnicity, or gender.

You may find the full guidance provided to each Member for the above programs [here](#).

Transportation, Housing and Urban Development

Department of Transportation

Airport Improvement Program (AIP): All AIP requests must be eligible under the FAA's existing program, whose policy can be found [here](#). Additionally, submissions will have to show broad support from local stakeholders, such as residents, businesses, and elected officials. Projects must ultimately be administered by an airport and/or airport sponsor.

You may find the full guidance provided to each Member for the above program [here](#).

Highway Infrastructure Projects: All projects must be highway capital projects or project-specific planning/design for a transit capital project, which are supported by the State, local, or Tribal government authority which would administer the project.

You may find the full guidance provided to each Member for the above program [here](#).

Transit Infrastructure Projects: All projects must be transit capital projects or project-specific planning/design for a transit capital project, which are supported by the State, local, or Tribal government authority which would administer the project.

You may find the full guidance provided to each Member for the above program [here](#).

Fiscal Year 2023 Community Project Funding

Department of Housing and Urban Development

Economic Development Initiative (EDI): Requests may be used for economic and community development activities, including land or site acquisition, demolition or rehabilitation of housing or facilities, construction and capital improvements of public facilities (including water and sewer facilities), and public services. Requests may also include planning and other activities consistent with previously funded activities eligible under the Community Development Block Grant (CDBG) program. Capital and operating expenses for fire and police stations are not eligible for this program.

You may find the full guidance provided to each Member for the above program [here](#).

Other Community Project Funding Requests

In addition to the programs listed above, the Committee does allow for funding requests on behalf of a military service branch or the Department of Veterans Affairs. Unlike other eligible programs, however, these projects must have been authorized in the President's budget.

Water resource projects through the U.S. Army Corps of Engineers and the Bureau of Reclamation are eligible, but must have been previously authorized. See a [list here](#).

Department of Energy projects are also eligible for specific programs, but additional guidance is not available beyond what is available online:

- [energy efficiency, renewable energy, sustainable transportation](#)
- [cybersecurity, energy security, emergency response](#)
- [electricity, energy storage](#)
- [nuclear energy](#)
- [fossil energy, carbon management, critical minerals](#)

If you are pursuing one of these projects, please contact John Veale and your local District Representative. Contact information is available on page 2 of this guide.



DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

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: APRIL 8, 2022

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR APRIL 19, 2022

RE: REQUEST TO FILL A VACANT SOCIAL SERVICES AIDE POSITION AS SOON
AS ADMINISTRATIVELY POSSIBLE

It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill a vacant Social Services Aide position as soon as administratively possible.

Background and Discussion

The Department has experienced a vacancy in the position of Social Services Aide. This position is critical to public safety and the safety of children as this position is assigned to a support role in the Child Protective Services unit. The position became vacant on April 4, 2022 when the prior incumbent was promoted within the Department.

Financial Impact

There is no financial impact to the County General Fund. Funds to support this position come from the 2011 Public Safety Realignment of Child Protective Services.

Copies: DSS Management Staff
Nancy Selvage, Human Resources Director

Enclosures (3)

Position Classification: Social Services Aide

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description: The Social Worker Aide provides logistical and operational support to the Child Welfare Services unit in the Department of Social Services. Typical responsibilities can include arranging for transport or transporting children and/or families who are in the child welfare system and who require county provided transportation to court ordered visits. The Aide may also be assigned to supervise such visits. The Social Worker Aide may also conduct reviews of relative homes prior to the permanent placement of abused or neglected children with a relative or a non-relative extended family member.

Funding Sources: The funding to support these positions comes from federal pass through dollars, state general fund and county realignment dollars. There is no cost to the County's General Fund associated with these positions.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Services Aide – Child Protective Services

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

Answer: Yes. Child Protective Services is a state mandated program.

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

Answer: We no longer have capacity to perform the duties of this vacant position due to increasing requirements for visitations, etc.

- How long has the position been vacant?

Answer: The position became vacant as of April 4, 2022.

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

Answer: No.

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

Answer: Other counties utilize Social Worker Aides in similar ways to assist with protecting children.

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

Answer: Child Protective Services

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

Answer: The state allocates funds to Counties to fulfill the mandate the requires Counties to provide services to abused and neglected children. In the absence of filling this position, such funds would go unutilized.

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

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

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

Answer: No.

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

Answer: No.

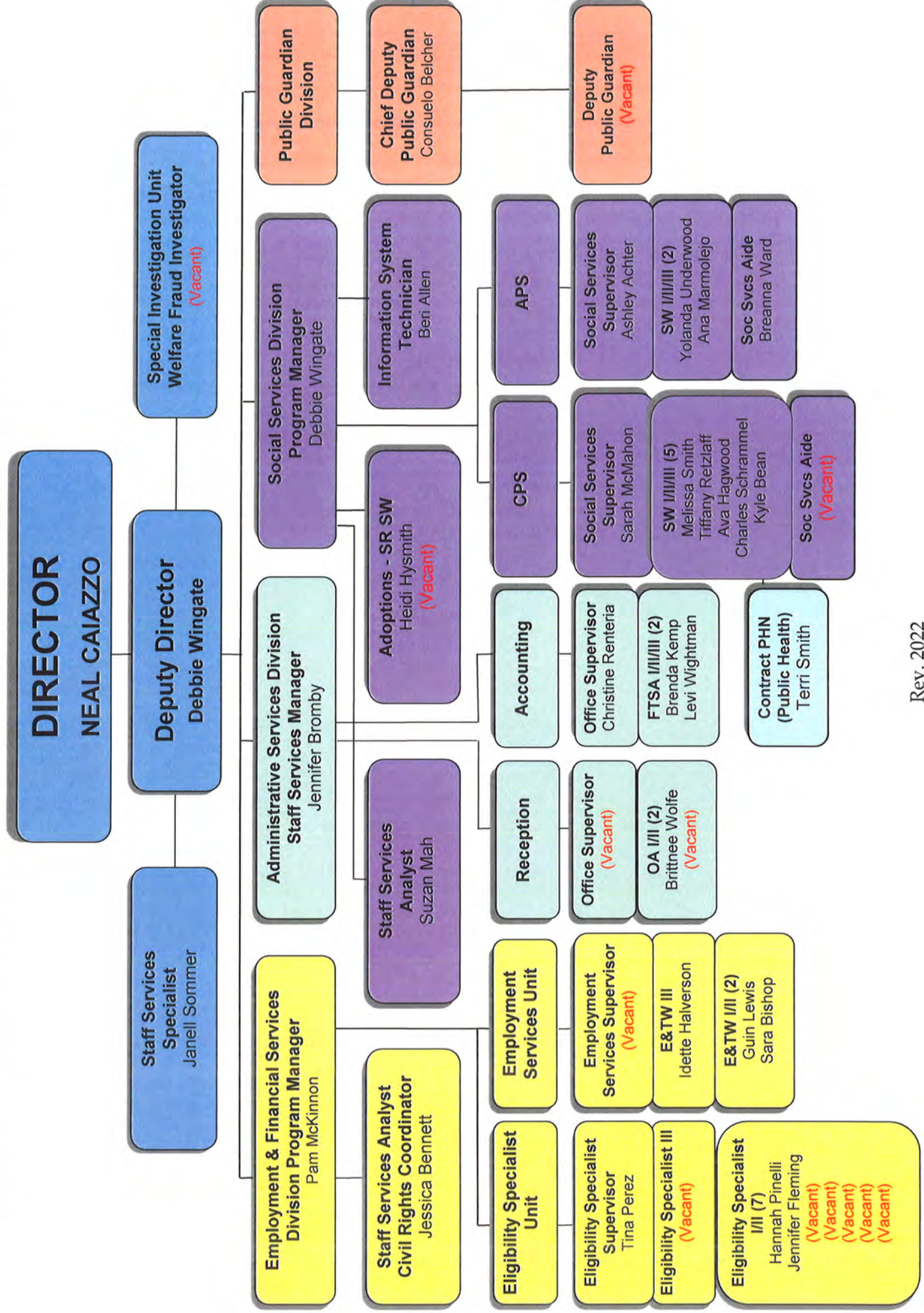
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

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

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



RESOLUTION NO. 2022- 8681

**RESOLUTION TO AMEND MUSEUM DIRECTOR JOB CLASSIFICATION PAY
RATE TO \$30.00 PER HOUR**

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

WHEREAS, these positions are necessary in the daily operational needs of the Plumas County Museum; and

WHEREAS, the Human Resources Director has amended the pay schedule for the Museum Director job classification base wage to \$30.00; and

WHEREAS, these corrections were brought to the Human Resources Director who is now requesting approval of this resolution to amend the 2021/2022 Pay Schedule for department #20780; and

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

Approve the amendment to the Fiscal Year 2021/2022 Pay Schedule for the Museum Director job classification as outlined in Exhibit A:

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 5thth day of April, 2022 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

Exhibit A

Update Museum Director's Pay Schedule
Effective March 22, 2022

DEPARTMENT HEADS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
AG COMM/SEALER OF WTS & MEAS	\$40.58	\$0.00	\$0.00	\$0.00	\$0.00	\$42.61	\$44.75	\$46.99	\$49.34	\$51.81
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99
BEHAVIORAL HEALTH DIRECTOR	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
CHIEF PROBATION OFFICER	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16	\$56.87	\$59.72	\$62.71	\$65.85
COUNTY ADMINISTRATOR	\$47.97	\$0.00	\$0.00	\$0.00	\$0.00	\$50.37	\$52.89	\$55.54	\$58.32	\$61.24
COUNTY COUNSEL	\$66.43	\$69.76	\$73.25	\$76.92	\$80.77	\$84.81	\$89.05	\$93.50	\$98.18	\$103.08
COUNTY FAIR MANAGER	\$31.41	\$0.00	\$0.00	\$0.00	\$0.00	\$32.98	\$34.63	\$36.36	\$38.18	\$40.09
COUNTY LIBRARIAN	\$31.21	\$0.00	\$0.00	\$0.00	\$0.00	\$32.77	\$34.40	\$36.12	\$37.93	\$39.83
DIRECTOR OF BUILDING SERVICES	\$43.28	\$0.00	\$0.00	\$0.00	\$0.00	\$45.44	\$47.71	\$50.10	\$52.60	\$55.23
DIRECTOR OF CHILD SUPPORT SVCS	\$32.23	\$0.00	\$0.00	\$0.00	\$0.00	\$33.84	\$35.53	\$39.91	\$41.91	\$44.00
DIRECTOR OF FACILITY SERVICES	\$39.42	\$0.00	\$0.00	\$0.00	\$0.00	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
DIRECTOR OF INFO TECHNOLOGIES	\$38.19	\$40.10	\$42.11	\$44.22	\$46.44	\$48.77	\$51.21	\$53.78	\$56.47	\$59.30
DIRECTOR OF PUBLIC HEALTH	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
DIRECTOR OF PUBLIC WORKS	\$52.16	\$0.00	\$0.00	\$0.00	\$0.00	\$54.78	\$57.52	\$60.40	\$63.42	\$66.60
ENVIRONMENTAL HEALTH DIRECTOR	\$39.76	\$0.00	\$0.00	\$0.00	\$0.00	\$41.75	\$43.84	\$46.04	\$48.35	\$50.77
HUMAN RESOURCES DIRECTOR	\$34.89	\$36.64	\$38.47	\$40.39	\$42.41	\$44.53	\$46.76	\$49.10	\$51.55	\$54.13
MUSEUM DIRECTOR	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29	\$40.85	\$42.89	\$45.03	\$47.28
PLANNING DIRECTOR	\$50.48	\$0.00	\$0.00	\$0.00	\$0.00	\$53.01	\$55.67	\$58.46	\$61.39	\$64.46
SOCIAL SERV DIR/PUB GUARD/PC	\$40.46	\$0.00	\$0.00	\$0.00	\$0.00	\$42.49	\$44.62	\$46.86	\$49.21	\$51.68

ORDINANCE NO. 22 - _____

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,
AMENDING ARTICLE 6, OF CHAPTER 4 OF TITLE 2 OF THE PLUMAS
COUNTY CODE RELATING TO THE COUNTY ADMINISTRATIVE OFFICE
AND COUNTY ADMINISTRATOR.**

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

SECTION 1. Article 6 of Chapter 4 of Title 2 of the Plumas County Code is amended in its entirety to read as follows:

Article 6. County Administrative Officer

Sec. 2-4.601. Establishment.

A County Administrative Office is hereby established in order to provide effective centralized administration for the government of Plumas County under the direction of a County Administrative Officer. Under the policy direction of the Board of Supervisors, the County Administrative Officer shall direct and coordinate the administrative activities of all County offices, departments and agencies, both appointive and elective. The scope of authority of the office shall be prescribed from time to time by resolution of the Board of Supervisors.

The powers of the County Administrative Officer shall be exercised so as not to conflict with the State statutory duties of any elected or appointed officials of the County; and, further, those officials shall retain a right to consult with the Board of Supervisors directly, and to appeal any decision by the County Administrative Officer, on any issue of importance, subject to applicable procedural rules approved by the Board of Supervisors.

Sec. 2-4.602. County Administrative Officer

The position of County Administrative Officer is created to carry out and enforce the policies of the Board of Supervisors. The qualifications, duties and responsibilities of the County Administrative Officer shall be prescribed from time to time by resolution of the Board of Supervisors.

The County Administrative Officer shall serve at the pleasure of the Board of Supervisors, and may be removed by majority vote at any regular meeting of four (4) or more members of the Board. Any decision to remove shall be sufficient without a showing of good cause or right to appeal. The incumbent shall not be removed without sixty (60) days' prior to written notice, except that the County Administrative Officer shall not be given notice during the first one hundred twenty (120) days following any change in membership of the Board except upon a four-fifths vote of the Board. Without affecting the at-will status of the County Administrative Officer, the Board of Supervisors Chairperson shall arrange for a performance evaluation of the County Administrator on or near the anniversary of the date of hire, using a written format similar to that used for other appointed department heads.

SECTION 2. Section 1-8.04 of the Plumas County Code is amended to replace the term "County Administrator" with the term "County Administrative Officer."

SECTION 3. Effective and Operative Dates; Publication; Codification.

This ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published on Plumas News, Plumas County's website, and posted on public bulletin boards throughout the Plumas County Courthouse, within fifteen (15) days of final adoption. Section 2 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 12th day of April 2022, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 12th day of May 2022, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk of the Board of Supervisors