



Board of Supervisors

Dwight Ceresola, Chair, 1st District

Kevin Goss, 2nd District

Thomas McGowan, 3rd District

Greg Hagwood, Vice Chair, 4th District

Jeff Engel, 5th District

AGENDA FOR SPECIAL MEETING

JUNE 30, 2023 TO BE HELD AT 10:00 AM

520 MAIN STREET, ROOM 308, QUINCY, CALIFORNIA

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

Live Stream of Meeting

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

ZOOM Participation

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Board is to attend in person or submit written comments as outlined below. Except for a noticed, teleconference meeting, the Board of Supervisors reserves the right to conduct the meeting without remote access if we are experiencing technical difficulties.

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> 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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board and listed on this notice of special meeting may be addressed by the general public at the beginning of the agenda. 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. UPDATES AND REPORTS

A. MUNIS HR/PAYROLL MODULE UPDATE

Report and update on Pentamation, Tyler/Munis software migration and efforts.

2. CONSENT AGENDA

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

A. PUBLIC WORKS

- 1) Approve and authorize the Chair to sign Amendment No. 1 to the Service Agreement between the Plumas County Public Works and Hunt & Sons, Inc., for fuel delivery to various Plumas County Public Works Maintenance Yards; approved as to form by County Counsel. [View Item](#)

3. DEPARTMENTAL MATTERS

A. AUDITOR - CONTROLLER - Martee Nieman (Graham)

- 1) Approve and authorize Supplemental Budget Transfer for various departments for the FY22/23; discussion and possible action. **Four/ fifths roll call vote** [View Item](#)

B. INFORMATION TECHNOLOGY - Greg Ellingson

- 1) Adopt **RESOLUTION** to amend fiscal year 2022-2023 job classification plan adding two new job classifications to information technology department #20220; discussion and possible action. **Roll call vote** [View Item](#)

C. COUNTY ADMINISTRATIVE OFFICE - Debra Lucero

- 1) Adopt **RESOLUTION** authorizing the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program; discussion and possible action. **Roll call vote** [View Item](#)
- 2) Report and update on the FY 2023-2024 budget; discussion, possible action and/ or direction to staff. [View Item](#)
- 3) Adopt **RESOLUTION** to adopt the Recommended Budget for Plumas County and the Dependent Special Districts therein for Fiscal Year 2023-2024, in Accordance with Government Code §29064. **Roll call vote** [View Item](#)

4. BOARD OF SUPERVISORS

A. CORRESPONDENCE

B. INFORMATIONAL ANNOUNCEMENTS

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

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Public Employee Employment, Appointment, Recruitment, Performance Evaluations, Including Goals, Pursuant to Government Code Section 54957:
 1. Agricultural Commissioner
 2. Behavioral Health Director
 3. Building Services Director
 4. Chief Probation Officer

5. Child Support Services Director
6. County Administrative Officer
7. County Counsel
8. Environmental Health Director
9. Facility Services Director
10. Fair Manager
11. Human Resources Director
12. Information Technology Director
13. Library Director
14. Museum Director
15. Planning Director
16. Public Health Director
17. Public Works Director
18. Risk & Safety Manager
19. Social Services Director

- B. Conference with real property negotiator, regarding facilities: Sierra House, 529 Bell Lane, Quincy, APN 117-021-000-000
- C. Conference with real property negotiator, regarding courthouse facilities: Greenville Sub Station, 115 Crescent St., APN 110120047000; 204 Ann Street, Greenville, CA., APN 100-061-002; 120 Bidwell St., Greenville, CA., APN 110-062-008.
- D. 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
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- F. Conference with Legal Counsel: Claim against the County of Darin Russel Bottini via Guardian ad Litem Justin Bottini, received June 8, 2023.

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

6. ADJOURNMENT

Adjourn meeting to Tuesday, July 11, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: John Mannle, Director of Public Works

MEETING DATE: June 30, 2023

SUBJECT: **Approve and authorize the Chair to sign Amendment No. 1 to the Service Agreement between the Plumas County Public Works and Hunt & Sons, Inc., for fuel delivery to various Plumas County Public Works Maintenance Yards; approved as to form by County Counsel.**

Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors to execute Amendment No. 1 to the Contractor Services Agreement between the County of Plumas and Hunt & Sons, Inc., and to delegate authority to the Director of Public Works to sign the Notice of Assignment with company's new owners: Hunt & Sons, LLC.

Background and Discussion:

Hunt & Sons, Inc. is currently providing delivery of clear diesel fuel, gasoline fuel, and heating oil to various Plumas County Public Works Maintenance Yards.

Hunt & Sons, Inc. has entered into an agreement to transfer certain of its assets, including the contract with Plumas County Public Works, to Hunt & Sons LLC, a Delaware limited liability company.

Amendment No. 1 will acknowledge the change in company name.

This amendment has been approved as to form by County Counsel

Action:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors to execute Amendment No. 1 to the Contractor Services Agreement between the County of Plumas and Hunt & Sons, Inc., for fuel delivery to various Plumas County Public Works Maintenance Yards.

Fiscal Impact:

None.

Attachments:

1. Amendment 1 for Hunt & Sons

**AMENDMENT NO. 1
to the
CONTRACTOR SERVICES AGREEMENT**

**Delivery Services of Clear Diesel Fuel, Gasoline Fuel, and High Sulfur Burner Fuel to various
Plumas County Public Works Maintenance Yards**

This First Amendment to Agreement (“Amendment”) is made on _____, between PLUMAS COUNTY, a political subdivision of the State of California (“COUNTY”), and Hunt & Sons, Inc. (“CONTRACTOR”) who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. PLUMAS COUNTY and Hunt & Sons, Inc. have entered into a written Agreement, dated January 1, 2023, (the “Agreement”), in which Hunt & Sons, Inc agreed to provide fuel delivery services to various Public Works maintenance Yards.
 - b. Hunt & Sons, Inc. desires to assign all right, title, and interest in and under the aforementioned professional service agreement to Hunt & Sons, LLC.
 - c. A signed Letter of Assignment (attached) shows consent by the County to the assignment by Hunt & Sons, Inc. of all of its right, title and interest to Hunt & Sons, LLC as the contracting party as of the date hereof, and acknowledge receipt of notice with respect thereto.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. All references to “Hunt & Sons, Inc.” are amended to read as “Hunt & Sons, LLC.”
 - b. All references to “a California Corporation” are amended to read as “a Delaware limited liability company”
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated January 1, 2023, shall remain unchanged and in full force and effect.
4. Upon approval by the Plumas County board of Supervisors, the Director of Public Works is authorized to sign the Letter of Assignment (attached) relating to this agreement.

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

CONTRACTOR:

Hunt & Sons, LLC.,
A Delaware Limited Liability Company

By: _____
Name: Louis Burke
Title: Chief Executive Officer, and
Chief Financial Officer

Date signed:

COUNTY:

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

By: _____
Name: John Mannle
Title: Public Works Director
Date signed:

By: _____
Name: Dwight Ceresola
Title: Chair, Board of Supervisors
Date signed:

ATTEST:

By: _____
Name: Heidi White
Title: Clerk of the Board
Date signed:

Approved as to form:



Joshua Brechtel
Deputy County Counsel



May 1, 2023

County of Plumas – Department of Public Works
1834 E. Main Street,
Quincy, CA 95971
Attn: Joe Blackwell, Deputy Director
Email: joeblackwell@countyofplumas.com

Re: Hunt & Sons, Inc. – Consent to Assignment of Fuel & Furnace Oil #2 Purchase Agreement – 2021, dated January 1, 2021, by and between Company and County of Plumas.

Dear Mr. Blackwell:

We refer you to the aforementioned contract (the “**Agreement**”), which you entered into with **Hunt & Sons, Inc.** (“**we**” or “**Hunt**”). I am pleased to notify you that Hunt has entered into an agreement to transfer certain of its assets to **Hunt & Sons LLC**, a Delaware limited liability company (the “**Buyer**”), pursuant to an asset purchase agreement (the “**Transaction**”). The Transaction is expected to be consummated (such consummation of the Transaction, the “**Closing**”) on or about July 1, 2023, subject to the satisfaction of customary closing conditions. The Transaction remains confidential, and we therefore request that you maintain your knowledge of the Transaction in strict confidence until you receive notice from Hunt that the Closing has occurred.

In connection with this Transaction, Hunt proposes to assign its rights under the Agreement (the “**Assignment**”) to the Buyer. From and after the Closing, the Buyer will be responsible for the performance of obligations under the Agreement. By executing this consent, you hereby irrevocably, (i) consent to the Assignment, (ii) waive any notice or consent rights under the Agreement, (iii) waive any rights that you may have with respect to, or arising from, (A) Hunt’s consummation of the Transaction or (B) the transfer of the assets that are being transferred to the Buyer pursuant to the Transaction, and (iv) consent to the release of Hunt of any further obligations under such Agreement that accrue on or after this Assignment is effective. For the purposes of clarity, the foregoing consent to Assignment shall be effective immediately prior to the Closing.

We kindly request your consent to the Assignment of the Agreement and ask that you respond to this request as soon as possible. Should you have any questions or concerns, please contact me at jhunt@huntnsons.com or (916) 383-4868. Please acknowledge your consent to the proposed Assignment by executing in the space indicated below and returning it to the address listed below, or if you would prefer to sign electronically, please let me know and we will send this letter for signature via DocuSign.

Very truly yours,

Joshua M. Hunt

Acknowledged and agreed to by:

County of Plumas – Department of Public Works

By: _____
Name: _____
Title: _____

Rogers, Kristina

From: Josh Hunt <jhunt@huntnsons.com>
Sent: Thursday, June 8, 2023 11:58 PM
To: Frank, Damien
Cc: Blackwell, Joe; Mannie, John
Subject: Re: Contract Consent

CAUTION: This email originated from OUTSIDE THE ORGANIZATION. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Damien,

Yes, Louis Burke has authority to sign for Hunt & Sons, LLC. Thanks!

Josh Hunt
Hunt & Sons, Inc.
916-383-4868
916-383-1005 Fax

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**PLUMAS COUNTY
AUDITOR-CONTROLLER
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Martee Nieman (Graham), Acting Auditor
MEETING DATE: June 30, 2023
SUBJECT: Approve and authorize Supplemental Budget Transfer for various departments for the FY22/23; discussion and possible action. Four/ fifths roll call vote

Recommendation:

It is recommended that the Honorable Board of Supervisors Approve and Authorize supplemental budget transfers for the varies departments in FY22/23.

Background and Discussion:

Varies departments need to adjust FY22/23 budgets due to apportionments for overhead, liablility self funded, OPEB liability, Unemployment Ins. Aprroved contracts for professional services in FY22/23 that were not included in the final budget for FY22/23 as well as other expenses being higher than anticiapated. List of funds and departments and budget transfer included in backup.

Action:

Approve and Authorize supplemental budget transfers for varies departments funds and budget transfers are in included in the backup.

Fiscal Impact:

General fund balance.

Attachments:

1. Budget transfer - Ag
2. Budget transfer - Auditor 1
3. Budget transfer - Auditor 2
4. Budget transfer - Airports
5. Budget transfer - County Parks
6. Budget Transfer - Facilities 1
7. Budget Transfer - Facilities 2
8. Budget Transfer - Public Health 1
9. Budget Transfer - Public Health 2
10. Budget transfer - Public Health 3
11. Budget transfers - Senior Services 1
12. Budget Transfers - Senior Services 2
13. Budget transfers - EMS
14. Budget Transfers - Sheriff

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Agriculture Weights and measures Dept. No: 20425 Date 6/23/2023

The reason for this request is (check one):

Dept. No: 20425

Date 6/23/2023

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

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

TRANSFERS FROM OR **SUPPLEMENTAL REVENUE ACCOUNTS**
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL- NEW UNBUDGETED REVENUE)

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request. **11/11/2023**

U.S. Auditor's inquiry
terms of award, proof of rec
JUN 23 2023

Auditor's / Risk

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

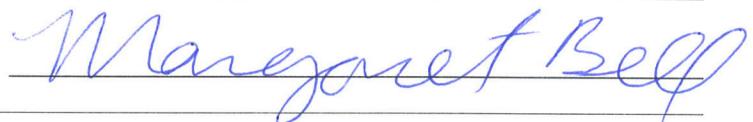
A) expenses more than anticipated

B) expenses less than anticipated

C) expenses incurred in FY 22/23 should be paid for in FY22/23

D) _____

Approved by Department Signing Authority:



Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: 

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Dept. No: 20040

Date

6/2/2023

The reason for this request is (check one):

Approval Required

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

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) CRAIG GOODMAN PROFESSIONAL SERVICES NOT IN BUDGET FOR 22/23

B) _____

C) _____

D) _____

Approved by Department Signing Authority: _____

Approved/ Recommended Disapproved/ Not recommended

Auditor/Controller Signature: 

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

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COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Dept. No: 20040

Date

6/2/2023

The reason for this request is (check one):

Approval Required

- A. Transfer to/from Contingencies OR between Departments
- B. Supplemental Budgets (including budget reductions)
- C. Transfers to/from or new Fixed Asset, within a 51XXX
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Board

Board

Board

Auditor

Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) EXTRA HELP WAGES HIGHER THAN ANTICIPATED DUE TO VACANT PERMANENT POSITIONS

B) VACANT POSITIONS BRINGS WAGES LOWER THAN ANTICIPATED

C) NEEDS PAID THIS FY22/23

D)

Approved by Department Signing Authority:

Approved/ Recommended Disapproved/ Not recommended

Auditor/Controller Signature: Mark Uhlir

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

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COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Airports

Dept. No: 20891

Date

6/14/2023

The reason for this request is (check one):

Approval Required

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

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS
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TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

TRANSFER TO OR
(CHECK "TRANSFER TO" IF TRANSFER WITHIN E
SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0110	20891	51000	Regular Wages	10,570
		51081	OPEB Liability	678
		51090	Group Insurance	1,650
		51150	Life Insurance	16

Supple
Please
support

roller's signature

of receipt of additional revenue, and/or backup to

Customer's Risk

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

A) Payroll budgets under-funded; BT to correct.

B)

C)

D)

Approved by Department Signing Authority:

Brian McCauley



Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Mark Whelan

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

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COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

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Board
Board
Board
Auditor
Auditor

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

TRANSFER TO SUPPLEMENTAL EXPENDITURE ACCOUNT
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SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Supplemental budget requests require Auditor/Controller's signature

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

Windows/Rick

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

A) Payroll budgets under-funded; BT to correct.

B)

C)

D)

Approved by Department Signing Authority:



Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:



Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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

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

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

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Facility Services Dept. No: 20120 Date: 6/13/2023

The reason for this request is (check one):		<u>Approval Required</u>
A.	<input type="checkbox"/>	Board
B.	<input checked="" type="checkbox"/>	Board
C.	<input type="checkbox"/>	Board
D.	<input type="checkbox"/>	Auditor
E.	<input type="checkbox"/>	Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

port this request.

Auditor's / Risk

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

A) Expense account overdrawn; revenue to backfill overdrawn amount.

B) _____

C) _____

D) _____

Approved by Department Signing Authority:

DmaMcAdus

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: *MarylShan*

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Facility Services Dept. No: 20120 Date 6/14/2023

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

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20120	51060	Overtime Pay	390.64
		51081	OPEB Liability	4,963.00
		51090	Group Insurance	10,100.00
		51120	Cell Phone Allowance	760.00
		51150	Life Insurance	12.00

nust equal transfer to total) 16,225.64

ller's signature
of receipt of additional revenue, and/or backup to

Year	Population	Area	Population Density
1901	1,000,000	1,000,000	1,000
1911	1,200,000	1,000,000	1,200
1921	1,400,000	1,000,000	1,400
1931	1,600,000	1,000,000	1,600
1941	1,800,000	1,000,000	1,800
1951	2,000,000	1,000,000	2,000
1961	2,200,000	1,000,000	2,200
1971	2,400,000	1,000,000	2,400
1981	2,600,000	1,000,000	2,600
1991	2,800,000	1,000,000	2,800
2001	3,000,000	1,000,000	3,000
2011	3,200,000	1,000,000	3,200
2021	3,400,000	1,000,000	3,400
2031	3,600,000	1,000,000	3,600
2041	3,800,000	1,000,000	3,800
2051	4,000,000	1,000,000	4,000
2061	4,200,000	1,000,000	4,200
2071	4,400,000	1,000,000	4,400
2081	4,600,000	1,000,000	4,600
2091	4,800,000	1,000,000	4,800
2101	5,000,000	1,000,000	5,000
2111	5,200,000	1,000,000	5,200
2121	5,400,000	1,000,000	5,400
2131	5,600,000	1,000,000	5,600
2141	5,800,000	1,000,000	5,800
2151	6,000,000	1,000,000	6,000
2161	6,200,000	1,000,000	6,200
2171	6,400,000	1,000,000	6,400
2181	6,600,000	1,000,000	6,600
2191	6,800,000	1,000,000	6,800
2201	7,000,000	1,000,000	7,000
2211	7,200,000	1,000,000	7,200
2221	7,400,000	1,000,000	7,400
2231	7,600,000	1,000,000	7,600
2241	7,800,000	1,000,000	7,800
2251	8,000,000	1,000,000	8,000
2261	8,200,000	1,000,000	8,200
2271	8,400,000	1,000,000	8,400
2281	8,600,000	1,000,000	8,600
2291	8,800,000	1,000,000	8,800
2301	9,000,000	1,000,000	9,000
2311	9,200,000	1,000,000	9,200
2321	9,400,000	1,000,000	9,400
2331	9,600,000	1,000,000	9,600
2341	9,800,000	1,000,000	9,800
2351	10,000,000	1,000,000	10,000
2361	10,200,000	1,000,000	10,200
2371	10,400,000	1,000,000	10,400
2381	10,600,000	1,000,000	10,600
2391	10,800,000	1,000,000	10,800
2401	11,000,000	1,000,000	11,000
2411	11,200,000	1,000,000	11,200
2421	11,400,000	1,000,000	11,400
2431	11,600,000	1,000,000	11,600
2441	11,800,000	1,000,000	11,800
2451	12,000,000	1,000,000	12,000
2461	12,200,000	1,000,000	12,200
2471	12,400,000	1,000,000	12,400
2481	12,600,000	1,000,000	12,600
2491	12,800,000	1,000,000	12,800
2501	13,000,000	1,000,000	13,000
2511	13,200,000	1,000,000	13,200
2521	13,400,000	1,000,000	13,400
2531	13,600,000	1,000,000	13,600
2541	13,800,000	1,000,000	13,800
2551	14,000,000	1,000,000	14,000
2561	14,200,000	1,000,000	14,200
2571	14,400,000	1,000,000	14,400
2581	14,600,000	1,000,000	14,600
2591	14,800,000	1,000,000	14,800
2601	15,000,000	1,000,000	15,000
2611	15,200,000	1,000,000	15,200
2621	15,400,000	1,000,000	15,400
2631	15,600,000	1,000,000	15,600
2641	15,800,000	1,000,000	15,800
2651	16,000,000	1,000,000	16,000
2661	16,200,000	1,000,000	16,200
2671	16,400,000	1,000,000	16,400
2681	16,600,000	1,000,000	16,600
2691	16,800,000	1,000,000	16,800
2701	17,000,000	1,000,000	17,000
2711	17,200,000	1,000,000	17,200
2721	17,400,000	1,000,000	17,400
2731	17,600,000	1,000,000	17,600
2741	17,800,000	1,000,000	17,800
2751	18,000,000	1,000,000	18,000
2761	18,200,000	1,000,000	18,200
2771	18,400,000	1,000,000	18,400
2781	18,600,000	1,000,000	18,600
2791	18,800,000	1,000,000	18,800
2801	19,000,000	1,000,000	19,000
2811	19,200,000	1,000,000	19,200
2821	19,400,000	1,000,000	19,400
2831	19,600,000	1,000,000	19,600
2841	19,800,000	1,000,000	19,800
2851	20,000,000	1,000,000	20,000
2861	20,200,000	1,000,000	20,200
2871	20,400,000	1,000,000	20,400
2881	20,600,000	1,000,000	20,600
2891	20,800,000	1,000,000	20,800
2901	21,000,000	1,000,000	21,000
2911	21,200,000	1,000,000	21,200
2921	21,400,000	1,000,000	21,400
2931	21,600,000	1,000,000	21,600
2941	21,800,000	1,000,000	21,800
2951	22,000,000	1,000,000	22,000
2961	22,200,000	1,000,000	22,200
2971	22,400,000	1,000,000	22,400
2981	22,600,000	1,000,000	22,600
2991	22,800,000	1,000,000	22,800
3001	23,000,000	1,000,000	23,000
3011	23,200,000	1,000,000	23,200
3021	23,400,000	1,000,000	23,400
3031	23,600,000	1,000,000	23,600
3041	23,800,000	1,000,000	23,800
3051	24,000,000	1,000,000	24,000
3061	24,200,000	1,000,000	24,200
3071	24,400,000	1,000,000	24,400
3081	24,600,000	1,000,000	24,600
3091	24,800,000	1,000,000	24,800
3101	25,000,000	1,000,000	25,000
3111	25,200,000	1,000,000	25,200
3121	25,400,000	1,000,000	25,400
3131	25,600,000	1,000,000	25,600
3141	25,800,000	1,000,000	25,800
3151	26,000,000	1,000,000	26,000
3161	26,200,000	1,000,000	26,200
3171	26,400,000	1,000,000	26,400
3181	26,600,000	1,000,000	26,600
3191	26,800,000	1,000,000	26,800
3201	27,000,000	1,000,000	27,000
3211	27,200,000	1,000,000	27,200
3221	27,400,000	1,000,000	27,400
3231	27,600,000	1,000,000	27,600
3241	27,800,000	1,000,000	27,800
3251	28,000,000	1,000,000	28,000
3261	28,200,000	1,000,000	28,200
3271	28,400,000	1,000,000	28,400
3281	28,600,000	1,000,000	28,600
3291	28,800,000	1,000,000	28,800
3301	29,000,000	1,000,000	29,000
3311	29,200,000	1,000,000	29,200
3321	29,400,000	1,000,000	29,400
3331	29,600,000	1,000,000	29,600
3341	29,800,000	1,000,000	29,800
3351	30,000,000	1,000,000	30,000
3361	30,200,000	1,000,000	30,200
3371	30,400,000	1,000,000	30,400
3381	30,600,000	1,000,000	30,600
3391	30,800,000	1,000,000	30,800
3401	31,000,000	1,000,000	31,000
3411	31,200,000	1,000,000	31,200
3421	31,400,000	1,000,000	31,400
3431	31,600,000	1,000,000	31,600
3441	31,800,000	1,000,000	31,800
3451	32,000,000	1,000,000	32,000
3461	32,200,000	1,000,000	32,200
3471	32,400,000	1,000,000	32,400
3481	32,600,000	1,000,000	32,600
3491	32,800,000	1,000,000	32,800
3501	33,000,000	1,000,000	33,000
3511	33,200,000	1,000,000	33,200
3521	33,400,000	1,000,000	33,400
3531	33,600,000	1,000,000	33,600
3541	33,800,000	1,000,000	33,800
3551	34,000,000	1,000,000	34,000
3561	34,200,000	1,000,000	34,200
3571	34,400,000	1,000,000	34,400
3581	34,600,000	1,000,000	34,600
3591	34,800,000	1,000,000	34,800
3601	35,000,000	1,000,000	35,000
3611	35,200,000	1,000,000	35,200
3621	35,400,000	1,000,000	35,400
3631	35,600,000	1,000,000	35,600
3641	35,800,000	1,000,000	35,800
3651	36,000,000	1,000,000	36,000
3661	36,200,000	1,000,000	36,200
3671	36,400,000	1,000,000	36,400
3681	36,600,000	1,000,000	36,600
3691	36,800,000	1,000,000	36,800
3701	37,000,000	1,000,000	37,000
3711	37,200,000	1,000,000	37,200
3721	37,400,000	1,000,000	37,400
3731	37,600,000	1,000,000	37,600
3741	37,800,000	1,000,000	37,800
3751	38,000,000	1,000,000	38,000
3761	38,200,000	1,000,000	38,200
3771	38,400,000	1,000,000	38,400
3781	38,600,000	1,000,000	38,600
3791	38,800,000	1,000,000	38,800
3801	39,000,000	1,000,000	39,000
3811	39,200,000	1,000,000	39,200
3821	39,400,000	1,000,000	39,400
3831	39,600,000	1,000,000	39,600
3841	39,800,000	1,000,000	39,800
3851	40,000,000	1,000,000	40,000
3861	40,200,000	1,000,000	40,200
3871	40,400,000	1,000,000	40,400
3881	40,600,000	1,000,000	40,600
3891	40,800,000	1,000,000	40,800
3901	41,000,000	1,000,000	41,000
3911	41,200,000	1,000,000	41,200
3921	41,400,000	1,000,000	41,400
3931	41,600,000	1,000,000	41,600
3941	41,800,000	1,000,000	41,800
3951	42,000,000	1,000,000	42,000
3961	42,200,000	1,000,000	42,200
3971	42,400,000	1,000,000	42,400
3981	42,600,000	1,000,000	42,600
3991	42,800,000	1,000,000	42,800
4001	43,000,000	1,000,000	43,000
4011	43,200,000	1,000,000	43,200
4021	43,400,000	1,000,000	43,400
4031	43,600,000	1,000,000	43,600
4041	43,800,000	1,000,000	43,800
4051	44,000,000	1,000,000	44,000
4061	44,200,000	1,000,000	44,200
4071	44,400,000	1,000,000	44,400
4081	44,600,000	1,000,000	44,600
4091	44,800,000	1,000,000	44,800
4101	45,000,000	1,000,000	45,000
4111	45,200,000	1,000,000	45,200
4121	45,400,000	1,000,000	45,400
4131	45,600,000	1,000,000	45,600
4141	45,800,000	1,000,000	45,800
4151	46,000,000	1,000,000	46,000
4161	46,200,000	1,000,000	46,200
4171	46,400,000	1,000,000	46,400
4181	46,600,000	1,000,000	46,600
4191	46,800,000	1,000,000	46,800
42			

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

A) Payroll budgets under-funded; BT to correct.

B)

C)

D)

Approved by Department Signing Authority:

Dmitriyevs

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Markell

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Public Health Dept. No: 7056 D Date: 6/22/2023

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

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0015	70560	525000 ✓	Overhead	18,029.78
0015	70560	525119 ✓	Liability Ins	17,055.00
0015	70560	520500 ✓	Insurance	17,337.00
0015	70560	521800 ✓	Office Expense	3,000.00

RECEIVED
JUN 23 2023

Supplemental budget requests require Auditor/Controller's signature

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

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

A) There are not enough funds in account 525000, 520500, 521800, and 525119

B) Funds remain in account 521900

C) All accounts must be balanced by the end of the FY

D) Insufficient funds in the 2223 budget

Approved by Department Signing Authority:

Denice Jones

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Mabel Mabie

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Public Health Dept. No: 70561 Date: 6/22/2023

The reason for this request is (check one): Approval Required

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

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request. **Auditor's / Risk:**

Auditor's / Risks

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

A) There are not enough funds in account some accounts

B) Funds remain in account 527500

C) All accounts must be balanced by the end of the FY

D) Insufficient funds in the 2223 budget

Approved by Department Signing Authority: Destena Jones

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: Madeleine Jones

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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

ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 13

4 Records printed

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Public Health Dept. No: 70561 Date: 6/22/2023

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

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

Auditor's / Risk

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

A) There are not enough funds in account 525000

B) Funds remain in account 51080

C) All accounts must be balanced by the end of the FY

D) Insufficient funds in the 2223 budget

Approved by Department Signing Authority:

DeLena Jones

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

M. Bellohal

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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

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

ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 13

ORG ACCOUNT

卷之三

Report generated: 06/21/2023 13:22
User: 2099d/jones
Program ID: q8acthST

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Senior Services Dept. No: 20830 Date: 6/15/2023

The reason for this request is (check one):

Approval Required

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

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) New grant made available to the Senior Nutrition Program

B) _____

C) Grant is available now and only for this fiscal year.

D) Unbudgeted revenue received

Approved by Department Signing Authority: D. Lene Jones

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: Martell

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

RESOLUTION NO. 23- 8793

**RESOLUTION TO ACCEPT AND APPROVE AMENDMENT TO SUBCONTRACT NUMBER
AP-2223-03 FROM CHICO STATE ENTERPRISES IN THE AMOUNT OF \$34,221.00 AND
AUTHORIZE THE DIRECTOR OF PUBLIC HEALTH TO SIGN.**

WHEREAS, Chico State Enterprises and the County of Plumas entered into a subcontract on July 1, 2022 to provide services according to Title III and Title IV Programs to meet the needs of California's older adult population; and

WHEREAS, Chico State Enterprises, pursuant to the Federal Passthrough Award, AP-2223-03 (Prime), will provide extra funding of up to \$34,221.00 from a variety of state and federal funding sources;

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

Approve Amendment to Subcontract Agreement Number AP-2223-03 from Chico State Enterprises in the amount of \$34,221.00 for Fiscal Year 2022-23 and authorize the Director of Public Health to sign the Amendment to Subcontract and all future Amendments to said Subcontract Number AP-2223-03.

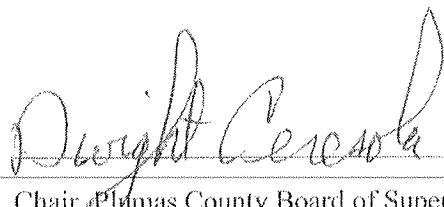
The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the day of June 6, 2023, by the following vote:

Ayes: Supervisor(s) Goss, McGowan, Hagwood, Engel, Ceresola

Noes: None

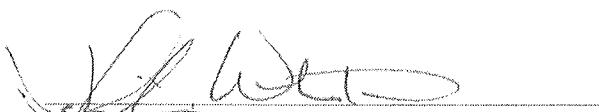
Absent: None

Abstain: None



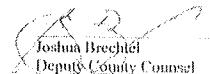
Chair, Plumas County Board of Supervisors

Attest:



Clerk, Plumas County Board of Supervisors

Approved as to form:



Joshua Brechtel
Deputy County Counsel

SUBCONTRACT

SUBCONTRACT NUMBER AP 2223-03 S005	AM. NO. I
CONTRACTOR IDENTIFICATION NUMBER	

THIS SUBCONTRACT, made and entered into July 1, 2022, in the State of California, by and between **Chico State Enterprises**, hereafter called **Contractor**, and **County of Plumas**, hereafter called **Subcontractor**.

Contractor, on behalf of its program the Area 3 Agency on Aging (AAA), has received a Federal Passthrough Award, AP-2223-03 (Prime), from California Department of Aging to provide services according to Title III and Title VII Programs to meet the needs of California's older adult population. Contractor is entering into this subcontract with Subcontractor in order to facilitate the goals and objectives set forth in the Prime.

Subcontractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide Funder with the services as follows: the term of this Subcontract shall commence **7/1/2022** and will end **6/30/2023**. The maximum amount of this Subcontract is **\$392,372** from the following funding sources:

Funding Group 1	C1 Nutrition	C2 Nutrition
Federal	\$ 68,442	\$ 14,997
State General Fund	\$ 10,696	\$ 35,689
State GF Augmentation	\$ 26,093	\$ 149,021
USDA NSIP	\$ 8,851	\$ 14,362
Total Groups (base agreement)	\$114,082	\$ 214,069
Amendment #1 Federal OTO	\$ 14,396	\$ 19,825
Total Groups with Am 1	\$128,478	\$ 233,894

Funding Group IIIB	Transportation
Federal	\$ 30,000
Total Group	\$ 30,000

Revised Total

Base Agreement \$358,151 + \$14,396 + \$19,825 = \$392,372

Subcontractor agrees to provide Nutrition services. The parties agree to comply with the terms and conditions in the original Subcontract Agreement by this reference:

All matters related to the scope of work and terms and conditions remain consistent with the fully executed base agreement.

CONTRACTOR	SUBCONTRACTOR
CHICO STATE ENTERPRISES BY: (AUTHORIZED SIGNATURE)	County of Plumas BY: (AUTHORIZED SIGNATURE) 
PRINTED NAME AND TITLE OF PERSON SIGNING Mary Sidney Chief Executive Officer	PRINTED NAME AND TITLE OF PERSON Dana Loomis
ADDRESS/E-MAIL 25 Main Street, Suite 203, CA 95929-0246 msidney@csuchico.edu	ADDRESS/E-MAIL 270 County Hospital Road Ste 206 Quincy CA 95971 danaloomis@countyofplumas.com

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

A) New grant made available to the Senior Nutrition Program

B) _____

C) Grant is available now

D) Unbudgeted revenue received

Approved by Department Signing Authority:

DeLena Jones

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Markie Olson

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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

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

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

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

RESOLUTION NO. 23- 8797

A RESOLUTION TO ACCEPT SUBAWARD NUMBER A23-0057-S003 FROM CHICO STATE ENTERPRISES IN THE AMOUNT NOT TO EXCEED \$119,490.00 AND AUTHORIZE THE DIRECTOR OF PUBLIC HEALTH TO SIGN.

WHEREAS, Chico State Enterprises has been awarded the Mello-Granlund Senior Nutrition Program Infrastructure Grant by the California Department of Aging (CDA), grant #NI-2223-03, for the purpose of purchasing, upgrading, or refurbishing infrastructure for the production and distribution of congregate or home-delivered meals; and

WHEREAS Plumas County Public health Agency will purchase equipment in compliance with the Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant Program (NI), affecting Senior Nutrition Programs authorized under the Mello-Granlund Older Californians Act; and

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

Approves and accepts Subaward Number A23-0057-S003 from Chico State Enterprises in the amount not to exceed \$119,490.00 for term 1/1/2023 through 12/31/2023 and authorizes the Director of Public Health to sign the Subaward Agreement A23-0057-S003.

Ratifies the Subaward Agreement A23-0057-S003, and authorizes the Director of Public Health to sign for any grant awards related to this Agreement or request reimbursement from 01/01/2023 to date of approval of this Agreement by the Board of Supervisors.

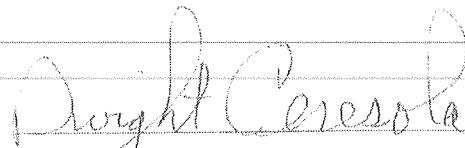
The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the day of June 6, 2023, by the following vote:

Ayes: Supervisor(s) Goss, McGowan, Hagwood, Engel, Ceresola

Noes: None

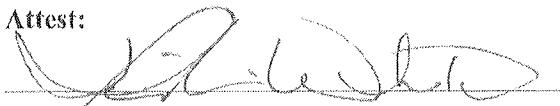
Absent: None

Abstain: None


Dwight Ceresola

Chair, Plumas County Board of Supervisors

Attest:



Clerk, Plumas County Board of Supervisors

Approved as to form:


Joshua Breechel
Deputy County Counsel

SUBAWARD

SI	ARD NUMBER	AM. NO.
	A23-0057-S003	
SUBRECIPIENT IDENTIFICATION NUMBER		

THIS SUBAWARD, made and entered into in the State of California, by and between **Chico State Enterprises**, hereafter called Prime Recipient, and

SUBRECIPIENT'S NAME

County of Plumas

, hereafter called Subrecipient.

Prime Recipient has been awarded the Mello-Granlund Senior Nutrition Program Infrastructure Grant by the California Department of Aging (CDA), grant # NI-2223-03, for the purpose of purchasing, upgrading, or refurbishing infrastructure for the production and distribution of congregate or home-delivered meals. Prime Recipient has identified Subrecipient to receive funds for the described purpose under this grant.

Subrecipient agrees at its own expense to furnish all equipment, labor and materials necessary to provide Prime Recipient with the services as follows:

Subrecipient will purchase equipment in compliance with the terms and conditions as detailed in Attachment A, Scope of Work.

The Term of this Subaward shall commence 1/1/2023 and will end 12/31/2023.

Prime Recipient agrees to reimburse Subrecipient an amount not to exceed \$119,490.00.

This Subaward incorporates the following attachments:

Attachment A – Scope of Work (1 page)
Attachment C – Contact Information (1 page)
Attachment D – Terms & Conditions (3 page)
Attachment H – Prime Award (30 pages)

This Subaward has been executed by the parties hereto, upon the date of final signature below:

PRIME RECIPIENT	SUBRECIPIENT	
Chico State Enterprises BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE) DATE
		
PRINTED NAME AND TITLE OF PERSON SIGNING Mary Sidney Chief Executive Officer, CSE	PRINTED NAME AND TITLE OF PERSON SIGNING Dana Loomis	
ADDRESS/E-MAIL 25 Main Street, Suite 203, CA 95928-5388 msidney@csuchico.edu	ADDRESS/E-MAIL 270 County Hospital Road, Ste 206, Quincy CA 95971 danaloomis@countyofplumas.com	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 119,490.00	TOTAL AMOUNT ENCUMBERED TO DATE \$ 119,490.00	PROJECT CODE SP-73264-01

Attachment A

Scope of Work

Subrecipient will purchase the following equipment in compliance with the Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant Program (NI), affecting Senior Nutrition Programs authorized under the Mello-Granlund Older Californians Act.

A. APPROVED PURCHASES PER CALIFORNIA DEPARTMENT OF AGING:

Subgrantee shall purchase the following equipment. All equipment **MUST** be in the subcontractor's **possession** by December 31, 2023. Only the equipment listed below is approved for purchase. Changes or substitutions must be authorized by the AAA prior to purchase, and authorization is not guaranteed.

SITE: PLUMAS COUNTY	
DESCRIPTION OF PROPERTY	ESTIMATED COST
Ford Transit Connect (2)	\$ 107,990.00
Convection Oven (2)	\$ 8,000.00
Reach-in Freezer	\$ 3,500.00
TOTAL	\$ 119,490.00

B. EQUIPMENT AND INVENTORY PROCEDURES

Subcontractor shall follow all mandated procedures for equipment acquisition, including the requirements outlined below:

- Secure competitive bids or sole source justification for items valued at \$10,000 or more
- Upon receipt of equipment, submit form CDA 9023 to Passages and Chico State Enterprises for items valued at \$5,000 or more and all IT equipment
- Record equipment on the subcontractor's master inventory, listing the infrastructure grant as the funding source

C. INVOICING AND REIMBURSEMENT

See Attachment D, Clause 1

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

The reason for this request is (check one): **Approval Required**

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

Approval Required

Board

Board

Board

Auditor

Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

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

Supplemental budget requests require Auditor/Controller's signature

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

DECEIVE
signature _____

pt of additional revenue

Auditor's / Risk

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

A) No budget was made for this account for FY2223

B) _____

C) There are payments due within this FY that cannot wait.

D) No revenue received because none budgeted.

Approved by Department Signing Authority:

DeLena Jones

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Martell

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: SB 678 - SHERIFF

Dept. No: 70388

Date 6/21/2023

The reason for this request is (check one):

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

Approval Required

Board

Board

Board

Auditor

Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
--------	--------	--------	--------------	-----------

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

RECEIVED
JUN 22 2023

Auditor's / Risk

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

A) TRANSFER TO COVER SHORTAGE IN ACCOUNT

B) EXPENSES LESS THAN ANTICIPATED

C) EXPENSES INCURRED THIS FISCAL YEAR

D) N/A

Approved by Department Signing Authority: Roni Towery

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: Mattie Hobbs

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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**ADMINISTRATIVE AND BUDGETARY CONTROLS CONSISTENT WITH
GOVERNMENT CODE SECTIONS 29092 AND 29125,
DURING FISCAL YEAR 2022-2023**

Consistent with Government Code Section 29092, the Board of Supervisors adopts these Administrative and Budgetary Controls for the administration of the Plumas County 2022-2023 Budget.

County Owned Personal Property

Sole authority for the disposition, lease, sale, or trade-in of all County-owned personal property shall rest with the Purchasing Agent or the Board of Supervisors, within the delegated authority, consistent with Government Code Section 25504 and Plumas County Code 3-1.19

Contracts and Leases

A County Department Head may approve contracts for which an appropriation is budgeted, not exceeding five thousand dollars (\$5,000) in value, subject to approval by County Counsel

Budget Transfers

The Auditor/Controller has authority to approve transfers and revisions of appropriations within a budget unit if overall appropriations of the budget unit are not increased. Provided, however, **no budget transfers in amounts greater than \$5,000 shall be allowed to, from or within Salaries and Benefits (all 51XXX series accounts) and Fixed Assets (all 54XXX series accounts)** without prior approval of the Board of Supervisors.

Critical Staffing

The filling of all positions vacated during the 2022-2023 fiscal year shall be approved by the Board of Supervisors and supported by the Critical Staffing Questionnaire and current Department Organizational Chart

Mid-Year Budget Review

The Auditor/Controller shall provide the Board of Supervisors a mid-year budget report in the month of February.

Department Head and Auditor/Controller Responsibility

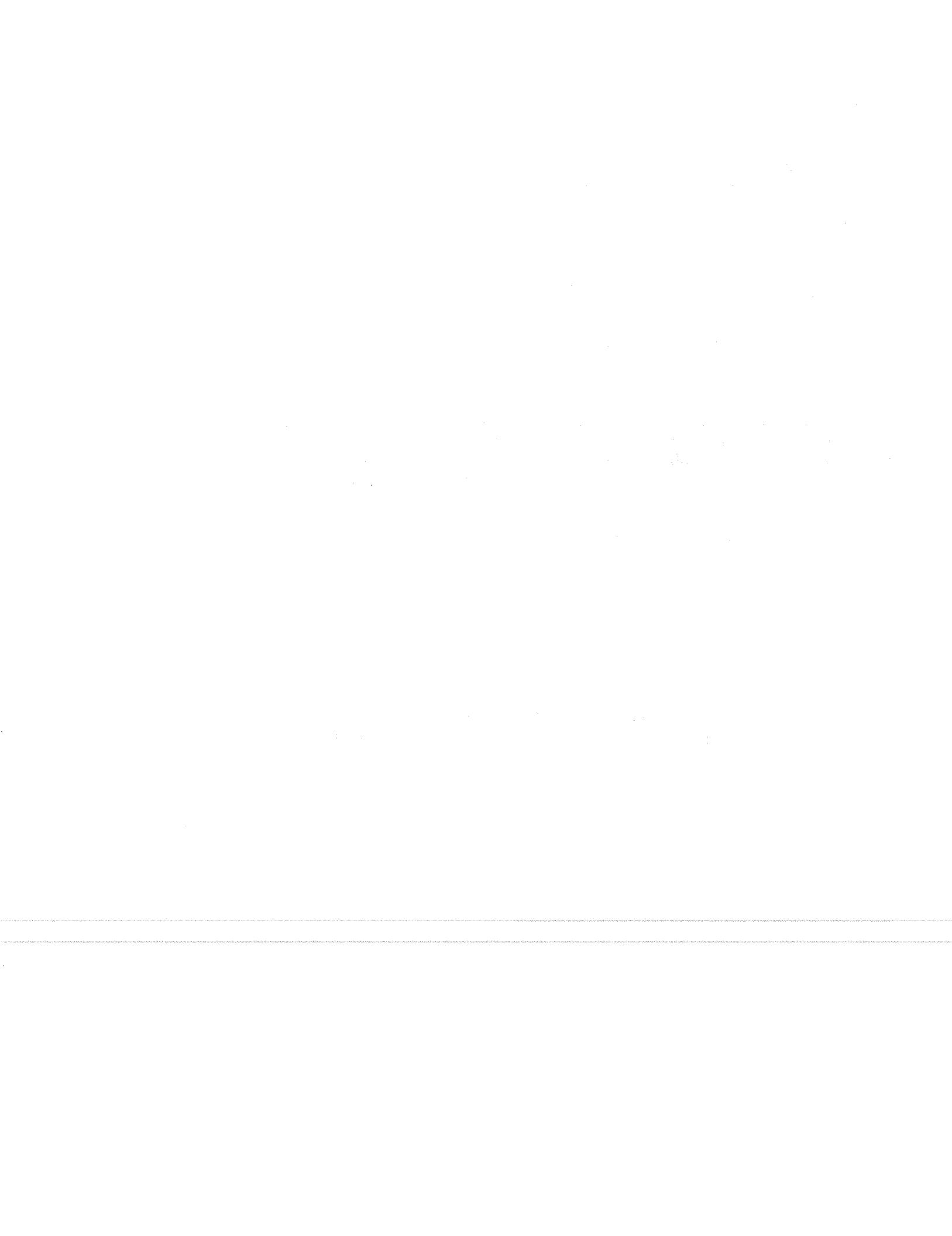
Department Heads shall insure that no expenditure is made, or obligation incurred in excess of the specific budget appropriation approved by the Board of Supervisors. Any expenditure or obligation incurred, in excess of the specific budget appropriation, shall be the personal obligation of the Department Head authorizing the expenditure or obligation. The Auditor/Controller shall issue no warrants unless specifically approved by the Board of Supervisors or the County Purchasing Agent, within the delegated authority.

Policies

Department Heads and County employees are referred to existing County policies as provided in the County Policy Manual.

Departmental Reorganization/Reclassification

Pursuant to Government Code §29124 of the County Budget Guide, while operating under a recommended budget, any requests for departmental reorganization/reclassifications shall be deferred following adoption of the fiscal year budget.





**PLUMAS COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Greg Ellingson, Director of Information Technology

MEETING DATE: June 30, 2023

SUBJECT: Adopt RESOLUTION to amend fiscal year 2022-2023 job classification plan adding two new job classifications to information technology department #20220; discussion and possible action.
Roll call vote

Recommendation:

Approve the attached resolution approving two new job classifications due to the need for the IT Department's restructuring:

1. SAAS Systems Administrator, \$29.78 base wage
2. Network/EDR Administrator \$27.65 base wage

Background and Discussion:

Due to complexity and the speed that the field of Information Technology evolves, as well as constant contact with confidential information in day-to-day activities, it is recommended that the Board of Supervisors approve the restructure of the two (2) new position to address the business need of the Information Technology department. For the past two years, the need to restructure the IT department to maintain systems as intended has been discussed with the annual budget review committee. In these meetings, the committee members have recognized this need and encouraged the Director of Information Technology to move forward with this request. It has become imperative to make these changes at this time.

The IT department has taken the County into the 21st century by maintaining system updates to meet the needs of County and keeping up with changes in technology. In order to continue to do this the department's staff infrastructure also needs updating with new job descriptions. For example, moving the County into a cloud-based architecture requires a new job description outlining the job functions to support this change. Implementing and managing the new Microsoft 365 system is crucial for the County to boost its operational efficiency. The importance of the system and network

administrators responsible for maintaining the County's computer systems and networks is immeasurable. These administrators are very important behind the scenes to ensure everything IT-related runs the way it should and does not cause any interruptions to the workday.

The SAAS Systems Administrator is a specialized classification in the Informational Technology Department, which has responsibility for developing, coding, and debugging application programs for the County computer systems. The position also has the responsibility for the development and maintenance of database applications, including but not limited to, County's financial and personnel systems with access to confidential information.

The Network/EDR Administrator is responsible for overseeing the County's database networks to ensure proper maintenance and cybersecurity. Identifies threats to security and acts as lead for support response to the

EDR platform. Duties include working with other IT staff and County employees to identify network or computer system needs, overseeing the installation of new hardware or software and using employee feedback to isolate issues.

Both positions have access to and support the County's financial and personnel data systems with access to confidential information. These new job classifications will be added to the County's Confidential Unit due to the nature of the duties in their normal workday, having access to confidential information relating to the County's administration of employer-employee relations which support management decisions.

This position analyzes and monitors all ongoing activities for devices connected to the County's network and provides real-time threat detection and visibility for automated threat response for security teams for cybersecurity.

These positions will ensure the security of local end user systems, the networks they are attached to, and SAAS systems as we move into the future. Accurate and secure administration of these systems is critical to the County's success. These positions are under the direction of the Information Technology Director

Thank you for your consideration in this request.

Action:

Adopt **RESOLUTION** to amend fiscal year 2022-2023 job classification plan adding two new job classifications to information technology department #20220

Fiscal Impact:

Increase to 20220 personnel budget as recommended by budget committee.

Attachments:

1. Exhibit B - Network - EDR Administrator
2. Exhibit A - SAAS Systems Administrator
3. Resolution New Job Class 2023

NETWORK /EDR ADMINISTRATOR**DEFINITION**

Under general direction of the Director of Information Technology to configure, maintain, and administer all County networks and EDR (endpoint detection & response) tools used by all County departments; and to perform related and other duties as required.

DISTINGUISHING CHARACTERISTICS

A Network/EDR Administrator is responsible for overseeing an organization's database networks to ensure proper maintenance and cybersecurity. Identifies threats to security and acts as lead on support response to the EDR platform. Duties include working with other IT staff and County employees to identify network or computer system needs, overseeing the installation of new hardware or software and using employee feedback to isolate issues. This position has access and supports the County's financial and personnel systems with access to confidential information.

This position analyzes and monitors all ongoing activities for devices connected to the County's network and provides real-time threat detection and visibility for automated threat response for security teams for cybersecurity.

REPORTS TO

Director of Informational Technology

CLASSIFICATIONS DIRECTLY SUPERVISED

None

NETWORK /EDR ADMINISTRATOR - 2

EXAMPLES OF DUTIES

- Administers and optimizes all County networks, troubleshooting and resolving network issues, implementing cybersecurity measures, and proactively optimizing network performance.
- Maintaining computer networks and systems including software, mainframes, VPNs, routers and other physical hardware.
- Combine and correlate full-spectrum endpoint visibility data across all devices to analyze activity and provide details about Indicators of Compromise (IoC) as well as Indicators of Attack (IoA).
- Installing and configuring network equipment to update or fix hardware or software issues.
- Updating virus protection software to keep data and communications protected.
- Monitoring computer systems to improve network performance for computer systems and networks.
- Communicating networking issues to other employees and management, especially in training new users.
- Fixing software and hardware configuration issues for users on-demand or from inspection of the systems.
- Administers and optimizes County EDR (endpoint detections & response) tools.
- Administers county data backups and related tools.
- Works with state entities / vendors to understand network requirements and determines best practices to facilitate those needs while complying with county policies.
- Prepares thorough topologies and documentation on County networks.
- Prepares thorough and clear documentation on County EDR tools.
- Prepares & hardens county endpoint operating systems.
- Monitors new security risks and prepares reports / dashboards on these risks for the Information Technology Director.
- Continually monitor for necessary updates, ensuring optimal network performance and security.
- Installs and tests new computer hardware, software, and operating systems.
- Assists with county desktop support.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and move objects weighing up to 50 lbs.; 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; some exposure to dust and electrical energy; continuous contact with staff and the public.

NETWORK /EDR ADMINISTRATOR - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Analyzing and figuring out the systems needs of a government County agency.
- Use of various data analytics techniques to detect suspicious system behavior.
- Installing hardware and software for the network.
- Antivirus (AV) and antimalware (AM) tools.
- Advanced threat detection and malicious activity detection.
- Containment of the cyber security threat at the compromised endpoint.
- Incident data search and investigations – alert triage with high fidelity alerting.
- Suspicious activity and remediation guidance.
- Threat hunting to protect the endpoint against future attacks.
- Keeping systems operating efficiently by performing any necessary upgrades and repairs.
- Planning a strategy to maintain system security on the computers and the network.
- Optimizing and evaluating the system regularly.
- Assigning and updating security permissions for the system network.
- Training or directing users on the correct use of software and hardware within the system.
- Performing problem-solving tasks when alerted by an employee user or monitoring system.
- Computer operating systems.

Ability to:

- Analyze user information system needs and develop systems to meet those needs.
- Proactively monitor, detect, and remediate or isolate threats on endpoint devices as they happen.
- Focus on endpoint security as a key part of the overall County's IT security strategy.
- Lead and oversee deployment, operation, and maintenance of the global EDR platform.
- Block malicious activities throughout the County's computer systems.
- Detect to contain, investigate, and eliminate invasive cybersecurity threats.
- Provide remediation options in response to threats to restore affected systems.
- Evaluate and prioritize projects under the direction of the Information Technology Director.
- Maintain the confidentiality at all times
- Communicate clearly and concisely, both orally and in writing.

NETWORK /EDR ADMINISTRATOR - 4

Training and Experience:

A minimum of two (2) years' experience in TCP/IP, Cisco Training, familiarity with backup and recovery software and methodologies, and computer & server operating systems.

Specific knowledge of Cisco Meraki Administration, Firewall Configuration, Cohesity Backup Administration, Crowdstrike Administration, and Microsoft Windows.

Equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields. A bachelor's degree in a related field is highly desirable.

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 Driver's 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.

SAAS SYSTEMS ADMINISTRATOR**DEFINITION**

Under general direction of the Director of Informational Technology to configure, maintain, and administer SAAS (software as a service) cloud-based computer systems used by numerous County departments; manage use of these applications for enhanced employee work performance.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification position in the Informational Technology Department, which has responsibility for developing, coding, and debugging application programs for the County computer systems. The position also has responsibility for the development and maintenance of database applications, including but not limited to County's financial and personnel systems with access to confidential information.

Compliance management refers to an individual's ability to ensure that employees comply with the rules, procedures and policies related to SaaS applications. This skill is particularly important because it allows the Information Technology (IT) Department to maintain the security of the County's data. Compliance management requires SaaS professionals to communicate clearly about the expectations for the software, the creation of documents that explain the security policies and the organization of the SaaS software that Plumas County uses. This position will improve the County's use of software while also enhancing the security levels.

REPORTS TO

Director of Informational Technology

CLASSIFICATIONS DIRECTLY SUPERVISED

None

SAAS SYSTEMS ADMINISTRATOR - 2

EXAMPLES OF DUTIES

- Administers County SAAS systems and assists related departments with personalized configuration, reporting (SSRS), training, documentation, and troubleshooting.
- Administers County internet facing presence (Webpage, Social Media, ADA compliance)
- Works with end users / departments to understand information needs and configures SAAS systems to meet those needs.
- Prepares thorough systems definitions, and documentation for new and existing systems.
- Performs complex work in the configuration, debugging, and enhancement of SAAS systems and programs.
- Administers County Office 365 tenant including, Email, SharePoint, Azure Active Directory, O365 security, and Office 365 applications.
- Administers county ERP and assists related departments with personalized configuration, reporting (SSRS), training, documentation, and troubleshooting.
- Installs and tests new computer hardware, software and operating systems.
- Maintain accurate records of automation related problems and solutions.
- Manage access to software applications to ensure security.
- Onboard and offload employees to the proper applications.
- Assist with developing and adhering to the department's fiscal budget.
- Optimize the SaaS Budget by identifying which software is most valuable to the County.
- Assists with desktop support, employee training and administration of SaaS applications.
- Acts as support member for system upgrades, integrations, and technical assistance as needed.
- Maintain systems to protect County data, employee confidential information, and other protective measures a necessary.
- Perform related duties as assigned by Director of Information Technology.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and move objects weighing up to 50 lbs.; 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; some exposure to dust and electrical energy; continuous contact with staff and the public.

SAAS SYSTEMS ADMINISTRATOR - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Compliance management to ensure County is compliant with rules, procedures, and policies related to SAAS applications.
- Maintain cybersecurity and ensure all employees know how to use and secure applications.
- Computerized information systems including hardware and software capabilities.
- Principles, methods, and procedures of application program development, testing, and maintenance.
- Coding languages to ensure SAAS custom applications are ready.
- Database application development languages used by County database software.
- Programming languages and available software packages.
- Recent developments, current literature, and sources of information regarding data processing and computer systems.
- Project development, management, and coordination.
- Development and conversion of applications and services to automated data processing.
- Configuration and documentation of general SAAS systems.
- ADA Compliance / Website Administration.
- Computer operating systems.

Ability to:

- Ability to communicate effectively with other employees and County leadership about budget, application usage and other issues related to SAAS applications.
- Interact effectively and collaborate with all types of people to ensure computer applications work effectively.
- Develop, implement, modify, and maintain application programs and database systems.
- Train users in the use of application programs and database applications.
- Analyze user data processing needs and develop programs and database applications to meet those needs.
- Develop documentation and user manuals for systems and programs.
- Prepare reports and correspondence.
- Effectively present ideas and recommendations orally and in writing.
- Effectively represent the programs, operations, and functions of the County Data Processing Division, with the public, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Quickly and independently learn, document, and begin to train end users on new and existing SAAS systems.
- Analyze user information system needs and develop systems to meet those needs.
- Evaluate and prioritize projects under direction of the Information Technology Director
- Develop precise and clear documentation and user manuals.
- Communicate clearly and concisely, both orally and in writing.

SAAS SYSTEMS ADMINISTRATOR - 4

Training and Experience:

Two (2) years of responsible experience in the field of computer programming, website development, or systems analysis, including experience in the field of SAAS systems administration, including O365 administration.

Specific knowledge of Office 365 Tenant Administration, Munis ERP, CivicPlus / CivicClerk, and Microsoft Windows.

Equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields. Bachelor's degree related field is highly desirable.

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 Driver's 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.

RESOLUTION NO. 2023- _____

**RESOLUTION TO AMEND FISCAL YEAR 2022-2023 JOB CLASSIFICATION PLAN
ADDING TWO NEW JOB CLASSIFICATIONS TO INFORMATION TECHNOLOGIES
DEPARTMENT #20220**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2022/2023 Job Classification Plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the Information Technologies Department Fund #20220; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2022-2023 Position Allocation adding two (2) new job descriptions for a SAAS Systems Administrator with a base wage of \$29.78 and Network/EDR Administrator base wage of \$27.65 job descriptions, Fund #20220; and

WHEREAS, Plumas County has met the meet and confer obligations for this position with Confidential Unit; and

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

Approve the attached two (2) new job classifications for the positions of Plumas County SAAS Systems Administrator base wage of \$29.78 and Network/EDR Administrator base wage of \$27.65 and add these new classifications to the Confidential Unit based confidential definition of these position.

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 30th day of June 2023 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors



**PLUMAS COUNTY
COUNTY ADMINISTRATOR
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Zachary Gately, Grant Manager

MEETING DATE: June 30, 2023

SUBJECT: Adopt RESOLUTION authorizing the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program; discussion and possible action. Roll call vote

Recommendation:

APPROVE and AUTHORIZE the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program.

Background and Discussion:

Plumas County has been working toward an automated permit processing mechanism to keep up with changing regulations as well as make this process easier for the public. The California Energy Commission recently made funds available to counties and cities in California to facilitate this process. Plumas County is eligible for this program and would like to accept \$40,000 to push this initiative forward.

Action:

Resolution to APPROVE and AUTHORIZE the County Administrative Officer to apply for and receive \$40,000 of grant funds for automating residential solar permitting from The California Energy Commission's California Automated Permit Process (CalAPP) Program.

Fiscal Impact:

No fiscal impact on the general fund.

Attachments:

1. 23-494 FINAL
2. CalAPP_Program_Flier_ada

PLUMAS COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 23-_____

**RESOLUTION TO APPROVE AND AUTHORIZE THE COUNTY ADMINISTRATIVE OFFICER TO APPLY FOR
AND RECEIVE \$40,000 OF GRANT FUNDS FOR AUTOMATING RESIDENTIAL SOLAR PERMITTING FROM
THE CALIFORNIA ENERGY COMMISSION'S CALIFORNIA AUTOMATED PERMIT PROCESS (CALAPP)
PROGRAM**

WHEREAS, under Senate Bill 129, the California legislature appropriated \$20 million in funding to support the California Energy Commission in providing funds to aid cities and counties to meet the state requirements for automated permitting in regard to the installation and building of residential solar energy systems; and

WHEREAS, Plumas County is working toward implementing an automated permitting process which would provide an automated plan review for residential solar energy systems which allow instant permit issuance and payment when the project is determined to be code compliant; and

WHEREAS, Plumas County desires to utilize the funds available under the aforementioned grant to implement the automated permitting system by expending funds on staff labor costs, staff training, and any subscription cost for permit tracking software; and

NOW, THEREFORE, BE IT RESOLVED, the Plumas County Board of Supervisors does hereby approve and authorize the County Administrative Officer to apply for and receive grant funds from the California Energy Commission's California Automated Permit Process (CalAPP) Program; and

BE IT FURTHER RESOLVED, the Plumas County Board of Supervisors does hereby approve the disbursement of any grant funds under this program from the County Administrative Officer to the Director of Building Services to be expended under the terms of the grant.

The foregoing 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 30th day of June, 2023, by the following vote:

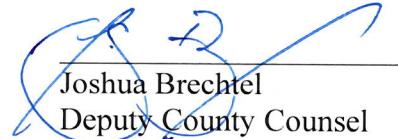
AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Dwight Ceresola, Chair
Board of Supervisors

ATTEST:

Heidi White
Clerk of the Board of Supervisors

Approved as to form:



Joshua Brechtel
Deputy County Counsel

Grant Money For Solar Permitting



Expedite your solar permitting process! Reduce the time and resources needed to review and approve small residential solar installations in your community with money from the California Energy Commission. **Millions of dollars in grant funding** are available to all permitting jurisdictions in California for the adoption of an online, automated solar permitting platform such as SolarAPP+.

The **application window is open now** until May 1, 2023. Funding is reserved on a first-come, first-served basis while money is still available.

Program Highlights:

Quick and easy application with electronic submittal

Grants between \$40,000-\$100,000 based on population of jurisdiction

Grant activities can be reimbursed until May 1, 2027



The California Automated Permit Processing (CalAPP) Program is administered by the California Energy Commission. The program was funded with \$20 million from the California Budget Act of 2021 to support a grant program for California cities and counties to establish online solar permitting. Visit the CalAPP Program webpage at www.energy.ca.gov/calapp for more information.

Questions? Contact the CalAPP team at CalAPP@energy.ca.gov



**PLUMAS COUNTY
COUNTY ADMINISTRATOR
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Debra Lucero, County Administrative Officer

MEETING DATE: June 30, 2023

SUBJECT: Report and update on the FY 2023-2024 budget; discussion, possible action and/or direction to staff.

Recommendation:

County of Plumas Recommended Budget Accompanying Notes

- The data in FY21/22 is not final as the audit is ongoing. The data in the FY 22/23 actual schedule is year to date as of June 19, 2023. These results are not final results for this year and will change once the fiscal year is audited and closed.
- The Recommended Budget for FY 23/24 Schedules 1-4 are not included as they Require FY21/22 and FY22/23 to be completed.
- The Recommended Budget for FY 23/24 is a rollover of the FY 22/23 Adopted Budget. It does not contain cost of living increases, department input, or known variances. The Recommended Budget is presented to allow the county to continue to operate while we finalize our adopted Budget projections and our MOU's with the unions.
- FY 23/24 Adopted Budget, once complete, will vary vs. Recommended Budget and will more accurately reflect the anticipated financial results.

Background and Discussion:

n/a

Action:

Target Dates:

- 07/11/23 - First Preliminary Adopted Budget imported into Munis; schedules & commentary available for CLA, Auditor - Controller, and CAO to review.
- 08/01/23 - Second Preliminary Adopted Budget imported into Munis; schedules & commentary available for CLA, Auditor - Controller, and CAO to review.
- 08/15/23 - Final Adopted Budget schedules complete & sign-off on publishing & distribution to Board.
- 09/05/23 - Board meeting to approve Adopted Budget.

Fiscal Impact:

n/a

Attachments:

None



**PLUMAS COUNTY
COUNTY ADMINISTRATOR
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Debra Lucero, County Administrative Officer

MEETING DATE: June 30, 2023

SUBJECT: Adopt RESOLUTION to adopt the Recommended Budget for Plumas County and the Dependent Special Districts therein for Fiscal Year 2023-2024, in Accordance with Government Code §29064. Roll call vote

Recommendation:

n/a

Background and Discussion:

n/a

Action:

n/a

Fiscal Impact:

n/a

Attachments:

1. Resolution Recommended Budget FY23-24
2. ADMINISTRATIVE BUDGETARY CONTROLS - Exhibit B 2023-2024

RESOLUTION NO. 23-

A RESOLUTION ADOPTING THE RECOMMENDED BUDGET FOR PLUMAS COUNTY AND THE DEPENDENT SPECIAL DISTRICTS THEREIN FOR FISCAL YEAR 2023-2024, IN ACCORDANCE WITH GOVERNMENT CODE SECTION 29064(a)

WHEREAS, the Recommended Budget for Fiscal Year 2023-2024 for Plumas County was prepared and distributed according to law, and a copy of the Proposed Budget is on file with the Clerk of the Board; and

WHEREAS, the Board of Supervisors now seeks to adopt the Recommended Budget in accordance with Government Code §29000 et. seq., and adopt recommended budgets for Special Districts for which the Board of Supervisors is the governing board.

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

1. The recommended budget for Fiscal Year 2023-2024 as submitted by the County Administrative Officer and as revised by the Board of Supervisors, is a proper financial program for the budget period and constitutes the Recommended Budget for Fiscal Year 2023-2024 for Plumas County and those Special Districts governed by the Board of Supervisors.
2. The Recommended Budget for Fiscal Year 2023-2024 is hereby approved, and shall constitute authorization for County expenditures until adoption of the budget for said fiscal year.
3. A copy of the Recommended Budget shall be filed with the Clerk of the Board.
4. Hearings to consider the adoption of the Recommended Budget for Fiscal Year 2023-2024, as revised by the County Administrative Officer, shall commence on September 19, 2023 at 10:00 am, or as soon thereafter as practicable, in the Chambers of the Board of Supervisors at 520 Main Street, Room 309, Quincy, California, and the Clerk of the Board of Supervisors is directed to cause the posting and publication of such notice as is required for said hearing.
5. Pursuant to Government Code section 29081, the hearing on the budget recommended for adoption shall not exceed a total of fourteen calendar days.
6. All Capital Improvement Projects and Fixed Asset Purchases listed in the budget book are specifically approved by the Board as specified in Government Code section 29124 (a)(2).

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a special meeting of said Board held on 30th of June, 2023 by the following vote:

AYES:

NOES:

ABSENT:

Dwight Ceresola, Chair

ATTETS:

Heidi White
Clerk of the Board

**ADMINISTRATIVE AND BUDGETARY CONTROLS CONSISTENT WITH
GOVERNMENT CODE SECTIONS 29092 AND 29125,
DURING FISCAL YEAR 2023-2024**

Consistent with Government Code Section 29092, the Board of Supervisors adopts these Administrative and Budgetary Controls for the administration of the Plumas County 2023-2024 Budget.

County Owned Personal Property

Sole authority for the disposition, lease, sale, or trade-in of all County-owned personal property shall rest with the Purchasing Agent or the Board of Supervisors, within the delegated authority, consistent with Government Code Section 25504 and Plumas County Code 3-1.19

Contracts and Leases

A County Department Head may approve contracts for which an appropriation is budgeted, not exceeding five thousand dollars (\$5,000) in value, subject to approval by County Counsel

Budget Transfers

The Auditor/Controller has authority to approve transfers and revisions of appropriations within a budget unit if overall appropriations of the budget unit are not increased. Provided, however, no budget transfers in amounts greater than \$5,000 shall be allowed to, from or within Salaries and Benefits (all 51XXX series accounts) and Fixed Assets (all 54XXX series accounts) without prior approval of the Board of Supervisors.

Critical Staffing

The filling of all positions vacated during the 2023-2024 fiscal year shall be approved by the Board of Supervisors and supported by the Critical Staffing Questionnaire and current Department Organizational Chart

Mid-Year Budget Review

The Auditor/Controller shall provide the Board of Supervisors with a mid-year budget report in the month of February.

Department Head and Auditor/Controller Responsibility

Department Heads shall ensure that no expenditure is made, or obligation incurred in excess of the specific budget appropriation approved by the Board of Supervisors. Any expenditure or obligation incurred, in excess of the specific budget appropriation, shall be the personal obligation of the Department Head authorizing the expenditure or obligation. The Auditor/Controller shall issue no warrants unless specifically approved by the Board of Supervisors or the County Purchasing Agent, within the delegated authority.

Policies

Department Heads and County employees are referred to existing County policies as provided in the County Policy Manual.

Departmental Reorganization/Reclassification

Pursuant to Government Code §29124 of the County Budget Guide, while operating under a recommended budget, any requests for departmental reorganization/reclassifications shall be deferred following adoption of the fiscal year budget.