

TAB 2
CAO'S BUDGET ATTACHMENTS

ATTACHMENTS

- A. FY 2014-15 Beginning Fund Balances**
- B. Recommended Personnel Changes**
- C. Allocated Positions by Department**
- D. High Priority Position Restoration**
- E. General Capital Budget**
- F. Road Construction Budget**
- G. Local Non-Profit Funding Requests**
- H. Vehicle/Heavy Equipment Replacement Chart**
- I. FY 2014-15 Appropriation Limit Computation**
- J. FY 2014-15 Adopted Budget Resolution**

ATTACHMENT "A"

FY 2014-15 BEGINNING FUND BALANCES

FY 2014/15 Beginning Fund Balance
(As of 8/21/2014)

ATTACHMENT A

		Projected	Actual	Variance
General Fund	0001	\$2,480,564	\$3,433,433	\$952,869
County Road	1101	\$204,319	\$1,150,474	\$946,155
Monument Preservation	1105	\$0	\$14,012	\$14,012
County Fire	1107	\$381,046	\$582,294	\$201,248
Criminal Justice Facility	1121	\$0	\$0	\$0
Courthouse Construction	1124	\$0	\$0	\$0
Fish and Game	1125	\$11,300	\$24,309	\$13,009
Solid Waste	1130	\$239,931	\$227,413	(\$12,518)
Health	1140	\$861,628	\$1,167,096	\$305,468
Mental Health	1145	\$752,848	\$1,166,159	\$413,311
Department of Social Services	1150	\$1,251,643	\$1,360,292	\$108,649
Tuolumne County BH Housing	1185	\$3,000	\$ 3,001	\$1
Road Construction	3301	\$971,487	\$768,744	(\$202,743)
Airport Construction	3310	\$0	\$0	\$0
County Capital	3315	\$283,642	\$529,458	\$245,816
Total General and Special Revenue Funds		\$7,441,408	\$10,426,685	\$2,985,277
Columbia Airport	4430	\$47,759	\$41,400	(\$6,359)
Pine Mountain Airport	4440	\$15	\$7,785	\$7,770
Ambulance	4450	\$523,800	\$963,540	\$439,740
Total Enterprises		\$571,574	\$1,012,725	\$441,151
Liability Fund	5510	\$189,490	\$294,073	\$104,583
Unemployment	5520	\$254,042	\$269,267	\$15,225
Telecommunications	5530	\$450,023	\$468,818	\$18,795
Worker's Comp	5540	\$6,863,013	\$6,810,044	(\$52,969)
Purchasing	5550	\$113,381	\$101,941	(\$11,440)
Insurance- Employee Group	5560	\$45,000	\$22,421	(\$22,579)
Employee Leave	5570	\$449,707	\$412,491	(\$37,216)
Post Retirement Insurance	5580	\$3,381,023	\$3,383,266	\$2,243
Fleet-Radio Fund	5590	\$77,232	\$51,509	(\$25,723)
Total Internal		\$11,822,911	\$11,813,830	(\$9,081)
		\$19,835,893	\$23,253,240	\$3,417,347

ATTACHMENT "B"

RECOMMENDED PERSONNEL CHANGES

Summary of Recommended Personnel Actions

Sheriff-Coroner:

- Community Services Officer I/II: New class specification which gives flexibility to management for staffing of technical, clerical and manual activities related to law enforcement functions across divisions within the Sheriff's Office. Eliminates the positions Evidence Custodian/Fleet Coordinator, Crime Scene Technician I/II and Evidence Assistant and reclassifies current incumbents as Community Services Officers (see memo that follows the chart).
- Add one new Deputy Sheriff with revenue generated from Court Security.
- Add one new Jail Deputy Sheriff using funding from revenue generated from contract with US Forest Service and CalTrans for inmate crews.
- Converts one Bailiff to one Deputy Sheriff. This action is standard with the conversion of sworn positions (e.g. Detectives, Bailiff's, etc.) as they become vacant to the position of Deputy Sheriff allowing the Sheriff greater flexibility in assigning Deputy Sheriff's to other functions of the Sheriff's Office.

Behavioral Health:

- Addition of a new Behavioral Health Worker to assist in expanding the Alcohol and Drug program. This individual will work Drug Dependence Court clients, AB109 clients and jail services to coordinate in-custody release planning involving substance abuse with the Behavioral Health clinical jail staff to assure transition from jail into Behavioral Health. This position will be fully funded using SAPT funding, Realignment 2011 and Mental Health Substance Abuse Administration Block Grant funds.

CRA – Road Administration/Engineering:

- Engineering Assistant I/II: Adding one new position as a result of the increased number of Road Capital projects. The position will be fully funded with Federal Capital Project reimbursement funds.

Public Health:

- Convert a vacant Clinic LVN 0.8 FTE to a Clinic RN 1.0 FTE. This position will provide women's health services, sexually transmitted disease diagnosis and treatment, as well as immunizations to adults and children. While an LVN has a limited scope of practice and must work under the direct supervision of a licensed registered nurse or physician, the Clinic RN will be able to work independently, assist in other programs and projects and provide both clinical and public health nursing services. This position will be fully funded using Realignment funds.

FY 2014-15 RECOMMENDED BUDGET PERSONNEL CHANGES

FUND	DEPARTMENT	ACTION/SUMMARY OF NEED/JUSTIFICATION	DESCRIPTION	COST	INCUMBENTS	EFF. DATE
General	Sheriff-Coroner	Conversion - Reorganization	Crime Scene Technician (1.0 FTE) to Community Services Officer (1.0 FTE)	\$0	Jenny Dillon	09/07/14
General	Sheriff-Coroner	Conversion - Reorganization	Evidence Custodian/Fleet Coord (1.0 FTE) to Community Services Officer (1.0 FTE)	\$0	Tom Aiken	09/07/14
General	Sheriff-Coroner	Conversion - Reorganization	Evidence Technician (0.5 FTE) to Community Services Officer (0.5 FTE)	\$3,329	Monica Wicks	09/07/14
General	Sheriff-Coroner	Addition	Deputy Sheriff (1.0 FTE)	\$58,426	New	09/01/14
General	Sheriff-Jail	Addition	Jail Deputy Sheriff (1.0 FTE)	\$45,125	New	10/13/14
General	Sheriff-Court Security	Conversion	Bailiff (1.0 FTE) to Deputy Sheriff (1.0 FTE)	\$0	Vacant (Retirement)	09/07/14
			Fund Sub-Total	\$106,880		
Behavioral Health	Behavioral Health	Addition	Behavioral Health Worker	\$51,096	New	
			Fund Sub-Total	\$51,096		
Road	CRA-Admin/Engineering	Addition	Engineering Assistant I/II	\$51,997	New	
			Fund Sub-Total	\$51,997		
Health	Public Health	Conversion	Clinic LVN (.8 FTE) for Clinic RN (1.0 FTE)	\$27,273	Vacant	
			Fund Sub-Total	\$27,273		



Human Resources / Risk Management

Ann Fremd
Human Resources/Risk Manager

August 21, 2014

TO: Board of Supervisors

FROM: Craig L. Pedro, County Administrator *CLP*
Ann Fremd, Human Resources/Risk Manager *AF*

SUBJECT: Creation of Community Services Officer I/II Class Specifications and Assignment of Salary Range and Bargaining Unit and Associated Reclassifications

JAMIE LEIGH
Sr. Administrative Analyst
(209) 533-6957

JEANNE HILL
Sr. Human Resources Tech
(209) 533-6958

BARBIL PLOWMAN
Sr. Human Resources Tech
(209) 533-6988

Attached is the proposed new classification of Community Services Officer I/II. This position will work in the Sheriff's Office and will perform a variety of public relations, technical, clerical and manual activities related to law enforcement functions such as taking phone reports, parking enforcement, traffic control, evidence and fingerprint collection, photography, abandoned vehicle abatement, and community outreach program. Persons working as Community Services Officers will be able to perform these support duties for any of the departments within the Sheriff's office which gives Sheriff's management flexibility to assign staff to areas with the greatest need.

Creating this classification will allow the Sheriff to eliminate the classifications of Crime Scene Technician I/II (1.0 FTE), Evidence Custodian Assistant (.5 FTE) and Evidence Custodian/Fleet Coordinator (1.0 FTE). This position would be assigned to the Deputy Sheriff's Association Memorandum of Understanding. The Community Services Officer I would be paid at a range of 294 (Step E: \$17.71/hour; \$36,829 annually) and the Community Services Officer II would be paid at a range of 314 (Step E: \$19.56/hour; \$40,692 annually) with a total position allocation of 2.5 FTE's.

Three current employees would be reclassified to this position.

- 1) Thomas Atkin, Evidence Custodian/Fleet Coordinator: Mr. Atkin would be reclassified as a Community Services Officer II. Mr. Atkin is currently paid at a range of 331 (Step E: \$21.30/hour; \$44,304 annually). Staff recommends Y-rating Mr. Atkin at his current range. Upon Mr. Atkin's retirement or if he should transfer to another position, the range for this position would return to the established range of 294 or 317. There is no increased cost to the budget for this reclassification.
- 2) Jennifer Dillion, Crime Scene Technician I/II: Ms. Dillion would be reclassified as a Community Services Officer II: Ms. Dillion is currently

paid at a range of 314 (Step E: \$19.56/hour; \$40,692 annually). Her salary would be unaffected by this change and thus there is no increased cost to the budget for this reclassification.

- 3) Monica Wicks, Evidence Custodian Assistant: Ms. Wicks would be reclassified as a Community Services Officer I. Ms. Wicks is currently assigned to the .5 FTE position and is paid at a range of 264 (Step E: \$15.25/hour; \$31,720 annually, or \$15,850 for the .5 FTE). Ms. Wicks would be increased to range 294 (Step E: \$17.71/hour; \$36,828 annually, or \$18,414 for the .5 FTE). This reclassification would increase the budget by \$3,329 (hourly rate increase including PERS and FICA).

Recommendation

It is recommended that your Board:

1. Modify the authorized positions in the Sheriff's Office by eliminating the Evidence Custodian/Fleet Coordinator, Crime Scene Technician I/II and Evidence Custodian Assistant class specifications and adding back 2.5 FTE's of Community Services Officer I/II;
2. Approve the new Community Services Officer I/II class specification, and the assignment of the class specification to the Deputy Sheriff's Association, and the salary range of 294/317 respectively; and,
3. Approve the reclassification of Thomas Atkin to a Community Services Officer II with associated Y-rating at his current pay range, Jennifer Dillon to a Community Services Officer II, and Monica Wicks to a Community Services Officer I.

Cc: Sheriff Mele
Undersheriff Pooley
Gary Messing, Carroll Burdick & McDonough

COMMUNITY SERVICES OFFICER I/II

DEFINITION

Under general direction of law enforcement personnel, assists the public and Sheriff's Deputies by performing a variety of public relations, technical, clerical, and manual activities related to law enforcement function. Assignments involve a substantial amount of public contact and may include taking reports over the telephone and in person; parking enforcement and traffic control; evidence and fingerprint collection; photography; abandoned vehicle abatement; coordinating neighborhood watch activities; making public presentations; processing narcotics; clerical and support duties for all Sheriff's office departments; clerical and support duties related to property and evidence, fleet, dispatch, county jail facility, and department administration; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Community Service Officer I is the entry level classification in this series. This is a non-sworn civilian position that does not require Peace Officer status, training or responsibility. Initially under close supervision, incumbents perform simpler, less skilled work while learning and increasing their skills. This classification is flexibly staffed with Community Services Officer II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Community Services Officer II.

Community Services Officer II is the full working-level classification in the series, competent to perform the full range of assigned duties. This is a non-sworn civilian position that does not require Peace Officer status, training or responsibility. This position may provide lead direction to Community Service Officer I employees.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Write a variety of reports relating to assigned area or responsibility.
- Direct traffic at special events, fire, crime and accident scenes and signal outages.
- Testify in court.
- Recover stolen vehicles when found unattended.
- Observe and report hazardous conditions, obstructions to traffic, and other emergencies.
- Patrol and enforce parking laws and regulations applicable to non-moving vehicles and issue citations.

- Identify and tow abandoned vehicles as authorized.
- Collect, receive, and store property and evidence according to prescribed procedures.
- Photograph crime scenes, victims, evidence and property.
- Process crime scenes and evidence for fingerprints; analyze evidence and fingerprints.
- Serve as court and District Attorney liaison; assemble reports; maintain files, subpoenas, citations, warrants, logs, permits and a variety of other documents; submit information to other agencies and departments as necessary.
- Coordinate scheduled court appearances for department personnel; maintain records and statistics; process court papers and serve subpoenas.
- Serve as a liaison between the Sheriff's Department and the public; coordinate and publicize a variety of events and programs including Neighborhood Watch activities, public awareness programs; conduct neighborhood security checks.
- Respond to quests from the public regarding law enforcement activities.
- Contact the public in person and via telephone to take a variety of reports where there are no suspects including, but not limited to, runaways, missing persons, fraud, theft, vandalism, burglary and auto theft.
- Perform clerical support duties including data entry functions related to property and evidence, fleet, dispatch, jail, civil, coroner, and general administration.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Level I:

Proper English language usage including spelling, grammar and punctuation.

Modern office practices and technology, including the use of computers for data and word processing.

Basic mathematics.

Level II (in addition to above):

All pertinent federal, state and county laws, codes, rules, regulations and standards.

County and department policies and procedures.

The structural organization of the Sheriff's Department and its chain of command; department policies and procedures; department staff; and locations of all Sheriff's facilities.

Police radio 10-code; codes and ordinances frequently used on the radio.

Proper principles, practices, methods and techniques of photography and fingerprinting.

Proper principles, practices, methods and techniques of evidence collection, packaging, storage and preservations, tracking, retrieving, releasing and disposing of property and evidence.

Safety practices and precautions pertaining to assigned work; safety procedures for blood and biological evidence.

Maintenance, repair and service requirements of fleet vehicles.

Sources for purchasing regular and specialized fleet equipment for law enforcement vehicles.

Government procurement procedures, including specification and bid preparation.

Ability to:

Level I:

Learn the organization and functions of the Sheriff's department.

Learn records maintenance and report writing techniques.

Learn procedures and techniques for dealing with the public in a tactful but firm manner.

Learn to interpret and apply pertinent federal, state and local laws, rules and regulations, and County policies and procedures.

Think and act quickly in emergency situations.

Establish and maintain effective working relationships with co-workers and the public.

Understand and carry out oral and written directions.

Communicate effectively, clearly and concisely both orally and in writing.

Maintain accurate records and prepare clear and concise reports and other written materials.

Use computer programs for record-keeping and reporting purposes.

Make required calculations accurately as required.

Understand and carry out oral and written instructions.

Post and verify data accurately and quickly.

Deal with the public in general and in difficult work situations.

Read maps and learn the county's geography.

Organize, coordinate and make public presentations.

Use sound judgment in decision making.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Level II (in addition to above):

Enforce all laws, codes and ordinances applicable to Community Service Officers.

Properly and safely store, track and retrieve property and evidence.

Identify, collect and preserve all types of evidence and maintain chain of custody.

Operate manual and automatic cameras with all film mediums to photographically preserve evidence; select appropriate fingerprinting processes, powders or chemicals to develop prints; collect identifiable latent and inked finger and palm prints; accurately and completely document photo and fingerprint evidence.

Complete traffic accident investigations according to department regulations, including assessing involved persons for medical response, maintaining a safe scene and clearing it, preparing an accurate written report with correct DMV interpretations, and a diagram.

Evaluate fleet vehicles and recommend service schedules, purchases and replacements.

Coordinate and manage repair and purchase contracts.

Work independently; set priorities for and organize work. Demonstrate leadership and problem-solving abilities; understand and practice officer safety techniques.

Education:

A high school diploma or GED equivalent.

Experience:

Level I: One year experience working with the public. Experience in a law enforcement setting is preferred.

Level II:

One year of responsible experience in evidence collecting, fingerprinting, crime scene photography, property or evidence collection

Other Requirements:

Must possess a valid California's driver's license and have a satisfactory driving record at the time of appointment.

Must be able to lift/carry objects of up to 50 pounds of weight, ability to walk or stand for prolonged periods of time, work out-of-doors in inclement weather and operate motorized equipment and vehicles.

Must be willing to work beyond regular working hours as needed including weekends, holidays and shift assignments.

Depending upon area of assignment, may be required to obtain POST Certified Basic Evidence Certificate.

ATTACHMENT "C"

ALLOCATED POSITIONS BY DEPARTMENT

COUNTY OF TUOLUMNE

ALLOCATED POSITIONS BY DEPARTMENT

ATTACHMENT C

	ADOPTED 2009-10	ADOPTED 2010-11	ADOPTED 2011-12	ADOPTED 2012-13	ADOPTED 2013-14	Rec. 2014-15	Net Change
General Budgets							
Board of Supervisors	6.80	6.00	6.00	6.00	6.00	6.00	0.00
County Administrative Office	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Auditor-Controller	13.00	13.00	13.00	13.00	13.00	13.00	0.00
Treasurer/Tax Collector	4.50	4.00	4.00	4.00	4.00	4.00	0.00
Assessor/Recorder	17.00	14.00	14.00	14.00	14.00	14.00	0.00
Archives	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Office of Revenue Recovery	8.00	7.50	6.50	6.50	6.50	7.00	0.50
County Counsel	5.00	5.00	4.80	5.00	4.00	5.00	1.00
Human Resources	4.80	3.80	3.80	3.80	3.80	3.80	0.00
Elections	2.00	2.00	1.00	1.00	1.00	1.00	0.00
Facilities Management	27.00	24.00	17.00	17.00	16.00	16.00	0.00
Film Commissioner	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology	22.00	20.00	15.00	15.00	14.00	14.00	0.00
Surveyor	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Jamestown Mine	1.00	1.00	0.50	0.00	0.00	0.00	0.00
Total General	120.10	108.30	93.60	93.30	90.30	91.80	1.50
Public Protection							
District Attorney	16.00	16.00	15.00	15.00	15.00	15.00	0.00
D.A. Spousal Abuse Prosecute	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.A. Victim Witness	3.00	3.00	3.00	3.00	3.00	3.00	0.00
D.A. Verticle Prosecution	1.00	1.00	1.00	1.00	1.00	1.00	0.00
D.A. Violence Against Women Grant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Child Support Services	24.50	0.00	0.00	0.00	0.00	0.00	0.00
Public Defender	7.00	6.80	6.30	6.30	6.50	6.50	0.00
Sheriff/Coroner*	66.00	64.50	60.00	60.00	60.50	67.50	7.00
Sheriff - Court Security	6.00	6.00	6.00	6.00	6.00	0.00	(6.00)
Sheriff - Communications	13.00	13.00	13.00	13.00	12.00	12.00	0.00
Sheriff - Tuolumne Narcotics Team	4.00	5.00	5.00	4.00	3.00	3.00	0.00
Sheriff - Jail	42.00	41.00	41.00	43.00	46.00	47.00	1.00
Probation	31.00	30.00	30.00	37.00	37.00	35.00	(2.00)
County Fire	7.00	4.50	4.80	3.00	3.00	3.00	0.00
Agriculture Comm/Wts & Meas	5.00	5.00	4.00	4.00	4.00	4.00	0.00
Community Development Dept	22.75	20.80	23.63	23.50	22.50	23.75	1.25
Animal Control	9.00	9.00	8.75	8.75	8.00	8.00	0.00
Total Public Protection	258.25	225.60	221.48	227.55	227.50	228.75	1.25
*Sheriff/Coroner allocated positions = 61.5							
Public Ways and Facilities							
PW - Administration	6.00	5.50	4.00	3.00	12.00	14.00	2.00
PW - Eng. Svcs - Development	5.00	4.00	3.00	3.00	0.00	0.00	0.00
PW - Eng. Svcs - Projects	5.00	5.80	5.80	6.00	0.00	0.00	0.00
PW - Traffic & Engineering	2.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Works - Road Maintenance	38.00	38.00	30.00	30.00	29.00	29.00	0.00
PW - Special District Admin	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Total Public Ways and Facilities	57.00	54.30	43.80	43.00	42.00	44.00	2.00
Health and Sanitation							
Air Pollution Control	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Health	20.60	20.20	15.20	16.20	17.40	19.20	1.80
Women, Infants & Children (WIC)	0.00	0.00	4.90	5.00	5.00	5.00	0.00
Tobacco Control	1.80	1.80	1.80	1.80	2.00	2.00	0.00
Environmental Health	8.63	6.60	0.00	0.00	0.00	0.00	0.00
Behavioral Health	50.00	49.50	48.80	52.60	53.00	58.00	5.00
Total Health and Sanitation	83.03	80.10	72.70	77.60	79.40	86.20	6.80
Public Assistance							
Social Services	104.00	101.00	98.50	107.00	110.60	108.60	(2.00)
Veterans	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Total Public Assistance	106.00	103.00	100.50	109.00	112.60	110.60	(2.00)
Education							
Library	11.00	9.75	8.25	8.25	8.25	8.25	0.00
Farm Advisor	2.00	2.00	0.00	0.00	0.00	0.00	0.00
Total Education	13.00	11.75	8.25	8.25	8.25	8.25	0.00
Recreation							
Boat Patrol	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Recreation	3.60	1.60	1.60	2.40	2.80	2.80	0.00
Standard Park	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Youth Centers	3.00	3.00	2.40	2.40	2.40	2.40	0.00
County Museum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Recreation & Cultural	11.60	9.60	9.00	9.80	10.20	10.20	0.00
Enterprises & Internal Service Funds							
Airports	4.00	3.00	3.50	3.50	3.50	3.50	0.00
Public Transportation	5.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuolumne General Medical Facility	37.40	34.70	0.00	0.00	0.00	0.00	0.00
Home Health - VNA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Day Health Care	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hospice	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Fleet Services	0.00	0.00	6.00	7.00	7.00	7.00	0.00
Radio Communications	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Solid Waste	5.00	4.00	4.00	3.00	3.00	3.00	0.00
Ambulance	0.00	0.00	2.00	2.00	2.00	2.00	0.00
Total Enterprise & Internal	53.40	43.70	18.50	18.50	18.50	18.50	0.00
Grand Total	702.38	636.35	567.83	587.00	588.75	598.30	9.55

ATTACHMENT "D"

HIGH PRIORITY POSITION RESTORATION

HIGH PRIORITY POSITION RESTORATION LIST

FUND	DEPARTMENT	ACTION/SUMMARY OF NEED/JUSTIFICATION	DESCRIPTION	Cost	INCUMBENTS	EFF. DATE
General	Agri-Weights & Measures	Addition - Capacity	Deputy AG Commissioner	\$112,306	New	01/01/15
General	Animal Control	Addition - Capacity	Animal Control Officer I	\$50,616	New	07/01/14
General	County Counsel	Addition - Capacity	Deputy County Counsel I	\$86,377	New	07/01/14
General	CRA	Addition - Capacity	Bldg. Division Support	\$56,000	New	11/01/14
General	District Attorney	Addition - Capacity	Supervising DA Investigator	\$119,007	New	07/01/14
General	Elections	Addition - Capacity and Succession Planning	Elections Supervisor	\$67,284	New	07/01/14
General	Facilities	Addition - Capacity	Building Maintenance Worker I	\$53,576	New	07/01/14
General	IT	Addition - Capacity	Systems Analyst Programmer I (Networks)	\$73,082	New	07/01/14
General	Library (Priority #1)	Conversion and Addition - Capacity	Library Assistant I/II (0.5 FTE) to Library Assistant I/II (0.75 FTE)	\$14,437	Vacant	07/01/14
General	Library (Priority #2)	Addition - Capacity at Library and CAO's Office (Relieve for Projects)	Director of Library Services	\$116,768	New	07/01/14
General	Sheriff-Coroner (Priority #1)	Conversion - Retention and Training	Deputy Sheriff (1.0 FTE) to Sheriff's Sergeant (1.0 FTE)	\$25,171	Internal Recruitment	07/01/14
General	Sheriff-Coroner (Priority #1)	Conversion - Retention and Training	Deputy Sheriff (1.0 FTE) to Sheriff's Corporal (1.0 FTE)	\$5,366	Internal Recruitment	07/01/14
General	Sheriff-Coroner (Priority #2)	Addition - Capacity	Community Services Officer (1.0 FTE)	\$56,734	New	07/01/14
General	Sheriff-Coroner (Priority #2)	Addition - Capacity	Community Services Officer (.5 FTE)	\$23,995	New	07/01/14
General	Sheriff-Coroner (Priority #2)	Conversion - Reorganization	Crime Scene Technician (1.0 FTE) to Community Services Officer (1.0 FTE)	\$0	Jenny Dillon	07/01/14
General	Sheriff-Coroner (Priority #2)	Conversion - Reorganization	Evidence Custodian/Fleet Coord (1.0 FTE) to Community Services Officer (1.0 FTE)	\$0	Tom Aiken	07/01/14
General	Sheriff-Coroner (Priority #2)	Conversion - Reorganization	Evidence Technician (0.5 FTE) to Community Services Officer (0.5 FTE)	\$3,329	Monica Wicks	07/01/14
General	Sheriff-Coroner (Priority #3)	Addition - Implement EMD	Dispatch Call Taker	\$56,151	New	07/01/14
General	Sheriff-Coroner (Priority #3)	Addition - Implement EMD	Dispatch Call Taker	\$56,151	New	07/01/14
General	Treasurer-Tax	Addition - Capacity	Relief Office Assistant I to Account Clerk (0.5 FTE)	\$11,602	Vacant	07/01/14
			Fund Sub-Total	\$785,941		
Road	CRA-Adm/Engineering	Salary Adjustment (Internal Equity)	PW Business Manager (1.0 FTE) - 405 to 415	\$4,161	Dana Vaccarezza	07/01/14
			Fund Sub-Total	\$4,161		
Fleet	Fleet Services	Salary Adjustment (External Equity)	PW Fleet Supervisor - 366 to 398	\$12,834	Mike Young	07/01/14
Fleet	Fleet Services	Conversion - Retention	Sr. Fleet Technician (1.0 FTE) to Fleet Lead Technician (1.0 FTE)	\$10,055	Internal Recruitment	07/01/14
Fleet	Fleet Services	Conversion - Retention	Equipment Technician II (1.0 FTE) to Sr. Equipment Technician (1.0 FTE)	\$5,498	Shawn Ambler	09/01/14
Fleet	Fleet Services	Conversion - Retention	Equipment Technician II (1.0 FTE) to Sr. Equipment Technician (1.0 FTE)	\$5,871	William Nelson	10/03/14
			Fund Sub-Total	\$34,258		
Fire	County Fire	Conversion - Retention and Training	Fire Inspector (1.0 FTE) to Sr. Fire Inspector (1.0 FTE)	\$2,708	Steve Gregory	07/01/14
			Fund Sub-Total	\$2,708		



COMMUNITY RESOURCES AGENCY

BEV SHANE, AICP
Director

Administration - Building - County Surveyor - Engineering - Environmental Health - Fleet Services - GIS - Housing - Planning - Roads - Solid Waste

August 4, 2014

48 W. Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 536-1622 (Fleet)
(209) 533-5616 (fax)
(209) 533-5909 (fax - EHD)
(209) 588-9064 (fax - Fleet)
(209) 533-5698 (fax - Roads)
www.tuolumnecounty.ca.gov

TO: Craig Pedro,
County Administrator

FROM: Bev Shane, AICP *BEV*
Community Resources Director

RE: Options for Handling Building and Safety Division's Workload

As indicated on the Development Process Review Team (DPRT) quarterly workload reports, the Building and Safety Division has not been able to meet the target time frames for reviewing plans and issuing Building Permits for some time due primarily to the limited staffing. Below are an analysis of the issues that are creating delays in these functions of the Building and Safety Division and options, including cost estimates for FY 2014-15, for addressing those issues:

Plan Review

Our primary concern is the length of time it is taking to conduct plan reviews and issue building permits. This is primarily due to having only one Plans Examiner, Brian Bell, to review all of the plans with assistance from the Chief Building Official and Building Inspectors as their time allows. Brian also provides customer service at the counter and he is being called to the counter more frequently because one of the two Permit Technicians is on medical leave. The Chief Building Official and the Building Inspectors also provide assistance at the counter as their time allows. We have hired a Relief Office Assistant to help at the counter by answering the telephone, issuing receipts, and performing other clerical duties which has provided significant help to the Permit Technician.

The problem is simply that there are not enough employees to handle the current plan check workload. As indicated on the attached *Building and Safety Division Workload Analysis for the Plan Review Staff*, 2.3 Plans Examiners are needed to handle the projected workload. We currently have one Plans Examiner whose time is divided between reviewing plans and assisting the public at the counter.

We have identified the following options to address this issue:

1. Increase budget for outsourcing plan review - \$45,000 increase to budget

The County currently has contracts with two firms that can review plans. At this time, plans are only outsourced for large projects due to the limited funds budgeted to pay the plan check firms. The FY 2014-15 budget includes \$5,000 for outsourcing plan review in account #0001 207100 526335. This amount would need to be increased to at least \$50,000 to provide the necessary funds to send plans for most commercial projects and new single family residences to the plan check firms. This would result in a \$45,000 increase to the CRA Budget.

Please note that this option would only be effective if we make outsourcing certain types of plans a mandate and discontinue giving applicants the option of having their plans sent out. Most of our local contractors prefer to have their plans reviewed by our Building Division. As an example, the Rush Creek project applicants were adamant that their plans be reviewed in-house.

2. Hire a Plans Examiner I/II - \$50,000 increase to budget

Another option is to hire a Plans Examiner I/II to assist Brian Bell in reviewing plans. This position could also assist with customer service at the counter by answering code questions thereby freeing up Brian's time to concentrate on reviewing the more complex plans. This position could also assist at the counter by filling in for a Permit Technician during breaks or vacation days. Assuming the position would be filled at the II level beginning November 1st, the cost for FY 2014-15 for salary and benefits is estimated to be \$50,000.

This is my preferred option because it would provide us with the most flexibility in handling our workload.

Counter Service

As noted above, the public/contractor demands for technical assistance at the counter take significant time away from reviewing plans. When the Permit Technician positions were created several years ago, the intent was for those positions to be able to answer code questions and absorb many of the technical counter duties that the Plans Examiners or Building Inspectors typically provide. This arrangement was successful when we had three Permit Technicians and were the Community Development Department. When we laid off one of the Permit Technicians and formed the CRA, the two remaining Permit Technicians assumed the responsibility for helping customers with questions about all of the programs provided by the various CRA Divisions. They no longer have time to respond to the technical building permit questions and Principal Plans Examiner Brian Bell, with assistance from the Chief Building Official and the Building Inspectors, now provides most of that service.

We have tried various ways to protect Brian Bell's time, such as limiting the hours that he is available to answer questions at the counter and encouraging contractors to make appointments with him to discuss their projects. Unfortunately, these actions have not been successful because customers become angry if they cannot talk with Brian and he prefers to be interrupted and answer their questions rather than deal with an angry customer later. (Most contractors want to talk to Brian directly since he reviewed their plans and do not want to talk with one of the Inspectors instead of Brian.)

Option 2 above would certainly help this situation. Another option would be to hire a Permit Technician.

3. Hire a Permit Technician - \$40,000 increase to budget

As indicated on the *Building and Safety Division Workload Analysis for the Permit Technician Staff*, three (3) Technicians are needed to handle the projected workload. This option would restore the counter staffing level to three (3) Permit Technicians which would allow those positions to resume providing more technical information at the counter. This would reduce the amount of time that the Plans Examiner, Chief Building Official and Building Inspectors would need to devote to counter service. This option would also allow us to continue to provide the "one stop shop" not only for development information but for all of the services and programs provided by the various CRA Divisions. Assuming the position would be filled at the I level beginning November 1st, the cost for FY 2014-15 for salary and benefits is estimated to be \$40,000.

Please do not hesitate to contact me if you have any questions and thank you for your consideration of these options to address the workload of the Building and Safety Division.

BJS
Attachments

**BUILDING AND SAFETY DIVISION WORKLOAD ANALYSIS
Plan Review Staff**

Responsibility/Activity	FY 14/15 Projected Plan Check Totals	Plan Review Time***	Total Hours
BUILDING PERMITS			
New Residences/Manufactured Homes	97	8	776
New Res. 3 rd /4 th review and revisions	62	2	124
Commercial	16	40	640
Rush Creek Additional Reviews	16 cabin, 2 staff and manager housing units, additional review for lodge, hotel, and reception	Estimated	200
Comm. 3 rd /4 th review and revisions	12	3	36
Commercial Repairs	34	3	102
Tenant Improvements	7	20	140
Tenant Imp 3 rd /4 th rev. and Revisions	2	2	4
Residential Additions/Remodel	177	4	708
Accessory Buildings	264	2	528
Swimming Pool	10	1	10
Customer Support*	Varies		600
TOTAL			3868
Total Workload Requires Staff of:			**2.30

* This is estimated time spent assisting customers not related to a permit application.

** 3868/1680 productive staff hour per year = 2.30 employees required.

***Plan check times for first and second reviews as proposed and reviewed by DPRT April 2008.

**BUILDING AND SAFETY DIVISION WORKLOAD ANALYSIS
Permit Technician Staff**

Responsibility/Activity	FY 2014/2015 Projected Numbers	Time	Total Hours
BUILDING PERMITS			
Over the Counter Permits	800	.5	400
Receive plan submittals/resubs	896	.25	224
Issue approved plans	556	.25	139
Active Permit maintenance	360	.5	180
Project Finals/Expiration processing	1300	.5	650
Public Works Permits	40	.5	20
County Projects Bid Packet issuance/receipt	130	.5	65
EH Land Dev. Permits	350	.5	175
Transportation Permits	250	.25	62.5
Encroachments Permits	30	.75	22.5
Grading Review/Grading Permits	29	.5	14.5
Code Compliance Duties **	200	.5	100
Phone calls (average = 63/day)	15,600	.1 (6 minutes)	1560
Other Customer Service***	varies		1595
Monthly Reporting	12	5	60
TOTAL			5267.5
Total Workload Requires Staff of:			*3.14

*5267.5/1680 productive staff hours = 3.14 Permit Technicians

** Includes program information, receiving payments and complaints, and reviewing Notices with customers.

*** Includes customer service assistance not directly related to permit applications. Based on time study performed in 2010.

ATTACHMENT "E"

GENERAL CAPITAL BUDGET

FY 2014-15 Final Budget
Capital Budget
(as of 8/22/2014)

		Expense		Revenue						
Account	Project Name	Adopted Budget	Beg. Fund Balance	General Fund	Court Const.	Crim. Justice	Prop 40/ R/H Grant	Other Sources	GIGER	Totals
522132	Maint.-Parking	\$ 30,000		\$ 30,000						\$ 30,000
522144	Maint. -Flooring	\$ 20,000		\$ 20,000						\$ 20,000
522153	Maint. Building Paint	\$ 27,700		\$ 27,700						\$ 27,700
522517	Repairs and Maint.-City Sewer	\$ 30,000		\$ 30,000						\$ 30,000
522518	Maint.-Termite Repair	\$ 35,000		\$ 35,000						\$ 35,000
529120	Travel-Training and Seminars	\$ 4,000		\$ 4,000						\$ 4,000
532225	Loan Payments	\$ 381,000		\$ 109,800	\$ 1,200	\$ 170,000			\$ 100,000	\$ 381,000
542014	Reroofing	\$ 90,000		\$ 70,000				\$ 20,000		\$ 90,000
542075	Generator	\$ 100,000	\$ 10,000	\$ 80,000				\$ 10,000		\$ 100,000
542200	Building and Improvements	\$ 50,000		\$ 50,000						\$ 50,000
542262	Law and Justice Center	\$ 70,000		\$ 70,000						\$ 70,000
542265	Senior Center Parking - ADA	\$ 20,000	\$ 20,000							\$ 20,000
542267	Courthouse Rehabilitation	\$ 40,000		\$ 25,000				\$ 15,000		\$ 40,000
542276	Law and Justice - Jail Project	\$ 1,030,000		\$ 30,000				\$ 1,000,000		\$ 1,030,000
542304	Regional Juvenile Center	\$ 16,800,366	\$ 283,642	\$ 516,724				\$ 16,000,000		\$ 16,800,366
542312	Tuolumne Pool Heater	\$ 2,125					\$ 2,125			\$ 2,125
542314	Tuolumne Pool Security Camera	\$ 6,777					\$ 6,777			\$ 6,777
542319	Columbia Pool Security Camera	\$ 6,405					\$ 6,405			\$ 6,405
542340	Veteran Hall Improvements	\$ 3,500		\$ 3,500						\$ 3,500
542345	Standard Park Security Camera	\$ 7,008					\$ 7,008			\$ 7,008
542485	HVAC Replacement Projects	\$ 40,000		\$ 40,000						\$ 40,000
542603	FHWC BH ADA Ramp	\$ 40,000						\$ 40,000		\$ 40,000
542604	BH Remodel	\$ 250,000						\$ 250,000		\$ 250,000
542607	BH Wall Repairs	\$ 20,000						\$ 20,000		\$ 20,000
542880	Columbia Pool Chemical Storage	\$ 362,217	\$ 55,326				\$ 306,891			\$ 362,217
691110	Contingency	\$ 160,490	\$ 160,490							\$ 160,490
Grand Totals										
		\$ 19,626,588.00	\$ 529,458.00	\$ 1,141,724	\$ 1,200	\$ 170,000	\$ 329,206	\$ 17,355,000	\$ 100,000	\$ 19,626,588.00

ATTACHMENT "F"

ROAD CONSTRUCTION BUDGET

**FISCAL YEAR 2014-2015 ADOPTED BUDGET
ROAD FUND CAPITAL PROJECTS LIST**

Account	PROJECT NAME	EXPENDITURES	REVENUE												TOTAL FUNDING
		TOTAL EXPENDITURES	BEGINNING FUND BALANCE	STATE MATCHING (RSTP) 451261	STATE STIP (REG IMP) 451290	STATE TOLL CREDITS 451293	FEDERAL CMAQ FUNDS 463125	FEDERAL BRIDGE (HBP) 463125	FEDERAL SAFETY (HSIP) 463130	FEDERAL TE FUNDS 463140	OTHER GOVT MIWUK TRIBAL FUND 469895	TRAFFIC MITIGATION FUND other 471660	TRAFFIC MITIGATION FUND county 471665	OTHER GOVT LTF (TCTC) 469815	
542006	Mono Way Widening	3,252,507											3,252,507		3,252,507
542099	Lime Kiln Road Bridge at Curtis Creek	562,004						562,004							562,004
542122	Rawhide Road at Woods Creek	1,426,666						731,470					695,196		1,426,666
542132	Jacksonville Road at Tuolumne River	119,928	3,903	9,853				106,172							119,928
542133	Hardin Flat at South Fork Tuolumne River	289,311						289,311							289,311
542141	High Reflectivity Sign Replacement	313,713		31,371						282,342					313,713
542170	Draper Mine Road Bridge	464,127		41,726				422,401							464,127
542172	Bridge Preventative Maintenance Plan	81,833	9,386					72,447							81,833
542173	Algerine/Wards Ferry Bridge	486,976						486,976							486,976
542183	Traffic Signal - Standard at Tuolumne Rd	1,156,279									1,095,201		11,078	50,000	1,156,279
542184	Dodge Ridge Rd Reconstructions	171,300												171,300	171,300
542186	Traffic Signal - 5th Avenue at SR108	2,225,208											2,225,208		2,225,208
542192	Evergreen at Ackerson Creek	32,766	32,766												32,766
542533	Woodham Carne Reconstruction	537,764	55,764											482,000	537,764
542547	Mono Way Operational & Safety Project	243,889	(111)		244,000										243,889
542552	Tuolumne Road North Chip Seal	242,876									242,876				242,876
542557	Lyons Bald Mountain Chip Seal	75,754										75,754			75,754
542559	Yankee Hill/Jackson Road Reconstruction	206,101										58,851		147,250	206,101
542561	Big Creek Shaft Rd Crossing Big Creek	434,301						434,301							434,301
542563	Italian Bar Rd Crossing Rose Creek	336,316						336,316							336,316
542570	Jamestown Sidewalks	968,867	(10,778)							911,000				68,645	968,867
542571	Parrots Ferry Road Reconstruction	467,600	79,080									33,070		355,450	467,600
542572	Tuolumne Park & Ride	76,000				8,717	67,283								76,000
542573	Sanguinetti/Loop Roundabout	87,000				6,000	77,000					4,000			87,000
542574	Tuolumne Alleyway Improvements	36,000				4,129	31,871								36,000
542575	Buchanan Road	173,550	156,500	17,050											173,550
542576	Parrots Ferry/SR 49 Intersection	92,139	9,214							82,925					92,139
542577	Tuolumne Road Widening	120,000	12,000							108,000					120,000
542578	Phoenix Lake Road Widening	107,000	10,700							96,300					107,000
526124	PS&S Auditor-Controller	250	250												250
528110	Special Departmental Expense	250	250												250
542593	Paving Projects	409,819	409,819												409,819
	Total	15,198,094	768,743	100,000	244,000	18,846	176,154	3,441,398	569,567	911,000	1,338,077	171,675	6,183,989	1,274,645	15,198,094

ATTACHMENT "G"

LOCAL NON-PROFIT FUNDING REQUESTS

Tuolumne County Art's Alliance



County Administrator's Office

Craig L. Pedro
County Administrator

Tuolumne County Administration Center
2 South Green Street
Sonora, CA 95370
Phone (209) 533-5511
Fax (209) 533-5510
www.tuolumnecounty.ca.gov

August 21, 2014

TO: Board of Supervisors

FROM: Craig L. Pedro, County Administrator
Maureen Frank Deputy County Administrator

SUBJECT: Agreement for Professional Services with the Tuolumne County Arts Alliance

Background

On June 17, 2014 during the Fiscal Year 2014-15 Recommended Budget discussion, your Board requested staff to work directly with the Tuolumne County Arts Alliance to develop a professional services agreement that would benefit general county activities as well as Recreation and Library Services in Tuolumne County. The intention was to create an agreement to fund services as well as to reinvigorate the Tuolumne County Arts and Cultural Alliance started in partnership between the County and Tuolumne County Economic Development Authority.

As directed, staff met several times with the Tuolumne County Arts Alliance in order to develop a scope of work that could be incorporated into a professional services agreement. The attached scope of work consists of the following two broad categories, with tasks and events delineated by quarter:

- General Community and County Services
- Tuolumne County Arts and Cultural Development

The biggest task to accomplish this coming year relates to the revival of the Tuolumne County Arts and Culture Alliance. Their purpose is to:

- Encourage development of arts and culture for its own sake
- Coordinate activities to enhance the visitor experience
- Enhance arts as an important part of the county's economy
- Support and encourage growth of various art and cultural groups/organizations within the county.

...serving the Board of Supervisors, departments, and the community as good stewards of the County's fiscal and human resources through collaborative, professional and ethical leadership.

The revitalization of the Tuolumne County Arts and Culture Alliance is one of your Board's five year goals.

This agreement represents the initial agreement that can be modified in future years if it is beneficial to both parties. Future funding for the Arts Alliance would come from one time funding. This agreement has been reviewed by County Counsel.

Recommendation

Staff recommends that your Board approve the attached professional services agreement with the Tuolumne County Arts Alliance for the provision of art related services and authorize the use of one time funding in the amount of \$45,000.

Attachment

C. Constance O'Connor, Executive Director, Tuolumne County Arts Alliance

**AGREEMENT FOR PROFESSIONAL SERVICES
FOR THE PROVISION OF ART RELATED SERVICES**

THIS AGREEMENT is made this ___ day of September, 2014, by and between the COUNTY OF TUOLUMNE, a political subdivision of the State of California (hereinafter called "COUNTY") and the Tuolumne County Arts Alliance (hereinafter called "ARTS ALLIANCE") pursuant to the following terms and conditions:

WITNESSETH:

WHEREAS, the Tuolumne County Arts Alliance is an active local non-profit organization in Tuolumne County; and

WHEREAS, the Tuolumne County Arts Alliance has been designated as Tuolumne County's mandated public arts agency; and

WHEREAS, the Tuolumne County Arts Alliance has provided educational programs, special arts events and exhibitions for the benefit of students, residents and visitors for more than four decades; and

WHEREAS, the County has determined to establish a budget and purchase appropriate services from the Tuolumne County Arts Alliance for Fiscal Year 2014-2015.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

1. Term

The term of this AGREEMENT shall commence on July 1, 2014, regardless of the date of the execution, and terminate on June 30, 2015, unless sooner terminated pursuant to the terms and conditions hereof.

2. Project

The ARTS ALLIANCE agree to provide performing arts, visual arts, and arts resources and education services to COUNTY as identified in Attachment A, hereby incorporated into this AGREEMENT by reference.

3. Compensation

In consideration of the performance of the referenced services by ARTS ALLIANCE, COUNTY shall pay to ARTS ALLIANCE, the total sum of Forty-Five Thousand Dollars (\$45,000). ARTS ALLIANCE shall submit quarterly (September, December, March, June) activity report and invoice. These will be submitted at the end of each of the months referenced above. Once material is reviewed by COUNTY staff, invoice will be processed for payment. Should ARTS ALLIANCE fail to complete any program or service contained in Attachment A, the County, at

its sole discretion, may impose a proportionate fee reduction. Invoices shall be mailed or delivered to:

Tuolumne County Administrator's Office
2 South Green Street
Sonora, CA 95370

4. **Records**

All records of the ARTS ALLIANCE pertaining to the AGREEMENT, including but not limited to, all financial records regarding the services to be performed by ARTS ALLIANCE hereunder, shall be open to inspection by COUNTY upon reasonable notice and during normal business hours.

5. **Independent Contractor**

ARTS ALLIANCE is an independent contractor and is not an officer, employee, agent or servant of COUNTY. ARTS ALLIANCE acknowledges and agrees that it shall not enter into any activity, transaction, or undertaking which may be constructed, implied, or inferred that ARTS ALLIANCE is acting in a capacity of an agent or representative of COUNTY.

6. **Insurance Requirements**

ARTS ALLIANCE shall provide at its own expenses and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the COUNTY as may be required by the Risk Manager of the COUNTY. The policies or certificates thereof shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the Risk Manager of the COUNTY by registered mail, return receipt requested, for all of the following state insurance policies.

- A. **Worker's Compensation** - in compliance with the statutes of the State of California.
- B. **General Liability** – insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned automobiles and non-owned automobiles.
- C. **Automobile Liability** - insurance with a minimum limit of liability per occurrence of \$300,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned automobiles, and non-owned automobiles.

If at any time any of said policies shall be reasonably unsatisfactory to the COUNTY, as to form or substance or if a company issuing such policy shall be reasonably unsatisfactory to the COUNTY, the ARTS ALLIANCE shall promptly obtain a new policy, submit the same to the Risk Manager for approval and submit a certificate thereof

as hereinabove provided, Upon failure of the ARTS ALLIANCE to furnish, deliver or maintain such insurance and certificates as above provided, this AGREEMENT, at the election of the COUNTY may be forthwith declared suspended, or terminated. Failure of the ARTS ALLIANCE to obtain and/or maintain any required insurance shall not relieve the ARTS ALLIANCE from any liability under this AGREEMENT, nor shall the insurance requirements be constructed to conflict with or otherwise limit the obligations of the ARTS ALLIANCE concerning indemnification. The COUNTY, its officials, agents and employees shall be named as an additional insured on automobile and general liability insurance policies required herein. The ARTS ALLIANCE's insurance policy (ies) shall include a provision that the coverage is primary as respects the COUNTY (to the extent of the ARTS ALLIANCE negligence in the performance of its services under this agreement); shall include no special limitations to coverage provided to additional insured under the automobile and general liability policies; and, shall be placed with insurer(s) with acceptable Best rating of A:VII or with approval of the Risk Manager.

7. Hold Harmless

ARTS ALLIANCE shall hold the COUNTY, its agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including reasonable attorney fees, arising directly or indirectly out of any act or omission of ARTS ALLIANCE, their agents, officers, employees, or volunteers, during the performance of their obligations under this AGREEMENT. If such indemnification becomes necessary, the County Council for the COUNTY shall have the absolute right to approve any and all counsel employed to defend it.

8. Agreement Termination

This AGREEMENT may be terminated prior to the expiration of the term only as follows, and any such termination shall not affect any rights or obligations arising prior to the effective date of termination:

A. By COUNTY at COUNTY's option:

(1) Upon ARTS ALLIANCE's failure, refusal or neglect to perform the duties hereunder.

(2) For any reason satisfactory to COUNTY provided, however, COUNTY shall be given 30 days written notice of such termination.

B. By ARTS ALLIANCE:

(1) Upon COUNTY's failure, neglect or refusal to make any payment as required hereunder.

C. By Either Party

(1) With a thirty (30) day intention notice.

9. **Rights Upon Termination**

In the event of the termination of this AGREEMENT, ARTS ALLIANCE shall immediately be paid all fees theretofore earned and reimbursed for all expenses incurred for which reimbursement is required under this AGREEMENT and otherwise. The right to terminate this AGREEMENT and to receive payment of any amounts owing as of the effective date of termination shall be in addition to any other remedy available at law or in equity.

10. **Assignment**

This AGREEMENT is for the professional services of ARTS ALLIANCE and shall not be assigned, subcontracted or sublet any part of this AGREEMENT without the express written consent of the COUNTY.

11. **Entire Agreements and Amendments**

This AGREEMENT contains the entire agreement of the parties relating to the subject matter of this AGREEMENT and supersedes all prior agreements and representations with respect to the subject matter hereof. The terms of this AGREEMENT may be modified or amended only by written agreement of the parties.

12. **Governing Law**

This AGREEMENT shall be governed by and construed, interpreted and enforced pursuant to the laws of the State of California.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a Court of competent jurisdiction in the County of Tuolumne, State of California.

13. **No Waiver**

The failure to exercise any right to enforce any remedy contained in this AGREEMENT shall not operate as to be construed to be a waiver or relinquishment of the exercise of such right or remedy, or of any other right or remedy herein contained.

14. **Enforceability and Severability**

The invalidity or enforceability of any term or provisions of this AGREEMENT shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

15. Notice

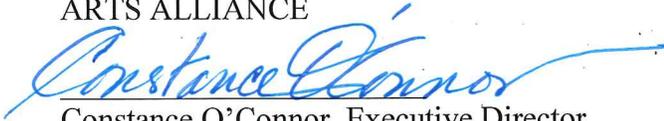
Any and all notices, reports or other communications to be given to COUNTY or ARTS ALLIANCE shall be given to the persons representing the respective parties at the following addresses:

ARTS ALLIANCE:
Constance O'Connor
Executive Director
Tuolumne County Arts Alliance
P.O. Box 5287
Sonora, CA 95370
Telephone: 209-532-2787

COUNTY:
Craig Pedro
County Administrator
Tuolumne County
2 South Green Street
Sonora, CA 95372
Telephone: 209-533-5511

IN WITNESS WHEREOF, the parties have hereunder set their hands the day and year first written above.

ARTS ALLIANCE



Constance O'Connor, Executive Director
Tuolumne County Arts Alliance

COUNTY

Evan C. Royce, Chairman
Board of Supervisors

Approved as to Legal Form:



County Counsel

8-21-14

Date

Attachment A

Schedule of Services

Attachment A

Schedule of Services

First Quarter- July, August, September

General Community and County Services

- Partner with Tuolumne County Recreation Department on providing art classes for youth and adult/youth dance classes.
- On an annual basis collaborate with the Mother Lode Art Association to provide hands-on art demonstrations for the “Arts Corner” in the Arts Building during the Mother Lode Fair.
- Collaborate with the Mother Lode Art Association to provide hands-on art demonstrations for the “Arts Corner” in the Arts Building during the Mother Lode Fair.
- Collaborate with the Mother Lode Art Association to provide hands-on art demonstrations for the “Arts Corner” in the Arts Building during the Mother Lode Fair.

Second Quarter- October, November, December

General Community and County Services

- Host “Art-On-The Move” events in various business locations and Tuolumne County Library. This is an opportunity for local artist to showcase their work.
- Obtain a resolution from both County and City of Sonora making the month of October “Arts & Humanities Month”. Special recognition will be afforded to all weekend arts and cultural events during the month including: Sonora Bach Festival, TCAA Events, and Mother Lode Art Association.
- Collaborate and partner with both local Tribal Councils (Black Oak and Chicken Ranch) to create an annual exhibition in the TCAA/George Post Community Gallery during the month of November to recognize and Celebrate National Native American Month.
- Work on building stronger relationships with the residents, businesses and community groups in the south part of the County. Explore opportunities to put on classes and/or exhibits through the Groveland Library and literacy classes at the Arts Academy at the Historic Dome Campus.

Tuolumne County Arts and Cultural Development

- Hold organizational meetings aimed to reviving the Tuolumne County Arts and Culture Alliance which was initiated in partnership between the County and the TCEDA. From these meetings a work plan will be developed incorporating the following goals:
 - Encouraging the development of arts and culture for its own sake
 - Coordinating activities to enhance the visitor experience

- Enhancing art as an important part of the county's economy
- Supporting and encouraging growth of various art and cultural groups/organizations within the county.

Third Quarter- January, February, March

General Community and County Services

- Partner with the Tuolumne Recreation Department in hosting a variety of art, fitness and dance classes for both youth and adults.
- Work in collaboration with Bill Manville and Tuolumne County Library to host writing classes in the Sonora area.
- Partner with the Tuolumne County Library in hosting a Saturday Family Programming event.
- Partner with the Tuolumne County Office of Education and Tuolumne County Library in hosting the Annual Student Art Show.
- Host "Art-On-The Move" events in various business locations and Tuolumne County Library. This is an opportunity for local artist to showcase their work.
- Host "Poetry Out Loud" Event (CA ARTS Council Program) in which high school students perform poetry readings competitively. The winners at the county level then compete in the California State Competition at the State Capitol.
- Sponsor "Symphony of the Sierras" Youth Concert- A concert especially for elementary school students featuring local musicians in a symphony setting, held annually in the Sonora High Auditorium.

Tuolumne County Arts and Cultural Development

- Implement activities in accordance with work plan developed in the second quarter.

Fourth Quarter- April, May, June

General Community and County Services

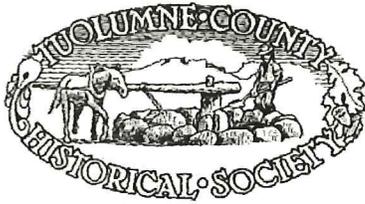
- Partner with Tuolumne County Recreation Department on providing art classes for youth and adult/youth dance classes.
- Partner with Tuolumne County Recreation Department in providing an origami class to the Summer Recreation Program.
- Partner with the Tuolumne County Library in providing a class to kids participating in the Summer Reading Program. This class would encompass the illustration of one of the books the kids read during the Summer Reading Program and "publishing" their own illustrated version.
- Host "Art-On-The Move" events in various business locations and Tuolumne County Library. This is an opportunity for local artist to showcase their work.

- Submit Grant applications to the California Arts Council and State and Local Partnership Program (SLPP).
- Sponsor In-Focus Art Photography Competition

Tuolumne County Arts and Cultural Development

- Continue to implement activities in accordance with work plan developed in the second quarter.

Tuolumne County Historical Society
Tuolumne County Museum and History
Research Center



Tuolumne County Historical Society
Tuolumne County Museum and History Research Center
158 Bradford Street, Sonora, CA 95370-4920
209.532.1317 www.TCHistory.org

August 21, 2014

Craig Pedro, County Administrator
Tuolumne County
2 South Green Street
Sonora, CA 95370

Re: Funding Request 2014/2015: Preservation Measures – County Museum Collection

Dear Craig:

We are requesting \$5,700 one-time funding to implement the findings and recommendations of the “Preservation Needs Assessment” of the County Museum Collection completed in June by Barclay Ogden of the California Preservation Program, a nationwide program supported by the U.S. Institute of Museum and Library Services.

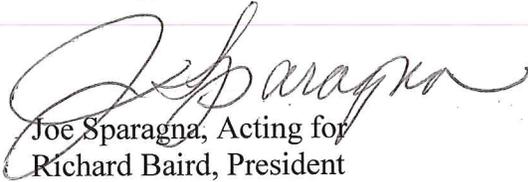
At the beginning of the year, TCHS staff responsible for preservation of the County Collection and operation of the Museum participated in the third of a series of workshops focusing on identifying threats to the collection, preparedness for emergencies, identification of preservation priorities within the collection, and actions needed to maintain and enhance current levels of collection care where needed. As a first step, we secured a professional Assessment of Preservation Needs and Priorities through a competitive grant process. The Assessment identified seven key areas requiring our attention to ensure ongoing conservation and preservation of the County Collection. Noting that the collection largely consists of unique, and therefore irreplaceable, information and artifacts, recommendations focus on our ability to protect the collection from damage as outlined below.

- Complete preparations to cope with a potential collection disaster in the three day window before water and mold cause irreparable damage. Update and maintain mitigation plan, assign priorities for salvage, staff education, and hands-on training of staff.
- Work with the Fire Marshal and Facilities Management to minimize current vulnerability to fire, including design of a currently lacking fire detection system with off-site central monitoring for rapid response extending existing County contract services.

- Relocate vulnerable parts of the collection, e.g. paintings, currently stored at the Sonora Dome, in an unmanaged environment to maximize the service lives of these items thereby reducing long-term maintenance and potential restoration costs.
- Plan and install water detection system on floors adjacent to potential water damage sources (sinks, lavatories) to detect impending flooding problems as “cheap insurance” to avoid potential water damage to the collection and expensive restoration services.
- Modify a portion of adjacent shed outside the collection storage area for intake, quarantine, observation, and initial processing of donations which potentially threaten the collection with insect and/or mold infestations.

In the meantime, of course, we are proceeding with recommendations not requiring funding within available volunteer resources.

Sincerely,



Joe Sparagna, Acting for
Richard Baird, President

Tuolumne County Historical Society

encl: Preservation Needs Assessment

**Preservation Needs Assessment of the
Archive and Library Collection in the
Tuolumne County Historical Society**

Barclay Ogden
California Preservation Program

June 8, 2014

This assessment was supported in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred.

On May 23, 2014, a consultant from the California Preservation Program (CPP) conducted a preservation needs assessment of the archive and library collection and storage areas in the Patricia Hertert Rhodes History Research Center of the Tuolumne County Historical Society (TCHS) to assess risks to the long-term survival of the collection and to recommend actions for risk mitigation or elimination.

This assessment was occasioned by the Society's participation in the CPP's California Preservation Assessment Project to address its concern that it is taking appropriate actions to preserve its collection and to ensure that these materials continue to be able to be used by current and future researchers. The TCHS has an archive and library collection that documents the history of Tuolumne County in multiple formats: newspapers, photographs, glass plate negatives, clippings files, books, ledgers, maps, and sound recordings, all of which are housed in a splendid, purpose-built facility. Since the collection has the potential to support heritage tourism, business, and legal communities countywide through access to its historical records, as well as already providing its citizens and visitors with an understanding and pride of place, taking appropriate actions to ensure the protection of these information assets is a business interest of Tuolumne County and municipal governments.

The process used for the preservation needs assessment consisted of three activities: an inspection of the collection to get a sense of the scope and scale of preservation needs; an interview with the several TCHS members to identify collection needs not able to be identified by an inspection; and an assessment of the storage areas to review the buildings' ability to protect the collection from damage. Major findings and recommendations to optimize preservation of the collection for long-term access are itemized below.

Findings and Recommendations

Findings and recommendations are in priority order, with justifications, and are informed by the principle of maximizing benefits for the collection while minimizing costs, thus ensuring the greatest possible protection of assets with available resources. Some recommended actions can be accomplished with few resources; others require significant resource commitments. The next logical step, a review of the feasibility of taking the recommended actions, could lead to implementing first those recommendations requiring only resources currently available to the TCHS, and to leave to special funding opportunities those recommended actions requiring additional resources.

- 1. Finding: In the event of a collection disaster, the TCHS is partially prepared to salvage the collection.** A current disaster response plan has been created and supplies are on order to respond to minor emergencies. Society members anticipate that the County administration will provide expertise and staffing in the event of collection emergencies, so have not trained themselves. Priorities for salvage have not yet been determined.

Recommendations:

- 1a. Complete the disaster response plan already in place by assigning priorities to collection materials for salvage.** The plan should direct the salvage team to the most important materials to be salvaged in the event that time and resources would be inadequate to salvage all wet

materials. Experience teaches that simple instructions limited to major steps lead to greater overall success than longer, more comprehensive instructions that address all possible collection needs. Simple instructions, such as color-coded floor plans with priorities identified and reflective tape adhered to shelves with high priority collection materials facilitate rapid action on the part of the salvage crew.

1b. Make sure the disaster response plan stays current. Plans quickly go out of date; staff and service contact information goes first and location of salvage priorities (because collections are shifted) follows quickly thereafter. Consider making this a formal assignment for a member. Update contact information twice/year; update salvage priorities and locations once/year. Unless the plan remains current, it offers only a false sense of protection for the TCHS.

1c. Mount staff education and training events on disaster preparedness and response like those offered by the California Preservation Program. See the CPP's webpage (<http://calpreservation.org/disasters/exercise.html>) for an example of a staff education and training event. Prepare a combination of drills (evacuation, fire extinguisher, disaster) and tabletop exercises to train staff to respond to the most likely emergencies. If County services prove to be unavailable immediately following a disaster, collection salvage training would allow the staff to make optimal use of the short time before water and mold cause irreparable collection damage. Three days is a normal window for salvage operations, but this time may be longer or shorter depending on the prevailing environmental conditions.

1d. Investigate pre-registration agreements with commercial disaster response and collection salvage companies. Companies with good track records for salvage of archives collections include BELFOR and Polygon. Some companies, e.g., BELFOR, offer no-cost pre-registration agreements to ensure the TCHS gets priority attention should a region-wide disaster make multiple simultaneous claims on local resources.

1e. Confirm that the TCHS' property insurance includes coverage for post-disaster salvage of at least irreplaceable materials in the collection.

Justification for recommendations 1a-e: These recommendations provide the greatest protection for the collection at the lowest possible cost. If these actions are undertaken with participation of staff, everyone becomes sensitized to hazards before they become disasters. Insurance companies often take written plans into account when writing collection insurance policies because the plans help reduce the frequency and size of claims.

- 2. Finding: The collection is vulnerable to fire.** The Patricia Hertert Rhodes History Research Center building does not have automatic fire detection or suppression systems. Fires in libraries and archives are much more common than popularly believed: National Fire Protection Association statistics indicate that in the United States a library/archive fire occurs every 1.8 days, and that arson is suspected in a majority of them.

Recommendations:

2a. Install an automatic fire detection system with central station monitoring. A wireless, remotely monitored, detection system is much less expensive to install than a suppression system. Sensors that detect smoke (especially), products of combustion, and rate of rise in temperature are recommended. All collection storage areas should be equipped with sensors. Central monitoring (likely utilizing the existing monitoring for the security system) is essential to achieve rapid response from the fire department in order to minimize damage and loss.

2b. Investigate installation of an automatic fire suppression system as part of a major building program or a move to another facility. "Wet pipe" sprinkler fire suppression systems (the system is fully charged with water at all times) are the least expensive to maintain as well as the most reliable when needed.

Justification for recommendation 2a-b: Automatic fire protection systems (suppression as well as detection) are essential to protect collections, equipment, staff, and patrons. With archives and libraries a frequent target for arson and a highly combustible fuel source, automatic fire detection and suppression systems are recommended for facilities that store and serve them. Damage to collections from water is an issue with water-based suppression systems; however, wet materials can be salvaged, whereas burned materials generally cannot.

- 3. Finding: Current security systems and practices generally are very good, leaving only a few gaps in theft and vandalism protection.** The building is protected by a perimeter intrusion detection system, as well as motion detection in the room with exterior windows, both of which are monitored centrally. All irreplaceable collection materials are housed in the storage room to which readers do not have access. Researchers (and staff) must check personal belongings when using (and processing) collections, though spaces in which to place personal belongings have been appropriated for storage of miscellaneous materials, inadvertently sending a message that checking personal belongings will not be rigorously enforced. Readers are supervised when using collections, but are not required to register with reliable identification.

Recommendations

3a. Introduce a practice for researchers to identify themselves (e.g., via a form) and show proof of identification. This is commonly accepted professional practice in archives. The first and foremost concern of the TCHS membership must be protection of the collection to help ensure its survival.

3b. Clear the storage spaces for personal belongings in order to return them to their intended use for researchers. If staff are reluctant to use designated spaces in the visitor room because while working in the storage room they cannot monitor personal belongings, then establish a similar system at the entry of the storage room, building on the current practice of leaving purses on shelves away from the work areas.

Justification for recommendations 3a-b: Along with fire risks, addressing theft and vandalism risks will provide the greatest protection possible against sudden catastrophic losses that could seriously damage public trust in the TCHS' ability to serve as a collective memory of the community. Convenience of access, while highly desirable, must take a lower priority because the collection in large part consists of unique, and therefore irreplaceable, information.

4. **Finding: Current environmental conditions are shortening the potential service life of the collections.** Temperature is controlled and set for comfort of visitors in the research room (low 70s), but is lower in the collection storage room (mid 60s). Relative humidity is not controlled, but is understood to be relatively low, often in the 30% range. Hygrothermometers are in use, giving staff an opportunity to monitor conditions when staff are present. The temperature in the storage room is a compromise between the low temperatures the collections need and the warmer temperatures staff need to work in the storage room.

Recommendations:

4a. Cool the collection storage room to 60 degrees when staff are not present. The rate of deterioration of paper-based collections is determined largely by the cumulative impact of temperature; collections survive much longer in overall cooler environments, even if the temperature needs to be raised a few degrees when staff are present. A rule of thumb is that paper-based collections double in service life with each reduction of ten degrees (see recommendation 4c below). Preservation experts currently recommend that paper-based collections be maintained at temperatures as cool as possible, often down to 60 degrees F. as a practical lower limit for storage, given that the materials will be used in warmer reading room environments, and at a relative humidity of 30-50%. However, the lower temperature must not compromise maintaining the relative humidity well below 60% in order to avoid risks of mold growth. See <http://librisdesign.org/docs/CollectionPreservation.pdf> for a broader discussion of the impact of temperature and relative humidity on the service life of the collection.

4b. Install "data loggers" in the collection storage rooms to create a continuous record of temperature and relative humidity to assist facilities' staff manage the heating and cooling system. Two data loggers can be recommended, the "PEM" (<https://www.imagepermanenceinstitute.org/environmental/pem2-datalogger>) and the "Hobo" (<http://www.onsetcomp.com/products/data-loggers/u14-001>). The data from these machines can be uploaded via a personal computer to a website (<https://www.eclimatenotebook.com/>) that provides analytical and graphing services to make the data easily accessible and useful for monitoring heating and cooling systems. Graphs are the handiest way to detect trends or to spot repeating problems, and they provide much needed assistance to facilities staff to optimize the storage environment for collection service life.

4c. Use online tools to estimate the increased service life from controlled environments to justify optimizing storage conditions and justifying associated costs. The Image Permanence Institute has a good basic tool: <https://www.imagepermanenceinstitute.org/resources/calculators>.

4d. If there are any valuable or rare archive materials (e.g., paintings in the “Dome”) not stored in a managed environment, move them to the archive storage room because it has the best conditions to maximize the service lives of the materials.

Justification for recommendations 4a-d: Preservationally sound environmental conditions maximize the service life of the collection in its original form and minimize the long-term cost of access by amortizing the eventual replacement costs (from deterioration) over many more years of service life. The opportunity to use environmental data to assist facilities staff take an economical approach to optimizing conditions for the collection, while saving energy, also will contribute to a reduction in long-term collection maintenance costs.

5. Finding: The collection is well protected from water damage. Materials are located well off the floor. Roof leaks have been few and are addressed quickly. Ground seepage has not been a problem. Minor risks of damage arise from a cleanup sink and associated plumbing in the collection storage area, and risks from plumbing accidents in the adjacent public restrooms are a theoretical hazard, though past restroom flooding problems have created problems in the collection storage room.

Recommendation:

5. Consider installation of water detectors on the floor along the wall shared with the restrooms and under the utility sink in the collection storage room. Detectors such as Dorlen’s Water Alert (<http://www.wateralert.com/water-leak-alert.php>), will alert staff to impending water problems. Some models sound alarms only locally (an intermittent signal for several days until the battery runs down); more useful models, but more expensive, can be connected to centrally monitored systems.

Justification for recommendation 5: Water detectors are cheap “insurance” against unnecessary, and often very expensive, water damage, and likely would reduce the need for a claim for collection restoration following a water incident.

6. Finding: There is concern about dealing with new acquisitions that may have insect infestations. Current practice is to bag suspect materials until they can be more closely inspected and processed. Space is needed to store bagged materials.

Recommendations

6a. Continue bagging (and sealing bags as best as possible) suspect materials until they can be processed. Use clear bags to make it easier to see insect activity when materials are small enough to fit in clear bags. When possible, place bagged materials in the center of a larger, white area (white drop cloth, for example), to observe if insects are escaping bags.

6b. Store bagged materials outside the collection storage area. If materials are to remain bagged for only a few weeks or months, consider using the “shed.” Though not offering the same

protection for materials as the collection storage area, eliminating the risk of infecting the collection is an important strategy for handling suspect materials.

6c. Investigate local options for using commercial deep freezing facilities. Insects (adults, larvae, and eggs) that attack paper-based materials can be killed by freezing them. Some species can be killed with a household deep freezer capable of 0 degrees, but others require -20 degrees Fahrenheit, conditions in commercial deep freezers, to achieve a complete kill. After materials have been frozen (one week at -20 is adequate), thawing them needs to be monitored because very cold materials brought into a warm environment run the risk of condensation and subsequent mold growth if not monitored while the materials acclimate to the warmer environment.

6d. Purchase and place insect traps in all collection storage areas as “early warning” systems should insects or rodents begin to infest the collection. While there have been no infestations to date, insects (and rodents) can be monitored by using glue trays, sticky-paper and fly paper. The trays and/or traps can be located out of sight and will provide quantitative and well as qualitative information concerning your insect problems as they develop. From the type and amount of insects that are captured, the TCHS would be able to identify appropriate pest management treatments. There are pest monitoring kits available from a variety of sources, <http://www.gaylord.com/adblock.asp?abid=11484> and http://www.amazon.com/s/ref=nb_sb_noss_1?url=search-alias%3Daps&field-keywords=sticky+traps&rh=i%3Aaps%2Ck%3Asticky+traps. If any object is found to be infested with insects or other pests, it should be immediately isolated from the collection in order to minimize the spread of the pests.

Justification for recommendations 6a-d: Ensuring that materials new to the collection do not infest the rest is critical because infestations often require treatment of the entire collection at high cost. At the other extreme, the cost of purchasing and placing traps to provide early evidence of pest activity is negligible and the opportunity for cost avoidance is very attractive.

7. Finding: Overall, the collection is in stable condition, allowing preservation attention to be sharply focused on narrow areas of relatively urgent need.

- a) The newsprint volumes and the audiovisual recordings are the most subject to loss in the near-term, and some cellulose acetate photographic negatives are showing degradation, while most of the paper-based materials generally are in stable condition.
- b) Some of the bindings on older books are in fragile condition, but use is very low, so a need for additional protection during handling has not yet been realized. However, some bound volumes lean rather than remain upright, a practice that stresses and eventually will detach the front and back covers.
- c) Ledgers and other oversize volumes are tightly packed onto shelves, maximizing the use of shelf space, but retrieval and reshelving is very cumbersome for staff and very risky for the materials. However, as in b) above, there has been little to no use of these materials to date. If these materials remain undisturbed, they likely will suffer relatively little damage in the near term.
- d) Some rolled maps are secured with rubber bands.
- e) Some framed documents stored in compartments are neither vertical, nor horizontal, stressing the frames.

f) Some materials project beyond the shelves in the compact shelving system, risking damage to the materials when the ranges are closed and hurting staff who do not notice the projecting materials when walking or working nearby.

Recommendations

7a. Improve shelving practices to facilitate retrieval and reshelving of materials that will need to be handled frequently. A sensible way to determine where to begin would be to allow future demand for collection materials to determine priorities to be set for introducing shelving practices that facilitate retrieval and reshelving (but take additional shelf space), as well as to house materials in individual protective enclosures. As the PastPerfect catalog of the collection grows and is made accessible via the Web, demand for some materials in the collection will prove to be greater than for others, highlighting where to place initial efforts and expense.

7b. Identify and digitize (or microfilm if digitization is not possible) the newspapers held uniquely by the TCHS. Explore the California Digital Newspaper Project, <http://cbsr.ucr.edu>, for ongoing access and preservation services for the selected titles. Begin with those volumes with text in the most deteriorated condition because you have the least remaining time in which to take action.

7c. Digitize important analog audio recordings because playback equipment is all but obsolete and analog media (with the exception of film) have very finite service lives (ranging from one to several decades, depending on composition). Review the collection for titles you hold uniquely, particular oral histories, and digitize any of these that must remain in the collection. Back up the digital recordings to portable hard drives maintained off site for security and preservation. Consider participating in the California Audiovisual Preservation Project (<http://calpreservation.org/projects/audiovisual-preservation/>) to preserve and make accessible online historically significant audiovisual Californiana. Pamela Vadakan, pamelaje@berkeley.edu, is the coordinator for the Project.

7d. Rearrange materials on shelves to eliminate the materials extending beyond their shelves and into the aisles.

7e. Continue to use protective enclosures (folders and plastic sleeves) for long-term storage of fragile documents and photographs. Archival clear plastic sleeves, acid-free paper folders, and envelopes need to be large enough to comfortably contain the original documents in order to avoid unintentional damage to materials extending beyond their protective enclosures. Make sure the plastic is chemically stable, either polyester or polyethylene, and that photographic enclosures pass the Photographic Activity Test (PAT; <https://www.imagepermanenceinstitute.org/testing/pat>).

7f. Consider creating a pilot project to digitize photographs. Access to the Society's large collection of photographs and negatives would be greatly facilitated by digitizing them and making the collection available online. Mention was made of a small grant from Walmart that could be used to create an in-house feasibility study and pilot project, gather data on costs, identify cost effective procedures, and estimate time requirements, all prudent steps toward

securing further funding to complete the effort (possibly from the grant funding sources mentioned in the final paragraph of this report, below).

7g. Straighten up bound volumes and framed documents so they either stand vertically or lie flat. Use bookends or spacers (even empty boxes) to help keep materials upright and to avoid damage to the materials over time.

7h. Replace rubber bands on rolled materials with strips of paper wrapped around the roll and secured to itself. One method is to use flat cotton tying tape; see an example: <http://tinyurl.com/lv8m736>. The gold standard for rolled map storage is around acid-free tubes and individually boxed. However, this method is both expensive and space-consuming, so should be reserved for the most valuable rolled materials in the collection.

7i. To avoid a risk of crumpling maps and blue prints that have been flattened, trim the oversized map folders (removing their contents first!) to the width of the shelves on which they are stored.

Justification for recommendations 7a-i: Though the collection largely is in stable condition, some materials are threatened with loss. Digitization of the newsprint, photograph, and audiovisual materials has multiple access and preservation benefits with which to justify an investment in digitization projects. Preservationally sound individual protective enclosures for documents and photographs, and boxes for fragile volumes, will protect records from damage, facilitate handling, and lower the cost of maintaining the collection. Rearranging materials on the shelves will reduce the risk of damage to the collection and the risk of staff accidents.

The key risks to which the Tuolumne County Historical Society archive and library collection is exposed, and the benefits of actions to eliminate or reduce the risks, are clear. In addition to TCHS resources, funds with which to address some of these recommendations may be available through grants because the collection materials by their historical nature are recognized to be held in trust for the benefit of Tuolumne County communities and the citizens of California. The California State Library (<http://www.library.ca.gov/grants/index.html>, though not much is showing at the moment), the National Endowment for the Humanities (<http://www.neh.gov/grants>, particularly the Humanities Collections and Reference Resources program), and the National Historical Publications and Records Commission (<http://www.archives.gov/nhprc/announcement/>) have programs that may be appropriate to help reach digitization goals in particular. Additionally, the California Preservation Program stands ready to offer further information and assistance with implementation of key recommendations when TCHS is ready to proceed, and to assist it to identify future actions following completion of higher priority actions addressed in this report.

I wish to thank TCHS members Gary Davidson, John Brunskill, Rob Gordon, Bill Anning, Michael Ruddy, and President Rick Baird for making this assessment possible; they were enormously helpful and generous with their time and counsel.

Barclay Ogden
California Preservation Program Consultant

(Director for Library Preservation)
20 Doe Library
University of California
Berkeley, CA 94720-6000
Phone: (510) 642-4946
Fax: (510) 642-4664
Email: bogden@library.berkeley.edu

CPAP Tuolumne Co HS 2014may24

ATTACHMENT "H"

VEHICLE/HEAVY EQUIPMENT REPLACEMENT CHART

Vehicle / Heavy Equipment Replacement

Dept No.	Department Name	FY 2014/15 Budget	Ideal Replacement Fiscal Year										Grand Total	
			2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
101300	Administration - CAO							20,000						20,000
102300	Assessor/Recorder		62,000									40,000		102,000
102500	Purchasing Department									20,000				20,000
107100	Facilities Management	35,000	150,000	62,000		146,000	42,000	22,000						422,000
110500	IT Department						40,000	20,000		20,000				80,000
201200	District Attorney		20,000		20,000	20,000	20,000	60,000						140,000
201210	District Attorney - VW			20,000										20,000
202100	Sheriff's Department	344,919	560,000	220,000	162,000	245,000	250,000	240,000	109,000	85,000	30,000	64,000		1,965,000
202300	Sheriff's Department - TNT		30,000						30,000			30,000		120,000
202500	Sheriff's Department - Boat Patrol	40,174	102,000		60,000			30,000	57,000			55,000		304,000
203100	Sheriff's Department - Jail						52,000	27,000					27,000	106,000
203200	Probation Dept	65,000	114,000	150,000	79,000	56,000		100,000		68,000				567,000
204100	Tuolumne County Fire	390,881	512,000	884,000	990,000	1,384,000	22,000	666,000	1,057,500	1,072,000	400,000	46,000		7,033,500
206100	Ag Department		20,000	40,000		22,000		20,000	24,000			22,000		148,000
207100	Community Resources Agency			84,000	40,000	60,000	60,000	40,000					75,000	359,000
301100	CRA Admin & Engineering			44,000	22,000	22,000	20,000							108,000
301200	CRA Road Maintenance	310,000	300,000	526,000	702,000	590,000	322,000	554,000	390,000	350,000	300,000	772,000		4,806,000
302100	Columbia Airport		60,000				40,000	24,000	20,000			22,000	120,000	286,000
304100	Fleet Services		112,000			70,000		214,000						396,000
304200	Radio Communications			20,000										20,000
305150	Administrative Office - TPPA			20,000										20,000
401100	Health Department		20,000		40,000	20,000							20,000	100,000
401308	Behavioral Health		40,000	50,000	40,000	40,000	40,000			20,000	40,000			270,000
402100	Ambulance Enterprise	251,500	360,000	860,000	60,000	144,000								1,424,000
404100	Solid Waste								20,000				20,000	40,000
501100	Department of Social Services		80,000	80,000	60,000	60,000	40,000	100,000	40,000	42,000	60,000	20,000		582,000
501300	Health Department - WIC												20,000	20,000
602100	Library			115,000										115,000
701100	Recreation Department			45,000	20,000	30,000		45,000	20,000	40,000	40,000			240,000
Grand Total			1,437,474	2,542,000	3,220,000	2,295,000	2,909,000	1,173,000	2,124,000	1,770,500	1,717,000	977,000	1,236,000	19,963,500

ATTACHMENT "I"

FY 2014-15 APPROPRIATION LIMIT COMPUTATION



OFFICE OF THE AUDITOR-CONTROLLER

"Proudly Serving the Financial Needs of Tuolumne County"

DEBORAH RUSSELL, CPA
Clerk & Auditor-Controller

DATE: August 26, 2014
TO: Honorable Board of Supervisors
FROM: Deborah Bautista, Clerk & Auditor-Controller
SUBJECT: 2014-15 APPROPRIATION LIMIT COMPUTATION

A handwritten signature in blue ink, appearing to be "DB", is written over the "FROM:" line of the memo.

**REF: Government Code Sections 7902 & 7910 and
Article XIII B of the California Constitution**

Per the above articles, the amount of proceeds of taxes within the County can only increase by one of six methods:

- 1) The County of Tuolumne population times, per capital increase times, prior years limit.
- 2) Surrounding counties' population increase, times per capital increase times, prior year limit.
- 3) The City of Sonora's population increase, times the per capita increase, times prior year limits.
- 4) The County of Tuolumne's population increase, times non-residential increases, times prior year limit.
- 5) Surrounding counties' population increase, times non-residential increases, times prior year limit.
- 6) The City of Sonora's population increase, times the non-residential increase, times prior year limit.

The current fiscal year of taxes is then compared with the appropriation limit to ensure that they are not in excess of said limits.

Attached are the six calculations you have to choose from. I recommend alternative Five (5) .This calculations enables the appropriation limit to increase by the largest amount. The following computation, for fiscal year 2014-15 reflects the budgeted tax proceeds for this fiscal year is only 29.22 % of the allowable appropriation limit.

2013-14 Appropriation limit	\$123,213,761
Surrounding counties' population increase times the per capita increase times the 2013-14 limits.	<u>1.0116304</u>
2014-15 Appropriation Limit	<u>\$124,646,786</u>

Proceeds of Taxes	\$36,422,914
Non-Proceeds	73,957,000
Fees	18,546,707
Transfers	<u>5,918,284</u>
Total Budget	<u>\$134,844,905</u>

I would request that the Board approve the above computation proving that the appropriation limitation will not be exceeded in fiscal year 2013-14.

NOTE:

2013-14 Appropriation Limit	\$123,213,761
Population decrease 2013-14	-06 %
Per Capita decrease 2013-14	-23 %
Non-residential new construction 2013-14	.76 %

**Tuolumne County
2013-14 Appropriation limit computations**

- 1) The County of Tuolumne's population decrease times per capita decreases times the 2013-14 limits.

$$0.9994 \times 0.9977 \times \$123,213,761 = \$122,856,611$$

- 2) The surrounding counties' population increase times the per capita decrease times the 2013-14 limits.

$$1.0039 \times 0.9977 \times \$123,213,761 = \$123,409,798$$

- 3) The City of Sonora's population increase times the per capita decrease times the 2013-14 limits.

$$1.0001 \times 0.9977 \times \$123,213,761 = \$122,942,662$$

- 4) The County of Tuolumne's population decrease times non-residential increase times 2013-14 limits.

$$0.9994 \times 1.0076 \times \$123,213,761 = \$124,075,695$$

- 5) The surrounding counties' population increase times the non-residential increases times 2013-14 limits.

$$1.0040 \times 1.0076 \times \$123,213,761 = \$124,646,786$$

- 6) The City of Sonora's population increase times the non-residential increase times the 2013-14 limits.

$$1.0001 \times 1.0076 \times \$123,213,761 = \$124,162,601$$

ATTACHMENT "J"

FY 2014-15 ADOPTED BUDGET RESOLUTION

No. _____

By _____
Clerk of the Board of Supervisors



RESOLUTION

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE

- WHEREAS, Sections 29088-29092 of the Government Code of California provide that the Board of Supervisors of each County shall adopt, by resolution, an Adopted Budget; and
- WHEREAS, on June 17, 2014, the Board of Supervisors approved the FY 2014-15 Recommended Budget; and
- WHEREAS, after notice duly given in accordance with law, the Board of Supervisors did hold a public hearing to consider adopting the FY 2014-15 Budget on the 2nd day of September 2014; and
- WHEREAS, at said public hearing, the Board of Supervisors heard all requests for the increase, decrease or other alteration of the Adopted Budget; and
- WHEREAS, said Budget as revised contains the following means of financing and financing requirements.

Available Financing

Taxes	\$30,528,752
Licenses, Permits & Franchises	\$ 1,810,675
Fines, Forfeits and Penalties	\$ 1,670,935
Use of Money and Property	\$ 309,390
Intergovernmental Revenue	\$76,220,971
Charges for Current Services	\$16,711,032
Miscellaneous Revenue	\$ 1,649,866
Other Financing Sources	\$ 5,943,284
Total Revenues	\$134,844,905
Prior Year Unrestricted Balance	\$ 10,423,414
Cancellation of Prior Year Reserves	\$
Total Available Financing	\$ 124,421,491

Financing Requirements

General	\$34,274,836
Public Protection	\$37,525,662
Public Ways & Facilities	\$21,780,955
Health and Sanitation	\$16,056,264
Public Assistance	\$21,928,281
Education	\$ 1,232,581
Recreation	\$ 1,831,548
 Total Specific Use Financing	 \$134,622,627
 Appropriation for Contingencies	 \$ 4,693,308
 Transfers Out	 \$ 5,916,136
 Provisions for Reserves & Designations	 \$ 32,021
 Total Financing Requirements	 \$123,981,162

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Tuolumne hereby adopts the FY 2014-15 Budget, as revised, and reproduced in the FY 2014-15 Adopted Budget document, for the County of Tuolumne, State of California, for the fiscal period ending June 30, 2015.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Tuolumne does also find that the County of Tuolumne appropriation limit for FY 2014-15, as defined in Article XIII B of the Constitution of the State of California is \$123,213,761. The appropriation amount which is subject to the limit is \$36,422,914.

ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE ON _____ 2014

AYES: 1st Dist. _____ NOES: _____ Dist. _____
 2nd Dist. _____ Dist. _____
 3rd Dist. _____ ABSENT: _____ Dist. _____
 4th Dist. _____ Dist. _____
 5th Dist. _____ ABSTAIN: _____ Dist. _____

 CHAIR OF THE BOARD OF SUPERVISORS

ATTEST: _____
 Clerk of the Board of Supervisors

No.