

# BOARD OF SUPERVISORS

## AMENDED AGENDA

Meetings are located at:  
Yuba County Government Center  
Board Chambers, 915 Eighth Street  
Marysville, California



Agenda materials are available at the Yuba County Government Center, 915 8<sup>th</sup> Street, Marysville and [www.co.yuba.ca.us](http://www.co.yuba.ca.us). Any disclosable public record related to an open session item and distributed to all or a majority of the Board less than 72 hours prior to the meeting is available for public inspection at Suite 109 of the Government Center during normal business hours.

**OCTOBER 22, 2013**

**8:30 A.M. YUBA COUNTY WATER AGENCY**

**9:30 A.M. YUBA COUNTY BOARD OF SUPERVISORS - Welcome to the Yuba County Board of Supervisors meeting. As a courtesy to others, please turn off cell phones, pagers, or other electronic devices, which might disrupt the meeting. Thank you.**

### **ADDENDUM TO AGENDA ADD TO COUNTY DEPARTMENTS ITEM D. 1. AND SPECIAL PRESENTATION ITEM C.**

- I. **PLEDGE OF ALLEGIANCE** - Led by Supervisor Abe
- II. **ROLL CALL** - Supervisors Vasquez, Nicoletti, Griego, Abe, Stocker
- III. **CONSENT AGENDA:** All matters listed under the Consent Agenda are considered to be routine and can be enacted in one motion.
  - A. Human Resources and Organizational Services
    1. Adopt resolutions amending the Position Allocation Schedule and the Basic Salary Schedule as it relates to the Probation Analyst position effective November 1, 2013. (428-13)
  - B. Clerk of the Board of Supervisors
    1. Approve minutes of the meeting of October 8, 2013. (429-13)
- IV. **SPECIAL PRESENTATION**
  - A. Present Certificate of Recognition to Yuba County Library Advisory Commission for outstanding community service. (Ten minute estimate) (430-13)
  - B. Present proclamation to Sally Sokoloski commending 40 years of service. (Five minute estimate) (338-13)
  - C. Present proclamation proclaiming Red Ribbon Week October 21 - 31, 2013. (No background material) (Five minute estimate) (438-13)
- V. **PUBLIC COMMUNICATIONS:** Any person may speak about any subject of concern provided it is within the jurisdiction of the Board of Supervisors and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of 15 minutes and each individual or group will be limited to no more than 5 minutes. Prior to this time speakers are requested to fill out a "Request to Speak" card and submit it to the Clerk of the Board of Supervisors. Please note: No Board action can be taken on comments made under this heading.
- VI. **COUNTY DEPARTMENTS**
  - A. Library
    1. Approve schedule of hours open to the public for the Yuba County Library effective November 1, 2013. (Five minute estimate) (431-13)

B. Administrative Services

1. Adopt resolution supporting Friends of Bok Kai implementation of historic Chinatown Project and approving installation of sign and map at Yuba County Library. (Ten minute estimate) (432-13)
2. Approve extending temporary appointment of Interim Information Technology Manager through November 30, 2013. (433-13)

C. Health and Human Services

1. Adopt resolution authorizing agreement with California Department of Veterans Affairs to expand outreach activities and hire a limited term Veteran Services representative; and authorizing the Chair to execute any pertinent documents related to the program, acceptance of funds; and authorize budget transfer allocating \$9,449 in funds. (Ten minute estimate) (434-13)

D. Human Resources and Organizational Services

1. Adopt resolution amending the Basic Salary Schedule as it relates to the Health and Humans Director effective January 1, 2014. (Ten minute estimate) (437-13)

VII. **CORRESPONDENCE** - (435-13)

A. Annual Report for Fiscal Year 2012-2013 from Yuba County Digital Law Library.

B. Letter from Territorial Dispatch regarding closed session.

VIII. **BOARD AND STAFF MEMBERS' REPORTS:** This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas.

IX. **CLOSED SESSION:** Any person desiring to comment on any matter scheduled for this closed session may address the Board at this time.

A. Personnel pursuant to Government Code §54957 - Public Employee Appointment - Chief Information Officer

B. Personnel pursuant to Government Code §54957 - Public Employee Appointment - Public Health Officer/Interview/Appointment/Other action as directed

X. **ADJOURN**

**11:00 A.M. Public Facilities Committee** - (Supervisors Griego and Vasquez - Alternate Supervisor Nicoletti)

- A. Consider budget transfer in the amount of \$41,050.13 from IT Trust to Professional Services to pay for upgrading building automation and controls system - Administrative Services (Five minute estimate) (436-13)

**11:30 A.M. YUBA COUNTY HOUSING AUTHORITY**

**10/25/2013 - 8:30 A.M. Bi-County Juvenile Hall / Mental Health Committee**  
Juvenile Hall Administration Building  
1023 Fourteenth Street, Conference Room  
Marysville, Ca 95901

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board's office at (530) 749-7510 or (530) 749-7353 (fax). Requests must be made two full business days before the start of the meeting. To place an item on the agenda, contact the office of the Clerk of the Board of Supervisors at (530) 749-7510.

**PUBLIC INFORMATION**

**AGENDA ITEMS:** The opportunity of the public to be heard on an item shall be provided during the consideration of that item. In the interest of time, the Board has limited the length of such comment or input on each item to 15 minutes total, with a limit of no more than 5 minutes per person or group. The period for public comments on a particular item may be extended upon a majority vote of the Board. These time limits do not apply to applicants appearing before the Board on behalf of their applications.

**ACTION ITEMS:** All items on the Agenda under the headings “Consent,” “County Departments,” Ordinances and Public Hearings,” “Items of Public Interest,” and “Closed Session,” or any of them, are items on which the Board may take any action at this meetings.

**PUBLIC HEARINGS:** All members of the public shall be allowed to address the Board as to any item which is noticed on the Board's agenda as a public hearing. The Board has limited each person or group input to no more than 3 minutes. Any person or group may provide the Board with a written statement in lieu of or in supplement to any oral statement made during a public hearing. Written statements shall be submitted to the Clerk of the Board.

**ORDINANCES:** Ordinances shall not be passed within five days of their introductions, nor at other than a regular meeting or at an adjourned regular meeting. The Board of Supervisors will address ordinances at first readings. The public is urged to address ordinances at first readings. Passage of ordinances will be held at second readings, after reading the title, further reading is waived and adoption of the ordinance is made by majority vote. An urgency ordinance may be passed immediately upon introduction. The Board reserves the right to amend any proposed ordinances and to hold a first reading in lieu of a second reading.

**INFORMATIONAL CORRESPONDENCE:** The Board may direct any item of informational correspondence to a department head for appropriate action.

**SCHEDULED LUNCH BREAK:** Between the hours of 12:00 noon and 1:00 p.m. and at the discretion of the Chair, the Board will recess one hour for lunch.

**SPECIAL MEETINGS:** No public comment shall be allowed during special meetings of the Board of Supervisors, except for items duly noticed on the agenda.

**End**

**THIS PAGE INTENTIONALLY LEFT BLANK**



Yuba County Housing Authority



**HOUSING AUTHORITY COMMISSION  
BOARD OF SUPERVISORS CHAMBERS  
915 8TH STREET, MARYSVILLE  
October 22, at 11:30 A.M.**

---

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

Commissioner Abe  
Commissioner Griego  
Commissioner Nicoletti  
Commissioner Stocker  
Commissioner Vasquez

**III. CLOSED SESSION: PENDING LITIGATION PURSUANT TO  
GOVERNMENT CODE §54956.9(d)(2)- ONE CLAIM**

**IV. ADJOURNMENT**

**THIS PAGE INTENTIONALLY LEFT BLANK**





*CONSENT  
AGENDA*

**THIS PAGE INTENTIONALLY LEFT BLANK**

**YUBA COUNTY  
HUMAN RESOURCES & ORGANIZATIONAL  
SERVICES DEPARTMENT**

**915 8TH STREET, SUITE 113, MARYSVILLE, CA 95901**

**DATE:** October 22, 2013  
**TO:** Board of Supervisors  
**FROM:** Martha K. Wilson, Human Resources Director  
Jim Arnold, Chief Probation Office



**RECOMMENDATION**

Amend the Position Allocation and Classification System – Basic Salary Schedules as they relate to the Probation Department, effective November 1, 2013.

**BACKGROUND**

The California Community Corrections Performance Incentives Act requires probation departments to identify and track specific outcome-based measures, the performance and effectiveness of which will determine the level of funding provided to the agency. The Probation Department is responsible for creating case plans and assessments on all of its clients which requires an enormous amount of data to be collected, stored, analyzed and shared with the State. The State guidelines for this data collection and analysis are strict.

**DISCUSSION**

The Probation Department wishes to create a Probation Analyst classification appropriate to perform the duties required to ensure compliance with state mandates. Human Resources agrees with the recommended classification which will allow the department to remain compliant with the law, implement more efficient systems, and ensure continued funding.

The attached Resolutions update the County position allocation and salary schedule.

**COMMITTEE**

This item has bypassed committee and appears before the full board as a time sensitive item.

**FISCAL IMPACT**

The fiscal impact of the new classification will be absorbed by the Probation Department budget.

**THIS PAGE INTENTIONALLY LEFT BLANK**

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

RESOLUTION AMENDING THE )  
DEPARTMENTAL POSITION )  
ALLOCATION SCHEDULE )  
\_\_\_\_\_ )

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED that the Departmental Position Allocation Schedule as it relates to the following department(s) is amended effective November 1, 2013 as follows:

**ADD:**

<b>DEPARTMENT</b>	<b>CLASSIFICATION</b>	<b># OF POSITIONS</b>
Probation	Probation Analyst	1

PASSED AND ADOPTED by the Board of Supervisors of the County of Yuba, State of California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the following votes:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
CHAIRMAN

ATTEST: Donna Stettmeyer  
Clerk of the Board

APPROVED AS TO FORM: Angil Morris-Jones  
County Counsel

By: \_\_\_\_\_

By:  \_\_\_\_\_

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

RESOLUTION AMENDING THE  
CLASSIFICATION SYSTEM –  
BASIC SALARY SCHEDULE

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED that the Classification System – Basic Salary Schedule is amended as follows effective November 1, 2013.

ADD:

Code	Classification	Unit	BASE: STEP A	HOURLY	OT Code	WC Code
PBAN	Probation Analyst	4	\$4,679	26.99	06	8810.1

PASSED AND ADOPTED by the Board of Supervisors of the County of Yuba, State of California, on the \_  
\_\_\_\_\_ day of \_\_\_\_\_, 2013 by the following votes:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
CHAIRMAN

ATTEST: Donna Stottlemeyer  
Clerk of the Board

APPROVED AS TO FORM: Angil Morris-Jones  
County Counsel

By: \_\_\_\_\_

By:  \_\_\_\_\_

# *The County of Yuba*

B O A R D O F S U P E R V I S O R S



OCTOBER 8, 2013 – MINUTES

The Honorable Board of Supervisors of the County of Yuba met in regular session on the above date, commencing at 9:30 a.m., within the Government Center, Marysville, California, with a quorum being present as follows: Supervisors Andy Vasquez, John Nicoletti, Mary Jane Griego, Roger Abe and Hal Stocker. Also present were County Counsel Angil Morris-Jones, and Deputy Clerk of the Board of Supervisors Rachel Ferris. Chairman Vasquez presided.

- I. PLEDGE OF ALLEGIANCE - Led by Supervisor Nicoletti
- II. ROLL CALL - Supervisors Vasquez, Nicoletti, Griego, Abe, Stocker - All present
- III. CONSENT AGENDA: All matters listed under the Consent Agenda are considered to be routine and can be enacted in one motion.

County Counsel Angil Morris-Jones requested to pull Item VIII Closed Session as the item had been resolved.

MOTION: Move to approve Consent Agenda      MOVED: John Nicoletti      SECOND: Hal Stocker

AYES: John Nicoletti, Hal Stocker, Andy Vasquez, Mary Jane Griego, Roger Abe

NOES: None    ABSENT: None    ABSTAIN: None

## A. Administrative Services

1. Approve airport lease agreement with B.C. Schmidt Construction for corporate hangar lease site eleven, ground site five, and authorize Chair to execute same. (405-13) Approved.
2. Approve airport lease agreement with Dennis J. James for corporate hangar lease site eleven, ground site two, and authorize Chair to execute same. (406-13) Approved.

## B. Board of Supervisors

1. Appoint Tom Inderbitzen and Giuseppe Rioni in lieu of election to Brophy Water District Board of Directors for four-year terms pursuant to Elections Code §10515. (407-13) Approved.

## C. Clerk of the Board of Supervisors

1. Approve minutes from the regular meeting of September 24, 2013. (408-13) Approved as written.

## D. Clerk-Recorder/Elections

1. Adopt resolution appointing members in lieu of election to the Board of Directors for Special Districts pursuant to Elections Code §10515. (409-13) Adopted Resolution No. 2013-105, which is on file in Yuba County Resolution Book No. 44, entitled: "APPOINT MEMBERS IN LIEU OF ELECTION TO THE BOARD OF DIRECTORS FOR SPECIAL DISTRICTS."

E. Emergency Services

1. Approve out of state travel for Emergency Operations Manager to attend training in Emmitsburg, Maryland, November 4 - 8, 2013, with expenses to be reimbursed through FEMA. (410-13) Approved.
2. Adopt resolution proclaiming the continued existence of a local emergency upon review by Board of Supervisors, relating to the water emergency at Gold Village. (411-13) Adopted Resolution No. 2013-106, which is on file in Yuba County Resolution Book No. 44, entitled: "RESOLUTION PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY UPON REVIEW BY BOARD OF SUPERVISORS."

F. Health and Human Services

1. Approve agreement with Yuba Community College for Independent Living Program services and authorize Chair to execute. (Human Services Committee recommends approval) (412-13) Approved.

IV. SPECIAL PRESENTATION

- A. Present 2013 Employee Recognition Awards. (Twenty minute estimate) (413-13) County Administrator Robert Bendorf recapped 2013 Employee Recognition Awards.
- Outstanding Leadership: Dustin Taub
  - Workforce Excellence: Bunny Keterman
  - Exceptional Teamwork: Jail division Staff
  - Workforce Excellence Sustained Effort: Ken Jones
  - Public Service Excellence: Michelle Gutierrez

Chairman Vasquez read and presented a proclamation to Michelle Gutierrez recognizing her county service and retirement.

Human Resources Director Martha Wilson presented Michelle Gutierrez with a plaque received from the City of Marysville.

V. PUBLIC COMMUNICATIONS:

Ms. Mary Battista, Dobbins, regarding neighbor dispute over nuisance caused by feral cats.

VI. COUNTY DEPARTMENTS

A. Board of Supervisors

1. Consider request from Eric Mortensen regarding waiver or reduction in fees related to placement of manufactured home at 4812 Pacific Avenue, Olivehurst and take action as appropriate. (Fifteen minute estimate) (414-13) Mr. Eric Mortenson recapped request for fee waiver, advising this would be his primary residence, and responded to Board inquiries.

Community Development and Services Director Kevin Mallen advised aside from nominal fees collected in the 1960's, no Capital Facilities Fees were ever collected on the property. Additionally a demolition permit was not issued for the removal of the original structure and a check with Google maps indicated the property had been vacant for at least 5 years.



Following Board discussion relating to a payment agreement, County Counsel Angil Morris-Jones advised staff could prepare a payment agreement between Mr. Mortenson and the County.

MOTION: Move to approve staff negotiating a payment agreement with Mr. Mortenson for the Capital Facilities fees for a time period no less than five years

MOVED: Mary Jane Griego SECOND: Hal Stocker

AYES: Mary Jane Griego, Hal Stocker, Andy Vasquez, John Nicoletti, Roger Abe

NOES: None ABSENT: None ABSTAIN: None

2. Authorize providing letter of support for Camptonville Community Partnership grant request to Sierra Nevada Conservancy for Camptonville Biomass Business Center. (Ten minute estimate) (415-13) Cathy LaBlanc provided a brief recap and responded to Board inquiries.

MOTION: Move to approve letter of support MOVED: Hal Stocker SECOND: Roger Abe

AYES: Hal Stocker, Roger Abe, Andy Vasquez, John Nicoletti, Mary Jane Griego

NOES: None ABSENT: None ABSTAIN: None

3. Adopt resolution opposing proposed California Water Services Company rate increase. (Ten minute estimate) (416-13) Following Board discussion amending the resolution language, the following individual spoke: Mr. Bill Simmons, Marysville

MOTION: Move to adopt resolution as amended MOVED: Mary Jane Griego SECOND: John Nicoletti

AYES: Mary Jane Griego, John Nicoletti, Andy Vasquez, Roger Abe, Hal Stocker

NOES: None ABSENT: None ABSTAIN: None

Adopted Resolution No. 2013-107, which is on file in Yuba County Resolution Book No. 44, entitled: "THE YUBA COUNTY BOARD OF SUPERVISORS OPPOSES TO THE PROPOSED WATER RATE INCREASE AND THE EFFECTS IT WILL HAVE UPON THE RESIDENTS AFFECTED, AND ON THE COMMUNITY AT LARGE."

#### B. Community Development and Services

1. Receive information relating to commercial agriculture within the Valley Growth Boundary of the County's General Plan and provide staff direction regarding request from Sardeep Atwal. (Twenty minute estimate) (417-13) Community Development and Services Director Kevin Mallen and Planning Director Wendy Hartman recapped the history of the Valley Growth Plan and area encompassed including the following and responded to Board inquiries:
  - Policies promoting growth in the Valley Growth Plan
  - Right to Farm Ordinance Chapter 11.55
  - Plumas Lake Specific Plan
  - Yuba County Agricultural Commission
  - Conditional Use Permit (CUP)
  - Penalties

Mr. Sarbdeep Atwal expressed a desire to partnership with the County for the best use of the property and expressed concerns over the possibility of being required to have a 300 foot buffer zone. Mr. Atwal urged the Board to consider a joint CUP with Mr. Sohal as their properties are bisected by County Club Road.

MOTION: Move to approve a joint CUP for both the Atwal and Sohal properties and waive penalties  
MOVED: Mary Jane Griego                      SECOND: Hal Stocker  
AYES: Mary Jane Griego, Hal Stocker, Andy Vasquez, John Nicoletti  
NOES: Roger Abe    ABSENT: None    ABSTAIN: None

VII. BOARD AND STAFF MEMBERS' REPORTS:

Supervisor Griego:

- SACOG committees and activities
- Preparation of presentation on SACOG funded projects in Yuba County
- Memorial Adjournment – Mr. Albert McNellis

Supervisor Nicoletti:

Meetings Attended:

- Fish and Game Advisory Commission
- Peach Tree Clinic –Affordable Care Act
- Sister City Association celebration October 10, 2013
- Tri-County Juvenile Hall

Supervisor Stocker:

- Memorial Adjournment - Mr. Dale Johnson
- Marijuana complaints

Supervisor Abe:

- Wheatland Lions club highway clean-up program on Saturday
- Memorial Adjournment – Mr. Gerald Dean “Jerry” Arnold

Supervisor Vasquez:

- Talent Contest November 2, 2013
- Linda Business Directory
- Linda Clean up October 19, 2013

VIII. ADJOURN: 11:29 a.m. by Chair Vasquez in memory of Mr. Albert McNellis, Mr. Dale Johnson, and Mr. Gerald Dean “Jerry” Arnold.

ATTEST: DONNA STOTTLEMEYER  
CLERK OF THE BOARD OF SUPERVISORS

\_\_\_\_\_  
Chair

\_\_\_\_\_  
By: Rachel Ferris, Deputy Clerk

Approved: \_\_\_\_\_



**THIS PAGE INTENTIONALLY LEFT BLANK**

# Board of Superisors Certificate of Recognition

PRESENTED TO

YUBA COUNTY LIBRARY ADVISORY COMMISSION  
FOR PROVIDING  
OUTSTANDING COMMUNITY SERVICE

October 2013

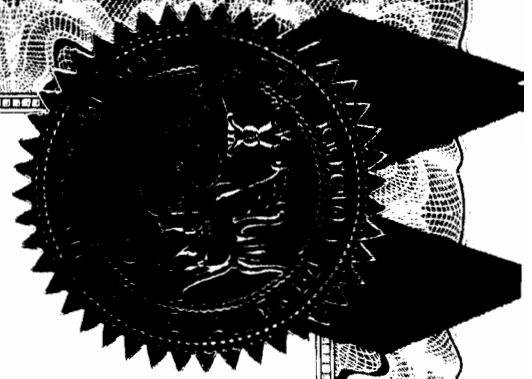
*Andy Vasquez*  
Andy Vasquez  
District One

*John Nicoletti*  
John Nicoletti  
District Two

*Mary Jane Griego*  
Mary Jane Griego  
District Three

*Roger Abe*  
Roger Abe  
District Four

*Hal Stocker*  
Hal Stocker  
District Five



**THIS PAGE INTENTIONALLY LEFT BLANK**

## THE COUNTY OF YUBA

## BOARD OF SUPERVISORS



## — P R O C L A M A T I O N —

HONORING  
SALLY WATERS SOKOLOSKI

**WHEREAS**, Sally Waters Sokoloski grew up in Eureka California, attended St. Bernard's Catholic School from kindergarten through high school, and went on to attend Humboldt State University where she graduated with honors and a degree in Speech Pathology and a Masters in Special Education; and

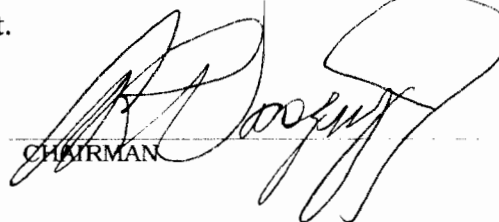
**WHEREAS**, in 1973 Sally moved to Marysville and began working for the Yuba County Office of Education, first as a Speech Therapist and over the next 40 years, through a series of promotions became the Assistant Superintendent; and

**WHEREAS**, Sally has chaired, served as a member, been appointed to, or in some way assisted with numerous councils, committees and sub-committees, including helping create and publish the "Children's Report Card" for Yuba County Children's Council, served as the Special Education Administrators of County Offices (SEACO) Legislative Chairperson in 2007 and 2008, and was instrumental in obtaining the licensing and opening of the Plumas Lake Child Development Center; and

**WHEREAS**, countless hours of community service and volunteer work give testament to Sally's strength in developing strong and healthy relationships with co-workers, committees, family and the community at large; Sally has received numerous awards based on her volunteerism and dedication including the "Educator's Who Make a Difference" award on six separate occasions.

**NOW THEREFORE**, the Yuba County Board of Supervisors hereby commends Sally Sokoloski for her 40 years of dedicated service to the children and citizens of Yuba County and wishes her a happy retirement.

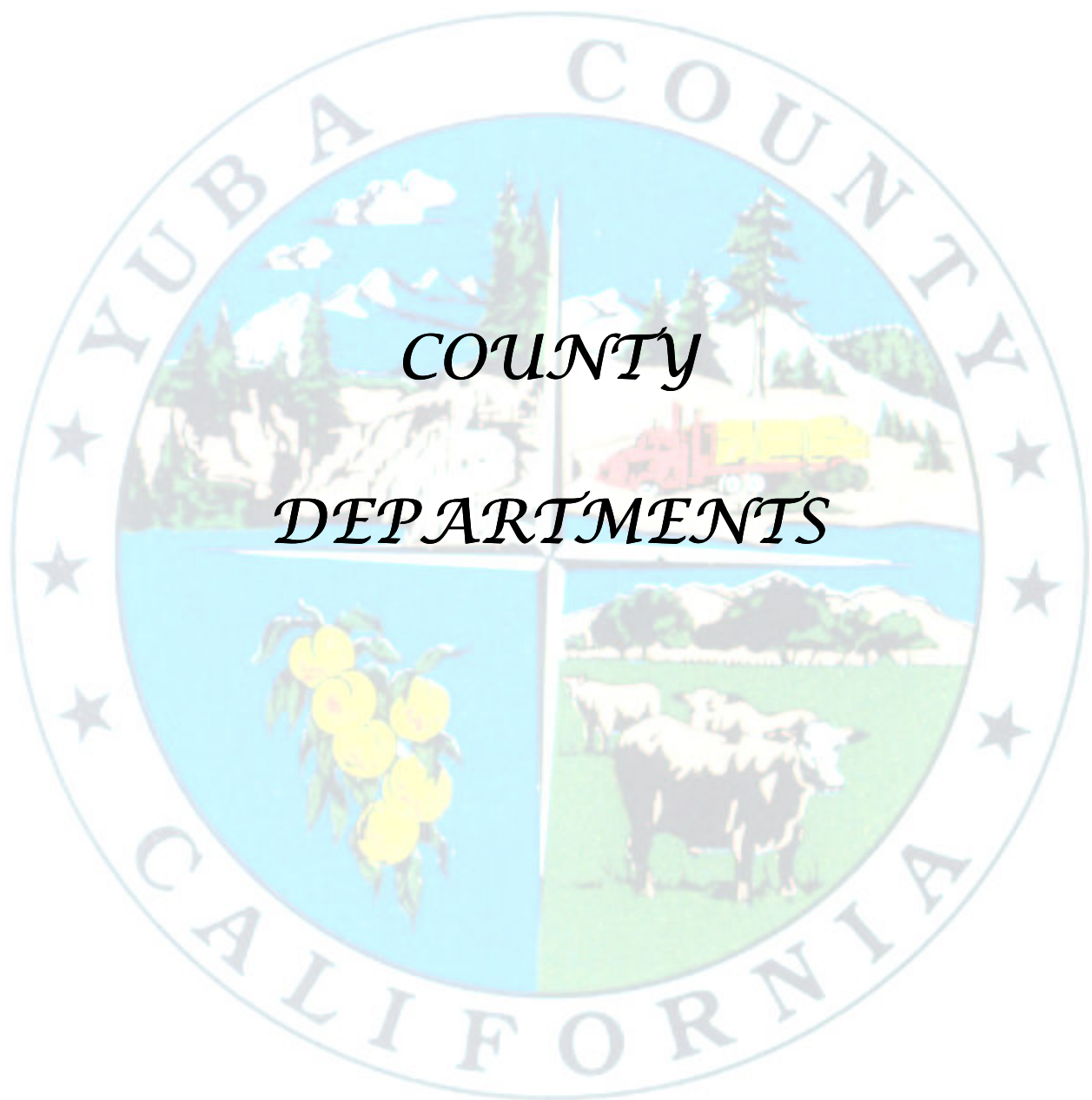


  
CHAIRMAN

  
CLERK OF THE BOARD OF SUPERVISORS

**THIS PAGE INTENTIONALLY LEFT BLANK**





*COUNTY*  
*DEPARTMENTS*

**THIS PAGE INTENTIONALLY LEFT BLANK**

# The County of Yuba


## Yuba County Library

Phone: (530) 749-7380  
 Fax: (530) 741-3098  
 303 Second Street  
 Marysville, California 95901



Email: [library@co.yuba.ca.us](mailto:library@co.yuba.ca.us)  
 Website: <http://library.yuba.org>

To: Board of Supervisors

From: Kevin Mallen – CDSA Director 

Date: October 22, 2013

Subject: Add Thursday Late Open Hours for the Yuba County Library

### **Recommendation:**

Adopt schedule of hours open to the public for the Yuba County Library, effective November 1, 2013, as follows:

Mondays	Closed
Tuesdays	12:00pm to 6:00pm
Wednesdays	12:00pm to 6:00pm
Thursdays	12:00pm to <b>8:00pm</b>
Fridays	12:00pm to 6:00pm
Saturdays	Closed
Sundays	Closed

### **Background/Discussion:**

The Library's current hours open to the public, which have been in effect since July 1, 2013, deleted the previous five day a week schedule that included Saturdays and started a standard noon to 6pm, Tuesday thru Friday schedule. The current hours were a result of financial constraints limiting Library funding to accommodate only 3 full time staff.

When the Board approved the four day schedule in June of this year, there was concern about making sure "working folks" with typical 9-5 work schedules had the ability to use the facility. The Library Advisory Commission has been discussing how to address this issue over the past several meetings and has recommended that the Library stay open 2 hours later than normal closing one day a week, with the recommended day of the week being Thursdays.

Staff has evaluated the Commission's recommendation and can accommodate the request through a combination of staggered work schedules for full time staff on Thursdays and an additional 2 hours of extra help staff on Thursdays. Extra help staffing was already contemplated in the existing Library hours and budget, and the additional 70 hours of extra help costs for the remainder of the fiscal year will be absorbed in the existing budget.

**Committee Action:**

This item is a continuation of previous Board discussion.

**Fiscal Impact:**

No additional revenue being requested.



## Administrative Services Memorandum

**To:** Board of Supervisors  
**CC:** Robert Bendorf, County Administrator  
**From:** Doug McCoy, Director, Administrative Services  
**Date:** October 22, 2013  
**Re:** Resolution supporting Friends of Bok Kai

---

### Recommendation

Approve the attached resolution supporting the Friends of Bok Kai and their request to allow a sign to be constructed in front of the Yuba County Library.

### Background / Discussion

Friends of Bok Kai are undertaking a project to create a historical district to honor and commemorate the Chinese Community in the Marysville downtown area.

The project begins with the installation of a sign in front of the County Library displaying a map of Historic Chinatown and identifying businesses and important locations of the community that date back to the 1850s.

This will be followed up with a brochure for people interested in local history and markers placed around the area identifying the historic sites at their current or former locations.

### Committee Action

Due to the routine nature of this request, and the time sensitivity, the item was brought directly to the Board for consideration.

### Financial Impact

There is no financial impact to the County. The project expenses are being covered by funds raised by the "Friends of Marysville Bok Kai Temple and Historic Chinatown."

**THIS PAGE INTENTIONALLY LEFT BLANK**

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

**RESOLUTION**

THE BOARD OF SUPERVISORS  
SUPPORTS THE FRIENDS OF BOK KAI'S  
IMPLEMENTATION OF THE HISTORIC  
CHINATOWN PROJECT; AND APPROVES  
THE INSTALLATION OF THE SIGN AND  
MAP IN FRONT OF THE YUBA  
COUNTY LIBRARY

) **RESOLUTION NO.** \_\_\_\_\_

)  
)  
)  
)  
)  
)  
)

**WHEREAS**, the Chinese community is an integral part of the Marysville community and we share a long and rich history together; and

**WHEREAS**, the south end of Downtown Marysville, nearest the river, is home to Marysville's Historic Chinatown; and

**WHEREAS**, The Friends of Bok Kai are creating a historic district to commemorate this communities' rich history between First and 3<sup>rd</sup> Streets and Oak and B Street; and

**WHEREAS**, The Friends of Bok Kai requests to install a large sign and map of the Marysville Historic Chinatown area that highlights the locations of the many important locations of the Chinese community between 1850 and 1950; and,

**WHEREAS** The Friends requests the sign and map to be placed in front of the Yuba County Library in a location adjacent to the driveway entry from Second Street;

**NOW, THEREFORE, BE IT RESOLVED**, the Yuba County Board of Supervisors hereby supports the friends of Bok Kai's implementation of the historic Chinatown project; and approves the installation of the sign and map to be located in front of the Yuba County library.

It further directs Administrative Services Buildings and Grounds to coordinate with the Friends of Bok Kai to install the sign on the Library property.

**PASSED AND ADOPTED** at a regular meeting of the Board of Supervisors of the County of Yuba, State of California on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the following vote:

AYES:

NOES:

ABSENT:


ABSTAIN:

\_\_\_\_\_  
Chairman  
Andy Vasquez

ATTEST: DONNA STOTTLEMEYER  
CLERK OF THE BOARD OF SUPERVISORS

\_\_\_\_\_

ANGIL P. MORRIS-JONES  
YUBA COUNTY COUNSEL  
APPROVED AS TO FORM:

  
\_\_\_\_\_



# Marysville Chinatown 1850 - 1950

唐人埠 允利尾

3rd Street

Oak Street

D Street

CHINATOWN C Street

Elm Street

B Street

2nd Street

1st Street

Chinese Pavilion



8\*

7\* Playground

10 9\*

11

6 5 4 3

Chinese American Museum of Northern California

Levee

Levee

Levee

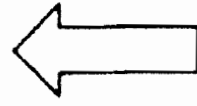
North

- 1 'Bok Kai Mui (1854-1866)
- 2 'Gre Kung Tong & Opera House Chinese School 1st location (Prior to 1935 c)
- 3 Chinese School (1945-1950 c)
- 3rd location (last)
- 4 Kim Wing Building
- 5 Kuo Ming Dong Building
- 6 Lin/Foo Building
- Chinese American Museum of Northern California (present)
- 7 'Low Yee Opera House Chinese School 2nd location (1935-1945 c)
- 8 'Presbyterian Mission (Chinatown)
- 9 'Chinese Reform Party Building
- 10 Tung Wo Building
- 11 Bok Kai Mui (Temple) 1880 to present
- 12 Suey Sing Tong (Association)
- 13 Mee Wah Co (New Paris) Gambling hall
- 14 Kings Inn (restaurant)
- 15 Mama's Place (restaurant)
- 16 Hop Sing Tong (Association)
- 17 Quong Fat Co. (Shanghai Club) Gambling hall
- 18 'Union Market
- 19 'Lotus Inn (restaurant)
- 20 New China Club Gambling hall
- 21 'Nanking Antique Store Gambling hall

\* Buildings no longer exist

1\*

Bok Kai Mui 1854 to 1866







## Administrative Services Memorandum

**To:** Board of Supervisors  
**CC:** Robert Bendorf, County Administrator  
**From:** Doug McCoy, Director, Administrative Services *[Signature]*  
 Martha Wilson, Director, Human Resources / Risk Management *[Signature]*  
**Date:** October 22, 2013  
**Re:** Extension of temporary appointment

---

### Recommendation

Approve the recommendation to extend the temporary appointment of Joseph Oates as the interim IT Manager for up to an additional 30 days.

### Background

With the departure of Tara Flores as Assistant Director of Administrator, and the CAO's plan to reorganize Information Technology, Administrative Services made the decision to place Joseph Oates in the role of Interim IT Manager. Joe has been with the County for 15 years, and brings a wealth of experience to this role. As the CIO selection has taken longer than planned, the request is to extend Joe for another 30 days; until November 30, 2013.

### Discussion

Joe has now been in this interim position for nearly 180 days. Under the provisions of the YCEA Master Labor Agreement Article 31, Section 31.03 the County is allowed to make a 90 day temporary appointment without further authorization. Additional time in this classification must be approved by the Board of Supervisors pursuant to Article 15, Section 3 of the Yuba County Merit Resolution.

Administrative Services anticipates the need for this interim role for up to another month to allow the County Administrator sufficient time to complete their recruitment for a Chief Information Officer (CIO).

### Committee

This action has bypassed committee due to the time sensitivity of the extension.

### Fiscal Impact

The continuation of this temporary assignment will not have a fiscal impact as this position has been funded through salary savings resulting from the departure of the Assistant Director.

**THIS PAGE INTENTIONALLY LEFT BLANK**

# The County of Yuba

## HEALTH & HUMAN SERVICES DEPARTMENT

**Suzanne Nobles, Director**

5730 Packard Ave., Suite 100, P.O. Box 2320, Marysville, California 95901  
Phone: (530) 749-6311 FAX: (530) 749-6281



**Michael Kinnison, M.D.,  
Interim Health Officer**  
Phone: (530) 749-6366

**TO:** Board of Supervisors  
Yuba County

**FROM:** Suzanne Nobles, *Suzanne Nobles*  
Director, Health & Human Services Department

**DATE:** October 22, 2013

**SUBJECT:** Approval of the Resolution of the Board, Special Certificate of Compliance for the California Department of Veteran Affairs One Time Subvention Funds for fiscal year 2013-14, and appropriate funds

**RECOMMENDATION:** Board of Supervisors approval of the Resolution of the Board authorizing the Health and Human Services Department to enter into agreement with the California Department of Veterans Affairs (CDVA) for fiscal year 2013-2014 to expand CDVA outreach activities; authorizing the Chair to execute documents as required by the program and accept funds; and further approval to appropriate funds in the amount of \$49,449 for the limited term position and outreach activities is recommended.

**BACKGROUND:** Provisional Language of the California Budget Act of 2013 provides special funding for participating counties to expand CDVA outreach activities to local veterans including, but not limited to, the hiring of a limited term Veteran Services Representative and expanding outreach services through the implementation, promotion and provision of Veteran Identification Cards (VIC).

**DISCUSSION:** Hiring a limited term Veteran Services Representative to assist with filing claims for the current County Veteran Service Office (CVSO) case load will enable CVSO to expand their CDVA outreach activities to include establishing a full-time outreach office at the Yuba City Veteran's Affairs (VA) Outpatient Clinic to assist veterans with filing VA claims. The VICs will provide Veterans eligible for VA medical benefits with a means of proving their military status at VA medical appointments without having to carry their Defense Department Certificate of Release or Discharge papers (DD-214).

**COMMITTEE:** The Human Services Committee was by-passed as the Certificate of Compliance must be submitted to CDVA no later than October 25, 2013 to receive funding.

**FISCAL IMPACT:** Completing the Special Certificate of Compliance for FY 2013-2014 will secure \$49,449 for CVSO to expand local veterans outreach activities.

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

RESOLUTION AUTHORIZING YUBA )  
COUNTY HEALTH AND HUMAN SERVICES )  
DEPARTMENT, COUNTY VETERANS )  
SERVICE OFFICE, TO ENTER INTO )  
AGREEMENT WITH THE CALIFORNIA )  
DEPARTMENT OF VETERANS AFFAIRS TO )  
EXPAND OUTREACH ACTIVITIES AND )  
HIRE A LIMITED TERM VETERAN ) Resolution No. \_\_\_\_\_  
SERVICES REPRESENTATIVE; AND )  
AUTHORIZING THE CHAIR TO EXECUTE )  
ANY PERTINENT DOCUMENTS RELATED )  
TO THE PROGRAM, AND AUTHORIZING )  
THE ACCEPTANCE OF FUNDS )  
)

**WHEREAS**, the State of California, Department of Veterans' Affairs (CDVA), has made One Time Subvention Program funds available in the amount of \$49,449.00 to participating counties for fiscal year 2013-2014 for the purpose of expanding CDVA outreach activities to local veterans including, but not limited to, the hiring of a limited term Veteran Services Representative and expanding service offerings through the implementation, promotion and provision of Veteran Identification Cards (VIC). The VIC will provide eligible veterans with a means of proving their military status without having to carry their Defense Department Certificate of Release or Discharge papers (DD-214); and

**WHEREAS**, hiring a limited term Veteran Services Representative to assist with filing claims for the current Yuba County Veterans' Service Office (CVSO) client case load will enable CVSO to expand CDVA outreach activities. Outreach activities would include establishing a full-time outreach office at the Yuba City Veterans' Affairs Outpatient Clinic to assist veterans with filing VA claims; and

**WHEREAS**, it is in the best interests of the local veterans for the CVSO to implement the CDVA outreach program and hire a limited term Veteran Services Representative to assist with the current client case load.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Yuba that the CVSO is authorized to expand CDVA outreach activities at the Yuba City Veterans' Affairs Outpatient Clinic to five days per week and hire a limited term Veterans Services Representative.

**BE IT FURTHER RESOLVED** by the Board of Supervisors of the County of Yuba that the Chair of the Board is authorized to:

- (1) accept the special One-Time Subvention Funds, and any subsequent funds awarded;
- (2) execute, upon review and approval of County Counsel, the Special Certificate of Compliance and pertinent documents as required by the CDVA outreach program for the stated period;

- (3) execute and authorize the transfer and allocation of funds for the stated period; and
- (4) amend the Special Certificate of Compliance for additional or lesser funding, and to execute amendments or memorandums of understanding developed under the CDVA outreach program if the allocation, or a portion thereof, is awarded.

A copy of the Special Certificate of Compliance and any related documents shall be filed in the office of the Clerk of the Board, County of Yuba.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013, by the Yuba County Board of Supervisors by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

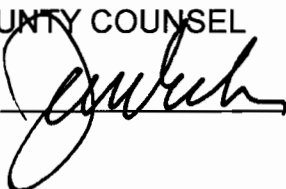
**YUBA COUNTY BOARD OF SUPERVISORS**

BY: \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST: Donna Stottlemeyer  
Clerk of the Board of Supervisors

APPROVED AS TO FORM:  
ANGIL P. MORRIS-JONES  
COUNTY COUNSEL

By: \_\_\_\_\_

By:  \_\_\_\_\_



WHITE - AUDITOR  
 YELLOW - COUNTY ADMINISTRATOR  
 PINK - DEPARTMENT

## COUNTY OF YUBA

AUDITOR-CONTROLLER

DATE October 8, 2013

REQUEST FOR TRANSFER OR TRANSFER # \_\_\_\_\_

## REVISION OF APPROPRIATION, ESTIMATED REVENUE OR FUNDS

DEPARTMENT Veteran's Services - 101-5800REQUEST APPROVAL OF THE FOLLOWING TRANSFER FISCAL YEAR ENDING JUNE 30, 20 13BUDGET OR ESTIMATED REVENUE☒ ESTIMATED REVENUE INCREASE☐ ESTIMATED REVENUE DECREASE☐ APPROPRIATION DECREASED☒ APPROPRIATION INCREASED

ACCOUNT NO.	NAME	AMOUNT
101-0000-361.59-00	State / Veteran's Affairs	\$49,449

ACCOUNT NO.	NAME	AMOUNT
101-5800-445.01-01	Salaries / Regular	\$26,448
101-5800-445.02-01	Benefits / Retirement Pers	\$4,114
101-5800-445.02-04	Benefits / Group Health Ins	\$10,985
101-5800-445.02-04	Benefits / Medicare	\$383
101-5800-445.02-07	Benefits / Life Ins	\$20
101-5800-445.22-00	Office Expense	\$7,499

FUND TRANSFERS

## OPERATING TRANSFERS OUT

ACCOUNT NO.	NAME	AMOUNT

## OPERATING TRANSFERS IN

ACCOUNT NO.	NAME	AMOUNT

GENERAL LEDGER (AUDITOR - CONTROLLER USE ONLY)

FUND	ACCOUNT	AMOUNT			FUND	ACCOUNT	AMOUNT	
		DEBIT	CREDIT				DEBIT	CREDIT

## REASON FOR TRANSFER:

Salary and Benefit increase due to new limited term position for a Veteran Services Representative. Increase in Office Expenses to cover a Veteran Identification Card and other miscellaneous expenses. Revenue to be increased due to a Special Certificate of Compliance for the California Department of Veteran Affairs One Time Subvention Funds for fiscal year 2013-14.

## APPROVED:

☒ AUDITOR-CONTROLLER

  
 Signature

10/9/13  
 Date

Signature

  
 DEPARTMENT HEAD OR AUTHORIZED OFFICIAL

☒ COUNTY ADMINISTRATOR

  
 Signature

10/9/13  
 Date

Health & Human Services Director  
 TITLE

Approved as to Availability of Budget Amounts and Balances  
 in the Auditor/Controllers Office.

AUDITOR - CONTROLLER

Auditor/Controller, Dean E. Sellers

Approved:

BOARD OF SUPERVISORS

Clerk of the Board

Date

Run Date  
Update  
10/9/2013 8:38

### Veterans - Projected 13-14

**5800**

5800

Jun Pd July through May Pd June															
Employee	Classification	Salary Breakdown				Annual	Bi Li	Medicare	UI	Wcomp	Pers	Health	Mgt Life	Total	
1 Cook, Ronald	1,000 Veterans Service Rep.	\$3,564	7	\$3,743	5	\$3,788	\$45,141	\$655	\$226	\$1,465	\$7,022	\$1,800	\$31	\$56,338	
24 Kamis, Iris	0,000 Office Specialist	\$3,199	2	\$3,359	10	\$3,397	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1 King, Marvin	1,000 Veterans Service Officer	\$5,749	4	\$6,036	8	\$6,107	\$73,000	\$1,059	\$365	\$1,465	\$11,355	\$1,800	\$104	\$89,147	
23 Vacant	1,000 Veterans Service Rep.-IT		8	\$3,306			\$26,448	\$383	\$0	\$0	\$4,114	\$10,985	\$20	\$41,951	
Veterans Total	3,000	\$12,512		\$16,444			\$118,141	\$0	\$1,713	\$591	\$2,929	\$18,377	\$3,600	\$135	\$145,485
No Vacancies	base salary	\$2,862		\$3,005											\$142,556
		2396		\$2,516											
		4456		\$4,679											
3 Total Positions															

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS (CalVet)**  
**SPECIAL CERTIFICATE OF COMPLIANCE**  
**FISCAL YEAR 2013/2014**  
**YUBA** **COUNTY**

**ONE TIME FUNDING SUBVENTION PROGRAM**

**Charge:**

One-time contribution to counties toward expenses of their County Veterans Service Office (CVSO) per Provisional Language for line item 8955-101-0001 of the Budget Act of 2013; a state General Fund expenditure.

**County Certification:**

I certify that Yuba County has appointed a veteran to serve as the County Veterans Service Officer according to California Code of Regulations Title 12, Subchapter 4. This County Veterans Service Officer will administer the aid provided for in Military and Veterans Code Division 4, Chapter 5.

I certify that the County Veteran Service Officer will assist every veteran of the United States, as well as their dependents and survivors, in presenting and pursuing such claim as they may have against the United States. The County Veterans Service Officer and all accredited staff will also assist in establishing veterans, dependents and survivors' rights to any privilege, preference, care or compensation provided for by the laws and regulations of the United States, the State of California, or any local jurisdiction.

I agree that this county, through the CVSO, will maintain annual records for audit. These records will be maintained until the final allocation of funds for the subject fiscal year is issued by CalVet. We will also submit reports in accordance with the procedures and timelines established by CalVet. The County Veterans Service Officer will permit CalVet representatives to inspect all facilities and records.

I certify that this county will meet the following requirements to receive these funds:

- To maintain fiscal year 2013-14 local CVSO funding at or above the levels locally appropriated in fiscal year 2012-13; and
- That these funds shall not be used to supplant existing county funding for CVSO operations and shall only be used to enhance those services

I certify that these funds will be used in the following areas from the CalVet/CVSO Best Practices Manual:

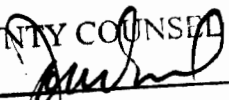
- |   |   |
|---|---|
| <p><input checked="" type="checkbox"/> <b>1. Add New CVSO Staffing</b> - Many CVSO's are already at capacity for handling workload; additional staff allows offices to expand claims handling, expand presence at outreach events and to expand presence at veteran centric sites</p>   | <p><input checked="" type="checkbox"/> <b>2. Increase office traffic by expanding service offerings</b> - Primarily focused on one-time equipment needs for establishing new services that will attract veterans to CVSO office thus providing CVSO with ability to increase their veteran contacts</p> |
| <p><input checked="" type="checkbox"/> <b>3. Outreach Materials</b> - Primarily one time production costs for production of new, locally targeted outreach materials for distribution within the county. Provides benefit education and referral information for those locations and times where CVSO staff are not available to provide counseling services.</p> | <p><input type="checkbox"/> <b>Other</b> – <u>Explain</u> how your project does not fall into one of the above categories, but still applies to the CalVet/CVSO Best Practice Manual:</p> <p>_____</p> <p>_____</p> <p>_____</p>  |

I agree that this county, through the CVSO, will collect and report metrics related to the implementation of this program.

I acknowledge that these funds are one-time funds and may not be available in future fiscal years.

\_\_\_\_\_  
Chair, County Board of Supervisors  
(or other County Official authorized  
by the Board to act on their behalf)

\_\_\_\_\_  
Date

APPROVED AS TO FORM  
ANGIL P. MORRIS-JONES  
COUNTY COUNSEL  
BY:  \_\_\_\_\_

**YUBA COUNTY**  
**HUMAN RESOURCES & ORGANIZATIONAL**  
**SERVICES DEPARTMENT**  
**915 8TH STREET, SUITE 113, MARYSVILLE, CA 95901**

**DATE:** October 22, 2013

**TO:** Board of Supervisors

**FROM:** Martha K. Wilson, Human Resources Director



**RECOMMENDATION**

Amend the Classification System – Basic Salary Schedule as it relates to the Health and Human Services Department, effective January 1, 2014.

**BACKGROUND**

The Director of Health and Human Services will be retiring in December of this year. In preparation of the recruitment for new Director, the salary of this classification was reviewed.

**DISCUSSION**

Management classifications in Yuba County have not received a base salary increase since July 2008, resulting in significant market disparities. Yuba County salary for this classification is 16% below the average of the four surrounding four counties of Butte, Nevada, Sutter and Yolo; and more than 21% below the average of similar classifications in the 58 counties. There are currently four other Counties in the State of California who are recruiting for this classification and the Yuba County salary is almost 30% behind three of these Counties. Human Resources recommends a salary of \$9,897 for this classification in order to ensure an effective recruitment.

The attached Resolution updates the County salary schedule.

**COMMITTEE**

This item has bypassed committee and appears before the full board as a time sensitive item.

**FISCAL IMPACT**

The fiscal impact of this change to the salary schedule could increase or decrease the salary budget line item for the Health and Human Services Department depending on the selection of the new Director.

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

RESOLUTION AMENDING THE  
CLASSIFICATION SYSTEM –  
BASIC SALARY SCHEDULE

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED that the Classification System – Basic Salary Schedule is amended as follows effective January 1, 2014.

ADD:

Code	Classification	Unit	BASE: STEP A	HOURLY	OT Code	WC Code
DHRR	Director of Health and Human Services	4	\$9,897	57.10	07	9410

PASSED AND ADOPTED by the Board of Supervisors of the County of Yuba, State of California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the following votes:

AYES:  
NOES:  
ABSENT:

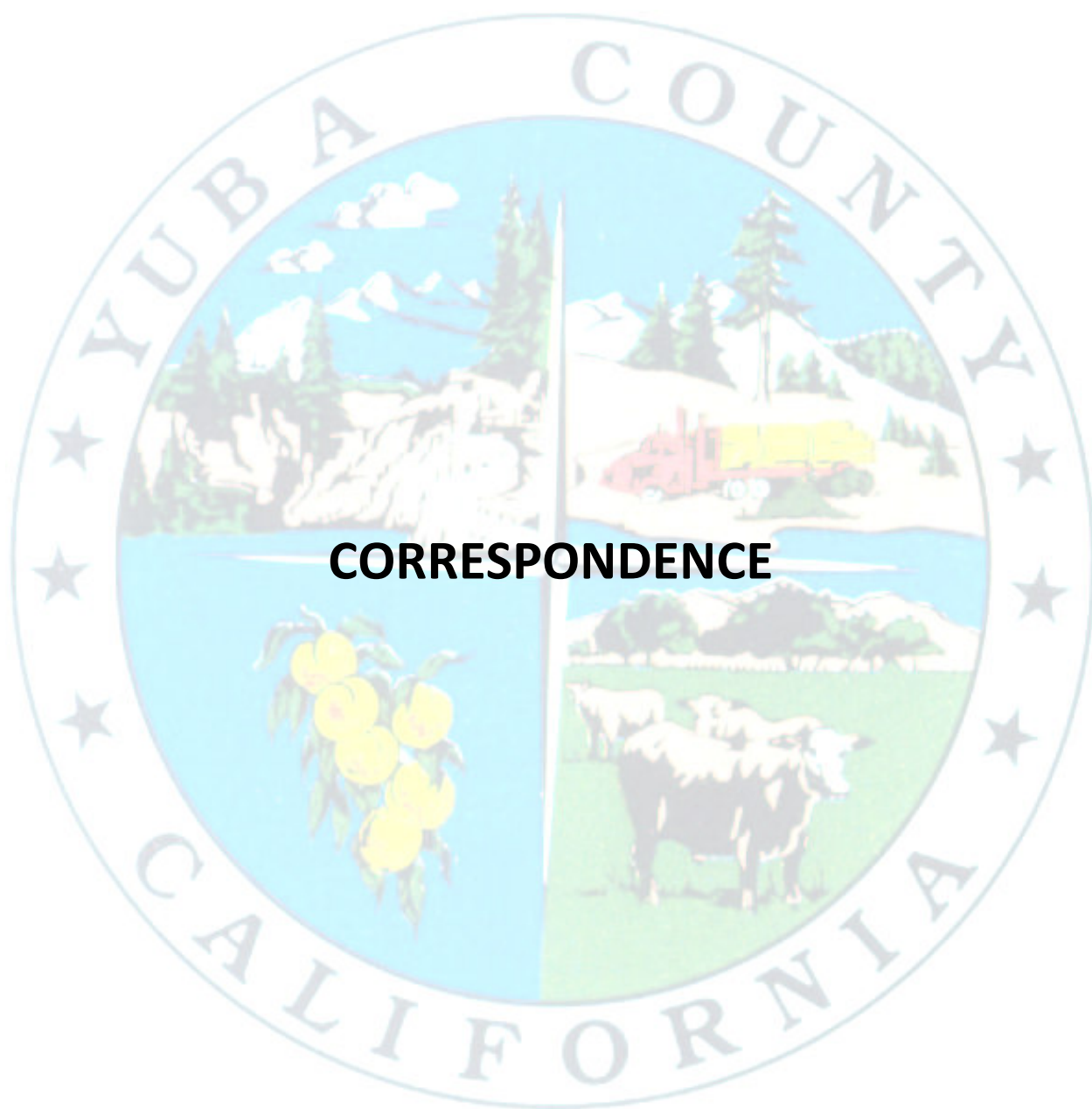
\_\_\_\_\_  
CHAIRMAN

ATTEST: Donna Stottlemeyer  
Clerk of the Board

APPROVED AS TO FORM: Angil Morris-Jones  
County Counsel

By: \_\_\_\_\_

By:  \_\_\_\_\_





**THIS PAGE INTENTIONALLY LEFT BLANK**



# YUBA COUNTY

## Digital


### LAW LIBRARY

RECEIVED

OCT 8 2013

Clerk/Board of Supervisors

**TO:** Yuba County Board of Supervisors

**FROM:** Carl Lindmark, President, Yuba County Digital Law Library 

**SUBJECT:** Yuba County Digital Law Library Annual Report FY 2012-2013

**DATE:** October 22, 2013

Recommendation:

Receive Yuba County Digital Law Library's Annual Report for fiscal year 2012-2013.

Background:

California Business and Professions Code Section 6349 requires the Law Library Board of Trustees, on or before the 15<sup>th</sup> day of October of each year, to present to the Board of Supervisors of the county in which the law library is maintained a report for the preceding fiscal year ending on the 30<sup>th</sup> day of June.

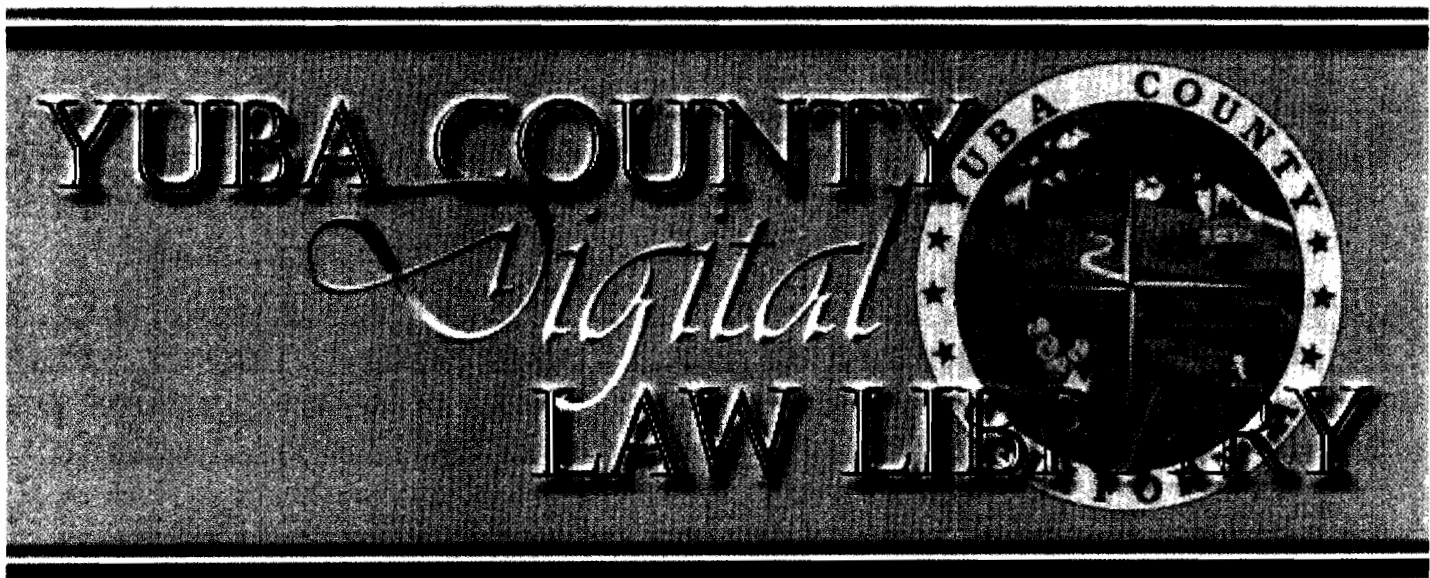
The report shall give the condition of the account, complete with financial information of receipts and expenditures, along with any other information that might be of interest.

Discussion:

The Yuba County Digital Law Library respectfully presents to the Yuba County Board of Supervisors the Law Library 2012-2013 Annual Report. This report details the events and decisions that helped to carry out the Law Library's objective to make online legal research available to the residents of the County. The report also contains the financial information for fiscal year 2012-2013.

Fiscal Impact:

None.



# ANNUAL REPORT

FISCAL YEAR

2012 - 2013

## **INTRODUCTION**

The Yuba County Digital Law Library is established under the authority of Chapter 5, Division 3, of the California Business & Professions Code, Sections 6300, et seq.

The following annual report for the fiscal year ending June 30, 2013, is prepared pursuant to the provisions of Sections 6349 and 6350 of the California Business & Professions Code.

---

---

## **BOARD OF LAW LIBRARY TRUSTEES**

Carl Lindmark, Esq., President

Mark Woods, Esq., Vice President

The Honorable Debra Givens

Brenda Smith, Esq.

Roxanna Gomez, Esq.

John Whidden, Esq.

## **LAW LIBRARY SECRETARY**

Erika Stedman, Legal Services Coordinator

# **YUBA COUNTY DIGITAL LAW LIBRARY**

---

## **Summary of Fiscal Year 2012 - 2013**

### **GOALS OF THE BOARD OF TRUSTEES**

**“THE OBJECTIVE OF THE YUBA COUNTY LAW LIBRARY IS TO MAKE AVAILABLE TO ALL RESIDENTS OF THE COUNTY AN INNOVATIVE ONLINE LEGAL RESEARCH DATABASE TO ASSIST IN THE PERFORMANCE OF LEGAL RESEARCH AND PRACTICE.”**

**- Yuba County Digital Law Library Objective**  
*Adopted October 2009*

The Yuba County Digital Law Library (hereinafter “Law Library”) recognizes that the needs of the community and the methods of conducting legal research are forever changing. The Law Library’s objective is to provide a beacon for current service and future planning.

This report highlights the events and decisions that helped the Board of Trustees carry out its objective and lay the foundation for exciting changes ahead.

### **LEGAL RESEARCH PROVIDERS**

#### **CEB**

In January 2013, the Law Library approved renewing a one-year contract with OnLAW database, from California’s Continuing Education of the Bar (CEB). OnLAW provides access to more than 140 of CEB’s

California practice guides. OnLAW's "libraries" organize the CEB guides by practice area, namely: business law; criminal law; estate planning; family law; litigation; and real property law.

The guides are complete and up-to-date online versions of CEB's print practice guides. They serve as an excellent resource for the community to conduct legal research.

### WESTLAW

Westlaw provided the additional information in regards to the price change of adding a fourth location and on February 16, 2011, the Board of Trustees accepted the Westlaw offer for legal research services provided to four computers and entered into a three year contract with Westlaw.

Westlaw provides the following content: California Core material (California Statutes Annotated; California Cases; California Court Rules-State, Federal and Local; California Attorney General Opinions; California Administrative Code; California Journals and Law Reviews and Key Cite); California Federal Material (All District Court Cases; All Supreme Court Cases; 9<sup>th</sup> Circuit Cases and USCA); California Jurisprudence; Rutter California Practice Guide; Witkin; and Miller & Starr.

### ESSENTIAL FORMS

In February 2011, Martin Dean Essential Forms provided their software free of charge to be installed on all Law Library computers. Essential Forms provides every form issued by the Judicial Council, along with additional Non-Judicial Forms. Essential Forms also provides local forms. The forms are updated every January and July.

## **NOLO PRESS**

The e-books installed on all Law Library computers are: How to Probate an Estate in California; California Workers' Comp; Nolo's Guide to California Law; California Tenants' Rights; The California Landlord's Law Book (Rights & Responsibilities); The California Landlord's Law Book (Evictions); How to Change Your Name in California; Fight Your Ticket and Win in California; Everybody's Guide to Small Claims Court in California; Living Wills and Powers of Attorney for California; The Guardianship Book for California; Prenups for Partners; California Mechanics' Lien Kit for Homeowners; and Win Your Lawsuit (Sue in California Superior Court without a Lawyer).

## **COMPUTERS AND EQUIPMENT**

The Yuba County Digital Law Library has the following equipment located at the following sites:

### **GOVERNMENT CENTER-**

- Dell Optiplex 960 Core Duo @3.16GHz, 4GB RAM, Service Tag # 3MHWNK1 located in Lorena Procsal's cubicle.
- Dell Optiplex 960 Core Duo @3.16GHz, 4GB RAM, Service Tag # 2MHWNK1 in place for Public access in the lobby.
- Hewlett Packard, LaserJet P2055dn printer, Serial number# CNB9P80968 in place for Public use in the lobby.

### **COURTHOUSE-**

- Dell Optiplex 960 Core Duo @3.16GHz, 4GB RAM, Service Tag #1MHWNK1 in Attorney's Room on the 2<sup>nd</sup> floor.

- Hewlett Packard, LaserJet P2055dn printer, Serial number# CNB9919435 in Attorney Room on the 2<sup>nd</sup> floor.

#### **YUBA COUNTY LIBRARY-**

- Dell Optiplex 960 Core Duo @3.16GHz, 4GB RAM, Service Tag #4MHWNK1 between two Public use computers (G & H).

#### **PONDEROSA COMMUNITY CENTER-**

- Dell Optiplex 960 Core Duo @3.16GHz, 4GB RAM, Service Tag # 3MHWNK1 in place for Public use at the community center.
- HP Jetdirect EW2500 802.11g Printer Server, Serial number/Security ID:CNOB4C80E6
- HP LaserJet P2055dn Printer, Serial Number/Security ID: CNBJ631094

There are a total of four computers with monitors and accessories and three printers. Locks have been purchased for computers.

#### **YUBA COUNTY DIGITAL LAW LIBRARY LOCATIONS**

At the start of the 2011 fiscal year, three Law Library locations were already established. Computers were operational at the Yuba County Public Library, the Courthouse Attorney Room, and the Yuba County Government Center. In January 2012, the Ponderosa Community Center was established and operational.

## **BOARD OF TRUSTEES AND LAW LIBRARY STAFF CHANGES**

At the start of the fiscal year, the Board of Trustees consisted of the following members: Honorable Debra Givens, Brenda Smith, Mark Woods, Roxanna Gomez, John Whidden, and Carl Lindmark. The Law Library Secretary was Erika Stedman.

May 2013 was the last month Roxanna Gomez served on the Law Library Board of Trustees.

## **FINANCES**

Finances for the 2012-2013 fiscal year were submitted and reported monthly in the financial reports of the Secretary of the Board of Law Library Trustees.

Attached is the financial statement summary and detailed report for fiscal year 2012-2013.

## **FUTURE GOALS**

The Board of Trustees looks forward to the future of the Yuba County Digital Law Library. The need for legal resources to be available to all citizens of Yuba County is imperative. With multiple locations in Marysville and one in Brownsville, the Board would like to focus on placement of computer terminals in Wheatland and Plumas Lake.

Additionally, in the upcoming fiscal year the Board of Trustees would like to create more advertising so that Yuba County residents are aware that these resources are available to them. Along with advertising to raise awareness of the resources available, the Board of Trustees would



like to create a website detailing all the Yuba County Digital Law Library has to offer.

Finally, the Board of Trustees look forward to offering more training similar to the CEB OnLAW training that was offered in January 2011. This would include trainings from both Westlaw and CEB OnLAW and these trainings would be offered at different areas around Yuba County.

### **CONCLUSION**

A County Law Library is an individual's "first step" in accessing justice. The Yuba County Digital Law Library strives to serve the community by providing an easy way for the public to find assistance to guide them through their legal issues. The Law Library also strives to serve attorneys by providing access to tools to best represent their clients. The accomplishments during Fiscal Year 2012-2013 succeeded in fulfilling the objective of the Yuba County Digital Law Library. The Board of Trustees looks forward to continuing this progress in the upcoming fiscal year.

**YUBA COUNTY DIGITAL LAW LIBRARY**  
**FINANCIAL STATEMENT FOR FISCAL YEAR 2012-2013**

**SUMMARY:**

BALANCE JULY 1, 2012	\$	134,652.05
Receipts	\$	24,022.63
SUBTOTAL	\$	158,674.68
Total Disbursements/Deductions	\$	12,312.54
BALANCE JUNE 30, 2013	\$	146,362.14

**YUBA COUNTY DIGITAL LAW LIBRARY**  
**FINANCIAL STATEMENT DETAIL - RECEIPTS**

Court Filing Fees		\$ 22,275.81
Other		\$ 1,746.82
Interest	1,713.15	
Disbursement Delinquent Shasta Co.	33.67	
<b>TOTAL RECEIPTS</b>		<b>\$ 24,022.63</b>

**YUBA COUNTY DIGITAL LAW LIBRARY**  
**FINANCIAL STATEMENT DETAIL - DISBURSEMENTS**

Library Resources		\$ 8,213.31
CEB OnLaw Subscription (1 year)	\$ 978.67	
Westlaw (Services Provided to 4 Computers)	7,234.64	
Personnel		\$ 3,000.00
Payroll	\$ 3,000.00	
Equipment and IT Services		\$ 840.00
IT Billing	\$ 390.00	
IP Address	450.00	
Other		\$ 259.23
Cost of Collections	\$11.81	
Comcast	53.92	
Membership Dues	150.00	
Use of County Car	43.50	
<b>TOTAL EXPENDITURES</b>		<b>\$ 12,312.54</b>

# TERRITORIAL DISPATCH

AN INDEPENDENT WEEKLY NEWSPAPER

412 4TH Street Marysville CA. 95901  
territorialdispatch.com  
(530) 743-6643

RECEIVED BY [unclear]  
BOARD MEMBER  
CC: Co Co  
RECEIVED LAO  
OCT 11 2013

Yuba County Board of Supervisors  
915 8th Street Suite 109,  
Marysville, CA 95901

Clerk/Board of Supervisors

Subject: Closed Session

Chairman Andy Vasquez and Board Members,

The Brown Act code Section 54957.1 states: (a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present.

This statement clearly expresses the intent of the Brown Act:  
Our publication has a duty to inform the public of the actions taken by government.  
Unfortunately, we discovered that your Board does not have a policy or procedure in place to provide public access to decisions made in closed session.

An example which illustrates our concerns is as follows:

On October 1, 2013 your Agenda had a Closed Session item " Pending litigation pursuant to Government Code §54956.9(d)(2) - One Claim". In our research, we found that both parties involved in the matter before the closed session (Byrne and Whitmore) deny that they have claimed any intention to engage in litigation. Therefore, we ask why the closed session heading was based on the "pending litigation" Brown Act exception?

In regard to the same issue, on October 3rd at a Fish & Game Commission meeting, Supervisor John Nicolletti told attendees that he could not respond to their concerns because the matter was a personnel matter. Was it a "Personnel Matter"?

As mentioned above, since your Board has no policy or procedure to obtain information regarding matters discussed in closed session, how are the media to obtain clarification of the public business of the Board?

John Mistler

Editor/Publisher  
Territorial Dispatch

**THIS PAGE INTENTIONALLY LEFT BLANK**



Public Facilities Committee







## Administrative Services Memorandum

**To:** Public Facilities Committee  
**CC:** Robert Bendorf, County Administrator  
**From:** Doug McCoy, Director, Administrative Services *DM*  
**Date:** October 22, 2013  
**Re:** Request for transfer of funds for building controls system

### Recommendation

Consider and approve a transfer of funds from the 219 IT Replacement Trust to 0900 Professional Services to pay for the upgrade to our building automation and controls system.

### Background

For over 15 years, Yuba County has operated a 'Building Automation System' (BAS) to operate the heating and cooling in select County buildings. It was very 'forward thinking' technology when it was originally installed. In recent years we have expanded this BAS network to cover managing nearly all County buildings. This system allows us to monitor and adjust temperatures, air flow, alarms, etc. through a remote connection. Thus saving a great deal of staff time running around to individual buildings to adjust for temperature or to see what's wrong if we have a system 'issue.'

### Discussion

As with most technology, it has reached the end of its designated lifespan. We have recently been informed by our provider the software will no longer be supported beginning next year. While we have updated most of the individual local connections over time, the core of the system has reached a point where it will no longer be supported. Because this is a critical application to keeping our buildings operational with our small staff, we request the Board approve the transfer of funds from the IT Reserve Trust Fund to replace the system before it is out of date.

### Financial Impact

The total cost to replace the building controls core software and the remaining antiquated connections will be \$62,880. Health & Human Services can fund their portion of the work (\$21,829.87). Therefore we are asking for \$ 41,050.13 to come from the 219 IT Replacement Trust.

WHITE - AUDITOR  
YELLOW - COUNTY ADMINISTRATOR  
PINK - DEPARTMENT

COUNTY OF YUBA

AUDITOR-CONTROLLER

DATE 10/11/13 REQUEST FOR TRANSFER OR TRANSFER # \_\_\_\_\_

REVISION OF APPROPRIATION, ESTIMATED REVENUE OR FUNDS

DEPARTMENT Administrative Services/ Buildings and Grounds

REQUEST APPROVAL OF THE FOLLOWING TRANSFER FISCAL YEAR ENDING JUNE 30, 20 \_\_\_\_\_

BUDGET OR ESTIMATED REVENUE

☐ ESTIMATED REVENUE INCREASE

☐ ESTIMATED REVENUE DECREASE

☒ APPROPRIATION DECREASED

☒ APPROPRIATION INCREASED

ACCOUNT NO.	NAME	AMOUNT
219 IT Trust		\$41050.13

ACCOUNT NO.	NAME	AMOUNT
101-0900-417-2300 Prof Svc		\$41050.13

FUND TRANSFERS

OPERATING TRANSFERS OUT

ACCOUNT NO.	NAME	AMOUNT

OPERATING TRANSFERS IN

ACCOUNT NO.	NAME	AMOUNT

GENERAL LEDGER (AUDITOR - CONTROLLER USE ONLY)

		AMOUNT								AMOUNT	
FUND	ACCOUNT	DEBIT	CREDIT					FUND	ACCOUNT	DEBIT	CREDIT

REASON FOR TRANSFER:

General fund portion of total cost to replace the building controls core software and remaining connections

APPROVED:

☐ AUDITOR-CONTROLLER \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
DEPARTMENT HEAD OR AUTHORIZED OFFICIAL

☒ COUNTY ADMINISTRATOR Robert Bentley 10/11/13 Director Admin Services  
Signature Date TITLE

Approved as to Availability of Budget Amounts and Balances in the Auditor/Controllers Office.

AUDITOR - CONTROLLER

Auditor/Controller, Dean E. Sellers

Approved:

BOARD OF SUPERVISORS

Clerk of the Board

Date