



# SHASTA COUNTY

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## BOARD OF SUPERVISORS

1450 Court Street, Suite 308B  
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Supervisor David A. Kehoe, District 1  
Supervisor Leonard Moty, District 2  
Supervisor Mary Rickert, District 3  
Supervisor Steve Morgan, District 4  
Supervisor Les Baugh, District 5

## AGENDA

### REGULAR MEETING OF THE BOARD OF SUPERVISORS

**Tuesday, October 17, 2017, 9:00 AM**

The Board of Supervisors welcomes you to its meetings which are regularly scheduled for each Tuesday at 9:00 a.m. in the Board of Supervisors Chambers on the second floor of the Shasta County Administration Center, 1450 Court Street, Suite 263, Redding, California. Your interest is encouraged and appreciated.

The agenda is divided into two sections: **CONSENT CALENDAR:** These matters include routine financial and administrative actions and are usually approved by a single majority vote. **REGULAR CALENDAR:** These items include significant financial, policy, and administrative actions and are classified by program areas. The regular calendar also includes "Scheduled Hearings," which are noticed hearings and public hearings, and any items not on the consent calendar.

**TO ADDRESS THE BOARD:** Members of the public may directly address the Board of Supervisors on any agenda item on the regular calendar before or during the Board's consideration of the item. In addition, the Board of Supervisors provides the members of the public with a Public Comment-Open Time period, where the public may address the Board on any agenda item on the consent calendar before the Board's consideration of the items on the consent calendar and may address the Board on any matter not listed on the agenda that is within the subject matter jurisdiction of the Board of Supervisors. Pursuant to the Brown Act (Govt. Code section 54950, et seq.), **Board action or discussion cannot be taken** on non-agenda matters, but the Board may briefly respond to statements or questions and, if deemed necessary, refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.

Persons wishing to address the Board are requested to fill out a Speaker Request Form and provide it to the Clerk before the meeting begins. Speaker Request Forms are available at the following locations: (1) online at [http://www.co.shasta.ca.us/BOS/docs/Request\\_to\\_talk.pdf](http://www.co.shasta.ca.us/BOS/docs/Request_to_talk.pdf), (2) from the Clerk of the Board on the third floor of 1450 Court Street, Suite 308B, Redding, and (3) in the back of the Board of Supervisors Chambers. If you have documents to present for the members of the Board of Supervisors to review, please provide a minimum of ten copies. When addressing the Board, please approach the rostrum, and after receiving recognition from the Chairman, give your name and comments. Each speaker is allocated three minutes to speak. **Comments should be limited to matters within the subject matter jurisdiction of the Board.**

### **CALL TO ORDER**

Invocation: Pastor Terry Oxley, True Life Church

Pledge of Allegiance: Supervisor Baugh

## **REGULAR CALENDAR**

Members of the public may directly address the Board of Supervisors on any agenda item on the regular calendar before or during the Board's consideration of the item. Persons wishing to address the Board are requested to fill out a Speaker Request Form prior to the beginning of the meeting (forms are available from the Clerk of the Board, 1450 Court Street, Suite 308B, Redding, or in the back of the Board of Supervisors Chambers). If you have documents to present for the members of the Board of Supervisors to review, please provide a minimum of ten copies. Each speaker is allocated three minutes to speak.

### **PRESENTATIONS**

#### **R 1 County Clerk/Registrar of Voters**

Take the following actions: (1) Receive a report of activities during April and September 2017 "High School Voter Education Weeks"; and (2) recognize the High School Students who participated.

**No Additional General Fund Impact**

**No Vote**

### **PUBLIC COMMENT PERIOD - OPEN TIME**

During the Public Comment Open Time period, the public may address the Board on any agenda item on the consent calendar and may address the Board on any matter not listed on the agenda that is within the subject matter jurisdiction of the Board of Supervisors. Persons wishing to address the Board during Public Comment Open Time are requested to fill out a Speaker Request Form and, if you have documents to present to the Board of Supervisors, please provide a minimum of ten copies.

## **CONSENT CALENDAR**

The following Consent Calendar items are expected to be routine and non-controversial. They may be acted upon by the Board at one time without discussion. Any Board member or staff member may request that an item be removed from the Consent Calendar for discussion and consideration. Members of the public may comment on any item on the Consent Calendar during the Public Comment Period - Open Time, which shall precede the Consent Calendar.

### **GENERAL GOVERNMENT**

#### **C 1 Clerk of the Board**

As introduced on October 3, 2017, enact an ordinance of the Board of Supervisors of the County of Shasta amending Chapter 8.45 of the Shasta County Code regulating Smoking in Shasta County.

**No Additional General Fund Impact**

**Simple Majority Vote**

#### **C 2 Auditor-Controller**

Approve and authorize the Chairman to sign the County claims list in the amount of \$311.25, as submitted.

**General Fund Impact**

**Simple Majority Vote**

**HEALTH AND HUMAN SERVICES**

**C 3 Health and Human Services Agency-Business and Support Services  
Information Technology**

Take the following actions: (1) Approve a budget amendment transferring appropriations in the amount of \$8,500 within the Health and Human Services Agency (HHS A)-Business and Support Services Branch budget to move appropriations to the Information Technology budget; and (2) increase appropriations and revenue by \$8,500 in the Information Technology budget to purchase a new server capital asset for the HHS A Kofax project.

**No Additional General Fund Impact      4/5 Vote**

**LAW AND JUSTICE**

**C 4 Sheriff**

Approve and authorize the Chairman to sign a retroactive revenue agreement with the County of Butte through its Butte County Sheriff's Office in an amount not to exceed \$39,922 to provide assistance with Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (Cal OES) tasks related to the Spillway Incident in Oroville, CA for the period March 6, 2017 through September 15, 2017.

**No Additional General Fund Impact      Simple Majority Vote**

**PUBLIC WORKS**

**C 5 Public Works**

Take the following actions regarding the Secure Rural Schools Act: (1) Approve and authorize Title III project funding in the amount of \$189,000 as follows: (a) \$25,000 to Shasta County Sheriff's Office for search and rescue services; (b) \$40,000 to Shasta County Sheriff's Office for fire response services; (c) \$65,250 to Western Shasta Resource Conservation District for Firewise Communities Program activities; (d) \$29,000 to Day Lassen Bench Fire Safe Council for Firewise Communities Program activities; and (e) \$29,750 to Shasta County Fire Department for fire response activities; (2) approve a budget amendment increasing appropriations by \$189,000 in the Title III Projects budget to be offset by use of unassigned fund balance; (3) approve a budget amendment increasing appropriations and revenue by \$65,000 in the Sheriff Office Emergency Services budget; and (4) approve a budget amendment increasing revenue by \$29,750 in the County Service Area No. 1 Fire Protection Administration budget.

**No Additional General Fund Impact      4/5 Vote**

**C 6 Public Works**

Approve and authorize the Public Works Director to sign a Notice of Completion

for the “Bridge Preventive Maintenance Project,” Contract No. 705936, and record it within 15 days of actual completion of the work.

**No General Fund Impact**

**Simple Majority Vote**

**C 7 Public Works**

Award to the low bidder, SnL Group, Inc., on a unit cost basis, the contract “For Construction on Various Permanent Road Divisions (2017),” Contract No. 111018, in the amount of \$358,839.

**No General Fund Impact**

**Simple Majority Vote**

**GENERAL GOVERNMENT**

**R 2 Administrative Office**

(1) Receive a legislative update and consider action on specific legislation related to Shasta County's legislative platform; and (2) receive Supervisors' reports on countywide issues.

**No General Fund Impact**

**No Vote**

**ADJOURN**

**REMINDERS**

Date:	Time:	Event:	Location:
10/19/2017	2:00 p.m.	Planning Commission Special Meeting	Board Chambers
10/24/2017	9:00 a.m.	Board of Supervisors Meeting	Board Chambers
10/31/2017		<b>Board of Supervisors Meeting Canceled</b>	
11/02/2017	9:00 a.m.	Airport Land Use Commission Meeting	Board Chambers
11/07/2017	9:00 a.m.	Board of Supervisors Meeting	Board Chambers
11/09/2017	2:00 p.m.	Planning Commission Meeting	Board Chambers
11/10/2017		<b>HOLIDAY-OFFICES CLOSED</b>	
11/14/2017	9:00 a.m.	Board of Supervisors Meeting	Board Chambers
11/21/2017		<b>Board of Supervisors Meeting Canceled</b>	
11/23/2017		<b>HOLIDAY- OFFICES CLOSED</b>	
11/24/2017		<b>HOLIDAY- OFFICES CLOSED</b>	
11/28/2017		<b>Board of Supervisors Meeting</b>	

**Canceled**

12/05/2017	9:00 a.m.	Board of Supervisors Meeting	Board Chambers
12/12/2017	9:00 a.m.	Board of Supervisors Meeting	Board Chambers

**COMMUNICATIONS** received by the Board of Supervisors are on file and available for review in the Clerk of the Board's Office.

**The County of Shasta does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. The County does not discriminate on the basis of disability in its hiring or employment practices. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the County's ADA Coordinator: Director of Support Services Angela Davis, County of Shasta, 1450 Court Street, Room 348, Redding, CA 96001-1676, Phone: (530) 225-5515, California Relay Service: (800) 735-2922, Fax: (530) 225-5345, E-mail: [adacoordinator@co.shasta.ca.us](mailto:adacoordinator@co.shasta.ca.us). Individuals with disabilities who need auxiliary aids and/or services for effective communication in the County's programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Board of Supervisors meetings, please call Clerk of the Board (530) 225-5550 two business days before the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator. Accommodations may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format.**

The Board of Supervisors meetings are viewable on Shasta County's website at [www.co.shasta.ca.us](http://www.co.shasta.ca.us).

Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk of the Board of Supervisors, 1450 Court Street, Suite 308B, Redding, CA 96001-1673.

This document and other Board of Supervisors documents are available online at [www.co.shasta.ca.us](http://www.co.shasta.ca.us).

REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** PRESENTATIONS-1.

**SUBJECT:**

County Clerk/Registrar of Voters Presentation: High School Voter Education Weeks 2017.

**DEPARTMENT:** County Clerk/Registrar of Voters

**Supervisory District No. :** All

**DEPARTMENT CONTACT:** Cathy Darling Allen, County Clerk/Registrar of Voters, 530/225-5730

**STAFF REPORT APPROVED BY:** Cathy Darling Allen, County Clerk/Registrar of Voters

<b>Vote Required?</b>	<b>General Fund Impact?</b>
No Vote	No Additional General Fund Impact

**RECOMMENDATION**

Take the following actions: (1) Receive a report of activities during April and September 2017 "High School Voter Education Weeks"; and (2) recognize the High School Students who participated.

**SUMMARY**

N/A

**DISCUSSION**

In 2014, Assembly Bill (AB) 1817 was signed by Governor Brown designating the last two full weeks of April and September to be High School Voter Education Weeks. The Board adopted a proclamation on April 11, 2017 proclaiming April 16-29, 2017 and September 17-30, 2017 as "High School Voter Education Weeks" in Shasta County. This initiative is supported by California Secretary of State, Alex Padilla.

AB 1817 and the Board's proclamation provided an opportunity for high schools and their students to partner with county elections officials to promote civic education and participation on campus and foster an environment that cultivates lifelong voters and active citizens. The activities provided nonpartisan information to high school students to encourage them to participate in the election process. Students learned how to register to vote, how to vote by mail, how to find information about candidates and issues, and how to find election results. Students were also encouraged to become Student Poll Workers for upcoming 2018 elections.

Also in 2014, Senate Bill (SB) 113 was signed by Governor Brown allowing 16- and 17-year-olds to pre-register to vote. Pre-registration does not change the voting age, but allows those individuals to be automatically registered to vote as soon as they turn 18. Students participating in High School Voter Education Weeks activities became Voter Registration Coordinators and assisted individuals in pre-registering and registering to vote.

**ALTERNATIVES**

One of the responsibilities of government leaders is to encourage all eligible citizens to register and vote; therefore, there are no alternatives recommended.

**OTHER AGENCY INVOLVEMENT**

The County Administrative Office has reviewed the recommendation.

**FINANCING**

There is no additional General Fund impact associated with approval of the recommendation.

**ATTACHMENTS:**

Description	Upload Date	Description
Board of Supervisor Proclamation 4-11-17	10/4/2017	Board of Supervisor Proclamation 4-11-17

# Shasta County Board of Supervisors Proclamation

## High School Voter Education Weeks

April 16-29, 2017 and

September 17-30, 2017

*WHEREAS*, the Shasta County Registrar of Voters serves as the chief elections official and is committed to strengthening democracy by encouraging voter registration and increasing participation in all elections by all eligible Shasta County residents; and

*WHEREAS*, the strength of democracy depends on active participation of all of citizens, regardless of age, and voter registration and participation of youth is historically low; and

*WHEREAS*, young people play a critical role in our democracy by helping to choose the people who will lead us and by voicing their opinions on the issues that are important to them; and

*WHEREAS*, voter pre-registration is now available for eligible 16 and 17 year olds in order to facilitate and encourage more young people to vote; and

*WHEREAS*, high schools are encouraged to offer voter registration to eligible students with either paper registration applications or a link on the high school website to an online voter registration application; and

*WHEREAS*, high schools administrators are encouraged to name one or more students as voter outreach coordinators to encourage student voter registration during *High School Voter Registration Weeks*; and

*WHEREAS*, students are encouraged to participate in our democracy through civics, voter education programs, and by encouraging their peers and members of their families and communities to register to vote and participate in elections;

*NOW, THEREFORE, BE IT RESOLVED* that the Board of Supervisors of the County of Shasta hereby proclaims the weeks of April 16-29, 2017 and September 17-30, 2017 as *High School Voter Education Weeks* in Shasta County and encourages and urges all Shasta County high school students to participate in the activities to promote voter registration.

  
Darabir S. Keshoe, Chairman

April 11, 2017

Date





REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** Consent - General Government-1.

**SUBJECT:**

Addition of a new section and amendments to two existing sections of Shasta County Code Chapter 8.45, Smoking in Workplaces and Enclosed Public Places.

**DEPARTMENT:** Clerk of the Board

**Supervisory District No. :** ALL

**DEPARTMENT CONTACT:** Candice Marlar, Deputy Clerk of the Board (530) 225-5550

**STAFF REPORT APPROVED BY:** Julie Hope, Principal Administrative Analyst

<b>Vote Required?</b>	<b>General Fund Impact?</b>
Simple Majority Vote	No Additional General Fund Impact

**RECOMMENDATION**

As introduced on October 3, 2017, enact an ordinance of the Board of Supervisors of the County of Shasta amending Chapter 8.45 of the Shasta County Code regulating Smoking in Shasta County.

**SUMMARY**

This action will amend certain provisions of Chapter 8.45 of the Shasta County Code concerning Smoking in Workplaces and Enclosed Public Places to add a new section designed to extend protection from second hand smoke to all unenclosed areas at all Shasta County locations owned or controlled as part of a lease by the County of Shasta for the HHSA for the benefit of clients, visitors, and staff. This action will also update Section 8.45.080, Posting of Signs, to conform with the addition of the unenclosed areas named in newly added Section 8.45.031 and update and streamline Section 8.45.120 to enhance smoking ordinance enforcement.

**DISCUSSION**

In 1993, Chapter 8.45 of the Shasta County Code was adopted by the Board to define and prohibit smoking in workplaces and enclosed public places and to prohibit the sale of cigarettes in vending machines to protect county residents from the significant health hazards associated with smoking and second-hand smoke. Smoking is responsible for the premature deaths of four hundred eighty thousand Americans each year from lung and other cancers, heart disease, respiratory illness, and other diseases. Tobacco smoke is also a major contributor to indoor air pollution and responsible for approximately forty thousand deaths among nonsmokers each year from many of the same diseases listed above.

After thorough review of the scientific evidence, the Board approved an amendment to Chapter 8.45 of the Shasta County Code on December 16, 2014 to also protect the residents of, persons employed in, and persons who frequent the county from the harmful effects of electronic smoking devices.

The Shasta County HHSAs strives to promote and model good health and protect employees and clients from the harmful effects of second hand smoke and vape. Extending smoking restrictions to include all unenclosed spaces as well as enclosed spaces will protect employees and visitors from second hand smoke, and enhance HHSAs ability to promote and model good health. As a result, HHSAs is requesting the Board consider adding Section 8.45.031 to restrict smoking and the use of electronic smoking devices in unenclosed areas of County owned or leased HHSAs facilities. HHSAs is also requesting the Board consider amending Section 8.45.080, Posting of Signs, to remove the word “enclosed” from the first sentence. This minor change will extend the existing signage requirements from enclosed areas to include the newly added HHSAs facility unenclosed areas as well.

Finally, HHSAs is requesting the Board consider amending subsection A of Section 8.45.120, to remove the second sentence to enhance smoking enforcement and more closely align with current state tobacco laws. The state labor code section 6404.5.9(c) was amended in 2016 to clarify that "An employer or owner-operator of an owner-operated business shall not knowingly or intentionally permit, and a person shall not engage in, the smoking of tobacco products at a place of employment or in an enclosed space." HHSAs is tasked with enforcement of violations of Chapter 8.45 and amending this subsection A of Section 8.45.120. will allow for a more even application of the requirements of Chapter 8.45 to owners and patrons within any enclosed area of a public place.

Other local organizations and counties have similar smoke free campus policies including Mercy Medical Center Redding, Shasta Regional Medical Center, Mayers Memorial Hospital, Shasta Community Health Center, Simpson University, and the Health and Human Services Agencies of Nevada, Sutter, Tehama, Yolo and Yuba counties.

**ALTERNATIVES**

The Board could elect not to approve the proposed amendment to Chapter 8.45 of the Shasta County Code, or could elect to approve certain changes but not others.

**OTHER AGENCY INVOLVEMENT**

County Counsel has approved the ordinance as to form. The recommendation has been reviewed by the County Administrative Office

**FINANCING**

Support for education, signage, and implementation of this amendment of Chapter 8.45 of the Shasta County Code has been included in Public Health’s Fiscal Year 2017-18 Adopted Budget including the Tobacco Education Program funding received annually as an allocation from the state. There is no additional General Fund impact with the adoption of the ordinance.

**ATTACHMENTS:**

Description	Upload Date	Description
FEX E-Cig Amendment	9/21/2017	FEX E-Cig Amendment
Chapter 8.45 Ordinance, Smoking in Workplaces & Enclosed Public Places	9/21/2017	Chapter 8.45 Ordinance, Smoking in Workplaces & Enclosed Public Places
Proposed Amendment to Tobacco Ordinance	10/3/2017	Proposed Amendment to Tobacco Ordinance

**ORDINANCE NO. SCC 2014-06**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SHASTA  
AMENDING CERTAIN PROVISIONS OF CHAPTER 8.45 OF  
THE SHASTA COUNTY CODE CONCERNING SMOKING AND  
THE USE OF ELECTRONIC CIGARETTES IN WORKPLACES AND  
ENCLOSED PUBLIC PLACES**

The Board of Supervisors of the County of Shasta ordains as follows:

**SECTION I. Amendment of Section 8.45.010 of the Shasta County Code**

Section 8.45.010 of the Shasta County Code is amended to read in its entirety as follows:

**8.45.010 Findings and Purpose**

The board of supervisors of the county finds that:

- A. Smoking is responsible for the premature deaths of approximately four hundred eighty thousand Americans each year from lung and other cancers, heart disease, respiratory illness, and other disease.
- B. Tobacco smoke is a major contributor to indoor air pollution and is responsible for approximately forty thousand deaths among nonsmokers each year.
- C. Breathing sidestream or secondhand smoke is a significant health hazard for certain population groups, including children, elderly people, individuals with cardiovascular disease, and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease.
- D. Health hazards induced by breathing sidestream or secondhand smoke include lung cancer, heart attack, respiratory infection, decreased exercise tolerance, decreased respiratory function, broncho-constriction, and bronchospasm.
- E. Nonsmokers breathing sidestream or secondhand smoke may experience a loss of job productivity or may be forced to take periodic sick leave because of adverse reactions to breathing smoke.
- F. Credible studies have demonstrated that there are health concerns regarding the use of electronic smoking devices by users of the devices and bystanders.
- G. Although electronic smoking devices do not produce the same smoke as conventional tobacco product cigarettes, they do produce a cloud of vapors

Ordinance No. SCC 2014-06

December 16, 2014

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containing dangerous substances to which users and bystanders are exposed. Existing studies on electronic smoking devices' vapor emissions and cartridge contents have found a number of dangerous substances and concerns including:

1. The existence of chemicals known to the State of California to cause cancer such as formaldehyde, acetaldehyde, lead, nickel, and chromium;
  2. The existence of very small particulate matter that reaches deep into the lungs (PM 2.5), xylene, acrolein, tin, toluene, and aluminum, which are associated with a range of negative health effects such as skin, eye, and respiratory irritation, neurological effects, damage to reproductive systems, and even premature death from heart attacks and stroke;
  3. An increase in the reports of poisonings from electronic smoking devices and products, including acute poisonings of young children;
  4. The existence of nicotine in most electronic smoking devices. Nicotine is a highly addictive neurotoxin included in the Proposition 65 list of Chemicals Known to the State to Cause Cancer or Reproductive Toxicity and is known to cause birth defects. Nicotine is a component of the emissions from electronic smoking devices containing nicotine and involuntarily exposes non-users to nicotine.
- H. Scientific studies and FDA testing have demonstrated that the solutions in electronic smoking devices contain toxic chemicals and that labeling has often misrepresented nicotine content contained in the devices.
- I. The Centers for Disease Control and Prevention has reported that from 2011-2013, the use of electronic smoking devices by never-smoking U.S. middle and high school students more than tripled, including more than a quarter of a million never-smoking 6-12 graders who initiated using electronic smoking devices.
- J. There are products other than electronic smoking devices approved by the FDA for smoking cessation. To date, scientific studies have not consistently demonstrated significant benefit of electronic smoking devices for smoking cessation and these devices are not approved by the FDA for smoking cessation.
- K. With certain exceptions, state law prohibits smoking inside public buildings and at places of employment.
- L. The use of electronic smoking devices in locations where the smoking of tobacco is prohibited may cause confusion and uncertainty, and make it more difficult to enforce smoke-free environments and other prohibitions on smoking tobacco.

Ordinance No. SCC 2014-06

December 16, 2014

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- M. The smoking of tobacco, or any other weed or plant is a proven danger to health.
- N. The health, safety, and general welfare of the residents of, persons employed in, and persons who frequent the county would be benefitted by the elimination of smoking and the use of electronic smoking devices in workplaces and enclosed public places.

The board of supervisors of the county finds and declares that the purposes of this chapter are (1) to protect the public health and welfare by prohibiting smoking (which includes the use of electronic smoking devices) in enclosed public places and places of employment; and (2) to guarantee the right of nonsmokers to breathe smoke-free air, and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke.

## **SECTION II. Amendment of Section 8.45.020 of the Shasta County Code**

Section 8.45.020 of the Shasta County Code is amended to read in its entirety as follows:

### **8.45.020 Definitions**

The following words and terms are used and defined as follows for the purposes of this chapter, unless the context in which any word or term is used requires another usage or meaning:

“Bar” means an area or establishment which is devoted to the serving of alcoholic beverages for consumption by guests on the premises and in which the serving of food, if any, is only incidental to the consumption of such beverages. Although a restaurant may contain a bar, the term bar shall not include the restaurant dining area.

“Business” means any sole proprietorship, partnership, joint venture, corporation or other business entity formed for profit-making purposes, including retail establishments where goods or services are sold as well as professional corporations and other entities where legal, medical, dental, engineering, architectural, or other professional services are delivered.

“Electronic Smoking Device” means an electronic and/or battery-operated device, which can be used to deliver an inhaled dose of nicotine or other substances. “Electronic Smoking Device” includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product name or descriptor. “Electronic Smoking Device” does not include any product specifically approved by the United States Food and Drug Administration for use in the mitigation, treatment, or prevention of disease.

“Employee” means any person who is employed by any employer in consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for a nonprofit entity.

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“Employer” means any person, partnership, corporation, or governmental, public, or other nonprofit entity, which employs the services of one or more employees.

“Enclosed area” or “Enclosed” means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling.

“Place of employment” means any enclosed area under the control of an employer which one or more employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference and class rooms, employee cafeterias and hallways. A private residence is not a place of employment unless it is used as a child care, health care, or other care providing facility which is required by state law or regulation to be licensed as such.

“Public place” means any place to which the public is invited or in which the public is permitted, and includes without limitation those places specified in Section 8.45.030(B). A private residence is not a public place.

“Restaurant” means any restaurant, coffee shop, cafeteria, sandwich stand, private or public school cafeteria, and any other eating establishment which gives or offers for sale food to the public, guests, or employees, as well as kitchens in which food is prepared on the premises for serving elsewhere, including catering facilities, except that the term restaurant shall not include a cocktail lounge or tavern if said cocktail lounge or tavern is a bar as defined in this section.

“Service line” means any indoor line at which one or more persons are waiting for or receiving service of any kind, whether or not such service involves the exchange of money.

“Smoke” means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, or vaporization of any substance, when the apparent or usual purpose of the combustion, electrical ignition, or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco, nicotine, alcohol, nor controlled substance *and* the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term “Smoke” includes, but is not limited to, tobacco smoke and smoke or vapors of any kind from Electronic Smoking Devices.

“Smoking” means engaging in an act that generates smoke, such as, for example: possessing a lighted pipe, a lighted hookah pipe, a lighted cigar, operating an Electronic Smoking Device, or a lighted cigarette, of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, a cigarette or an Electronic Smoking Device, of any kind.

“Sports arena” means a sports pavilion, gymnasium, health spa, boxing arena, swimming pool, roller or ice skating rink, bowling alley, and other similar enclosed place where members of

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the general public assemble either to engage in physical exercise, participate in athletic competition, or witness sports events.

“Stadium” means a stadium or arena with open-air seating.

“Tobacco Product” means any product that contains tobacco, is derived from tobacco, or contains synthetically produced nicotine and is intended for human consumption. “Tobacco Product” does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

“Vending machine” means any self-service device or object holding goods which are intended for sale to individual consumers and which are delivered to the purchaser mechanically or passively upon the insertion of currency or tokens into the device.

**SECTION III. Amendment of subsection (B) of Section 8.45.050 of the Shasta County Code**

Subsection (B) of Section 8.45.050 of the Shasta County Code is amended to read in its entirety as follows:

- B. Each employer having an enclosed place of employment located within the county shall adopt, implement, make known and maintain a written smoking policy which shall contain the following requirements:

Smoking shall be prohibited in all enclosed facilities within a place of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and all other enclosed areas.

**SECTION IV. Amendment of Section 8.45.070 of the Shasta County Code**

Section 8.45.070 of the Shasta County Code is amended to read in its entirety as follows:

**8.45.070 Prohibition of vending machine sales.**

- A. “Vending machine” means any machine or device designated for or used for the vending of cigarettes, cigars, tobacco, electronic smoking devices, or tobacco products upon the insertion of coins, bills, trade checks, or slugs.
- B. No cigarette, electronic smoking device, or tobacco product may be sold, offered for sale, or distributed by or from a vending machine or appliance, or any other device designed or used for vending purposes.

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**SECTION V. Amendment of Section 8.45.080 of the Shasta County Code**

Section 8.45.080 of the Shasta County Code is amended to read in its entirety as follows:

**8.45.080 Posting of Signs**

Signs saying "No Smoking" or displaying the international "No Smoking" symbol (consisting of a pictorial representation of a cigarette enclosed in a red circle with a red bar across it) shall be clearly, sufficiently, and conspicuously posted in every building or other place where smoking is prohibited by this chapter, by the owner, operator, manager, or other person having control of or occupying such building or enclosed area. The posting of any sign allowing or encouraging smoking in such a place is prohibited. Any failure to comply in whole or in part with the requirements of this section shall not relieve any person or entity from any obligation to comply with any other provisions of this chapter applicable to such person or entity.

**SECTION VI. Amendment of Section 8.45.140 of the Shasta County Code**

Section 8.45.140 of the Shasta County Code is amended to read in its entirety as follows:

**8.45.140 Other applicable laws and regulations.**

- A. This chapter shall not be interpreted or construed to permit smoking where it is otherwise restricted by any other applicable law.
- B. This chapter shall not be interpreted or construed to permit smoking where it is otherwise restricted in any establishment, facility, or location by any employer, owner, operator, manager, or other person who exercises control over such establishment, facility, or location.

**SECTION VII.**

All other provisions of Chapter 8.45 of the Shasta County Code not specifically amended by this ordinance remain in full force and effect.

**SECTION VIII.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity and enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases of this ordinance, or their application to any other person or circumstance.



Ordinance No. SCC 2014-06  
December 16, 2014  
7 of 7

**SECTION IX.**

All former ordinances and resolutions, or parts thereof, conflicting or inconsistent with the provisions of this ordinance are hereby repealed. The adoption of this ordinance shall not in any manner affect any action or prosecution for violation of ordinances in effect prior to the effective date of this ordinance, be construed as a waiver of any license, fee, or penalty required by or resulting from any such ordinance, or affect the validity of any bond (or cash deposit in lieu thereof) required to be posted, filed, or deposited pursuant to such ordinance.

**SECTION X.**

This ordinance shall take effect and be in full force and effect 30 days after its passage. The Clerk shall cause this ordinance to be published as required by law.

**DULY PASSED AND ADOPTED** this 16th day of December, 2014 by the Board of Supervisors of the County of Shasta by the following vote:

AYES: Supervisors Giacomini, Schappell, Baugh, Kehoe, and Moty  
NOES: None  
ABSENT: None  
ABSTAIN: None  
RECUSE: None



LES BAUGH, CHAIRMAN  
Board of Supervisors  
County of Shasta  
State of California

ATTEST:

LAWRENCE G. LEES  
Clerk of the Board of Supervisors

By:   
Deputy

THIS INSTRUMENT IS  
A CORRECT COPY OF THE ORIGINAL  
ON FILE IN THIS OFFICE

ATTEST DEC 17 2014

CLERK OF THE BOARD  
Supervisors of the County of Shasta, State of California  
By: 

**Smoking in Workplaces and Enclosed Public Places  
Shasta County, California  
Chapter 8.45.**

SMOKING IN WORKPLACES AND ENCLOSED PUBLIC PLACES

Sections:

8.45.010 Findings and purpose.

8.45.020 Definitions.

8.45.030 Prohibition of smoking in county buildings and enclosed public places.

8.45.040 Regulation of smoking in stadiums.

8.45.050 Regulation of smoking in places of employment.

8.45.060 Where smoking not regulated.

8.45.070 Prohibition of vending machine sales.

8.45.080 Posting of signs.

8.45.090 Nonretaliation.

8.45.110 Enforcement.

8.45.120 Violations and penalties.

8.45.130 Public education.

8.45.140 Other applicable laws.

8.45.010 Findings and purpose.

The board of supervisors of the county finds that:

A. Smoking is responsible for the premature deaths of four hundred thirty-four thousand Americans each year from lung cancer, heart disease, respiratory illness and other disease;

B. Tobacco smoke is a major contributor to indoor air pollution and is responsible for fifty-three thousand deaths among nonsmokers each year;

C. Breathing sidestream or secondhand smoke is a significant health hazard for certain population groups, including children, elderly people, individuals with cardiovascular disease, and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease;

D. Health hazards induced by breathing sidestream and secondhand smoke include lung cancer, heart attack, respiratory infection, decreased exercise tolerance, decreased respiratory function, broncho constrictions, and bronchospasm;

E. Nonsmokers breathing sidestream or secondhand smoke may experience a loss of job productivity or may be forced to take periodic sick leave because of adverse reactions to breathing smoke; and

F. The smoking of tobacco, or any other weed or plant is a proven danger to health.

The health, safety, and general welfare of the residents of persons employed in, and persons who frequent the county would be benefited by the elimination of smoking in workplaces and enclosed public places.

The board of supervisors of the county finds and declares that the purposes of this chapter are (1) to protect the public health and welfare by prohibiting smoking in enclosed public places and places of employment; and (2) to guarantee the right of nonsmokers to breathe smoke-free air, and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke. (Ord. 93-3 § 2 (part), 1993)

#### 8.45.020 Definitions.

The following words and terms are used and defined as follows for the purposes of this chapter, unless the context in which any word or term is used requires another usage or meaning:

"Bar" means an area or establishment which is devoted to the serving of alcoholic beverages for consumption by guests on the premises and in which the serving of food, if any, is only incidental to the consumption of such beverages. Although a restaurant may contain a bar, the term bar shall not include the restaurant dining area.

"Business" means any sole proprietorship, partnership, joint venture, corporation or other business entity formed for profit-making purposes, including retail establishments where goods or services are sold as well as professional corporations and other entities where legal, medical, dental, engineering, architectural or other professional services are delivered.

"Employee" means any person who is employed by any employer in consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for a nonprofit entity.

"Employer" means any person, partnership, corporation, or governmental, public or other nonprofit entity, which employs the services of one or more employees.

"Enclosed area" means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling. "Enclosed" shall mean the condition of being an enclosed area.

"Place of employment" means any enclosed area under the control of an employer which one or more employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference and class rooms, employee cafeterias and hallways. A private residence is not a place of employment unless it is used as a child care, health care, or other care providing facility which is required by state law or regulation to be licensed as such.

"Public place" means any place to which the public is invited or in which the public is permitted, and includes without limitation those places specified in Section 8.45.030(B). A private residence is not a public place.

"Restaurant" means any restaurant, coffee shop, cafeteria sandwich stand, private or public school cafeteria, and any other eating establishment which gives or offers for sale food to the public, guests, or employees, as well as kitchens in which food is prepared on the premises for serving elsewhere, including catering facilities, except that the term restaurant shall not include a cocktail lounge or tavern if said cocktail lounge or tavern is a bar as defined in this section.

"Service line" means any indoor line at which one or more persons are waiting for or receiving service of any kind, whether or not such service involves the exchange of money.

"Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or other object containing tobacco or any other plant or combustible substance in any manner or in any form.

"Sports arena" means a sports pavilion, gymnasium, health spa boxing arena swimming pool, roller or ice skating rink, bowling alley and other similar enclosed place where members of the general public assemble either to engage in physical exercise, participate in athletic competition, or witness sports events.

"Stadium" means a stadium or arena with open-air seating.

"Vending machine" means any self-service device or object holding goods which are intended for sale to individual consumers and which are delivered to the purchaser mechanically or passively upon the insertion of currency or tokens into the device. (Ord. 93-3 § 2 (part), 1993)

#### 8.45.030 Prohibition of smoking in county buildings and enclosed public places.

A. Smoking is prohibited in:

1. All enclosed areas of all buildings or other structures which are owned or leased by the county or any agency or department thereof; and
2. All vehicles which are owned or leased by the county or any agency or department thereof.

B. Smoking is prohibited in all those enclosed areas of any public place which are intended to be accessible to or which are customarily used by the general public. Such public places include, but are not limited to the following:

1. Buses, taxicabs and other means of public transit which are based in and subject to the authority of the county;
2. Public transit stations or depots;
3. Retail stores and any other commercial outlets open to all or any segment of the public;
4. Restaurants, including those in private clubs;
5. Bars, including those in private clubs;
6. Aquariums, galleries, libraries and museums;
7. Any theater or other facility which is primarily used for exhibiting any motion picture, stage, drama lecture, musical recital or other similar performance, except that actors may smoke as part of a stage production performed therein;
8. Sports arenas and convention halls;
9. Every room, chamber, or other place used for public meetings or public assembly while a meeting which is open to the general public is in progress and for a period of time preceding such meeting as necessary to ensure that residual smoke is not present during the meeting;
10. Waiting rooms, sleeping rooms, hallways, wards and semiprivate and private rooms of private and public health facilities, including, but not limited to, hospitals, clinics, physical therapy facilities, doctors' offices and dentists' offices;
11. Malls and other multiple-unit commercial facilities;
12. Polling places;
13. Bingo parlors;
14. Offices when open to the public, including but not limited to attorneys' and other professionals' offices;
15. Banks;
16. Laundromats;
17. Hotels and motels, except as provided in Section 8.45.060;
18. Educational facilities;

19. Retail service establishments; and

20. Restaurants, hotel and motel conference or meeting rooms and public or private assembly rooms if one or more employees normally frequent the enclosed area during the course of employment and while the area is being used for private functions.

C. Without limiting the generality of subsection B of this section, smoking is specifically prohibited in the following areas of any public place:

1. Waiting areas (only if the public place is enclosed);

2. Restrooms;

3. Service lines (only if the public place is enclosed);

4. Elevators; and

5. Lobbies, hallways and other common areas.

D. Notwithstanding any other provision of this section, any owner, operator, manager, or other person who controls any establishment or facility may declare that entire establishment or facility as a nonsmoking establishment, whether enclosed or not. (Ord. 93-3 § 2 (part), 1993)

8.45.040 Regulation of smoking in stadiums.

Smoking shall be prohibited in all seating sections and within twenty feet of such sections of any stadium during any public event held at such stadium. This section shall not be construed to permit smoking in any enclosed areas of a stadium in which smoking is otherwise prohibited by any provision of this chapter. (Ord 93-3 § 2 (part), 1993)

8.45.050 Regulation of smoking in places of employment.

A. Except as provided in subsection E of this section, smoking is prohibited in all enclosed places of employment. Each employer associated with each such place of employment shall make reasonable efforts, as necessary, to ensure that all enclosed areas in the place of employment controlled by such employer are free from tobacco smoke or other smoke emanating from smoking products. As used in this subsection, "reasonable efforts" shall not include the incurring of any expense to make structural or other physical modifications. Nothing in this section shall be construed to prevent an employer in its discretion from making any such modifications on a voluntary basis.

B. Within ninety days of the effective date of the ordinance codified in this chapter, each employer having an enclosed place of employment located within the county shall

adopt, implement, make known and maintain a written smoking policy which shall contain the following requirements:

Smoking shall be prohibited in all enclosed facilities within a place of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and all other enclosed areas.

C. The employer shall communicate the requirements of subsection B of this section to all employees concurrently with adoption of the smoking policy.

D. An employer shall supply a written copy of the employer's smoking policy which includes such requirements upon request to any current or prospective employee of such employer.

E. Subsection A of this section shall apply to any enclosed workplace occupied by a single individual, whether a sole proprietor, sole employee of a closely-held corporation or otherwise, if such workplace shares with any other enclosed workplace a common heating, cooling or ventilation system or any other opening through which smoke may pass into any other enclosed workplace.

F. Subsection A of this section shall apply to those enclosed areas of buildings owned or used by private clubs, fraternal organizations, health clubs and similar groups, if one or more employees normally frequent the enclosed area during the course of employment and while the area is being used by members or guests of the club, organization or group. (Ord. 93-3 § 2 (part), 1993)

#### 8.45.060 Where smoking not regulated.

A. Notwithstanding any other provision of this chapter, the following areas shall not be subject to the smoking restrictions of this chapter:

1. Private residences, except when used as a child care, health care, or other care-providing facility required to be licensed as such by any governmental entity; and
2. Hotel and motel rooms rented to guests. (Ord. 93-3 § 2 (part), 1993)

#### 8.45.070 Prohibition of vending machine sales.

A. "Tobacco vending machine" means any machine or device designated for or used for the vending of cigarettes, cigars, tobacco, or tobacco products upon the insertion of coins, bills, trade checks or slugs.

B. Effective January 1, 1994, no cigarette or other tobacco product may be sold, offered for sale, or distributed by or from a vending machine or appliance, or any other device designed or used for vending purposes. (Ord. 93-3 § 2 (part), 1993)

8.45.080 Posting of signs.

Within thirty days of the effective date of the ordinance codified in this chapter, signs saying "No Smoking" or displaying the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly, sufficiently and conspicuously posted in every building or other place where smoking is prohibited by this chapter, by the owner, operator, manager or other person having control of or occupying such building or enclosed area. The posting of any sign allowing or encouraging smoking in such a place is prohibited. Any failure to comply in whole or in part with the requirements of this section shall not relieve any person or entity from any obligation to comply with any other provisions of this chapter applicable to such person or entity. (Ord. 93-3 § 2 (part), 1993)

8.45.090 Nonretaliation.

No person or employer shall discharge, refuse to hire, discipline, or in any manner retaliate against any employee or applicant for employment because such employee or applicant claims or exercises any right to a smoke-free environment afforded by this chapter. (Ord. 93-3 § 2 (part), 1993)

8.45.110 Enforcement.

A. The tobacco control/education division of the department of public health shall have authority to communicate with employers and those having control of any place wherein smoking is regulated or prohibited pursuant to this chapter for the purposes of providing information, notifying of alleged violations of this chapter, informally attempting to resolve disputes that may arise hereunder, or otherwise implementing the provisions of this chapter in a manner not inconsistent with this chapter or any other laws.

B. Any owner, manager, operator, or employee of any establishment regulated by this chapter may inform persons in violation of any provision of this chapter of the appropriate provisions thereof.

C. The department of resource management shall verify, while an establishment is undergoing otherwise mandated inspections, that the posting requirements of Section 8.45.080 are met and may issue citations for violations of that section.

D. This chapter may be enforced by the public health officer and his or her designees, who shall have the authority to issue citations pursuant to Section 8.45.120. (Ord. 93-3 § 2 (part), 1993)

8.45.120 Violations and penalties.



A. It is a violation of this chapter for any person who owns, manages, operates or otherwise controls the use of any enclosed area of a public place subject to regulation under this chapter to fail to comply with any applicable provision of this chapter. However, an owner, manager, operator or employee of an enclosed area described in Section 8.45.030(B) or (C) is not obligated to enforce the prohibition against smoking in the enclosed area as against a customer or other member of the public visiting the enclosed area, and the failure to enforce the prohibition shall not subject the owner, manager, operator or employee to prosecution under this chapter.

B. It is a violation of this chapter for any person to smoke in any area where smoking is prohibited by the provisions of this chapter.

C. Any person in violation of any provision of this chapter shall be guilty of an infraction, punishable by a civil fine not exceeding one hundred dollars for each violation.

D. A separate offense is committed for each and every day, or part of a day, during which any violation is caused, committed, continued or permitted. Each offense is punishable separately from every other offense. (Ord. 93-3 § 2 (part), 1993)

#### 8.45.130 Public education.

The department of public health shall engage in a continuing program to explain and clarify the purposes and requirements of this chapter to persons affected by it, and to guide owners, operators, and managers in their compliance with it. Such program may include publication of a brochure for affected businesses and individuals explaining the provisions of this chapter. (Ord. 93-3 § 2 (part), 1993)

#### 8.45.140 Other applicable laws.

This chapter shall not be interpreted or construed to permit smoking where it is otherwise restricted by any other applicable law. (Ord. 93-3 § 2 (part), 1993)

**ORDINANCE NO. SCC 2017-\_\_\_\_\_**

**AN ORDINANCE OF THE  
BOARD OF SUPERVISORS OF THE COUNTY OF SHASTA  
AMENDING CHAPTER 8.45 OF THE SHASTA COUNTY CODE,  
REGULATING SMOKING IN SHASTA COUNTY**

The Board of Supervisors of the County of Shasta ordains as follows:

SECTION 1. Chapter 8.45 of the Shasta County Code is amended as follows:

Section 8.45.031 is hereby added to the Shasta County Code:

8.45.031 Prohibition of smoking in unenclosed areas owned, or controlled as part of a lease, by the County of Shasta for the Health and Human Services Agency as set forth in this sub-section.

A. The Shasta County Health and Human Services Agency (HHS) strives to promote and model good health and protect employees and clients from the harmful effects of second hand smoke. As a result, the Board of Supervisors finds and declares that smoking in unenclosed areas of County owned or leased HHS facilities is prohibited.

B. Definitions:

“Unenclosed area” or “unenclosed” means any space which is not an “enclosed area” or “enclosed” as those terms are defined in Section 8.45.020 of this chapter, located within the boundaries of property owned, or controlled as part of a lease, by the County of Shasta for the HHS where smoking is not otherwise prohibited by any other section of Chapter 8.45 of the Shasta County Code or any State or Federal statute, rule, or regulation.

Section 8.45.080 is hereby amended in its entirety:

8.45.080 Posting of signs.

Signs saying “No Smoking” or displaying the international “No Smoking” symbol (consisting of a pictorial representation of a cigarette enclosed in a red circle with a red bar across it) shall be clearly, sufficiently, and conspicuously posted in every building or other place where smoking is prohibited by this chapter, by the owner, operator, manager, or other person having control of or occupying such building or area. The posting of any sign allowing or encouraging smoking in such a place is prohibited. Any failure to comply in whole or in part with the requirements of this section shall not relieve any person or entity from any obligation to comply with any other provisions of this chapter applicable to such person or entity.

Subsection A of Section 8.45.120 is hereby amended in its entirety to read as follows:

8.45.120 Violations and penalties.

It is a violation of this chapter for any person who owns, manages, operates or otherwise controls the use of any enclosed area of a public place subject to regulation under this chapter to fail to comply with any applicable provision of this chapter.

This ordinance amendment shall take effect and be in full force and effect 30 days after passage. The Clerk of the Board shall cause this ordinance to be published as required by law.

**DULY PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the Board of Supervisors of the County of Shasta by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:
- RECUSE:

---

DAVID A. KEHOE, CHAIRMAN  
 Board of Supervisors  
 County of Shasta, State of California

ATTEST:  
 LARRY G. LEES  
 Clerk of the Board of Supervisors

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

REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** Consent - General Government-2.

**SUBJECT:**

Claims List

**DEPARTMENT:** Auditor-Controller

**Supervisory District No. :** ALL

**DEPARTMENT CONTACT:** Brian Muir, Auditor-Controller, (530) 225-5541

**STAFF REPORT APPROVED BY:** Brian Muir, Auditor-Controller

<b>Vote Required?</b>	<b>General Fund Impact?</b>
Simple Majority Vote	General Fund Impact

**RECOMMENDATION**

Approve and authorize the Chairman to sign the County claims list in the amount of \$311.25, as submitted.

**SUMMARY**

**DISCUSSION**

**ALTERNATIVES**

**OTHER AGENCY INVOLVEMENT**

**FINANCING**

**ATTACHMENTS:**

Description	Upload Date	Description
Board List Attachment	10/9/2017	Board List Attachment



ORIGINAL

COUNTY OF SHASTA  
 OFFICE OF AUDITOR-CONTROLLER  
 REPORT OF CLAIMS REQUIRING BOARD ACTION IN ORDER TO  
 AUTHORIZE PAYMENT BY AUDITOR-CONTROLLER  
 10/17/2017

FUND/DEPT/ACCT	DEPARTMENT	PAYEE	DESCRIPTION	Amount	REASON	DEPARTMENT'S EXPLANATION
95500-034310	FACILITIES MANAGEMENT	CALIFORNIA SAFETY COMPANY INC	CHECKED CODEPADS	\$ 71.25	Per Admin Policy 2-201 and Gov Code sections 910 and 911.2 invoices older than one year require Board approval.	SEE ATTACHED MEMO FROM DEPARTMENT
95500-034310	FACILITIES MANAGEMENT	CALIFORNIA SAFETY COMPANY INC	REMOVE DEVICES - PH- SAC	\$ 240.00	Per Admin Policy 2-201 and Gov Code sections 910 and 911.2 invoices older than one year require Board approval.	SEE ATTACHED MEMO FROM DEPARTMENT
	TOTAL			\$ 311.25		

**Auditor's Certification:**

I certify that the foregoing is a true list of claims properly and regularly coming before the Shasta County Board of Supervisors, and that the computations are correct.

Date: 10/9/17 Signature:   


**Approval of Claims:**

These claims were allowed and the Claims List was approved as correct, by vote of the Board of Supervisors on this date.

Date: \_\_\_\_\_  
 Chairman  
 Board of Supervisors  
 County of Shasta  
 State of California

**COUNTY**  
**OF**  
**SHASTA**

**DEPARTMENT OF PUBLIC WORKS**

*Pat Minturn, Director*

**MEMORANDUM**

FFM 020004

*DATE:* October 4, 2017  
*TO:* Board of Supervisors  
*FROM:* Thomas Forbish, Manager, Facilities Management  
*SUBJECT:* *California Safety, Contract CB003437*

The County has a contract with California Safety for service calls, installations and testing. In September 2017, an email was received with a Statement of Account attached. Included with the Statement of Account were two invoices that were over a year old. The Vendor stated that payment had not been received for these invoices (Invoice #333805 and Invoice #336116). Our department did their due diligence and found that the services had been rendered. Invoices had not been billed or paid. The contracts are still in force. Please approve these two invoices for payment.



**California Safety Company, Inc. ACO7695**  
**P. O. Box 990956**  
**Redding, CA 96099-0956**  
**Tel : (530)243-2521 Fax: (530)245-1122**



<b>Invoice Number</b>	<b>336116</b>	<b>CSID</b>
Sale Date	8/15/2016	23512
Due Date	9/9/2016	

-Shasta Co - Accounts Payable  
 1958 Placer  
 Redding, CA 96001

**Service Address**  
 Shasta County HHSA Downtown Reg Ctr  
 Eligibility  
 Jean  
 1220 Sacramento Street  
 Redding, CA 96001

Description	Qty	Price	Net	Tax	Total
8-11-16 W/O 245428 Remodel Work	1	\$240.00	\$240.00	\$0.00	\$240.00
<b>TOTALS</b>			<b>\$240.00</b>	<b>\$0.00</b>	<b>\$240.00</b>

Removed devices in interview room, changed Eligibility partition CSID number to 23512.

-----Return Stub Below-----

Please return this portion of your invoice with your payment. Thank you!

Customer : -Shasta Co - Accounts Payable



**Invoice Number** 336116  
**Bill Payer ID:** 10756

**Due This Inv.** \$240.00 **Amount Remitted**

**Payment Method** Check  **Check Number**

**Date Remitted**

Please remit to : California Safety Company, Inc. ACO7695, P. O. Box 990956, Redding, CA 96099-0956

Inv No. 336116

**Shasta County Facility Management**

REQUESTED BY:  
Jean Fossum  
(530) 510-7832

DATE:  
08/10/2016

TIME:  
08:16

SRV REQ NO:

050353  
Medium Priority

**BUILDING:** PH-SAC Public Health WIC, RCHI, SS      **BLDG TO BILL:**  
**LOCATION:** 1220 Sacramento Street      **AGENCY TO BILL:** PH : Public Health  
**CONTACT:**  
**SERVICE TYPE:** M5 : Structural Maintenance-Tenant  
**INSTRUCTIONS:**

**WORK REQUESTED**

Remove electrical wiring at cubicle in last interview area. See Laura McDuffey or call Jean. Remove and hold two card readers. One from the door between the lobby and the former interview room and one from the door between the former interview room and receptionist desk. By end of business Friday, 08/12/2016,

**ACTION TAKEN:** *Called California Safety.*  
*Service call not to exceed \$250.-*

*Donna Lember*

**NOTES:**

**STATUS INFORMATION:**

X	Open	08/10/2016	DYL	Notes	
X	Assigned	08/10/2016	DYL	To	1233: Maynes, Mike J.
	Hold			Reason	
X	Completed	08/20/2016	MJM	Notes	Marked completed via Data Entry
	Cancelled			Notes	
	Closed				

<b>TARGET DATE:</b>	<b>EST HRS:</b>	<b>EST COST:</b>	<b>\$</b>
	<b>REG HRS:</b>	<b>O/T HRS:</b>	<b>TOTAL HRS:</b>

Supervisor  
Signature: \_\_\_\_\_

Craftsman  
Signature: \_\_\_\_\_

Authorized By  
Signature: \_\_\_\_\_



California Safety Company, Inc. ACO7695  
 P. O. Box 990956  
 Redding, CA 96099-0956  
 Tel : (530)243-2521 Fax: (530)245-1122



Invoice Number 333805  
 Sale Date 7/19/2016  
 Due Date 8/13/2016

-Shasta Co - Accounts Payable  
 1958 Placer  
 Redding, CA 96001

**Service Address**  
 Shasta County Soc Svc - Bres COB  
 Jean  
 2460 Breslauer Way  
 Redding, CA 96001

Description	Qty	Price	Net	Tax	Total
7/12/16 W/O 244639 Checked Codepads	1	\$71.25	\$71.25	\$0.00	\$71.25
<b>TOTALS</b>		<b>\$71.25</b>	<b>\$71.25</b>	<b>\$0.00</b>	<b>\$71.25</b>

PO #204-1008-46

050022

-----Return Stub Below-----

Please return this portion of your invoice with your payment. Thank you!

Customer : -Shasta Co - Accounts Payable



Invoice Number 333805  
 Bill Payer ID: 10756

Due This Inv. \$71.25 Amount Remitted

Payment Method Check  Check Number

Date Remitted

Please remit to : California Safety Company, Inc. ACO7695, P. O. Box 990956, Redding, CA 96099-0956

Inv No. 333805

**Shasta County Facility Management**

REQUESTED BY: Mark Duzyk (530) 225-5659      DATE: 07/08/2016      TIME: 08:42      SRV REQ NO:      050022  
 Medium Priority

BUILDING: SS-COB Cascade Office Building - Eligibility &      BLDG TO BILL: SS-COB : Cascade Office Building -  
 LOCATION: 2460 Breslauer Way      AGENCY TO BILL:  
 CONTACT:  
 SERVICE TYPE: M2 : Structural Maintenance-Landlord  
 INSTRUCTIONS:

**WORK REQUESTED**

Discovered during routine maintenance - Exterior door behind lunch room will not lock. Call California Safety 204 1008 46

**ACTION TAKEN:**

*Called California Safety  
 Service call not to exceed \$100. -  
 Donna Huber*

**NOTES:**

**STATUS INFORMATION:**

X	Open	07/08/2016	DYL	Notes	
X	Assigned	07/08/2016	DYL	To	1223: Duzyk, Mark J.
	Hold			Reason	
X	Completed	07/12/2017	DYL	Notes	Date changed due to invoice
	Cancelled			Notes	
	Closed				

TARGET DATE:	EST HRS:	EST COST:	\$
	REG HRS:	O/T HRS:	TOTAL HRS:

Supervisor Signature: \_\_\_\_\_      Craftsman Signature: \_\_\_\_\_      Authorized By Signature: \_\_\_\_\_

REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** Consent - Health and Human Services-3.

**SUBJECT:**

Budget Amendment for Purchase of New Server

**DEPARTMENT:** Health and Human Services Agency-Business and Support Services  
Information Technology

**Supervisory District No. :** All

**DEPARTMENT CONTACT:** Tracy Tedder, Branch Director, HHS Business & Support Services,  
(530) 229-8425

**STAFF REPORT APPROVED BY:** Tracy Tedder, Branch Director, HHS Business & Support  
Services

<b>Vote Required?</b>	<b>General Fund Impact?</b>
4/5 Vote	No Additional General Fund Impact

**RECOMMENDATION**

Take the following actions: (1) Approve a budget amendment transferring appropriations in the amount of \$8,500 within the Health and Human Services Agency (HHS)-Business and Support Services Branch budget to move appropriations to the Information Technology budget; and (2) increase appropriations and revenue by \$8,500 in the Information Technology budget to purchase a new server capital asset for the HHS Kofax project.

**SUMMARY**

N/A

**DISCUSSION**

On June 20, 2017, the Board of Supervisors approved an agreement with Western Integrated Systems to provide the Kofax Transformation Module software. Kofax software will streamline the process of scanning invoices by HHS Business and Support Services Branch (BSS) Accounts Payable staff by extracting selected data (i.e., invoice number, vendor number, etc.) from scanned invoice image files, potentially reducing manual key entry/errors and increasing filing efficiency using software components such as document review and validation to ensure data extraction is accurate. On September 22, 2017 the County Administrative Office approved the purchase of the new server capital asset. The requested budget amendment will provide for a new capital asset server to be used specifically for the Kofax project.

**ALTERNATIVES**

The Board could choose not to approve the budget amendment. This is not recommended due to the need for an additional server for the Kofax project.

**OTHER AGENCY INVOLVEMENT**

Information Technology has reviewed the recommendation. The Auditor-Controller has reviewed the recommendation. This recommendation has been reviewed by the County Administrative Office.

**FINANCING**

The HHSА-BSS budget (50205) is moving \$8,500 from Services and Supplies to a Transfer Out IT account within the HHSА-BSS budget; no increase in overall appropriations. The Information Technology (92500) budget is increasing appropriations in a current capital asset server account and revenue in a Transfer In from HHSА account. The IT budget amendment requires a 4/5 vote of the Board. There is no additional General Fund impact with the approval of the recommendation.

**ATTACHMENTS:**

Description	Upload Date	Description
Budget Amendment & Transfer Memorandum	10/6/2017	Budget Amendment & Transfer Memorandum



# Health and Human Services Agency

Donnell Ewert, M.P.H., Director

## Business and Support Services

Tracy Tedder, Director

1810 Market Street  
 Redding, CA 96001-1930  
 P.O. Box 496005  
 Redding, CA 96049-6005  
 Phone: (530) 229-8419  
 Fax: (530) 225-5555  
 CA Relay Service: (800) 735-2922

To: Brian Muir, Auditor-Controller  
 Shasta County Board of Supervisors

From: Tracy Tedder, HHSA Branch Director  
 Thomas Schreiber, Chief Information Officer

Date: October 5, 2017

Subject: Budget Amendment for Kofax Server

Please prepare a FY 2017-2018 budget amendment for Health and Human Services (BU 502) to transfer appropriations to Shasta County Information Technology (BU 925) for an additional server in the amount of \$8,500 to support the Kofax Transformation Module software, Contract No. 2414-15-2015-01 that was awarded to Western Integrated Systems by the Board of Supervisors on June 20, 2017. This budget amendment is going to the Board of Supervisors Office for consideration on October 17, 2017.

HHSA

DEPARTMENT NAME

**APPROPRIATIONS**

INCREASE <DECREASE>

ORG KEY	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
50205	034892	CHGS IT PROFESSIONAL SVS	469,868	461,368	(8,500)
50205	095925	TRANS OUT IT	-	8,500	8,500
<b>TOTAL</b>					<b>0</b>

“Healthy people in thriving and safe communities”

Information Technology

DEPARTMENT NAME

**APPROPRIATIONS**  
INCREASE <DECREASE>

ORG KEY	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
92500	065342	I/T 13 SERVERS FY18	95,000	103,500	8,500
<b>TOTAL</b>					<b>8,500</b>

**REVENUE**  
INCREASE <DECREASE>

ORG KEY	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
92500	800502	TRANS IN INFO TECH DEPT	0	8,500	8,500
<b>TOTAL</b>					<b>8,500</b>

c: Terri Howat, County Chief Fiscal Officer  
Julie Hope, Principal Administrative Analyst

REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** Consent - Law and Justice-4.

**SUBJECT:**

Operational Agreement with Butte County through its Butte County Sheriff's Office.

**DEPARTMENT:** Sheriff

**Supervisory District No. :** All

**DEPARTMENT CONTACT:** Eric Magrini, Undersheriff, (530) 245-6167

**STAFF REPORT APPROVED BY:** Tom Bosenko, Sheriff-Coroner

<b>Vote Required?</b>	<b>General Fund Impact?</b>
Simple Majority Vote	No Additional General Fund Impact

**RECOMMENDATION**

Approve and authorize the Chairman to sign a retroactive revenue agreement with the County of Butte through its Butte County Sheriff's Office in an amount not to exceed \$39,922 to provide assistance with Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (Cal OES) tasks related to the Spillway Incident in Oroville, CA for the period March 6, 2017 through September 15, 2017.

**SUMMARY**

N/A

**DISCUSSION**

In February 2017, Butte County, in preparation for a potential failure of the emergency spillway at Lake Oroville Dam began evacuations of Marysville, Oroville, Yuba City and surrounding areas. Nearly 200,000 residents vacated the affected areas. This catastrophic event set into motion calls from Butte County to outside agencies for assistance, including requests to the Shasta County Sheriff's Office (SCSO). SCSO provided resources and personnel support to Butte County during the immediate crisis and beyond.

SCSO provided personnel to support the Butte County Sheriff's Office (BCSO) to assist with a number of Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES) related tasks in reference to the Spillway Incident post-Imminent Threat. These tasks included organizing and training BCSO staff for future incidents.

**ALTERNATIVES**

The Board could choose not to approve the retroactive Operational Agreement.

**OTHER AGENCY INVOLVEMENT**

County Counsel approved the Operational Agreement as to form. Risk Management has reviewed and approved the Operational Agreement.

**FINANCING**

Upon approval of this Operational Agreement, the County of Butte will remit payment to Shasta County for actual costs for the services provided that are covered under this Operational Agreement.

**ATTACHMENTS:**

Description	Upload Date	Description
Butte County Agreement	10/10/2017	Butte County Agreement



**OPERATIONAL AGREEMENT**  
**Between**  
**County of Butte**  
**And**  
**County of Shasta**

CONTRACT NO  
**X 2 2 7 9 9**  
COUNTY OF BUTTE

This Operational Agreement (OA) is by and between the County of Butte, a political subdivision of the State of California, hereinafter referred to as "County" through its Butte County Sheriff's Office (BCSO) and County of Shasta, a political subdivision of the State of California, hereinafter referred to as "Contractor" through its Shasta County Sheriff's Office (SCSO). This OA shall set forth the types and terms of collaborative services between BCSO and SCSO in relation to services.

**PURPOSE:**

The Spillway Incident in Oroville, a FEMA declared disaster, necessitated the need for BCSO to obtain some assistance with a number of FEMA and CalOES related tasks to properly manage the Spillway Incident post-Imminent Threat. Additionally, tasks shall be completed to organize and train BCSO staff for future incidents. This OA is intended to facilitate management of the Spillway Incident.

**SERVICES TO BE PROVIDED POST-IMMINENT THREAT (Term of Services 3/6/17-6/9/17):**

**Duties and Responsibilities of Contractor:**

- Critique BCSO's response to the Spillway Incident for Patrol Operations and Jail Operations (two distinct critiques) by interviewing BCSO staff and reviewing documentation.
- Conduct inter-agency critiques of the Spillway Incident with participating agencies, one each for Patrol and Jail.
- Prepare written 'Executive Summary' of BCSO response to the Spillway Incident during emergency evacuation.
- Prepare *After-Action Report* (AAR) for submission to CAL OES.

**Duties and Responsibilities of COUNTY:**

- Cooperate fully with Contractor to accomplish tasks listed within this OA.
- Provide Contractor's assigned staff with office space and equipment required to perform these duties.

**SERVICES TO BE PROVIDED FOR FUTURE INCIDENTS (Term of Services 6/10/17-9/15/17):**

**Duties and Responsibilities of Contractor:**

- Develop an Incident Command Team at BCSO.
- Train Incident Command Team for emergency response to major incidents.
- Make recommendations to BCSO for improved infrastructure for future incidents.

**Duties and Responsibilities of BCSO:**

- Cooperate fully with Contractor's assigned staff to accomplish tasks listed within this OA.

- Provide Contractor's assigned staff with office space and equipment required to perform these duties.

**TERM:** The term of this OA shall become effective March 6, 2017 through September 15, 2017.

**COMPENSATION:** Contractor's Employee's typical work schedule is Monday through Wednesday on week 1 and Monday through Thursday on week 2 for a maximum total of 56 hours per two weeks. The hourly rate for Contractor's Employee is \$50.92. Maximum payable for each term of service is \$19,961 for a not-to-exceed MOU total of **\$39,922**.

SCSO shall prepare an invoice to include timecards indicating days/hours contractor's assigned staff worked. SCSO shall submit invoice to BCSO monthly or quarterly.

**CONFIDENTIALITY:**

- A. Contractor and Contractor's assigned staff shall maintain the confidentiality of all County records and information.

**MUTUAL HOLD HARMLESS:**

It is agreed that CONTRACTOR shall defend, hold harmless and indemnify County, its officers and employees from any and all claims for injuries or damage to persons and/or property which arise out of the terms and conditions of this OA and which result from the negligent acts or omissions of the CONTRACTOR, its officers and/or employees.

It is further agreed that County shall defend, hold harmless and indemnify CONTRACTOR its officers and employees from any and all claims for injuries or damage to persons and/or property which arise out of the terms and conditions of this OA and which result from the negligent acts or omissions of County, its officers and/or employees.

In the event of concurrent negligence of the CONTRACTOR its officers and/or employees, and County, its officers and/or employees then the liability for any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this OA shall be apportioned under principles of comparative negligence as established presently by California law, or as may be hereafter modified.

**INSURANCE:**

- A. County and Contractor shall maintain all required insurance for the duration of this OA. Both County and Contractor are self-insured and maintain excess insurance coverage.

**ALTERATION OF TERMS:**

The body of this OA fully expresses all understandings of the parties concerning all matters covered and shall constitute the total OA. No addition to, or alteration of, the terms of this OA whether by written or verbal understanding of the parties, their officers, agents or employees shall be valid unless made in the form of written amendment to this OA which is formally approved and executed by all parties.

**NOTICES:**

All notices, correspondence, reports and/or statements authorized or required by this OA shall be addressed as follows:

**County:**

Sheriff Kory Honea  
33 County Center Drive  
Oroville, CA 95965

**Contractor SCSO:**

Sheriff Tom Bosenko  
300 Park Marina Circle  
Redding, CA 96001

All claims authorized or required by this OA shall be addressed as follows:

**County:**

Fiscal Manager Becky Callas  
33 County Center Drive  
Oroville, CA 95965  
[bcallas@buttecounty.net](mailto:bcallas@buttecounty.net)  
530-538-2861

**Contractor SCSO:**

Lori Beyelia  
300 Park Marina Circle  
Redding, CA 96001  
[lbeyelia@co.shasta.ca.us](mailto:lbeyelia@co.shasta.ca.us)  
530-245-6057

**APPLICABLE LAW AND FORUM:**

This OA shall be construed and interpreted according to California law and any action to enforce the terms of this OA for the breach thereof shall be brought and tried in the County of Shasta.

**TERMINATION:**

County and CONTRACTOR each reserve the right to immediately terminate this OA, notifying each other likewise in writing.

Signature page follows



REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** Consent - Public Works-5.

**SUBJECT:**

Secure Rural Schools 2017 Title III Project Award & Budget Amendment

**DEPARTMENT:** Public Works

**Supervisory District No. :** All

**DEPARTMENT CONTACT:** Pat Minturn, Public Works Director, (530) 225-5661

**STAFF REPORT APPROVED BY:** Pat Minturn, Public Works Director

<b>Vote Required?</b>	<b>General Fund Impact?</b>
4/5 Vote	No Additional General Fund Impact

**RECOMMENDATION**

Take the following actions regarding the Secure Rural Schools Act: (1) Approve and authorize Title III project funding in the amount of \$189,000 as follows: (a) \$25,000 to Shasta County Sheriff’s Office for search and rescue services; (b) \$40,000 to Shasta County Sheriff’s Office for fire response services; (c) \$65,250 to Western Shasta Resource Conservation District for Firewise Communities Program activities; (d) \$29,000 to Day Lassen Bench Fire Safe Council for Firewise Communities Program activities; and (e) \$29,750 to Shasta County Fire Department for fire response activities; (2) approve a budget amendment increasing appropriations by \$189,000 in the Title III Projects budget to be offset by use of unassigned fund balance; (3) approve a budget amendment increasing appropriations and revenue by \$65,000 in the Sheriff Office Emergency Services budget; and (4) approve a budget amendment increasing revenue by \$29,750 in the County Service Area No. 1 Fire Protection Administration budget.

**SUMMARY**

Remaining Title III funds are proposed for allocation to various projects related to federal lands.

**DISCUSSION**

The Secure Rural School Act (SRS) was enacted to offset declining timber harvests on federal lands. It has lapsed and probably won’t be renewed. On August 22, 2017, the Board tentatively allocated the remaining Title III funds and initiated a 45-day comment period. No comments were received. Final approval is recommended.

**ALTERNATIVES**

The Board may decline to allocate remaining Title III funds. They would revert to the federal treasury.

**OTHER AGENCY INVOLVEMENT**

The U.S. Forest Service administers SRS funds. The Northern California Resource Advisory Committee Coordinator has

been involved throughout the process. The recommendation has been reviewed by the County Administrative Office.

**FINANCING**

Adequate fund balance is available in the Title III budget. There is no General Fund impact.

**ATTACHMENTS:**


Description	Upload Date	Description
Public Works Budget Amendment	9/15/2017	Public Works Budget Amendment
Sheriff Budget Amendment	9/15/2017	Sheriff Budget Amendment
County Fire Budget Amendment	9/15/2017	County Fire Budget Amendment

**COUNTY  
OF  
SHASTA**

**DEPARTMENT OF PUBLIC WORKS**

*Pat Minturn, Director*

**MEMORANDUM**

*DATE* September 14, 2017 FAF 020004  
*TO* Brian Muir, Auditor-Controller  
*FROM* Pat Minturn, Director   
*SUBJECT* Budget Amendments for Title III Projects

A budget amendment is requested in the Title III Projects Budget Unit 17600. The purpose of this budget amendment is to increase appropriations by \$189,000 for Title III funded projects.

After preparing the budget transfer document, would you please forward it to the CAO's office for approval. It is our intention to present this to the Board of Supervisors for approval on October 17, 2017. Thank you for your assistance in this matter.

PJM/kdc

Attachment

email: Laura Sumner, CAO Admin Analyst

County of Shasta

### Budget Amendment

**Title III Projects/17600**

DEPARTMENT NAME

**APPROPRIATIONS**  
INCREASE <DECREASE>

COST CENTER	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
17600	034800	PROF & SPECIAL SERVICES	25,000	119,250	94,250
17600	095235	TRAN OUT SHERIFF	0	65,000	65,000
17600	096391	TRAN OUT FIRE ZONE #1	73,752	103,502	29,750
					-
<b>TOTAL</b>					<b>189,000</b>

**REVENUE**  
INCREASE <DECREASE>

COST CENTER	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
					-
					-
					-
					-
<b>TOTAL</b>					<b>-</b>



# SHASTA COUNTY SHERIFF'S OFFICE INTERDEPARTMENTAL MEMORANDUM



TO: Brian Muir, Auditor-Controller  
 FROM: Tom Bosenko, Sheriff *TB101*  
 DATE: September 8, 2017  
 RE: Budget Amendment for Sheriff's OES Budget

**Tom Bosenko**  
Sheriff-Coroner

Upon approval by the Board of Supervisors, please prepare a budget amendment for the Sheriff's Office of Emergency Services Budget to increase Salaries and Benefits and Service and Supplies in an amount of \$65,000 offset by a transfer in from the Public Works – Secure Rural Schools and Community Self-Determination Act Title III Administration budget.

			Sheriff's Office of Emergency Services		
			DEPARTMENT NAME		
APPROPRIATIONS					
COST CENTER	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
23514	011000	REGULAR SALARIES	127,257	151,759	24,502
23514	017502	OVERTIME PAY	113,000	135,808	22,808
23514	018100	EMPLOYER SHARE FICA	6,695	8,144	1,449
23514	018201	EMPLOYER SHARE RETIREMENT	51,295	60,682	9,387
23514	018307	EMPLYR SHR OTHER POST EMP BEN	3,818	4,553	735
23514	018400	EMPLOYER SHR UNEMPLOYMENT INS	859	1,010	151
23514	018500	WORKERS COMP EXPOSURE	3,389	3,985	596
23514	033102	INSUR XP LIABILITY EXPOSURE	980	1,152	172
23514	033500	MAINTENANCE OF EQUIPMENT	25,253	26,753	1,500
23514	035700	SPECIAL DEPARTMENTAL EXPENSE	7,500	8,700	1,200
23514	035900	TRANSPORTATION & TRAVEL	-	2,500	2,500
				<b>TOTAL</b>	<b>65,000</b>
REVENUE					
COST CENTER	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
23514	800176	TRANS IN TITLE III PROJ (GRT)	0	65,000	65,000
				<b>TOTAL</b>	<b>65,000</b>

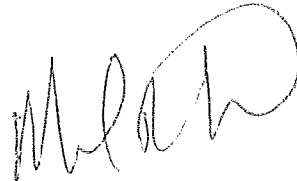
## SHASTA COUNTY FIRE DEPARTMENT

### Memorandum

**To:** Brian Muir  
Auditor-Controller

**Date:** September 11, 2017

**From:** Mike Hebrard  
Shasta County Fire Warden



**Subject:** Budget Amendment

Shasta County Fire Department would like to request a budget amendment increasing revenue in the amount of \$29,750. These funds will be a transfer in from the Department of Public Works of Title III grant projects. Through the Title III grant, County Fire is able to request reimbursement of expenses for wildland firefighting on Federal Responsibility Area lands.

It is anticipated this item, along with the other Title III grant proposed projects, will be presented to the Board of Supervisors for approval at the October 17, 2017 meeting.

County Fire would like to make the following budget amendment.

800176 – Tran In Title III Proj (Grant) – Increase revenue by \$29,750.

If you have any questions, please feel free to contact Julia Hayen at 225-2516.

Attachment

cc: Laura Sumner, Administrative Analyst

County of Shasta

Budget Amendment

CSA #1-County Fire

Department Name

**Appropriations**

Increase <Decrease>

Fund/Budget Unit Number	Account Number/ Description	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
Total				

**Revenue**

Increase <Decrease>

Fund/Budget Unit Number	Account Number/ Description	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
00391	800176/ Trans In Title III Proj	73,752	103,502	29,750
Total				29,750

REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** Consent - Public Works-6.

**SUBJECT:**

Bridge Preventive Maintenance – Notice of Completion

**DEPARTMENT:** Public Works

**Supervisorial District No. :** All

**DEPARTMENT CONTACT:** Pat Minturn, Public Works Director, (530) 225-5661

**STAFF REPORT APPROVED BY:** Pat Minturn, Public Works Director

<b>Vote Required?</b>	<b>General Fund Impact?</b>
Simple Majority Vote	No General Fund Impact

**RECOMMENDATION**

Approve and authorize the Public Works Director to sign a Notice of Completion for the “Bridge Preventive Maintenance Project,” Contract No. 705936, and record it within 15 days of actual completion of the work.

**SUMMARY**

The Bridge Preventive Maintenance Project is nearly complete.

**DISCUSSION**

On August 15, 2017, American Civil Constructors West Coast, LLC was awarded the contract for the Bridge Preventive Maintenance Project. Deck treatments and joint seal replacements are nearly complete. The work on this project is estimated to be completed on October 20, 2017.

**ALTERNATIVES**

The Board may decline to file a Notice of Completion. The lien period would extend for 90 days instead of 30 days. Final payment to the contractor would be delayed by 60 days.

**OTHER AGENCY INVOLVEMENT**

The County Administrative Office has reviewed this recommendation.

**FINANCING**

The total cost of this project is estimated to be \$288,000. Federal funds will cover 88.53% (\$255,000). The County’s share will be 11.47% (\$33,000). Adequate funds are included in the Adopted FY 2017/2018 Road Fund budget. There is no General Fund impact.

REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

**BOARD MEETING DATE:** October 17, 2017

**CATEGORY:** Consent - Public Works-7.

**SUBJECT:**

Various Permanent Road Divisions (2017) – Award Construction Contract

**DEPARTMENT:** Public Works

**Supervisory District No. :** All

**DEPARTMENT CONTACT:** Pat Minturn, Public Works Director, (530) 225-5661

**STAFF REPORT APPROVED BY:** Pat Minturn, Public Works Director

<b>Vote Required?</b>	<b>General Fund Impact?</b>
Simple Majority Vote	No General Fund Impact

**RECOMMENDATION**

Award to the low bidder, SnL Group, Inc., on a unit cost basis, the contract “For Construction on Various Permanent Road Divisions (2017),” Contract No. 111018, in the amount of \$358,839.

**SUMMARY**

SnL Group, Inc. was the low bidder on the 2017 Permanent Road Divisions contract.

**DISCUSSION**

Permanent Road Divisions (PRDs) maintain private roads through annual parcel charges. Work is proposed in Coloma Road, Country Field Estates, Craig Lane, Dusty Oaks, Foxwood Estates, Holiday Acres, L&R Estates, Laverne Lane, Marianas Way, Old Stagecoach Way, River Hills Estates, Robledo Road, Shasta Lake Ranchos, and Sonora Trail PRDs.

On September 12, 2017, the Board approved the specifications and authorized the Public Works Director to advertise for bids. On October 5, 2017, four bids were received and opened. It is recommended that the Board award the contract to the low bidder, SnL Group, Inc., in the amount of \$358,839.

**ALTERNATIVES**

The Board may decline to proceed with the project at this time. Pavement deterioration will continue.

**OTHER AGENCY INVOLVEMENT**

County Counsel has approved the contract documents as to form. Risk Management has reviewed and approved the contract documents. The County Administrative Office has reviewed this recommendation.

**FINANCING**

The total cost of the project is estimated to be \$380,000. Adequate funds are included in the Adopted FY 2017/18 budgets for the various PRDs. There is no General Fund impact.

**ATTACHMENTS:**

Description	Upload Date	Description
Bid Summary Detail	10/5/2017	Bid Summary Detail

STATE OF CALIFORNIA  
 COUNTY OF SHASTA  
 DEPARTMENT OF PUBLIC WORKS

BID SUMMARY DETAIL

BID OPENING DATE: October 5, 2017

PROJECT: VARIOUS PERMANENT ROAD DIVISIONS (2017)  
 CONTRACT NO.: 111018

FEDERAL NO.:

PREPARED BY: Charleen Beard

DATE: 10/5/17

CHECKED BY: *E. Wilms*

DATE: 10/5/17

ENGINEER'S ESTM.

SHASTA COUNTY  
 PUBLIC WORKS DEPT.

LOW BIDDER

SnL Group Inc  
 9818 Holton way  
 Redding, CA 96003  
 (530) 225-5048

2nd BIDDER

Stimpel-Wiebelhaus Associates, Inc.  
 PO Box 492335  
 Redding, CA 96049  
 (530) 223-6605

3rd BIDDER

Northwest Paving, Inc.  
 8115 Secluded Valley Drive  
 Redding, CA 96001  
 (530) 246-4388

4th BIDDER

Darren Taylor Construction  
 5750 Pleasant View Drive  
 Anderson, CA 96007  
 (530) 378-2211

NO	TYPE	CODE	ITEM DESCRIPTION	UNITS	BID QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
1		1	PRD NO. 1 COLOMA ROAD ASPHALT CONCRETE MACHINE SEAL	TON	46	\$ 185.00	\$ 8,510.00	\$ 146.00	\$ 6,716.00	\$ 245.00	\$ 11,270.00	\$ 160.00	\$ 7,360.00	\$ 186.00	\$ 8,556.00	
2		2	PRD NO. 2 COUNTRY FIELD ESTATES ASPHALT CONCRETE MACHINE SEAL	TON	108	\$ 185.00	\$ 19,980.00	\$ 158.00	\$ 17,064.00	\$ 210.50	\$ 22,734.00	\$ 160.00	\$ 17,280.00	\$ 186.00	\$ 20,088.00	
		3	THERMOPLASTIC TRAFFIC STRIPE	LF	30	\$ 17.00	\$ 510.00	\$ 20.00	\$ 600.00	\$ 30.00	\$ 900.00	\$ 20.00	\$ 600.00	\$ 17.00	\$ 510.00	
		4	THERMOPLASTIC MARKING	SF	67	\$ 17.00	\$ 1,139.00	\$ 30.00	\$ 2,010.00	\$ 18.00	\$ 1,206.00	\$ 25.00	\$ 1,675.00	\$ 24.00	\$ 1,608.00	
3		5	PRD NO. 3 CRAIG LANE ASPHALT CONCRETE MACHINE SEAL	TON	178	\$ 165.00	\$ 29,370.00	\$ 133.00	\$ 23,674.00	\$ 163.50	\$ 29,103.00	\$ 160.00	\$ 28,480.00	\$ 168.00	\$ 29,904.00	
		6	THERMOPLASTIC TRAFFIC STRIPE	LF	30	\$ 17.00	\$ 510.00	\$ 20.00	\$ 600.00	\$ 30.00	\$ 900.00	\$ 20.00	\$ 600.00	\$ 17.00	\$ 510.00	
		7	THERMOPLASTIC MARKING	SF	67	\$ 17.00	\$ 1,139.00	\$ 30.00	\$ 2,010.00	\$ 18.00	\$ 1,206.00	\$ 25.00	\$ 1,675.00	\$ 24.00	\$ 1,608.00	
4		8	PRD NO. 4 DUSTY OAKS HMA OVERLAY	TON	107	\$ 185.00	\$ 19,795.00	\$ 162.00	\$ 17,334.00	\$ 211.00	\$ 22,577.00	\$ 160.00	\$ 17,120.00	\$ 218.00	\$ 23,326.00	
		9	EXTEND CULVERT	LS	1	\$ 600.00	\$ 600.00	\$ 750.00	\$ 750.00	\$ 1,452.00	\$ 1,452.00	\$ 1,500.00	\$ 1,500.00	\$ 1,700.00	\$ 1,700.00	
		10	WIDEN AND SHAPE ROAD	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 2,500.00	\$ 2,500.00	\$ 4,418.00	\$ 4,418.00	\$ 15,600.00	\$ 15,600.00	\$ 3,500.00	\$ 3,500.00	
5		11	PRD NO 5. FOXWOOD ESTATES INSTALL 5" COBBLES	CY	7	\$ 200.00	\$ 1,400.00	\$ 350.00	\$ 2,450.00	\$ 411.00	\$ 2,877.00	\$ 250.00	\$ 1,750.00	\$ 1,500.00	\$ 10,500.00	
6		12	PRD NO 6. HOLIDAY ACRES HMA OVERLAY	TON	287	\$ 165.00	\$ 47,355.00	\$ 120.00	\$ 34,440.00	\$ 133.00	\$ 38,171.00	\$ 160.00	\$ 45,920.00	\$ 140.00	\$ 40,180.00	
7		13	PRD NO. 7 L&R ESTATES ASPHALT CONCRETE MACHINE SEAL	TON	268	\$ 165.00	\$ 44,220.00	\$ 138.00	\$ 36,984.00	\$ 138.00	\$ 36,984.00	\$ 160.00	\$ 42,880.00	\$ 144.00	\$ 38,592.00	
8		14	PRD NO. 8 LAVERNE LANE TREE TRIMMING AND BRUSH CLEAN OUT	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 25,000.00	\$ 25,000.00	\$ 13,893.00	\$ 13,893.00	\$ 5,500.00	\$ 5,500.00	\$ 17,500.00	\$ 17,500.00	
9		15	PRD NO. 9 MARIANAS WAY ASPHALT CONCRETE MACHINE SEAL	TON	181	\$ 165.00	\$ 29,865.00	\$ 133.00	\$ 24,073.00	\$ 165.00	\$ 29,865.00	\$ 160.00	\$ 28,960.00	\$ 158.00	\$ 28,598.00	
10		16	PRD NO. 10 OLD STAGECOACH WAY INSTALL 5" COBBLES	CY	4	\$ 200.00	\$ 800.00	\$ 500.00	\$ 2,000.00	\$ 720.00	\$ 2,880.00	\$ 250.00	\$ 1,000.00	\$ 1,500.00	\$ 6,000.00	
11		17	PRD NO. 11 RIVER HILLS ESTATES ASPHALT CONCRETE MACHINE SEAL	TON	736	\$ 145.00	\$ 106,720.00	\$ 114.00	\$ 83,904.00	\$ 119.50	\$ 87,952.00	\$ 157.00	\$ 115,552.00	\$ 123.00	\$ 90,528.00	
12		18	PRD NO. 12 ROBLEDO ROAD ASPHALT CONCRETE MACHINE SEAL	TON	191	\$ 165.00	\$ 31,515.00	\$ 146.00	\$ 27,886.00	\$ 156.00	\$ 29,796.00	\$ 160.00	\$ 30,560.00	\$ 177.00	\$ 33,807.00	
13		19	PRD NO. 13 SHASTA LAKE RANCHOS ASPHALT CONCRETE MACHINE SEAL	TON	178	\$ 165.00	\$ 29,370.00	\$ 148.00	\$ 26,344.00	\$ 165.50	\$ 29,459.00	\$ 160.00	\$ 28,480.00	\$ 183.00	\$ 32,574.00	
14		20	PRD NO. 14 SONORA TRAIL DIG OUT AND REPAIR AC SURFACE LOCATION 1	LS	1	\$ 9,500.00	\$ 9,500.00	\$ 5,000.00	\$ 5,000.00	\$ 9,691.00	\$ 9,691.00	\$ 10,100.00	\$ 10,100.00	\$ 26,400.00	\$ 26,400.00	
		21	DIG OUT AND REPAIR AC SURFACE LOCATION 2	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 9,691.00	\$ 9,691.00	\$ 5,100.00	\$ 5,100.00	\$ 13,200.00	\$ 13,200.00	
		22	TREE TRIMMING AND BRUSH CLEAN OUT	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,813.00	\$ 12,813.00	\$ 3,500.00	\$ 3,500.00	\$ 16,000.00	\$ 16,000.00	
<b>TOTALS</b>							<b>\$ 400,798.00</b>	<b>\$ 358,839.00</b>	<b>\$ 399,838.00</b>	<b>\$ 411,192.00</b>	<b>\$ 445,189.00</b>					
								-10.5%	-0.2%	2.6%	11.1%					

\* There was a multiplication error on the bid submitted. Total was increased \$210 in accordance with the procedure outlined in the notice to bidders.