

**AGENDA  
BOARD OF SUPERVISORS  
SONOMA COUNTY  
575 ADMINISTRATION DRIVE, ROOM 102A  
SANTA ROSA, CA 95403**

**TUESDAY**

**AUGUST 14, 2012**

**8:30 A.M.**

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(The regular afternoon session commences at 2:00 p.m.)

Valerie Brown	First District	Veronica A. Ferguson	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
Mike McGuire	Fourth District		
Efren Carrillo	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, the Sonoma County Public Finance Authority, and as the governing board of all special districts having business on the agenda to be heard this date. Each of the foregoing entities is a separate and distinct legal entity.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

**AGENDAS AND MATERIALS:** Agendas and most supporting materials are available on the Board's website at <http://www.sonoma-county.org/board/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

**SUPPLEMENTAL MATERIALS:** Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241, as soon as possible to ensure arrangements for accommodation.

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Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

For transit information call (707) 576-RIDE or 1-800-345-RIDE or visit or <http://www.sctransit.com/>

***APPROVAL OF THE CONSENT CALENDAR***

The Consent Calendar includes routine financial and administrative actions, are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar.

***PUBLIC COMMENT***

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair.

## **8:30 A.M. CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

#### **I. APPROVAL OF THE AGENDA**

(Items may be added or withdrawn from the agenda consistent with State law)

#### **II. BOARD MEMBER ANNOUNCEMENTS**

#### **III. CONSENT CALENDAR**

(Items 1 through 23)

#### **PRESENTATIONS/GOLD RESOLUTIONS**

(Item 1 through 2)

#### **PRESENTATIONS AT BOARD MEETING**

1. Adopt a Gold Resolution recognizing the Sonoma Land Trust for its lasting contributions to Sonoma County. (First District)
2. Adopt a Gold Resolution proclaiming August as Child Support Awareness Month. (Child Support Services)

#### **AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT**

(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

3. Approve addendum to initial study and Mitigated Negative Declaration for the North Slope Sonoma Mountain Ridge Trail Project. (First District)

#### **SONOMA COUNTY WATER AGENCY**

(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

4. Authorize the Chair to execute an agreement with Conservation Corps North Bay to provide creek maintenance services. (\$150,000; agreement terminates on June 30, 2013.)

#### **AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR**

5. Adopt a Resolution replacing the annual audit with a biennial audit for the Rains Creek Water District. (Unanimous vote required) (Fourth District)
6. Review and approve the quarterly Treasury Financial Report April 1, 2012 through June 30, 2012.

#### **BOARD OF SUPERVISORS**

7. Disbursement of 2012-2013 Discretionary Advertising Funds (Third District) – Approve Advertising Program grant awards to the following entities and authorize the County Administrator to execute contracts with the following entities: 6<sup>th</sup> Street Playhouse: \$1,500, Santa Rosa International Film Festival: \$1,500, Rohnert Park Historical Society: \$1,500.

CONSENT CALENDAR (Continued)

**BOARD OF SUPERVISORS**  
**AND**  
**COMMUNITY DEVELOPMENT COMMISSION**  
**SONOMA COUNTY WATER AGENCY**  
(Commissioners/Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

8. Adopt a Resolution approving all Fiscal Year 2011-2012 year end closing budget adjustments. (4/5 vote required)

**FIRE AND EMERGENCY SERVICES**

9. Authorize the execution of the Fiscal Year 2011 Urban Areas Security Initiative (UASI) Memorandum of Understanding with the City and County of San Francisco for the distribution of Urban Areas Security Initiative regional funds.
10. Adopt a Resolution approving the 2012 update to the Sonoma County Operational Area Hazardous Materials Incident Response Plan.

**GENERAL SERVICES**

11. Authorize the General Services Director to: (1) execute a property purchase agreement with the Sonoma Marin Area Rail Transit District (“SMART”) for an approximately 11,304 square foot portion of 1247 Century Court, Santa Rosa, for a purchase price of \$124,344 (portion of A.P.N. 059-240-060); and (2) execute other instruments and documents and take actions reasonably necessary to accomplish sale of the property, including execution of a Right-of-Entry Permit for parking purposes.

**HUMAN RESOURCES**

12. Direct Human Resources to invite four candidates for County Clerk-Recorder-Assessor to the August 21, 2012, Board meeting in which the Board may appoint an individual to the position, and approve the recommended appointment process for the meeting.

**HUMAN SERVICES**

13. Authorize the Human Services Department Interim Director to sign and execute agreements with Committee on the Shelterless, California Parenting Institute, the Department of Health Services, and Petaluma People Services Center for a total amount of \$140,000 in Child Abuse Prevention, Intervention and Treatment (CAPIT) funds and \$153,000 in Children’s Trust Fund (CTF) funds per fiscal year for two fiscal years (August 14, 2012 – June 30, 2014).

**PERMIT AND RESOURCE MANAGEMENT**

14. Adopt a Resolution issuing an Ordinance No. 3836R roiling permit and necessary permit extensions to the Gold Ridge Resource Conservation District for in stream work to complete the “Save Our Salmon” (SOS) Salmon Creek In Stream Habitat Enhancement Program in Salmon Creek, near the town of Occidental. (4/5 vote required) (Fifth District)

CONSENT CALENDAR (Continued)

15. Adopt a Resolution correcting Board of Supervisor's Resolution No. 11-0213 previously approving the rescission and replacement of Type 1 Williamson Act Contract for property located at 3883 Highway 128, Geyserville; APN 131-060-025 (File No. PLP09-0051). (Fourth District)
16. Adopt Resolution approving a Minor Lot Line Adjustment between two parcels located at 16600 and 16500 Gehricke Road, Sonoma; APN 127-011-034, -033, and -045 (LLA12-0014). (First District)

**REGIONAL PARKS**

17. Authorize the Chair of the Board to execute a contract with Moffatt & Nichol for design and engineering services for the Westside and Doran Park Boat Launch Improvement project in an amount not to exceed \$340,644 from August 14, 2012 to December 30, 2014. (Fifth District)

**SHERIFF'S OFFICE**

18. Authorize the Sheriff to execute the \$65,656 supplemental law enforcement services agreement with Speedway Sonoma, LLC, for the 2012 Indy Racing League (IRL) races from August 24, 2012, through August 26, 2012.
19. Authorize the Chairperson of the Board of Supervisors to execute a Federal Equitable Sharing Agreement and Certification with the U.S. Department of Justice and the U.S. Treasury.

**TRANSPORTATION AND PUBLIC WORKS**

20. Adopt an Ordinance restricting parking on Chileno Valley Road adjacent to Helen Putnam Regional Park. (Second Reading – Ready for Adoption) (Second District)
21. Adopt an Ordinance restricting parking on Martinelli Road. (Second Reading– Ready for Adoption) (Fifth District)
22. Approve and authorize the Chair to execute the ninth amendment to agreement for operations of household hazardous waste programs between the County of Sonoma, the Sonoma County Waste Management Agency, and Clean Harbors Environmental Services, Inc., extending the term of the agreement for a six month period until June 30, 2013. (All Districts)

**MISCELLANEOUS**

23. Approval of Minutes – (1) Approve the Minutes of the Meeting of July 31, 2012 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Russian River County Sanitation District, Sonoma County Water Agency, and Board of Supervisors. (2) Approve the Minutes of the Meeting of July 31, 2012 for the Sonoma Valley County Sanitation District.

**IV. REGULAR CALENDAR**

(Items 24 through 30)

**CLERK-RECORDER-ASSESSOR**

24. Presentation of the 2012-2013 Assessment Roll.

**TRANSPORTATION AND PUBLIC WORKS**

25. Adopt a Resolution introducing, reading the title of, and waiving further reading of a proposed Ordinance establishing parking restrictions on Sonoma Mountain Road (#66060). (First Reading) (Fifth District)

**HUMAN RESOURCES**

**AND**

**AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT**

**COMMUNITY DEVELOPMENT COMMISSION**

**NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT**

**SONOMA COUNTY WATER AGENCY**

(Directors/Commissioners: Brown, Rabbitt, Zane, McGuire, Carrillo)

26. Adopt a Resolution of Intent outlining changes in pensionable compensation and benefits provided under Salary Resolution No. 95-0926 and by ordinance to the Board of Supervisors.

**SUCCESSOR AGENCY FOR THE SONOMA COUNTY COMMUNITY  
REDEVELOPMENT AGENCY**

27. Adopt a Resolution of the Board of Supervisors, solely in its capacity as governing Board for the Successor Agency for the Sonoma County Community Redevelopment Agency, approving the Recognized Obligations Payment Schedule for the period ending June 30, 2013. (First and Fifth Districts)

**BOARD OF SUPERVISORS**

28. Adopt a Resolution to establish the Dry Creek Valley Citizens Advisory Council and Referral Area Boundary. (Fourth District)
29. Approve a fee waiver in the amount of \$1,695 for the Petaluma Education Foundation, special event on September 8, 2012 at the Clo Barn. (Second District)
30. Approve a fee waiver in the amount of \$8,435 for the Redwood Empire Food Bank use of the Santa Rosa Veterans Memorial Hall. (Third District)

**V. CLOSED SESSION CALENDAR**

(Items 31 through 33)

31. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation – Title: Director, Child Support Services Department (Govt. Code Section 54957).
32. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation – Title: Executive Director, Economic Development Board (Govt. Code Section 54957).
33. The Board of Supervisors, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, and the Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Labor Negotiator, Agency Negotiator: Wendy Macy/Carol Allen/William Kay, Burke & Associates and Carol Stevens, Burke & Associates. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).

## **VI. REGULAR AFTERNOON CALENDAR**

(Items 34 through 39)

### **2:00 P.M. - RECONVENE FROM CLOSED SESSION**

34. Report on Closed Session.
35. **PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA**  
(Comments are restricted to matters within the Board jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Please be brief and limit your comments to three minutes. Any additional public comments will be heard at the conclusion of the meeting.)
36. Permit and Resource Management Department: Review and possible action on the following:
- Acts and Determinations of Planning Commission/Board of Zoning Adjustments
  - Acts and Determinations of Project Review and Advisory Committee
  - Acts and Determinations of Design Review Committee
  - Administrative Determinations of the Director of Permit and Resource Management

### **PERMIT AND RESOURCE MANAGEMENT**

37. **2:10 P.M.** – Petition for Vacation of Public Easement/Public Right-of-Way – Conduct public hearing and adopt a Resolution to vacate a portion of Carriger Road in Sonoma specifically as described on the attached Exhibit A. (First District) (UNCONTESTED HEARING)
38. **2:10 P.M.** – Petition for Vacation of Public Easement/Public Right-of-Way – Conduct public hearing and adopt a Resolution to vacate a portion of Boyes Avenue in Boyes Hot Springs specifically as described on the attached Exhibit A. (First District) (REGULAR HEARING)

### **PERMIT AND RESOURCE MANAGEMENT/HEALTH SERVICES**

39. **2:10 P.M.** – **PLP04-0056 – (ALL DISTRICTS)**
- APPLICANT: N/A
  - LOCATION: County-wide
  - ASSESSOR'S PARCEL NO.: Various
  - ENVIRONMENTAL DOCUMENT: Categorical Exemption
  - REQUEST: Conduct a public hearing and consider adoption of an Ordinance to amend Chapter 26 of the Zoning Ordinance to establish Use Permit requirements and standards for all the businesses that sell or serve alcohol for on-site consumption in bars and restaurants within the County, and, applying the existing standards to retail stores of 10,000 square feet or more in size. (REGULAR HEARING)

### **NOTE:**

**The next meeting will be held on August 21, 2012 at 8:30 a.m.**

**Upcoming Hearings** (All dates tentative until each agenda is finalized)

- August 21<sup>st</sup> (AM) – Airport Resolution of Necessity
- August 21<sup>st</sup> (AM) – Resolution of Necessity Napa Salt Marsh Restoration Project
- September 11<sup>th</sup> (PM) – UPE05-0090; 4155 Wine Creek Road, Healdsburg
- September 11<sup>th</sup> (PM) – MNS11-0009; 6525 Lakeville Highway, Petaluma
- September 11<sup>th</sup> (PM) – ZCE11-0024; Repeal the Parking District, and Mobilehome Park Combining Districts
- September 11<sup>th</sup> (PM) – UPE11-0093; 14148 Arnold Drive, Glen Ellen



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 1  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisory District(s):**

Supervisor Valerie Brown, 565-2241

First District

**Title:** Gold Resolution

**Recommended Actions:**

Gold Resolution Recognizing the Sonoma Land Trust For Its Lasting Contributions To Sonoma County

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment:** Goal 2: Economic and Environmental Stewardship

### Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>



**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items “On File” with the Clerk of the Board:**

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Resolution Recognizing The Sonoma Land Trust For Its Lasting Contributions To Sonoma County.**

WHEREAS, the nonprofit Sonoma Land Trust was founded in 1976 by a group of Sonoma Valley residents who realized that the surrounding landscapes they treasured were at risk; and

**WHEREAS**, the Sonoma Land Trust believes land is the foundation of our economy and our community's health and well-being, and Sonoma Land Trust protects Sonoma County's beautiful open spaces by giving landowners economic alternatives to carving up their land; and

**WHEREAS**, since 1976, the Sonoma Land Trust has protected more than 27,000 acres of scenic, natural, agricultural and open land around Sonoma County for future generations and the Sonoma Land Trust has evolved into one of the leading land trusts in the United States; and

**WHEREAS**, since 2000, the Sonoma Land Trust has been working on a landscape scale, making connections between properties and protecting large systems, such as watersheds, and trail and wildlife corridors, as well as farmlands and working landscapes; and

**WHEREAS**, the Sonoma Land Trust has been active in the Baylands along Highway 37, purchasing more than 4,500 acres and setting the stage for the Sears Point Wetlands Restoration Project, which will return more than 1,000 acres of diked baylands to tidal marsh along the northernmost edge of San Francisco Bay; and

**WHEREAS**, the Sonoma Land Trust purchased the 5,630-acre Jenner Headlands in 2009 and is applying science-based stewardship to grow the redwood/fir trees bigger and to keep the coastal prairie healthy while getting people out on the land; and

**WHEREAS**, for 36 years, the Sonoma Land Trust has enabled people of passion, persistence and a love of the land to come together to protect one of the most biologically diverse and scenic counties in the United States ... forever.

**Now, Therefore, Be It Resolved** that the Board of Supervisors of Sonoma County does hereby congratulate the Sonoma Land Trust on its lasting contributions to Sonoma County.

Resolution #  
Date: 8/14/2012  
Page 2

**Supervisors:**

Brown:            Rabbitt:            McGuire:            Carrillo:            Zane:

Ayes:            Noes:            Absent:            Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 2  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Child Support Services

**Staff Name and Phone Number:**

**Supervisory District(s):**

Julie S. Paik – (707) 565-4141

All Districts – County-wide

**Title:** Proclamation – Child Support Awareness Month

### **Recommended Actions:**

Adopt Resolution Proclaiming August 2012 Child Support Awareness Month.

### **Executive Summary:**

The annual observance of Child Support Awareness Month began in 1983 when Congress designated the month of August as National Child Support Awareness Month. President Ronald Reagan issued the first proclamation on August 5, 1983. The State of California has also adopted the national recognition. In the State's most recent resolution, the State recognizes the "importance of child support to the happiness and security of our children." Since 1995, the Sonoma County Board of Supervisors has joined the Department of Child Support Services (DCSS) in proclaiming the month of August as "Child Support Awareness Month" to recognize the contributions of child support professionals and increase public awareness of the importance of providing children with the financial and medical support they need and deserve.

Child support payments and medical coverage to ensure children receive the essentials to be healthy and successful. By working with both parents, the child support program ensures that orders are reasonable and fair to their children. The benefits of paying support help parents strengthen relationships with their children, thereby creating increased success in their future. Local Child Support professionals are working with the State to improve performance by utilizing technology, locate databases and enforcement tools to increase collections to create a brighter future for the children of California.

Statewide, California collects approximately \$2.3 billion in Child Support per year. Locally, Sonoma County collects and distributes over \$28 million per year to families. The Sonoma County Department of Child Support Services manages 13,708 cases and over this past year established paternity for 2,159 children and entered 885 new orders for child support.

Though August is identified as Child Support Awareness Month, the Department plans to run three different campaigns during the summer in a concerted effort to increase collections to families and children. First, the Department successfully established 125 child support orders in June. By securing these orders, the Department has the legal ability

to collect child support for the obligor’s children. Second, the Department’s legal team collected over \$20,000 in child support by negotiating with obligors prior to their court dates and on the dates of the court hearings. By coming to agreements and making payments voluntary, parents are happier with the resolution and more willing to stay on track with future payments.

Third, based on the success of last year’s “Get Back on the Road Program, ” the Department has increased its efforts to reach out to parents who have lost their drivers licenses due to delinquent child support. The Department is partnering with six local law enforcement agencies and the Department of Motor Vehicles to educate the public on the importance of paying child support and the availability of programs designed to reinstate drivers licenses. The California Highway Patrol, Petaluma Police Department, Sonoma County Sheriff’s Office, Santa Rosa Police Department, Sebastopol Police Department, and the Rohnert Park Department of Public Safety have agreed to notify unlicensed drivers to contact the Department of Child Support Services to work out a plan to “Get Back on the Road.” Last year, as a result of increased efforts towards working with parents to reinstate licenses, Sonoma County collected an additional \$307,000 over regular collections for the month of August. This year, the Department strives to collect over \$337,000 in child support just in time for the new school year.

The Board of Supervisors is requested to adopt a Gold Resolution proclaiming August as Child Support Awareness Month.

**Prior Board Actions:**

The Board has proclaimed August as Child Support Awareness Month annually since 1995.

**Strategic Plan Alignment:**

Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

None.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Resolution – Child Support Awareness.

**Related Items “On File” with the Clerk of the Board:**

**RESOLUTION NO.**

**County of Sonoma  
Santa Rosa, CA**

**Date: August 14, 2012**

**Proclaiming the Month of August 2012  
As Child Support Awareness Month**

**WHEREAS**, Child Support Awareness Month celebrates the investment in providing the bridge to financial security for children and families, providing a reliable source of financial and medical support is key in the emotional and physical growth for children; helping them to achieve their dreams; and,

**WHEREAS**, California's Child Support Program delivers essential services to help create self-sufficiency and reduce poverty levels for families and providing economic stimulus to all who live and work in California; and,

**WHEREAS**, the Sonoma County Department of Child Support Services staff manages 13,708 cases and over the last year established paternity for 2,159 children, issued 885 orders and collected and distributed over \$28.3 million dollars in child support; and,

**WHEREAS**, the Sonoma County Board of Supervisors is committed to promoting the economic, social well-being, and health of all children by ensuring and encouraging parents to provide their children with the emotional and financial support they deserve; and,

**WHEREAS**, in recognition of Child Support Awareness Month, the national Office of Child Support Enforcement and California Department of Child Support Services calls upon all communities and leaders to promote the education and outreach of the importance of providing support to families to promote healthy and successful children.

**NOW, THEREFORE, BE IT RESOLVED**, that this Board of Supervisors hereby proclaims August 2012 as **Child Support Awareness Month** in Sonoma County.

Brown:                      Rabbitt:                      McGuire:                      Carrillo:                      Zane:

Ayes:                      Noes:                      Absent:                      Abstain:

**SO ORDERED.**



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 3  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Agricultural Preservation and Open Space District

**Staff Name and Phone Number:**

Kim Batchelder 565-7355

**Supervisory District(s):**

1<sup>st</sup> District

**Title:** CEQA Addendum for North Slope Sonoma Mountain Ridge Trail Project

### **Recommended Actions:**

Approve Addendum to Initial Study and Mitigated Negative Declaration for the North Slope Sonoma Mountain Ridge Trail Project Adopted on March 18, 2008.

### **Executive Summary:**

The District is currently constructing the North Slope Sonoma Mountain Ridge Trail project from Jacobs Ranch to Jack London State Historic Park. District and Regional Parks planning staff have adjusted the original trail alignment based on a variety of field conditions and in order to construct a trail that is stable and low maintenance. The District requests that the Board approve an Addendum to the original Initial Study and Mitigated Negative Declaration considered and adopted by the Board pursuant to the California Environmental Quality Act (CEQA) which recognizes and evaluates the impacts of minor technical changes to the original project design. The addendum documents that no further environmental review is required.

### Background

In March 2010, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District (District) adopted the Initial Study and Mitigated Negative Declaration for the North Slope Sonoma Mountain Ridge Trail project. This project consists of constructing a 4.5 mile trail from the west side of Sonoma Mountain at Jacobs Ranch to Jack London State Historic Park on the northeast side of Sonoma Mountain. The project also includes the development of a parking area and trailhead on Jacobs Ranch and improvements to the access road to the trailhead.

The District has contracted with Sonoma County Regional Parks Department (Regional Parks) and the Bay Area Ridge Trail Council (BARTC) to design and construct the North Slope Sonoma Mountain Ridge Trail project. The project description in the CEQA Initial Study and Mitigated Negative Declaration described the trail design and



construction standards to be used by the trail contractor. A map illustrating the route to be followed across the north slope of Sonoma Mountain was approved by the Board. As the trail design team continued to review and monitor the proposed route over the following two years, it became clear that the proposed route could be improved. Certain areas showed signs of instability and unusual drainage, which would require ongoing annual attention and maintenance. The trail design team opted to adjust the trail to avoid these areas and realigned the trail so that the trail would perform better and require less maintenance over time.

The design team reviewed the potential for additional environmental impacts by adjusting the trail along the new alignment and reached the conclusions that there were no new additional impacts that would warrant additional environmental studies or new and different mitigation. The habitat type and conditions present along the new trail alignment were similar, if not identical, to the conditions found along the original alignment.

The minor technical adjustments being proposed and realignment of the trail allows the District to better utilize the topography and avoid future costly trail repairs that may be caused by the instability and unusual drainage patterns found along the previous route. Furthermore, the new trail alignment allows the visitors to climb and descend a trail that is gentler and less severe compared to the original alignment.

Alternatively, if the Addendum is not approved, the District and Regional Parks will be required to be more vigilant in patrolling and monitoring of the trail route because of the potential for the public to cut the switchbacks, causing trail braiding and erosion. Also, the original trail route on the southern end of the Cooper's Grove property will require annual repairs and technical adjustments of the trail tread as it crosses the landslide area near the Bennett Valley overlook.

**Prior Board Actions:**

September 14, 2010, the Board approved a construction contract to complete the North Slope Sonoma Mountain Ridge Trail. February 23, 2010, the Board authorized a Construction Management Service Agreement for Regional Parks and for Consultant Services. March 18, 2008, by Reso. No. 08-0250, the Board adopted a mitigated negative declaration and mitigation monitoring program for the North Slope Sonoma Mountain Ridge Trail Project ("the project").

**Strategic Plan Alignment:**

Goal 2: Economic and Environmental Stewardship

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 0	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0</b>	<b>Total Sources</b>	<b>\$ 0</b>

**Narrative Explanation of Fiscal Impacts (If Required):**  
 There are no Fiscal Impacts to this board action.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**  
 There are no staffing impacts for this board action.

- Attachments:**
- 1) CEQA Addendum
  - 2) Project Map

- Related Items "On File" with the Clerk of the Board:**
- 1) Approved CEQA Initial Study and Mitigated Negative Declaration



## ADDENDUM

### TO A PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION

SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT  
747 MENDOCINO AVENUE, SUITE 100

PHONE: (707) 565-7360

SANTA ROSA, CA 95401

FAX: (707) 565-7359

**August 14, 2012**

The Sonoma County Agricultural Preservation & Open Space District (District) has prepared an Addendum to a Previously Adopted Mitigated Negative Declaration for the:

## NORTH SLOPE SONOMA MOUNTAIN RIDGE TRAIL PROJECT

### **BACKGROUND**

On March 18, 2008 the District's Board of Directors adopted a Mitigated Negative Declaration (MND) prepared for the North Slope Sonoma Mountain Ridge Trail Project (The Project) and approved the project as described in the Initial Study.<sup>1</sup> The potential environmental effects of the trail were described and included in the adopted MND and adequate mitigation measures were adopted as part of the MND. After the MND was adopted and the project was approved, District staff, Regional Parks staff and the District's trail design consultant recognized that the certain trail realignments would improve the sustainability of the trail and reduce the overall environmental effects of trail development. This Addendum consists of the description and analysis of the minor technical changes to the project description and documents why further review under the California Environmental Quality Act (CEQA) is not required.

### **DESCRIPTION OF MINOR TECHNICAL CHANGES TO THE PROJECT DESCRIPTION**

The District is incorporating the following minor technical changes in the project description included in the previously adopted MND:

**Cooper's Grove Trail Realignment:** The trail will be realigned in two places that will result in a net reduction of approximately 90 lineal feet of trail or 540 square feet (0.012 acre) of disturbance.

The first proposed realignment is located in the southern portion of the Cooper's Grove property. The proposed realignment shifts the trail location to approximately 150 feet north of the previous alignment and approximately 120 feet lower in elevation to avoid a slumping hillside and provide a less steep grade. The 4 foot wide trail length is approximately 420 lineal feet shorter, and results in 2,520 square feet (0.058 acre) less of disturbance. Both the previous alignment and the proposed realignment are in similar habitat of annual grassland and mixed woodland.

The purpose of the first proposed realignment is to reduce the long term trail maintenance needs and improve the trail use experience. Maintenance needs will be reduced by moving the trail outside of the slumping terrain and providing a less steep grade. The trail user experience will be improved by having a smoother, more consistent, and gentler grade.

The second proposed realignment is located south of the stacked switchbacks in the southern end of the Cooper's Grove property. The proposed realignment will add approximately 330 lineal feet of 4 foot wide trail resulting in 1,980 square feet (0.045 acre) of disturbance. Two climbing turns and/or switchbacks will be eliminated by extending one leg of trail an additional approximately 230 feet to the east. The proposed realignment will relocate the trail further from a native bunchgrass stand.

The purpose of the second proposed realignment is to reduce the environmental impacts, reduce the long term trail maintenance needs, and improve the trail use experience. By eliminating two climbing turns/switchbacks,

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<sup>1</sup> Resolution No. 08-0250

there will be greater separation between upper and lower portions of the trail switchback and trail users will be less likely to seek shortcuts that will lead to trail braiding and increased soil erosion. Climbing turns/switchbacks require a much greater degree of maintenance than single directional out-sloped trail because of the grade changes required to adequately drain the trail and the damage trail users cause from cutting corners. The realignment provides an improved trail user experience by not requiring trail users to slow and pivot to change direction and a more interesting range of scenery than looking down or up at the other trail segments. The proposed realignment continues to be outside of the recorded buffer area surrounding the four private properties to the north of the alignment.

## **CEQA PROCESS**

When changes are made to a project that has already undergone environmental review, CEQA does not require or permit further environmental review unless certain triggers are present. The triggers are defined in the CEQA Guidelines §15162, which implements §21166 of CEQA.

CEQA Guidelines §15162(a) states:

*When an EIR has been certified or a negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in the light of the whole record, one or more of the following:*

- (1) *Substantial changes are proposed in the project which will require major revisions of the previous EIR or negative declaration due to the involvement of new significant environmental effects or substantial increase in the severity of previously identified significant effects;*
- (2) *Substantial changes occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR or Negative Declaration due to the involvement of new, significant environmental effects or a substantial increase in the severity of previously identified significant effects; or*
- (3) *New information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as a completed or the Negative Declaration was adopted, shows any of the following:*
  - A. *The project will have one or more significant effects not discussed in the previous EIR or Negative Declaration*
  - B. *Significant effects previously examined will be substantially more severe than shown in the previous EIR;*
  - C. *Mitigation measures or alternatives previously found not to be feasible would in fact be feasible, and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative.*

CEQA Guidelines §15162(b) states:

*If changes to a project or its circumstances occur or new information becomes available after adoption of a Negative Declaration, the lead agency shall prepare a subsequent EIR if required under subsection (a). Otherwise, the lead agency shall determine whether to prepare a subsequent Negative Declaration, an addendum, or no further documentation.*

## **ANALYSIS OF POTENTIAL ENVIRONMENTAL EFFECT**

The previously adopted MND included a thorough description of the trail design, best management practices, equipment used for construction, and resource management and restoration efforts related to the construction of the trail, trailhead and access road improvements.

The previously adopted MND analyzed the potentially significant environmental impacts associated with implementation of the trail construction plan. No potentially significant impacts were identified. The MND identified some environmental impacts that could be reduced to a less-than-significant level with the implementation of mitigation measures, which were adopted as part of the MND. Mitigation Measures were identified in the areas of Aesthetics, Air Quality, Biological Resources, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, and Hydrology & Water Quality. The previously adopted MND for the Project included a Mitigation Monitoring Plan (MMP). The MMP included mitigation measures to avoid, minimize, rectify, reduce, or compensate potentially significant impacts to a less than significant level. The MMP would apply to the proposed minor technical changes in the project description. No additional mitigation measures are necessary for the proposed minor technical changes in the project description.

### **Cooper's Grove Trail Realignments:**

The previously adopted MND for the North Slope Sonoma Mountain Trail Project analyzed the potentially significant environmental impacts associated with trail development in the plant communities that exist on the project site. Appropriate mitigation measures were adopted as part of the MND to ensure environmental impacts from the trail realignment and structural trail elements are reduced to a less-than-significant level. The proposed minor technical changes to the Project Description associated with the two trail realignments will result in environmental impacts similar to those analyzed in the previously adopted MND and will not require additional mitigation measures to address new environmental impacts.

The proposed realignments do not impact any significant biological resources, including redwood forest, riparian habitat, wetlands, or species of special concern identified in the Biological Assessment. The realignments will result in a net reduction of approximately 2,640 square feet or 0.06 acres of disturbed area. The potential for erosion and impacts to water quality are reduced by avoiding the slumping terrain, decreasing the trail steepness, and decreasing the likelihood of trail users to cut corners. The original alignment requires the removal of two 12" oaks and a 12" bay. The proposed realignment would eliminate these removals and instead result in the removal of one 10" oak. Mitigation Measure IV-4 addresses this and mitigates the tree impacts to a less-than-significant level. The cumulative impacts continue to be less than significant.

*For the removal of any tree protected by the Sonoma County Tree Protection Ordinance that is larger than 9 inches DBH, compensatory tree replacement shall occur at a 2:1 ratio (tree removed: tree replaced).*

Other mitigation measures in the adopted MND have been analyzed and will continue to be appropriate and adequate for the realigned trail in light of the similarity of habitat type and construction technique.

## **CONCLUSION**

- (1) The Project Description of the North Slope Sonoma Mountain Ridge Trail Project describes the best management practices for designing and constructing a 4.5 mile trail from Jacobs Ranch to Jack London State Historic Park. The resource studies used to assess the potential for project related environmental impacts encompassed a 50 foot wide area along the proposed trail corridor, all access roads, and proposed staging areas. Only a small portion of the route is outside this previously analyzed area, and these portions are not in sensitive areas. The proposed two trail realignments are consistent with the range of impacts identified and mitigated for. The trail alignment is designed to the most functional trail capable of withstanding heavy rainfall, multiple-use trail users (horses, bicycles, and pedestrians) and areas of high erosion potential in the region. These practices were described in the original Project Description and analyzed in the MND. The proposed minor technical changes in the Project Description constitute a change in the Project Description. This proposed change is not substantial and does not require major revisions in the previously adopted MND due to the involvement of new significant environmental impacts. The previously adopted MND did not identify any significant environmental impacts. The MND will not require major revisions to incorporate the minor technical changes to the Project Description.

- (2) The proposed minor technical changes in the project description do not constitute a substantial change with respect to the circumstances under which the project is undertaken. The proposed minor technical changes in the project description will not result in new, significant environmental effects. Accordingly, no revisions to the previously adopted MND are necessary due to the involvement of new, significant environmental effects or to a substantial increase in the severity of previously identified significant effects.
- (3) There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous MND was adopted. The proposed minor technical changes in the project description do not show any of the following:
- A. One or more significant effects not discussed in the previous Negative Declaration,
  - B. Substantially more severe significant effects that shown in the previous Negative Declaration, or
  - C. The feasibility of mitigation measures or alternatives that were previously found not to be feasible, and that would substantially reduce one or more significant effects of the project.

The proposed minor technical changes in the project description for the North Slope Sonoma Mountain Ridge Trail Project would not result in any of the conditions stipulated in CEQA Guidelines §15162(a), and in fact will result in fewer environmental impacts.

The District is not required or permitted to prepare a Subsequent or Supplemental EIR or Supplemental Negative Declaration because none of the conditions stipulated in CEQA Guidelines § 15162(a) are present.

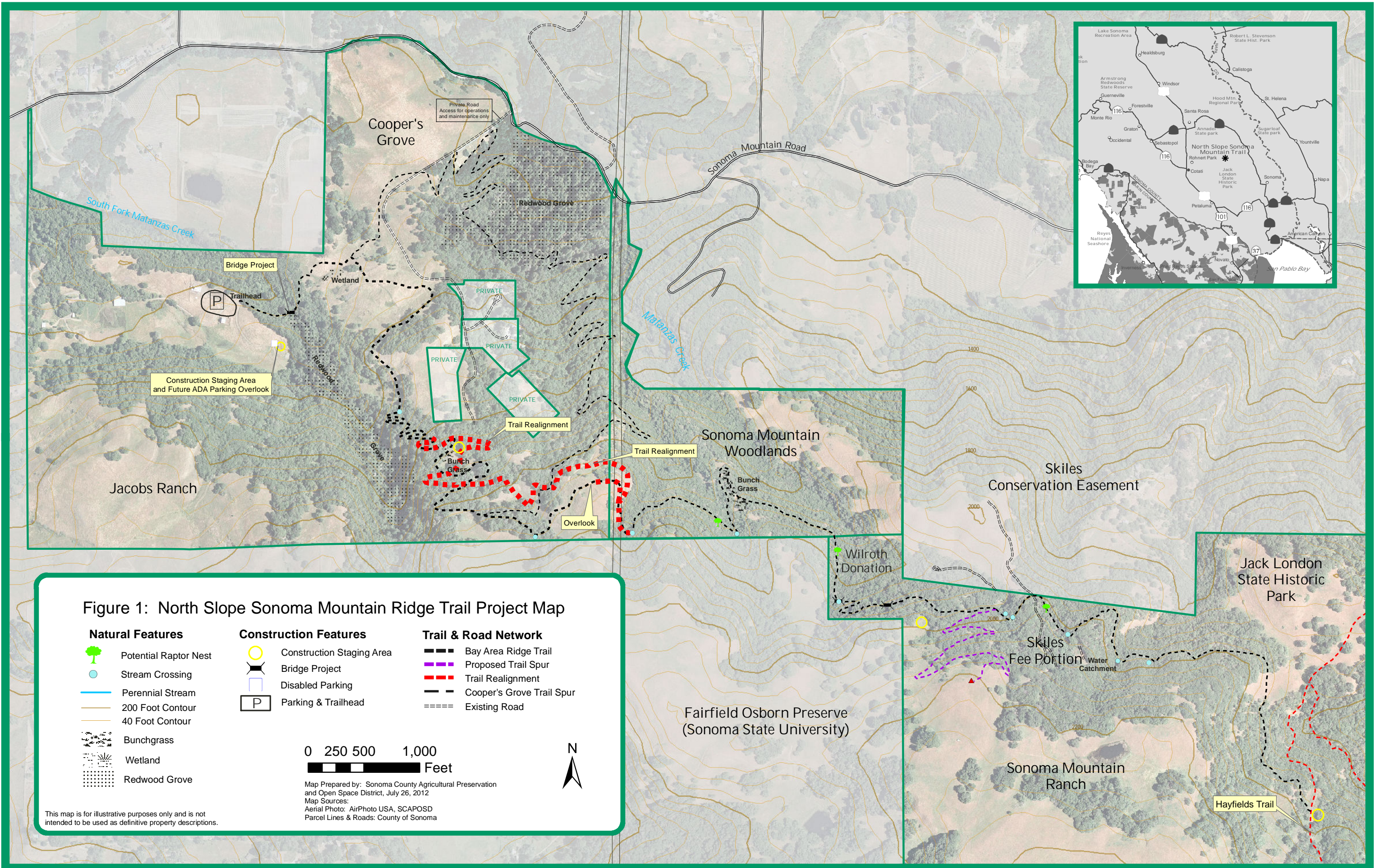


Figure 1: North Slope Sonoma Mountain Ridge Trail Project Map

**Natural Features**

- Potential Raptor Nest
- Stream Crossing
- Perennial Stream
- 200 Foot Contour
- 40 Foot Contour
- Bunchgrass
- Wetland
- Redwood Grove

**Construction Features**

- Construction Staging Area
- Bridge Project
- Disabled Parking
- Parking & Trailhead

**Trail & Road Network**

- Bay Area Ridge Trail
- Proposed Trail Spur
- Trail Realignment
- Cooper's Grove Trail Spur
- Existing Road

0 250 500 1,000  
 Feet



Map Prepared by: Sonoma County Agricultural Preservation and Open Space District, July 26, 2012  
 Map Sources:  
 Aerial Photo: AirPhoto USA, SCAPOSD  
 Parcel Lines & Roads: County of Sonoma

This map is for illustrative purposes only and is not intended to be used as definitive property descriptions.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 4  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Directors, Sonoma County Water Agency

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Water Agency

**Staff Name and Phone Number:**

**Supervisory District(s):**

David Royall 521-1872

All

**Title:** Creek Maintenance Services 2012/2013

### **Recommended Actions:**

Authorize Chair to execute an agreement with Conservation Corps North Bay to provide creek maintenance services. (\$150,000; agreement terminates on June 30, 2013.)

### **Executive Summary:**

The Sonoma County Water Agency (Water Agency) maintains approximately 75 miles of engineered flood control channels and has hydraulic easements on approximately 150 miles of modified or natural channels. Required maintenance activities on engineered channels include sediment removal, bank stabilization, and vegetation management. Required maintenance activities on modified and natural channel easements include vegetation and debris removal that obstructs flow.

The Water Agency's Stream Maintenance Program Manual, best management practices, and long-term programmatic permits require that maintenance activities are conducted in a manner that promotes the establishment of a healthy, native riparian corridor. Stream maintenance best management practices also require that crews conducting vegetation removal have a biologist or arborist on site for guidance and direction. Due to its seasonal and regulatory constraints, stream maintenance work is concentrated into a relatively short period of time. Therefore, the Water Agency needs a large number of staff and crews to work for a relatively short period of time.

The Water Agency does not have the staff to perform the amount of work needed in that period of time and therefore needs to supplement its crews on a short term, as-needed basis. The Water Agency desires to contract creek maintenance services on an as-needed basis for the channels where the Water Agency has maintenance authority. These services would include: vegetation thinning, tree pruning and removal; installation of erosion control; tree planting and maintenance; and debris removal. Without the additional crews, the Water Agency would not be able to implement some required flood channel maintenance activities.

The board has authorized execution of agreements for creek maintenance services with Conservation Corp



North Bay in 2009/2010 (\$175,000), 2010/2011 (\$175,000), and 2011/2012 (\$175,000).

#### HISTORY OF ITEM

The previous Agreement for Creek Maintenance Services with Conservation Corps North Bay expired on June 30, 2012. The option of amending the previous agreement did not exist as there was no provision to amend. The Water Agency explored the option of incorporating this agreement into the 2012/2013 Sonoma Youth Ecology Corp Agreement. Administratively it seemed more efficient to proceed in that direction. We were willing to relinquish control of the agreement providing we could save money and streamline the process. Ultimately the cost of services was the same. So we decided to create a new agreement and keep the agreement in house.

In the interim, a short term (30-day) agreement was drafted for \$25,000 with Conservation Corps North Bay to allow maintenance to continue through July. Authorization of the new agreement would allow maintenance to continue to June 30, 2013 and would bring the total payable to Conservation Corps North Bay to \$175,000.

#### SELECTION PROCESS

In July 2012, the Water Agency sent a Request for Qualifications to thirteen consultants and organizations. Included among these were the Sonoma County Regional Parks Department, Sonoma County Transportation and Public Works Road Division about their ability to perform this work. These departments either did not have staff available to perform this work or did not have the required biologist to oversee the crews.

The Water Agency received six responses; Empire Tree Service; Image Tree Service; Sandborn Tree Service; The Center for Social and Environmental Stewardship; The Laguna de Santa Rosa Foundation; and Conservation Corps North Bay. Conservation Corps North Bay was selected from the list of local, qualified consultants to perform the work because of their extensive experience doing creek maintenance and restoration work for the Water Agency. They have successfully performed this work for the Water Agency in the summer of 2009, 2010 and 2011 and through July 2012. Conservation Corps North Bay has also worked with flood control districts in Marin County for several years and is familiar with the environmental sensitivity of working in and near creeks. In addition, they are able to provide an on-site biologist who is familiar with conducting stream maintenance activities.

Conservation Corps North Bay employs at-risk youth and young adults who are participating in job training and education while working in the community doing conservation projects. Under the proposed agreement, Conservation Corps North Bay will supply a crew supervised by a biologist or certified arborist to provide vegetation trimming; clear and clean culverts; remove debris and obstructions; construct willow walls and willow brush mattresses; install erosion control fabric, weed tarp and browser covers; remove invasive plants and trees; haul, chip, and dispose of vegetation.

#### SERVICES TO BE PERFORMED

Under the proposed Agreement, the consultant will provide selective removal of trees, vegetation and debris that cause obstructions to flood water flow in various creek channels to improve riparian habitat and stream bank protection.

<b>Prior Board Actions:</b>			
5/24/11 Authorized Execution of Agreement for Creek Maintenance Services 2011/2012 (\$175,000)			
6/01/10 Authorized Execution of Agreement for Creek Maintenance Services 2010/2011 (\$175,000)			
7/14/09 Authorized Execution of Agreement for Creek Maintenance Services 2009/2010 (\$175,000)			
<b>Strategic Plan Alignment:</b>		Goal 2: Economic and Environmental Stewardship	
Invest in jobs, workforce, institutions & community infrastructure; support a diverse and thriving economy.			
Water Agency Flood Control Goals and Strategies – Goal 1			
Maintain, operate and modify flood protection facilities to meet current and future public needs.			
<b>Fiscal Summary - FY 12-13</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 150,000	Water Agency Gen Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 150,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	Zone 1A 0252-02 and Zone 2A 0376-02 Funds	\$
<b>Total Expenditure</b>	<b>\$ 150,000</b>	<b>Total Sources</b>	<b>\$ 150,000</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
The funds for this agreement come from Zone 1A, Zone 2A, Zone 3A, Water Transmission and Sanitation Zone Funding. This work is recurring on an annual basis and is required to maintain our programmatic permits. We contract with organizations to aid in stream maintenance work based on our limited staff and time provided to complete this work.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

<b>Narrative Explanation of Staffing Impacts (If Required):</b>
<b>Attachments:</b>
<b>Related Items "On File" with the Clerk of the Board:</b>
Agreements (4)

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CF/15-0-21 Conservation Corps North Bay, Inc. (Agree for Creek Maintenance Services 2012/2013) TW 11/12-115 (ID 4350)



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 5  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:**  
The Board of Supervisors of Sonoma County

**Board Agenda Date:** August 14, 2012

**Vote Requirement:**

**Department or Agency Name(s):** Auditor Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:**

Kanchan Charan 565-8300

**Supervisory District(s):**

4<sup>th</sup> District

**Title:** Biennial audit of Rains Creek Water District

### **Recommended Actions:**

Resolution replacing the annual audit with a biennial audit for the Rains Creek Water District (unanimous approval required)

### **Executive Summary:**

Government Code Section 26909 provides that special districts may by unanimous request of their governing boards, and unanimous approval of the Board of Supervisors, replace the annual financial statement audit with a biennial audit covering a two year period.

In the past, Rains Creek Water District has received clean opinions on its financial statements from its outside auditors. Internal control findings reported are not considered significant and are compensated by the board's close monitoring of expenditures. The district's revenue and expenditure are fairly stable and predictable, reducing the risk of undetected material errors with the board budget to actual comparisons throughout the year. The district will save between \$3,000 to \$4,000 annually by adopting a biennial audit cycle.

If approved, Rains Creek Water District's next audit will cover the period July 2011 to June 2013.

### **Prior Board Actions:**

**Strategic Plan Alignment:** Not Applicable

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**  
Resolution passed by the Board of Directors of the Rains Creek Water District

**Related Items "On File" with the Clerk of the Board:**

**County of Sonoma  
Santa Rosa, CA 95403**

**Resolution No.**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Replacing The Annual Audit With A Biennial Audit Covering A Two-year Period For The Rains Creek Water District.**

**Whereas**, upon request of a special district and unanimous approval of the Board of Supervisors, Government Code Section 26909 allows biennial audits of special districts; and

**Whereas**, the Board of Directors of Rains Creek Water District, in accordance with Government Code Section 26909, has unanimously requested the Board of Supervisors to replace the annual audit with a biennial audit for the period from July 1, 2011 to June 30, 2013; and

**Whereas**, this Board of Supervisors has determined that the adoption of a biennial audit for Rains Creek Water District is reasonable and prudent.

**Now, Therefore, Be It Resolved** that the Board of Supervisors hereby approves a policy of biennial audits for Rains Creek Water District effective with the fiscal years 2011-12 and 2012-2013.

**Supervisors:**

Brown:                      Rabbitt:                      McGuire:                      Carrillo:                      Zane:

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered.**



RESOLUTION NO. 59

**A RESOLUTION OF THE RAINS CREEK WATER DISTRICT REQUESTING REPLACEMENT OF ANNUAL FINANCIAL STATEMENT AUDIT WITH BIENNIAL FINANCIAL STATEMENT AUDIT**

WHEREAS, Rains Creek Water District is audited annually pursuant to the provisions of Government Code section 26909, and

WHEREAS, Government Code section 26909 provides that special districts may by unanimous request of their governing boards replace the annual financial statements audit with a biennial audit covering a two-year period;

**NOW THEREFORE BE IT RESOLVED:**

1. That the Rains Creek Water District requests that the annual financial statements audit be replaced with a biennial financial statement audit beginning in fiscal years 2011-2013.


\*\*\*\*\*

This will certify that the foregoing is a true and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the RAINS CREEK WATER DISTRICT, Sonoma County, California, at a regular meeting held on May 23, 2012 by the following vote:

AYES, Directors: 5

NOES, Directors: 0

ABSENT, Directors: 0

  
Victoria Mwangi, Secretary

**APPROVED:**

Becky Moore: Becky Moore

Robert Cook: Robert Cook

Ken Giovannetti: Ken Giovannetti

Randy Ludginbill: Randy Ludginbill

Sylvia McRae: Sylvia McRae



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 6  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Auditor-Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:**

**Supervisory District(s):**

Cathy Patton – (707) 565-2073

Countywide

**Title:** Quarterly Treasury Financial Report

### Recommended Actions:

To review and approve the quarterly Treasury Financial Report – April 1, 2012 through June 30, 2012

### Executive Summary:

In accordance with California Government code, the County Treasurer may provide quarterly investment reports of Pooled Investment Funds to the Board of Supervisors, any local agency participating in the fund and the Treasury Oversight Committee. The Government Code requires the County Treasurer to certify that sufficient cash flow is available for the next six months to meet the expected demands of all pool participants. The attached report outlines the current investments of the pool, their market values, weighted average maturity and yields. The report also includes the Treasurer's certification of adequate cash flow.

### SONOMA COUNTY POOLED INVESTMENTS PROGRAM - For the Quarter Ending June 30, 2012

Beginning Fund Balance (04-01-12)	\$1,414,632,903
Ending Fund Balance	\$1,362,625,638
Average Daily Fund Balance	\$1,453,654,480
Total Interest Earned (after fees)	\$ 3,165,733
Interest Rate (after fees)	0.874
Interest Rate (before fees)	0.987

TOTAL FUNDS MANAGED BY TREASURY - (including Deferred Compensation, Tobacco Endowment, Special TRAN Investments, Active Bank Accounts and Money in Transit)

Total Treasury Balance \$1,647,877,519



We respectfully submit the quarterly investment report for the quarter ending June 30, 2012

**Prior Board Actions:**

A financial report is submitted from the Sonoma County Treasury on a quarterly basis.

**Strategic Plan Alignment:** Goal 4: Civic Services and Engagement

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Quarterly Report and Certification of the County Treasurer – Quarter Ending June 30, 2012

**Related Items “On File” with the Clerk of the Board:**

**QUARTERLY REPORT AND CERTIFICATION  
OF THE COUNTY TREASURER  
For Quarter Ending June 30, 2012**

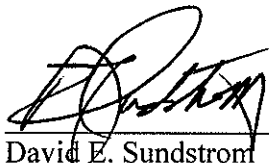
The Government Code requires the County Treasurer to render a Quarterly Report to the County Administrator, the Board of Supervisors, the County Auditor, the Treasury Oversight Committee, and the participants of the Treasury Pool.

The Quarterly Report shall state compliance of the portfolio to the County Investment Policy and denote the ability of the pool to meet its pool's expenditures for the next six months, or provide an explanation as to why sufficient money shall or may not be available.

**COMPLIANCE CERTIFICATION**

I certify that the investments of the Sonoma County Investment Pool are in compliance with the County Investment Policy.

I further certify that the pool has sufficient cash flow available to meet all budgeted expenditure requirements for the next six months.



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David E. Sundstrom  
Treasurer  
County of Sonoma

**SONOMA COUNTY POOLED INVESTMENT PROGRAM**  
**For Quarter Ending June 30, 2012**

BEGINNING FUND BALANCE (04/01/2012)	\$1,414,632,903
ENDING FUND BALANCE	\$1,362,625,638
AVERAGE DAILY FUND BALANCE	\$1,453,654,480
TOTAL INTEREST EARNED (after fees)	\$3,165,733
INTEREST RATE (after fees)	0.874
INTEREST RATE (before fees)	0.987

**TOTAL FUNDS MANAGED BY TREASURY**

TOTAL TREASURY BALANCE (including deferred compensation, tobacco endowment, special TRAN investments, active bank accounts and money in transit)	\$1,647,877,519
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**SONOMA COUNTY QUARTERLY INVESTMENT REPORT**  
**Quarter Ending June 30, 2012**

**INVESTMENT POOL YIELD:**

The yield during this quarter is .987% before fees and .874% after fees.

**MARKET VALUE:**

The market value of the portfolio as of June 30, 2012, is at 100.151% of cost. The market values are up from the last Quarterly Report. Market values were obtained from Sungard Financial Systems and Bloomberg.

**REVERSE REPURCHASE AGREEMENTS:**

The pool has no reverse repurchase agreements.

**WEIGHTED AVERAGE MATURITY:**

The weighted average days to maturity is 1,176 days.

Excluding SCEIP investments, the weighted average days to maturity is 1,005 days.

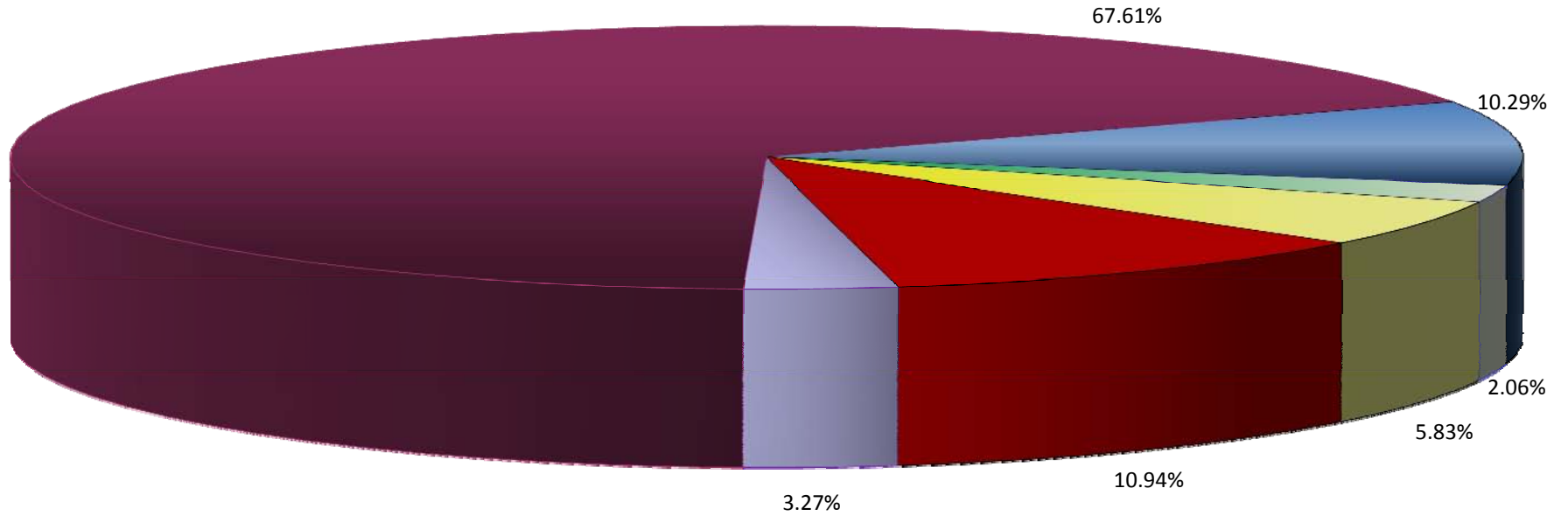
**CHARTS:**

- Chart 1:** The composition of the Investment Pool by the type of investment.  
**Chart 2:** Interest earnings of the Sonoma County Investment Pool compared to FED FUNDS and Local Agency Investment Fund.

**DETAILED LISTING OF INVESTMENTS:**

A detailed listing of all investments for the Pooled Investment Fund is located at the end of this report.

# SONOMA COUNTY'S POOLED INVESTMENTS AS OF 06/30/2012



■ OTHER GOVERNMENT POOLS & JPA's 3.27%

■ OTHER GOVERNMENTS 67.61%

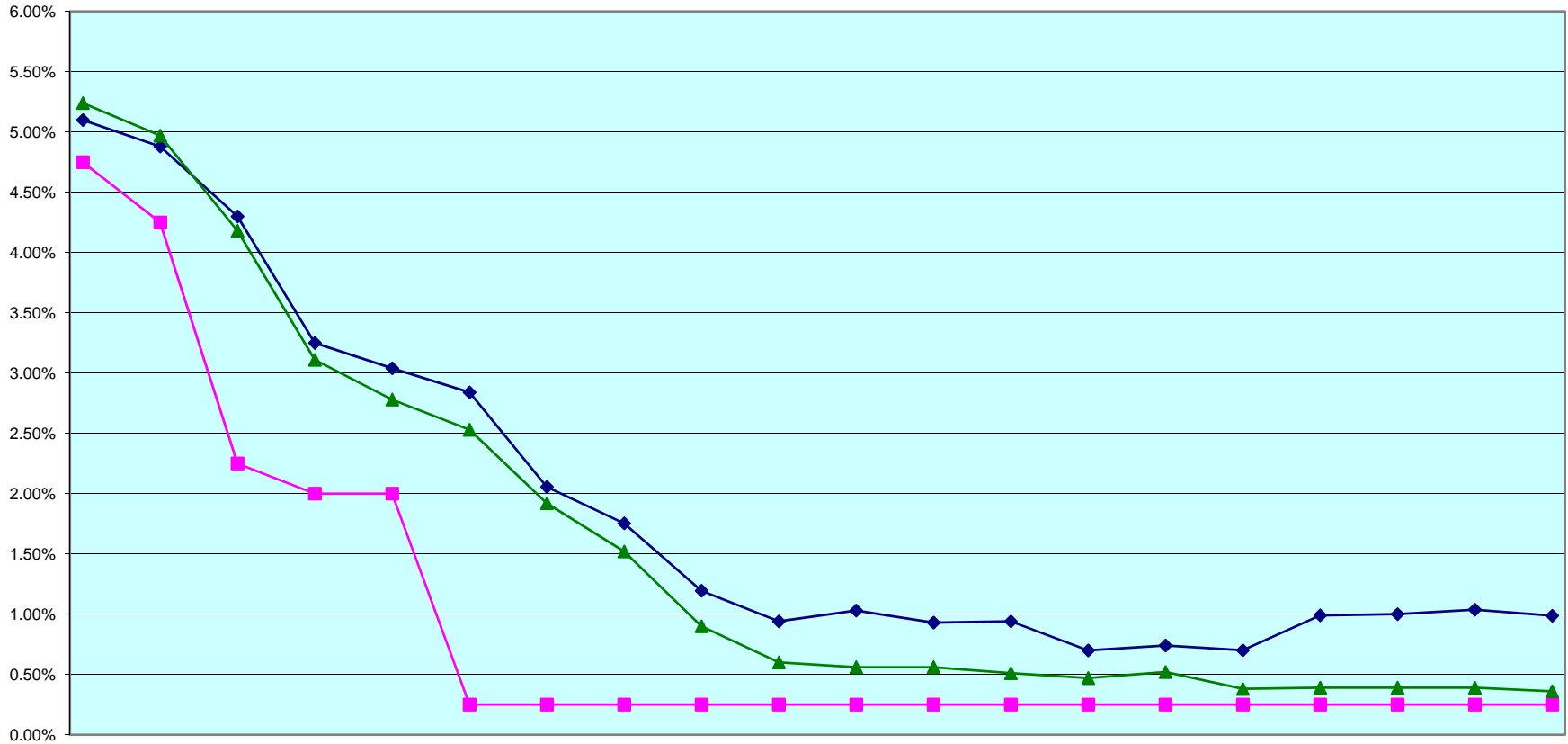
■ TREASURY BILLS AND NOTES 10.29%

■ CASH, CHECKS, AND WARRANTS 2.06%

■ MONEY MARKET MUTUAL FUNDS 5.83%

■ CORPORATE BONDS AND NOTES 10.94%

## SONOMA COUNTY TREASURER INVESTMENT POOL QUARTERLY YIELD COMPARISON



	Sep-07	Dec-07	Mar-08	Jun-08	Sep-08	Dec-08	Mar-09	Jun-09	Sep-09	Dec-09	Mar-10	Jun-10	Sep-10	Dec-10	Mar-11	Jun-11	Sep-11	Dec-11	Mar-12	Jun-12	
Pool	5.10%	4.88%	4.30%	3.25%	3.04%	2.84%	2.06%	1.75%	1.19%	0.94%	1.03%	0.93%	0.94%	0.70%	0.74%	0.70%	0.99%	1.00%	1.04%	0.99%	
Fed Fund	4.75%	4.25%	2.25%	2.00%	2.00%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
LAIF	5.24%	4.97%	4.18%	3.11%	2.78%	2.53%	1.92%	1.52%	0.90%	0.60%	0.56%	0.56%	0.51%	0.47%	0.52%	0.38%	0.39%	0.39%	0.39%	0.36%	

\*This does not include special TRAN investments & deferred compensation  
 Source: County of Sonoma, Office of the Auditor-Controller-Treasurer-Tax Collector

**SONOMA COUNTY POOLED INVESTMENTS  
AS OF 06/30/2012**

**BOOK VALUE**

CHECKS AND WARRANTS IN TRANSIT	\$2,206,543
CASH IN VAULT	\$146,342
CASH IN BANK	\$25,827,805
TREASURY BILLS AND NOTES	\$140,259,294
BANKERS ACCEPTANCES	\$0
OTHER GOVERNMENTS	\$921,294,065
COMMERCIAL PAPER	\$0
CORPORATE BONDS AND NOTES	\$149,004,829
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$0
OTHER GOVERNMENT POOLS AND JPA'S	\$44,512,259
MONEY MARKET MUTUAL FUNDS	\$79,374,501
<b>TOTAL</b>	<b>\$1,362,625,638</b>

**SONOMA COUNTY TREASURY POOLED INVESTMENT INVENTORY  
AS OF JUNE 30, 2012**



Description	Maturity Date	Purchase Date	Coupon Rate	Trading Yield	Current Par / Shares	Current Book / Shares
TREASURY NOTES	07/01/2012	03/24/2011	.62500	.62500	40,000,000.00	40,000,000.00
TREASURY NOTES	07/01/2012	12/14/2011	.62500	.62500	20,000,000.00	20,000,000.00
TREASURY NOTES	05/15/2013	04/15/2011	1.37500	.80641	10,000,000.00	10,048,969.29
TREASURY NOTES	05/31/2013	06/01/2011	.50000	.45673	40,000,000.00	40,015,727.75
TREASURY NOTES	07/15/2013	02/02/2012	1.00000	.20131	20,000,000.00	20,175,568.27
TREASURY NOTES	07/31/2013	02/03/2012	.37500	.20183	10,000,000.00	10,019,028.95
<b>SUBTOTAL TREASURY BILLS AND NOTES</b>		<b>10.29%</b>			<b>140,000,000.00</b>	<b>140,259,294.26</b>
HRMS 2011-1	07/01/2012	07/01/2011	1.86210	1.86210	3,600,000.00	3,600,000.00
AIRPORT NOTE	07/01/2012	09/01/2011	1.67820	1.67820	500,000.00	500,000.00
AIRPORT SERIES 2012	07/01/2012	10/27/2011	1.56630	1.56630	310,000.00	310,000.00
GOLD RIDGE RCD NOTE	08/01/2012	06/27/2012	1.25000	1.25000	375,000.00	375,000.00
FEDERAL FARM CREDIT BANK	10/12/2012	10/28/2010	.26075	.26064	10,000,000.00	10,000,002.87
FEDERAL FARM CREDIT BANK	12/07/2012	10/29/2009	1.87500	1.88490	10,000,000.00	9,999,593.76
FEDERAL FARM CREDIT BANK	01/25/2013	09/24/2010	.41065	.43955	9,140,000.00	9,138,619.79
FEDERAL FARM CREDIT BANK	01/25/2013	12/08/2010	.41065	.43722	5,100,000.00	5,099,291.89
FEDERAL HOME LOAN BANK	03/20/2013	02/19/2010	1.62500	1.68593	10,000,000.00	9,995,761.41
SCTA SERIES 2012-1	06/01/2013	04/19/2012	1.30000	1.30000	225,000.00	225,000.00
FEDERAL HOME LOAN BANK	06/21/2013	04/08/2010	1.87500	1.96599	6,000,000.00	5,994,902.60
FEDERAL FARM CREDIT BANK	06/25/2013	05/25/2010	1.37500	1.47900	10,000,000.00	9,990,061.41
FEDERAL NATL MTG ASSN	11/21/2013	11/29/2011	.60000	.61020	10,000,000.00	9,998,594.73
FEDERAL HOME LOAN BANK	11/27/2013	11/14/2011	.37500	.42339	10,000,000.00	9,993,229.55
FEDERAL FARM CREDIT BANK	12/23/2013	12/23/2010	1.30000	1.30614	5,000,000.00	4,999,556.57
FHLMC	02/21/2014	02/21/2012	.45000	.45000	15,000,000.00	15,000,000.00
FHLMC	02/27/2014	02/27/2012	.40000	.40000	10,000,000.00	10,000,000.00
FEDERAL FARM CREDIT BANK	04/21/2014	08/31/2011	.26600	.33896	10,000,000.00	9,987,353.24
FEDERAL FARM CREDIT BANK	04/25/2014	01/25/2012	.43000	.43000	5,000,000.00	5,000,000.00
FEDERAL FARM CREDIT BANK	05/01/2014	02/01/2012	.38000	.38000	5,000,000.00	5,000,000.00
FEDERAL FARM CREDIT BANK	07/25/2014	01/25/2012	.46000	.46000	15,000,000.00	15,000,000.00
SCEIP 2009A-5	09/02/2014	08/03/2009	3.00000	3.00000	1,531.57	1,531.57
SCEIP 2009B-5	09/02/2014	09/01/2009	3.00000	3.00000	4,899.75	4,899.75
FEDERAL FARM CREDIT BANK	10/17/2014	10/17/2011	.73000	.73000	5,000,000.00	5,000,000.00
FEDERAL FARM CREDIT BANK	10/24/2014	10/24/2011	.90000	.90000	5,000,000.00	5,000,000.00
FEDERAL NATL MTG ASSN	11/21/2014	11/21/2011	.81000	.81845	5,000,000.00	4,999,004.34
FEDERAL FARM CREDIT BANK	11/21/2014	11/21/2011	.73000	.73844	10,000,000.00	9,998,008.66
FHLMC	11/25/2014	10/06/2011	.75000	.76104	5,000,000.00	4,998,699.05
FEDERAL NATL MTG ASSN	12/23/2014	12/23/2011	.82500	.82500	5,000,000.00	5,000,000.00
FEDERAL NATL MTG ASSN	01/26/2015	10/26/2011	1.00000	1.00000	5,000,000.00	5,000,000.00
FEDERAL FARM CREDIT BANK	01/26/2015	01/30/2012	.57000	.57000	10,000,000.00	10,000,633.33
FEDERAL FARM CREDIT BANK	02/03/2015	02/03/2012	.50000	.50000	10,000,000.00	10,000,000.00
FHLMC	02/13/2015	02/13/2012	.55000	.55000	5,000,000.00	5,000,000.00
FEDERAL HOME LOAN BANK	03/05/2015	03/05/2012	.60000	.62527	10,000,000.00	9,993,308.22
FEDERAL NATL MTG ASSN	03/05/2015	03/05/2012	.65000	.67024	10,000,000.00	9,994,646.57
FEDERAL FARM CREDIT BANK	04/17/2015	01/17/2012	.74000	.74000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	04/30/2015	04/30/2012	.65000	.65000	10,000,000.00	10,000,000.00
FHLMC	05/22/2015	05/22/2012	.60000	.60337	10,000,000.00	9,999,036.53
FEDERAL FARM CREDIT BANK	07/17/2015	01/17/2012	.82000	.82000	10,250,000.00	10,250,000.00
FEDERAL HOME LOAN BANK	07/30/2015	04/30/2012	.75000	.75000	10,000,000.00	10,000,000.00
FEDERAL FARM CREDIT BANK	08/10/2015	02/10/2012	.59000	.61893	15,000,000.00	14,986,667.97
SCEIP 2009C-5	09/02/2015	11/02/2009	3.00000	3.00000	21,850.78	21,850.78



SCEIP 2009D-5	09/02/2015	12/01/2009	3.00000	3.00000	2,321.89	2,321.89
SCEIP 2010A-5	09/02/2015	01/04/2010	3.00000	3.00000	12,552.75	12,552.75
SCEIP 2010B-5	09/02/2015	03/01/2010	3.00000	3.00000	51,754.57	51,754.57
SCEIP 2010C-5	09/02/2015	04/01/2010	3.00000	3.00000	12,224.72	12,224.72
SCEIP 2010D-5	09/02/2015	06/30/2010	3.00000	3.00000	3,718.95	3,718.95
FEDERAL NATL MTG ASSN	09/14/2015	09/14/2011	1.00000	1.00511	10,000,000.00	9,998,398.38
FEDERAL NATL MTG ASSN	09/14/2015	03/14/2012	.75000	.75000	5,000,000.00	5,000,000.00
FEDERAL HOME LOAN BANK	10/15/2015	10/15/2010	1.00000	1.00000	12,075,000.00	12,075,000.00
FEDERAL FARM CREDIT BANK	10/19/2015	10/19/2011	1.29000	1.29000	5,000,000.00	5,000,000.00
FEDERAL FARM CREDIT BANK	11/02/2015	11/02/2011	1.17000	1.19568	10,000,000.00	9,991,656.38
FEDERAL NATL MTG ASSN	12/28/2015	09/28/2011	1.05000	1.05000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	02/24/2016	03/05/2012	.80000	.87705	3,120,000.00	3,112,163.85
FEDERAL NATL MTG ASSN	03/21/2016	04/13/2012	1.05000	1.05000	15,000,000.00	15,009,625.00
FEDERAL FARM CREDIT BANK	04/11/2016	04/11/2012	1.04000	1.04000	12,200,000.00	12,200,000.00
FEDERAL FARM CREDIT BANK	04/11/2016	04/11/2012	1.04000	1.04000	5,000,000.00	5,000,000.00
FEDERAL FARM CREDIT BANK	04/11/2016	04/11/2012	1.07000	1.07000	9,000,000.00	9,000,000.00
FEDERAL FARM CREDIT BANK	04/20/2016	04/20/2011	.31375	.31885	10,000,000.00	9,998,099.34
FEDERAL FARM CREDIT BANK	05/09/2016	05/09/2012	.90000	.90000	10,000,000.00	10,000,000.00
FHLMC	06/14/2016	12/14/2011	1.25000	1.25000	5,000,000.00	5,000,000.00
FEDERAL NATL MTG ASSN	07/19/2016	07/28/2011	1.25000	1.25000	12,024,000.00	12,024,000.00
FEDERAL NATL MTG ASSN	07/20/2016	07/20/2011	2.00000	2.00000	19,750,000.00	19,750,000.00
FEDERAL HOME LOAN BANK	08/15/2016	08/15/2011	2.00000	2.00000	5,000,000.00	5,000,000.00
FEDERAL HOME LOAN BANK	08/15/2016	08/15/2011	2.00000	2.00000	5,000,000.00	5,000,000.00
FHLMC	08/24/2016	08/24/2011	1.80000	1.80000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	09/14/2016	09/14/2011	1.00000	1.00000	20,000,000.00	20,000,000.00
FEDERAL NATL MTG ASSN	09/20/2016	09/20/2011	1.50000	1.50000	8,115,000.00	8,115,000.00
FEDERAL NATL MTG ASSN	09/26/2016	09/26/2011	1.32000	1.32000	15,000,000.00	15,000,000.00
FEDERAL NATL MTG ASSN	09/30/2016	09/30/2011	1.50000	1.50000	10,000,000.00	10,000,000.00
FHLMC	10/19/2016	10/19/2011	1.50000	1.50000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	10/24/2016	10/24/2011	1.70000	1.70000	15,000,000.00	15,000,000.00
FEDERAL NATL MTG ASSN	10/25/2016	10/25/2011	1.50000	1.50000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	10/26/2016	10/26/2011	1.25000	1.25000	5,000,000.00	5,000,000.00
FHLMC	10/26/2016	10/26/2011	1.50000	1.50000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	10/26/2016	10/26/2011	1.25000	1.25000	15,325,000.00	15,325,000.00
FEDERAL NATL MTG ASSN	10/26/2016	10/26/2011	1.25000	1.25000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	10/28/2016	10/28/2011	1.37500	1.37500	10,000,000.00	10,000,000.00
FEDERAL FARM CREDIT BANK	11/01/2016	02/01/2012	1.10000	1.10000	10,000,000.00	10,000,000.00
FEDERAL FARM CREDIT BANK	11/01/2016	02/01/2012	1.10000	1.10000	10,000,000.00	10,000,000.00
FEDERAL FARM CREDIT BANK	11/01/2016	04/12/2012	1.10000	1.12486	6,000,000.00	5,993,717.31
FEDERAL NATL MTG ASSN	11/23/2016	11/23/2011	1.25000	1.25000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	11/23/2016	11/23/2011	1.12500	1.12500	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	11/28/2016	11/28/2011	1.25000	1.25000	10,500,000.00	10,500,000.00
FEDERAL NATL MTG ASSN	11/28/2016	11/28/2011	1.25000	1.25000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	12/20/2016	06/20/2012	1.02000	1.02000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	12/28/2016	12/28/2011	1.25000	1.25000	15,000,000.00	15,000,000.00
FEDERAL NATL MTG ASSN	12/28/2016	12/28/2011	1.12500	1.12500	5,000,000.00	5,000,000.00
FEDERAL NATL MTG ASSN	01/10/2017	01/10/2012	.62500	.62500	10,000,000.00	10,000,000.00
FEDERAL FARM CREDIT BANK	02/06/2017	02/06/2012	1.07000	1.07000	9,000,000.00	9,000,000.00
FEDERAL HOME LOAN BANK	02/17/2017	02/17/2012	1.10000	1.10000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	02/22/2017	02/22/2012	1.37500	1.37500	5,000,000.00	5,000,000.00
FEDERAL HOME LOAN BANK	02/23/2017	02/23/2012	1.05000	1.05000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	02/28/2017	02/28/2012	.75000	.75000	15,000,000.00	15,000,000.00
FEDERAL NATL MTG ASSN	02/28/2017	02/28/2012	1.10000	1.12062	10,000,000.00	9,990,678.71
FEDERAL NATL MTG ASSN	03/06/2017	04/13/2012	1.25000	1.25000	10,000,000.00	10,012,847.22
FEDERAL HOME LOAN BANK	03/07/2017	03/07/2012	1.24000	1.24000	12,935,000.00	12,935,000.00
FEDERAL FARM CREDIT BANK	03/13/2017	03/13/2012	1.20000	1.20000	5,000,000.00	5,000,000.00
FEDERAL NATL MTG ASSN	03/13/2017	04/17/2012	1.30000	1.30000	10,000,000.00	10,012,277.78
FEDERAL HOME LOAN BANK	04/24/2017	04/24/2012	.66565	.66565	15,000,000.00	15,000,000.00
FHLMC	05/15/2017	05/15/2012	1.25000	1.25000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	05/16/2017	05/16/2012	1.32000	1.32000	6,000,000.00	6,000,000.00

FHLMC	06/07/2017	06/07/2012	1.15000	1.15000	10,000,000.00	10,000,000.00
FEDERAL NATL MTG ASSN	06/20/2017	06/20/2012	1.00000	1.00000	8,765,000.00	8,765,000.00
FEDERAL NATL MTG ASSN	06/28/2017	06/28/2012	1.12500	1.12500	15,000,000.00	15,000,000.00
SCEIP 2009A-10	09/02/2019	07/01/2009	3.00000	3.00000	107,320.97	107,320.97
SCEIP 2009B-10	09/02/2019	08/03/2009	3.00000	3.00000	130,336.95	130,336.95
SCEIP 2009C-10	09/02/2019	09/01/2009	3.00000	3.00000	80,821.79	80,821.79
SCEIP 2009D-10	09/02/2019	10/01/2009	3.00000	3.00000	772,874.26	772,874.26
SCEIP 2009E-10	09/02/2020	11/02/2009	3.00000	3.00000	122,419.46	122,419.46
SCEIP 2009F-10	09/02/2020	12/01/2009	3.00000	3.00000	121,350.01	121,350.01
SCEIP 2010A-10	09/02/2020	01/04/2010	3.00000	3.00000	214,914.06	214,914.06
SCEIP 2010B-10	09/02/2020	02/01/2010	3.00000	3.00000	95,459.76	95,459.76
SCEIP 2010C-10	09/02/2020	03/01/2010	3.00000	3.00000	174,194.75	174,194.75
SCEIP 2010D-10	09/02/2020	04/01/2010	3.00000	3.00000	105,626.07	105,626.07
SCEIP 2010E-10	09/02/2020	05/03/2010	3.00000	3.00000	55,580.23	55,580.23
SCEIP 2010F-10	09/02/2020	06/01/2010	3.00000	3.00000	187,412.88	187,412.88
SCEIP 2010G-10	09/02/2020	06/30/2010	3.00000	3.00000	165,105.42	165,105.42
SCEIP 2010H-10	09/02/2020	08/02/2010	3.00000	3.00000	219,265.60	219,265.60
SCEIP 2010I-10	09/02/2020	09/01/2010	3.00000	3.00000	62,169.55	62,169.55
SCEIP 2010J-10	09/02/2021	10/01/2010	3.00000	3.00000	102,656.58	102,656.58
SCEIP 2010L-10	09/02/2021	12/01/2010	3.00000	3.00000	298,662.50	298,662.50
SCEIP 2011A-10	09/02/2021	01/03/2011	3.00000	3.00000	44,176.93	44,176.93
SCEIP 2011B-10	09/02/2021	02/01/2011	3.00000	3.00000	104,162.01	104,162.01
SCEIP 2011C-10	09/02/2021	03/01/2011	3.00000	3.00000	82,309.16	82,309.16
SCEIP 2011D-10	09/02/2021	04/01/2011	3.00000	3.00000	276,274.73	276,274.73
SCEIP 2011E-10	09/02/2021	05/02/2011	3.00000	3.00000	117,877.91	117,877.91
SCEIP 2011F-10	09/02/2021	06/01/2011	3.00000	3.00000	167,594.92	167,594.92
SCEIP 2011G-10	09/02/2021	06/30/2011	3.00000	3.00000	61,271.42	61,271.42
SCEIP 2011H-10	09/02/2021	08/01/2011	3.00000	3.00000	265,493.61	265,493.61
SCEIP 2011I-10	09/02/2021	09/01/2011	3.00000	3.00000	159,042.19	159,042.19
SCEIP 2010K-10	09/21/2021	11/01/2010	3.00000	3.00000	130,341.53	130,341.53
SCEIP 2011J-10	09/02/2022	10/03/2011	3.00000	3.00000	30,795.61	30,795.61
SCEIP 2011K-10	09/02/2022	11/01/2011	3.00000	3.00000	124,852.30	124,852.30
SCEIP 2011L-10	09/02/2022	12/01/2011	3.00000	3.00000	29,436.45	29,436.45
SCEIP 2012A-10	09/02/2022	01/03/2012	3.00000	3.00000	26,298.41	26,298.41
SCEIP 2012B-10	09/02/2022	02/01/2012	3.00000	3.00000	14,284.71	14,284.71
SCEIP 2012C-10	09/02/2022	03/01/2012	3.00000	3.00000	12,376.78	12,376.78
SCEIP 2012D-10	09/02/2022	04/02/2012	3.00000	3.00000	31,107.60	31,107.60
SCEIP 2012F-10	09/02/2022	06/01/2012	3.00000	3.00000	103,503.97	103,503.97
SCEIP 2012G-10	09/02/2022	06/29/2012	3.00000	3.00000	7,895.55	7,895.55
SCEIP 2009B-20	09/02/2029	06/01/2009	3.00000	3.00000	219,035.55	219,035.55
SCEIP 2009C-20	09/02/2029	07/01/2009	3.00000	3.00000	316,452.84	316,452.84
SCEIP 2009D-20	09/02/2029	08/03/2009	3.00000	3.00000	694,383.90	694,383.90
SCEIP 2009E-20	09/02/2029	09/01/2009	3.00000	3.00000	3,384,809.24	3,384,809.24
SCEIP 2009F-20	09/02/2029	10/01/2009	3.00000	3.00000	1,354,729.28	1,354,729.28
SCEIP 2009G-20	09/02/2030	11/02/2009	3.00000	3.00000	1,408,511.12	1,408,511.12
SCEIP 2009H-20	09/02/2030	12/01/2009	3.00000	3.00000	2,275,116.23	2,275,116.23
SCEIP 2010A-20	09/02/2030	01/04/2010	3.00000	3.00000	2,488,909.72	2,488,909.72
SCEIP 2010B-20	09/02/2030	02/01/2010	3.00000	3.00000	1,864,655.08	1,864,655.08
SCEIP 2010C-20	09/02/2030	03/01/2010	3.00000	3.00000	1,691,282.76	1,691,282.76
SCEIP 2010D-20	09/02/2030	04/01/2010	3.00000	3.00000	1,818,021.55	1,818,021.55
SCEIP 2010E-20	09/02/2030	05/03/2010	3.00000	3.00000	1,439,707.59	1,439,707.59
SCEIP 2010F-20	09/02/2030	06/01/2010	3.00000	3.00000	1,765,096.47	1,765,096.47
SCEIP 2010G-20	09/02/2030	06/30/2010	3.00000	3.00000	1,461,579.73	1,461,579.73
SCEIP 2010H-20	09/02/2030	08/02/2010	3.00000	3.00000	1,655,740.63	1,655,740.63
SCEIP 2010I-20	09/02/2030	09/01/2010	3.00000	3.00000	1,396,787.96	1,396,787.96
SCEIP 2010J-20	09/02/2031	10/01/2010	3.00000	3.00000	894,075.73	894,075.73
SCEIP 2010K-20	09/02/2031	11/01/2010	3.00000	3.00000	1,201,446.24	1,201,446.24
SCEIP 2010L-20	09/02/2031	12/01/2010	3.00000	3.00000	1,424,315.13	1,424,315.13
SCEIP 2011A-20	09/02/2031	01/03/2011	3.00000	3.00000	1,206,525.87	1,206,525.87
SCEIP 2011B-20	09/02/2031	02/01/2011	3.00000	3.00000	1,170,806.69	1,170,806.69

SCEIP 2011C-20	09/02/2031	03/01/2011	3.00000	3.00000	1,046,759.79	1,046,759.79
SCEIP 2011D-20	09/02/2031	04/01/2011	3.00000	3.00000	1,282,852.85	1,282,852.85
SCEIP 2011E-20	09/02/2031	05/02/2011	3.00000	3.00000	731,756.28	731,756.28
SCEIP 2011F-20	09/02/2031	06/01/2011	3.00000	3.00000	659,758.93	659,758.93
SCEIP 2011G-20	09/02/2031	06/30/2011	3.00000	3.00000	1,289,389.37	1,289,389.37
<b>SUBTOTAL OTHER GOVERNMENTS</b>			<b>67.61%</b>		<b>921,367,628.14</b>	<b>921,294,064.60</b>
WELLS FARGO CO MTN	10/23/2012	02/29/2012	5.25000	.41604	20,000,000.00	20,301,498.73
WELLS FARGO CO MTN	01/31/2013	02/09/2012	4.37500	.43710	10,000,000.00	10,240,343.11
GE MTN	05/01/2013	03/13/2012	4.80000	.65097	5,000,000.00	5,171,715.94
GE CC MTN	05/01/2013	02/09/2012	4.80000	.83738	10,000,000.00	10,328,415.20
GE CC MTN	05/08/2013	01/25/2012	.61585	.72282	15,000,000.00	14,986,571.97
GE CAP CORP MTN	09/16/2013	01/17/2012	1.87500	1.28533	25,000,000.00	25,175,745.89
GE CAP CORP MTN	05/13/2014	04/16/2012	5.90000	1.20025	5,000,000.00	5,431,899.74
GE CAP CORP MTN	06/09/2014	04/16/2012	5.65000	1.22034	5,000,000.00	5,422,542.34
WELLS FARGO MTN	10/01/2014	03/13/2012	3.75000	1.18027	5,000,000.00	5,283,819.31
WELLS FARGO MTN	10/01/2014	03/21/2012	3.75000	1.15002	5,000,000.00	5,287,299.68
WELLS FARGO CO MTN	10/01/2014	01/27/2012	3.75000	1.28800	5,000,000.00	5,271,415.49
GE MTN	11/14/2014	03/13/2012	3.75000	1.05036	5,000,000.00	5,314,413.00
GE CC MTN	01/09/2015	05/22/2012	2.15000	1.57699	5,000,000.00	5,110,159.15
GE CC MTN	06/29/2015	05/22/2012	3.50000	1.71695	5,000,000.00	5,258,731.33
IBM MTN	07/22/2016	05/08/2012	1.95000	1.12018	5,000,000.00	5,192,683.52
WELLS FARGO MTN	12/15/2016	04/09/2012	2.62500	2.00008	10,000,000.00	10,264,419.17
GE CC MTN	04/27/2017	05/23/2012	2.30000	2.50006	5,000,000.00	4,963,155.48
<b>SUBTOTAL CORPORATE NOTES AND BONDS</b>			<b>10.94%</b>		<b>145,000,000.00</b>	<b>149,004,829.05</b>
FEDERATED MUTUAL FU	07/01/2012	09/30/2011	.17130	.17130	74,574,623.69	74,574,623.69
DREYFUS CASH MGMT	07/01/2012	06/28/1999	.09390	.09390	1,251,035.44	1,251,035.44
CAMP	07/01/2012	07/08/2002	.23783	.23783	3,548,841.50	3,548,841.50
<b>SUBTOTAL MONEY MARKET MUTUAL FUNDS</b>			<b>5.83%</b>		<b>79,374,500.63</b>	<b>79,374,500.63</b>
LOCAL AGENCY INVEST	07/01/2012	11/04/2002	.35765	.35765	41,079,807.19	41,079,807.19
CAL TRUST MMF	07/01/2012	08/28/2009	.12863	.12863	3,432,451.95	3,432,451.95
<b>SUBTOTAL GOVERNMENT POOLS AND JPA'S</b>			<b>3.27%</b>		<b>44,512,259.14</b>	<b>44,512,259.14</b>
<b>CASH IN BANK</b>			<b>1.90%</b>		<b>25,827,804.58</b>	<b>25,827,804.58</b>
<b>CHECK AND WARRANTS IN TRANSIT</b>			<b>0.16%</b>		<b>2,206,543.16</b>	<b>2,206,543.16</b>
<b>CASH IN VAULT</b>			<b>0.01%</b>		<b>146,342.20</b>	<b>146,342.20</b>
<b>GRAND TOTAL</b>			<b>100%</b>		<b>1,358,435,077.85</b>	<b>1,362,625,637.62</b>



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 7  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Supervisor Shirlee Zane 565-2241

Third

**Title:** Disbursement of 2012-2013 Discretionary Advertising Funds (3rd District)

### Recommended Actions:

Approve Advertising Program grant awards to the following entities and authorize the County Administrator to execute contracts with the following entities:

6<sup>th</sup> Street Playhouse: \$1,500.00, Santa Rosa International Film Festival: \$1,500.00, Rohnert Park Historical Society: \$1,500.00.

### Executive Summary:

Category E – Local Events and Organizations of the Advertising & Promotions Program Policy provides grant allocations to each Supervisor, to be distributed at the Supervisor’s discretion. The Third District has made decisions regarding a portion of its allocation, totaling \$11,210 for FY 12/13. Below is list of entities and grant awards so far for FY 12/13. Additional awards will be submitted for approval at a later date.

The Third District requests that funds be distributed upon approval of these awards by Board and execution of an advertising grant agreement contract with the entity. The contract will require the County logo on promotional materials produced using the grant award and will require submission to the District Director and County Administrator’s Office of advertising and promotional activity receipts up to the total amount of the grant award provided.

6<sup>th</sup> Street Playhouse: \$1,500.00

Santa Rosa International Film Festival: \$1,500.00

Rohnert Park Historical Society: \$1,500.00

**Prior Board Actions:**

3/27/12 - The Board approved the Advertising & Promotions Policy update, including the district allocations for Category E funds for FY 12/13.

**Strategic Plan Alignment:** Goal 2: Economic and Environmental Stewardship

Providing grant funds to encourage tourism within the county, promoting economic vitality and the tourism industry.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 4,500.00	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 4,500.00
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 4,500.00</b>	<b>Total Sources</b>	<b>\$ 4,500.00</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Funds were included in the FY12/13 Advertising Program budget. This action allocates \$4,500.00 of the \$11,210 total funds available to the Third District within Category E of the Advertising Program. \$6,710.00 remain for usage by the Third District.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

DRAFT FY 12/13 Category E Grant Award Agreement Template

**Related Items "On File" with the Clerk of the Board:**

AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_ day of \_\_\_, 2012, by and between the COUNTY OF SONOMA, (hereinafter COUNTY) and the NAME, (hereinafter ADVERTISER).

WITNESSETH:

WHEREAS, ADVERTISER has represented that it is aware of and understands the provisions and requirements of Government Code Section 26100 and COUNTY'S "Advertising and Promotions Policy" for the expenditure of funds appropriated under Section 26100, and that any expenditure made by ADVERTISER will be in compliance with Section 26100, the Advertising and Promotions Policy, and this Agreement, and

WHEREAS, COUNTY'S Board of Supervisors has relied on those representations in authorizing the execution of this Agreement, and

WHEREAS, ADVERTISER is ready, willing and able to perform the services herein provided to be performed.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. During the fiscal year July 1, 2012 to June 30, 2013, COUNTY shall pay to ADVERTISER up to the total sum of \$xxx (hereinafter "Advertising Funds"), payable upon execution of this contract.
2. ADVERTISER must submit to the COUNTY receipts of activities performed utilized the Advertising Funds. Activities must take place between July 1, 2012 and June 30, 2013. Receipts must be remitted to the COUNTY by July 31, 2013. If receipts are not submitted by July 15, 2013, repayment will be required of grant dollars not supported by advertising expense receipts by August 15, 2013. Failure to submit required receipts may jeopardize ability to receive future grant awards.
3. In consideration whereof, ADVERTISER promises and agrees to render the following services to COUNTY during the fiscal year July 1, 2012 to June 30, 2013:

As set forth in the attached, Exhibit A. In the case of more than one event, Advertiser will not transfer funds between events without prior approval from the county's program coordinator.
3. ADVERTISER agrees to keep complete books and records, and to make available and submit to audit by COUNTY all of ADVERTISER'S books, records, and financial statements upon COUNTY'S request and without prior notice.
4. ADVERTISER warrants to COUNTY that any Advertising funds paid to ADVERTISER by COUNTY pursuant to this agreement shall be expended for only those purposes authorized by Section 26100 of the Government Code of the State of California and the COUNTY's Advertising and Promotions Policy.

5. Travel expenses, such as transportation and lodging, and/or meal costs, are not allowable advertising and promotions expenses. Advertising Funds may not be used to purchase or lease fixed assets.
6. ADVERTISER agrees to submit copies of all published materials to the County Administrator's Office.
7. Indemnification:
  - a. ADVERTISER agrees to accept all responsibility for loss or damage to any person or entity, including but not limited to COUNTY, and to defend, indemnify, hold harmless, reimburse and release COUNTY, its officers, agents, and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense, including but not limited to attorneys' fees and the cost of litigation incurred in the defense of claims as to which this indemnity applies or incurred in an action by COUNTY to enforce the indemnity provisions herein, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity, including ADVERTISER, arising out of or in connection with the performance of ADVERTISER hereunder, whether or not there is concurrent negligence on the part of COUNTY, but, to the extent required by law, excluding liability due to the sole or active negligence or due to the willful misconduct of COUNTY. If there is a possible obligation to indemnify, ADVERTISER's duty to defend exists regardless of whether it is ultimately determined that there is not a duty to indemnify. COUNTY shall have the right to select its own legal counsel at the expense of ADVERTISER, subject to ADVERTISER's approval, which approval shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for ADVERTISER or its agents under workers' compensation acts, disability benefits acts, or other employee benefits acts.
  - b. ADVERTISER shall be liable to COUNTY for any loss or damage to COUNTY property arising from or in connection with ADVERTISER's performance hereunder.
8. Non-Discrimination: ADVERTISER shall comply with all applicable federal, state and local laws, rules and regulations in regard to non-discrimination in employment because of race, ancestry, color, sex, age, national origin, religion, marital status, medical condition, or handicap, including the provisions of Article II of Chapter 19 of the Sonoma County Code, prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection.
9. Assignment/Delegation: ADVERTISER shall not assign, sublet, transfer or delegate any interest in or duty under this agreement without written consent of COUNTY, and no assignment shall be of any force or effect whatsoever unless and until so consented.
10. Merger: This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to C.C.P. Section 1856. No modification of this agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
11. Termination: At any time, with or without cause, COUNTY shall have the right in its sole discretion, to terminate this Agreement by giving written notice to ADVERTISER. In the event of such termination, COUNTY shall pay ADVERTISER for services rendered satisfactorily and in good faith to such date in an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by ADVERTISER bear to the total services otherwise required to be performed for such total fee; provided, however, that there shall be deducted from such amount the amount of damage, if any, sustained by COUNTY by virtue of the breach of the Agreement by ADVERTISER.

12. Conflict of Interest: ADVERTISER covenants that it presently has no interest and shall not acquire any interest, direct, or indirect, which would conflict in any manner or degree with the performance of its services hereunder. ADVERTISER further covenants that in the performance of this contract no person having any such interest shall be employed.
  
13. Attorneys' Fees: In the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs as a part of such action or proceeding.
  
14. No Third Party Beneficiaries: Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.
  
15. Extra or Changed Work: Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. ADVERTISER expressly recognizes that, pursuant to Sonoma County Code Section 1-11, COUNTY personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of ADVERTISER to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter ADVERTISER shall be entitled to no compensation whatsoever for the performance of such work. ADVERTISER further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the COUNTY.

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

COUNTY OF SONOMA

DATE: \_\_\_\_\_

By \_\_\_\_\_  
 County Administrator, authorized by the  
 Chair, Board of Supervisors

ATTEST: \_\_\_\_\_  
 Clerk of the Board of Supervisors

NAME

DATE: \_\_\_\_\_

By \_\_\_\_\_  
 Name

\_\_\_\_\_  
 Advertiser Title





## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 8  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** 4/5

**Department or Agency Name(s):** County Administrator's Office

**Staff Name and Phone Number:**

**Supervisory District(s):**

Chris Thomas (707) 565-2431

**Title:** Year End Closing Budget Adjustments

### **Recommended Actions:**

Resolution approving all Fiscal Year 2011-2012 year end closing budget adjustments (4/5 vote required).

### **Executive Summary:**

The purpose of this item is to provide the Board with an update on the General Fund Carryover Fund Balance at the close of books for FY 11-12 and a recap of the actions taken by the County Administrator and Auditor Controller Treasurer Tax Collector in closing those books as authorized by the Board in the recent budget hearings. Approval of the attached resolution is requested to confirm approval of those actions for the official records. Total General Fund Carryover Fund Balance exceeded estimates allowing for additions to FY 12-13 General Fund Appropriations for Contingencies and additional designations for one-time uses. Total appropriations changes in the annual close were \$87.2 million across all funds.

#### County General Fund Carryover Fund Balance

The FY 12-13 Budget, like prior years, was financed in part by an estimate of County General Fund dollars that would be available in fund balance at the end of the FY 11-12. These dollars represent the savings anticipated from the operations during the 11-12 year where expenditures were less than budget and revenues were greater than budget. The budget planning for FY 12-13 assumed at least \$11 million in General Fund carryover fund balance for this purpose. As noted in the FY 11-12 Third Quarter Report, estimates of savings at that time were \$12 million and staff was confident that the final balance would meet or exceed that number. Departments continued to work diligently at achieving savings and a number of other one-time savings and revenues outside of departmental budgets combined to generate an available carryover fund balance of \$22.5 million.

The primary contributors to this \$10.5 million increase in fund balance were: \$2,000,000 additional savings in

General Fund Appropriations for Contingencies due to the Board's fiscal restraint; \$1.8 million in better interest earnings from the annual cashflow borrowing (TRANS) and monies on deposit with the retirement association, \$1.7 million in additional redevelopment tax revenue due to state rejection of certain obligations of various redevelopment agencies, \$1.5 million in Prop 172 and Local Sales Tax revenues, a one-time \$1 million payment from the state of 5 years of withheld vehicle license fee penalty revenues, and \$1.7 million in additional savings from department operational budgets.

Per the Board's instructions, an additional \$3,219,103 has been added to FY 12-13 Appropriations for Contingencies for total of \$5,108,013. This was made possible from some of the additional County General Fund Carryover Fund Balance though not all of this will remain available for expenditure, some will be needed for "rebudgets" described below. The remaining additional County General Fund Carryover Fund Balance of \$8,294,981 was designated for accumulated leave conversions. These conversions were not possible during the Mandatory Time Off program. The adopted budget did not include extra-funding to cover these costs which could exceed \$11 million in the General Fund alone. The designation of available funds from one-time sources at the closing will assist in the event that General Fund departmental budgets cannot absorb higher than normal conversion activity. Staff will monitor conversion activity and update the Board at each of the quarterly budget reports.

#### "Rebudgets"

Each year there are some continuing projects whose appropriations were not used in the prior year and as a result the funding flows into the year-end fund balance and tends to overstate the total year savings. Staff currently estimates that there are between \$750,000 and \$1 million associated with these projects and will be bringing budget adjustments from the Appropriations for Contingencies in the first quarter consolidated budget adjustment package to "rebudget" these continuing projects.

#### Other Funds

The books were closed for all of the County's other funds as well. Per Board direction in the FY 12-13 Budget Hearings, a report on each fund's balance, purpose, restrictions, and fund balance policies will be included in the first quarter budget report scheduled for October. Per Board authorization, the County Administrator and Auditor Controller Treasurer Tax Collector, have been working to ensure that all funds intended to be set aside for special purposes are accounted for properly and in accordance with the latest Government Accounting Standards Board guidance. In the course of closing, some designations were increased or decreased to reflect actual activity or to meet policy. Two of these designations were increased from available revenues (\$273,553 to State Mandate Reimbursement Audit Retention to achieve the 25% of unaudited claims target level and \$104,411 from the Board approved PRMD Technology Fee for eventual permit system replacement). These are listed on Exhibit A to the attached resolution.

#### Closing Appropriations Changes

Also as in the past, each year there is a need for adjustments to the budget as the books close to true up

appropriations internally in departments between budget divisions and funds or between departments. In many cases these are associated with the recognition of actual revenue received in one area and ensuring that it is transferred to another area as intended. In other cases, it reflects more progress on authorized projects financed by available fund balances than was anticipated by year-end. As a part of the budget resolutions, the Board authorized staff to take the budgetary actions necessary to accurately reflect operations in order to close the books in a timely manner. The exhibit to the attached resolution lists the \$87.2 million in total budgetary adjustments by departmental or agency budget. The most significant of these are \$73.5 million to record pension and pension obligation bond expenses in a new internal service fund for more transparent accounting practice, \$5.1 million to record the sale of County Center Property to the Courts, \$3 million in adjustments to record realignment revenues from vehicle license fees in their appropriate locations within Human Services per state guidance, and \$1.6 million in repayment of redevelopment tax increment funds in the Community Development Commission per state instructions.

**Prior Board Actions:**

6/26/12 Board adopted FY 12-13 budget and authorized CAO and ACTTC to take actions to close FY 11-12 books and assign actual year end fund balances.

**Strategic Plan Alignment:** Goal 4: Civic Services and Engagement

Ensuring that resources are used as approved by the Board and proper accounting is recorded for transparency to the public.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$ 87,168,108	State/Federal	\$
	\$	Fees/Other	\$ 84,990,940
	\$	Use of Fund Balance	\$ 2,177,168
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 87,168,108</b>	<b>Total Sources</b>	<b>\$ 87,168,108</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This action confirms approval of actions to close the FY 11-12 books. The \$2.2 above in Use of Fund Balance is in Water Agency General Fund, Community Development Commission, and ISD Replacement Funds. Please see attached resolution for the actions by department or agency budget.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

Year End Closing Budget Action Resolution

**Related Items "On File" with the Clerk of the Board:**

#  
**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, The Board Of Directors Of The Sonoma County Water Agency, The Sonoma County Community Development Commission, Adjusting The Adopted FY 11-12 Budget. (4/5 Vote Required.)**

**Whereas**, the Board has adopted the Fiscal Year 2011-2012 Budget for all Governmental Entities within its jurisdiction, in accordance with Section 29088 of the Government Code of the State of California, and

**Whereas**, the Government Code allows for adjustments to the Adopted Budget during the 2011-2012 Fiscal Year, and

**Whereas**, the Board authorized the County Administrator and the Auditor Controller Treasurer Tax Collector to make necessary adjustments to the budget in order to facilitate appropriate closing of the books at fiscal year end.

**Now, Therefore, Be It Resolved** that approval of the actions of the County Administrator and County Auditor-Controller adjusting the Fiscal Year 2011-2012 Adopted Budget for the attached increases/decreases listed in Exhibit "A" is hereby confirmed.

**Supervisors:**

Brown:                      Rabbitt:                      McGuire:                      Carrillo:                      Zane:

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered.**

Exhibit 'A'

**FY 11-12 Year End Budget Adjustment**

<b>Requested Budget Adjustment Summaries</b>	<b>Gross Expenditure</b>	<b>Revenue and Reimbursement</b>	<b>Net Cost</b>
<p><b>Community Development Commission</b>                      Housing Assistance and Project funds (\$1.9 million), Personnel Costs for Housing Assistance Committee (\$12,000), Repayment of Tax Increment Funds (\$1,560,346), Program revenue from cities, county, other governments (\$191,550), Program cashflow while awaiting federal reimbursement (\$250,000).</p>	3,923,896	2,163,550	1,760,346
<p><b>Regional Parks</b>                      ADA project fund transfers for Healdsburg Memorial Beach (\$95,000) and Ernie Smith Park (\$58,910); Spud Point Fuel Sales (\$184,658), reimbursement for staff work on capital projects (\$231,849), and Board Approved Fee Waiver approved in 4th quarter (\$2,730)</p>	493,134	490,404	2,730
<p><b>Sonoma County Water Agency</b>                      Operations expense transfers for Energy and Airport Larkfield Sanitation Zone (\$240,000); Water Education Facility Fixed Asset Value Change (\$233,000)</p>	473,000	120,000	353,000
<p><b>Health Services</b>                      Reclassification of Healthy Family Bridge Funding Support (\$201,000); Spay/Neuter Voucher Program Usage (\$7,000), Board Approved Fee Waiver in 4th quarter (\$1,702)</p>	208,000	206,298	1,702
<p><b>Fire &amp; Emergency Services</b>                      Appropriate Tax Revenue from Sea Ranch (\$85,000) and donations from Mayacamas VFC (\$14,080) for fire apparatus to serve those areas</p>	99,080	99,080	0
<p><b>Human Services</b>                      Adjustments to record VLF Realignment and interest earnings in appropriate locations</p>	3,012,399	3,012,399	0
<p><b>TPW Salmon Creek Water District</b>                      Adjustment to pay for DTPW staff services to district</p>	5,170	5,170	0
<p><b>Appropriations for Contingencies</b>                      Fee Waivers approved for Parks and PRMD in 4th quarter</p>	(7,253)	0	(7,253)
<p><b>PRMD</b>                      Board Approved Fee Waiver approved in 4th quarter</p>	0	(2,821)	2,821
<p><b>Auditor Controller Treasurer Tax Collector</b>                      Record Pension and POB costs in new Internal Service Fund (\$73,505,727), adjust HRMS costs (\$20,000)</p>	73,525,727	73,525,728	(1)
<p><b>Information Systems Department</b>                      Adjusting appropriations between departments for differences in computer services budget and actual usage</p>	127,646	63,823	63,823
<p><b>Non-Departmental</b>                      Record Sale of Property to Courts and transfer proceeds to Capital Projects</p>	5,123,570	5,123,570	0

# Exhibit 'A'

## **FY 11-12 Year End Budget Adjustment**

<b>Requested Budget Adjustment Summaries</b>	<b>Gross Expenditure</b>	<b>Revenue and Reimbursement</b>	<b>Net Cost</b>
<b>Agricultural Commissioner</b> Record gas tax eligible expenses in Ag Commissioner from Regional Parks, UCCE, and Weights & Measures Division	183,739	183,739	0
<b>Total Requested Adjustments</b>	<b>87,168,108</b>	<b>84,990,940</b>	<b>2,177,168</b>

In addition the County Administrator and the Auditor Controller Treasurer-Tax Collector made the following changes to designations:

Increased the designation for State Mandates by \$273,553 from State Mandate Revenues to reach the 25% audit retention level.

Set aside \$104,411 in PRMD Tech Enhancement Fee revenue from the new fee approved by the Board for Permit System Replacement.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 9  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Fire & Emergency Services

**Staff Name and Phone Number:**

**Supervisory District(s):**

Mark Aston (707) 565-1157

All

**Title:** Memorandum of Understanding with the City and County of San Francisco for the distribution of FY 2011 Urban Areas Security Initiative regional grant funds.

### Recommended Actions:

Authorize the execution of the FY 2011 Urban Areas Security Initiative Memorandum of Understanding with the City and County of San Francisco for the distribution of Urban Areas Security Initiative regional funds.

### Executive Summary:

The United States Department of Homeland Security (DHS) has a Homeland Security Grant Program, which includes the Urban Areas Security Initiative (UASI) Program. The UASI Program addresses the unique planning, equipment, training, and exercise needs of high-threat, high-density Urban Areas and assists those areas in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from threats and acts of terrorism.

The 2011 UASI grant to the San Francisco Bay Area was distributed using a "risk assessment, capabilities, and gap analysis" modality. The Bay Area was further divided into four "Planning Hubs." Sonoma County acted as the lead for the North Bay Hub consisting of Marin, Napa, Solano and Sonoma counties. Funding was allocated to projects within the Planning Hub using the above mentioned gap analysis methodology.

The MOU will cover the FY 2011 UASI regional grant funds Sonoma County has been awarded for the following projects: \$140,000 for personnel costs to fund the UASI Program Manager position authorized for the Fire & Emergency Services Department in December 2011; \$18,478 to purchase two mobile satellite (MSat) communication devices that will be interfaced to the existing Sheriff's Dispatch consoles to increase interoperability with our regional partners; \$26,500 to purchase closed-circuit television (CCTV) cameras to be installed on existing County communications towers to enhance security for this critical infrastructure (Sheriff's Office Communications); \$306,122 to purchase a Special Weapons and Tactics (SWAT) light-armored personnel response vehicle equipped with Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) detection equipment for the Sheriff's Office.



**Prior Board Actions:**

On November 15, 2011, the Board approved the FY 2010 MOU with City and County of San Francisco for distribution of UASI funds. The Board has also approved all prior annual UASI MOUs starting in FY 2006.

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

Community members are safe in their homes and communities. This is a facilitating investment to increase the response capabilities of our public safety first responders. Receiving grants funds supporting planning efforts and enabling purchases of specialized equipment increases the ability of first responders to effectively respond to critical incidents. Our participation in the Bay Area UASI coupled with our Program and Planning Management efforts increase the likelihood of receiving future grant funds for facilitating investments.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 140,000	County General Fund	\$
Add Appropriations Req'd.	\$ 351,100	State/Federal	\$
	\$	Fees/Other	\$ 491,100
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 491,100</b>	<b>Total Sources</b>	<b>\$ 491,100</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The Fire and Emergency Services 2012-2013 fiscal year budget adopted by the Board included \$140,000 in funding allocations for the UASI Program Manager position. The balance of the grant (\$351,100) for the equipment identified will be included in the first quarter consolidated budget adjustments for the Board's approval. Without Board approval, Sonoma County will not receive reimbursement for the UASI Program Manager to comprehensively plan, coordinate, develop, liaise and implement, grant projects/programs that are complicated, cross-departmental and involve multiple agencies. The County will not be able to purchase equipment to enhance our interoperability with other regions, and miss the opportunity to modernize and enhance Sheriff's Office SWAT capabilities.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items "On File" with the Clerk of the Board:**

Agreement between the City and County of San Francisco and the County of Sonoma for the Distribution of the FY 2011 UASI Grant Funds (FY 2011 UASI MOU).



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 10  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Fire & Emergency Services

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Mark Aston 707-565-1157

Countywide

**Title:** Sonoma County Operational Area Hazardous Materials Incident Response Plan 2012 Update

### Recommended Actions:

Approve the 2012 update to the Sonoma County Operational Area Hazardous Materials Incident Response Plan

### Executive Summary:

The Sonoma County Operational Area Hazardous Materials Incident Response Plan (commonly referred to as the Area Plan) is required under the California Health and Safety Code. The Area Plan describes policies and procedures relating to hazardous materials emergency response. It is used throughout the County, including incorporated cities, unless a city develops its own response plan. To date, all cities, with the exception of the City of Santa Rosa, use this plan.

The last edition of the Area Plan was September, 2007. State law requires that Area Plans be reviewed annually and updated as needed. This edition includes the following changes:

- Added procedures to be followed in the event of a pesticide drift incident (Section 3.11 et seq and Response Annex 11). This was in response to Senate Bill 391 (2004), which went into effect in May 2008 and required these protocols to be included in future Area Plan updates. They are designed to help first responders respond to pesticide drift incidents better, identify chemicals of concern and respond to the health and safety needs of the affected population.
- Updated the list of Specialized Equipment available in Sonoma County (Response Annex 4). This is a list of highly specialized hazardous materials response equipment maintained by County Fire and the Santa Rosa Fire Department which is readily available on a local level for mitigating releases of dangerous chemicals.
- Updated hazardous materials incident notification points (Response Annex 5A and 5B). These are the phone numbers for alerting county, regional, state and federal agencies of chemical releases. Because they are subject to change, it is important to verify their accuracy.

- Additional maps showing locations of hazard areas and emergency resources. Enhanced mapping capabilities developed since the last Area Plan update provide a better visual picture of hazards existing in Sonoma County and emergency response resources available to deal with them.

A copy of the Area Plan has been made available to each City Manager, City Police Chief and City Fire Chief as well as each Fire Protection District and each agency listed in Response Annex 5A of the Plan.

**Prior Board Actions:**

The revised 2007 Sonoma County Operational Area Hazardous Materials Incident Response Plan was adopted by Resolution #07-0806.

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

Community members are safe in their homes and communities from accidental releases of hazardous materials.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Resolution

**Related Items "On File" with the Clerk of the Board:**

2012 Sonoma County Operational Area Hazardous Materials Incident Response Plan update.

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution of the Board of Supervisors of the County of Sonoma, State of California, Adopting the 2012 Sonoma County Operational Area Hazardous Materials Incident Response Plan Revised As Required by the California Health and Safety Code.**

**Whereas**, the California Health and Safety Code, Chapter 6.95, Section 25503 requires an administering agency to establish an area plan for emergency response to a release of hazardous material; and

**Whereas**, the Sonoma County Fire and Emergency Services Department has the responsibility for developing and maintaining the area plan for the County; and

**Whereas**, the California Health and Safety Code requires a review of the plan every three years; and

**Whereas**, the last edition of the area plan was August, 2007

**Now, Therefore, Be It Resolved** that the Sonoma County Board of Supervisors adopt the August 2012 revision of the Sonoma County Operational Area Hazardous Materials Incident Response Plan.

**Supervisors:**

Brown:            Rabbitt:            McGuire:            Carrillo:            Zane:

Ayes:            Noes:            Absent:            Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 11  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** General Services

**Staff Name and Phone Number:**

Mike Wagner 707-565-2463

**Supervisory District(s):**

4<sup>th</sup> (Property Location) & Countywide (SMART Train)

**Title:** Sale of County Property to SMART for Operations & Maintenance Facility

### Recommended Actions:

Authorize the General Services Director, or his Deputy, to: (1) execute a Property Purchase Agreement with the Sonoma Marin Area Rail Transit District ("SMART") for an approximately 11,304 square foot portion of 1247 Century Court, Santa Rosa, for a purchase price of \$124,344 (portion of A.P.N. 059-240-060); and (2) execute other instruments and documents and take actions reasonably necessary to accomplish sale of the property, including execution of a Right-of-Entry Permit for parking purposes.

### Executive Summary:

The County owns an Animal Shelter located at 1247 Century Court situated on approximately 2.77 acres of land ("Shelter Property"). The Sonoma Marin Area Rail Transit District ("SMART") has requested that the County sell approximately 11,304 sq. ft. of the Shelter Property ("County Portion") which SMART needs to improve the functionality of a proposed operations and maintenance Facility ("OMF") which would be constructed at 404 Aviation Boulevard ("OMF Property") located northwest of and adjacent to the Shelter. SMART is currently in escrow to purchase the OMF Property from the Sonoma County Water Agency ("SCWA") and the closing is projected to occur in September 2012. The Shelter Property, County Portion, OMF Property and general OMF design are shown on Attachment 1. According to SMART staff, acquisition of the County Portion is necessary in order to provide critical rail clearances and adequate train storage at the OMF.

The County Portion is triangular in shape and located along the eastern boundary of the Shelter, adjacent to the SMART right-of-way. Selling the County Portion would result in the loss of about 15 Shelter parking spaces which SMART is willing to replace through reconfiguration of the remaining Shelter parking lot and conveyance of a right-of-entry on the OMF Property. SMART would also relocate a security fence and reconfigure some curbs and other improvements to restore the functionality of the Shelter property. These improvements would

be made by SMART at its sole cost and expense.

The proposed purchase price of \$124,344 (\$11 per sq. ft.) is based on the unit price per sq. ft. payable by SMART to SCWA for the OMF Property (i.e. \$11 per sq. ft.). As the OMF Property transaction is in escrow and expected to close, the Real Estate Manager believes it is a fair basis for the purchase price. Following are proposed terms and conditions of the sale:

County's Closing Conditions:

Set Back. The parties shall execute an agreement (the "Agreement") providing for a minimum 30-foot no construction setback along the OMF Property at Airport Boulevard. This setback appears to provide enough future right-of-way to allow widening of Airport Boulevard, provision of a bike lane, construction of a sidewalk and allowances for a landscaping easement. If and when County decides to widen Airport Boulevard, County would be required to pay SMART market value for the right-of-way.

Shelter Property Reconfiguration. The Agreement shall also provide for needed reconfiguration improvements on the remaining Shelter Property. The work would be performed as part of the OMF project at SMART's sole cost and expense.

Parking Easement. Under the Agreement, SMART shall grant County a right-of-entry for parking purposes for not less than 15 parking spaces on the OMF Property in an established, paved and striped lot, which may be used by the County Animal Shelter on days when high attendance is expected, including, adoption events, spay and neuter clinics, volunteer classes and similar events.

General Plan Consistency. Receipt by County of any documentation required under California Government Code Section 65402. On July 18, 2012, staff requested a general plan consistency finding from the Permit and Resource Management Department. Receipt of that finding was pending as of the date of this report.

SMART Closing Conditions:

Title. SMART review and approval of title to the Shelter Portion.

Site Condition. SMART shall be satisfied with the condition of the soil and other elements of the Shelter Portion.

CEQA. SMART compliance with the California Environmental Quality Act.



SMART is the lead agency for the OMF Project under the California Environmental Quality Act ("CEQA"). Sale of the County Portion to SMART under the Property Purchase Agreement is exempt from review under CEQA pursuant to Section 15312 of the CEQA Guidelines (sale of surplus government property). Execution of the Agreement providing for set backs and related work on the remaining Shelter Property and the proposed right-of-entry are exempt under Section 15304 of the CEQA Guidelines (minor alterations to land).

Section 26227 of the Government Code, applicable to the disposition of property by counties, allows the Board to convey property to public agencies to serve public purposes, provided the land conveyed is not needed by the County. The SMART Project will serve a broad range of public purposes by relieving traffic congestion, reducing pollution and improving public transportation and the proposed conveyance supports these public purposes by providing important functionality to the OMF. The County Portion is not needed for County purposes given SMART's willingness to provide the right-of-entry for parking purposes.

**Prior Board Actions:**

- 9/20/2011 Authorized Chair to execute MOU to provide accounting support services to SMART
- 4/26/2011 Approved Cooperative Agreement with City of Healdsburg and SMART for Healdsburg Intermodal Facility
- 10/15/2002 Appointed two Supervisors to serve on the SMART Board of Directors

**Strategic Plan Alignment:** Goal 3: Invest in the Future

The SMART Train will help relieve traffic congestion, reduce air pollution and may stimulate economic development in the future.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	S.M.A.R.T.	\$ 124,344
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Requested action will generate \$124,344 in unanticipated revenue.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

Preliminary, conceptual plan

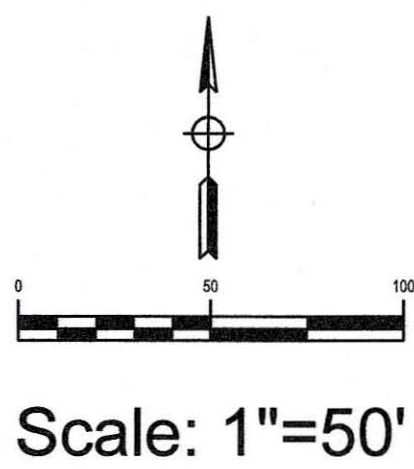
**Related Items "On File" with the Clerk of the Board:**

Property Purchase Agreement



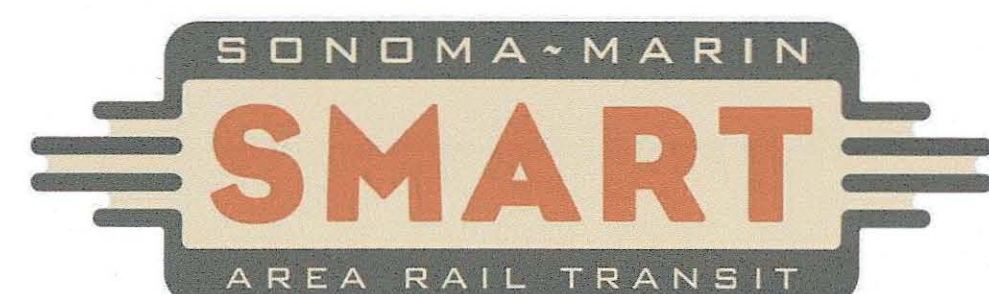
**SMART OPERATIONS AND MAINTENANCE FACILITY  
AIRPORT BLVD SITE CONCEPT 1C**

REV. 06/20/2012



Scale: 1"=50'

1210 AIRPORT BLVD - MILEPOST 59.8  
 APN 059-240-054, 059-240-038  
 ACREAGE: 5.5 AC +/-  
 # CARS STORED ONSITE  
 YARD STORAGE: 21 (7 x 3)  
 WORK POSITIONS: 6 (2 x 3)





## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 12  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Resources

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Christina Cramer, 565-2988

**Title:** County Clerk-Recorder-Assessor Appointment

### **Recommended Actions:**

Direct Human Resources to invite four candidates for County Clerk-Recorder-Assessor to the August 21, 2012 Board meeting in which the Board may appoint an individual to the position, and approve the recommended appointment process for the meeting.

### **Executive Summary:**

The elected County Clerk-Recorder-Assessor (CRA) position will be vacant effective December 10, 2012. Pursuant to State Statute, the Board is required to appoint a successor for the remainder of the term in a public meeting of the Board.

On April 17, 2012, the Board directed Human Resources to announce the upcoming vacancy and solicit resumes, conduct an assessment process and return to the Board with a recommendation of the most highly qualified candidates.

### Recruitment and Screening Process

Human Resources executed an extensive outreach and recruitment process. The recruitment brochure identified the statutory and desired qualifications and the appointment process. Resumes and accompanying materials were accepted for approximately six weeks and the County received submittals from fifteen candidates of which six possessed the appropriate qualifications. These six candidates participated in an evaluation process by a screening panel on July 26<sup>th</sup>. The panel consisted of:

- John Tuteur, Assessor-Recorder-County Clerk, Napa County
- Richard Benson, Assessor-Recorder-County Clerk, Marin County
- David Sundstrom, Auditor-Controller-Treasure-Tax Collector, Sonoma County

- Julie Paik, Director of Child Support Services, Sonoma County
- John Hartwig, Director of Information Systems, Sonoma County

The criteria established by the Board were used by the Screening Panel to evaluate the qualifications and suitability of the candidates for the position. The Panel recommends the highest scoring candidates which represented the top three “ranks”. Due to a tie in the assessment score, that resulted in four recommended candidates: William Rousseau (Chief Deputy Assessor, County of Sonoma), Marvin Hackett (Assistant Clerk Recorder, Stanislaus County), Diana Lackey (former Chief Deputy Assessor, San Diego County), Raymond Leonard (Administrative Services Officer, County of Sonoma). Please note, this is a recommendation and the Board does have the option of directing staff to invite other/different candidates; these candidates are listed in Exhibit B.

Public Interview/Appointment Process

The public meeting to interview/appoint the CRA is planned for the Board’s regularly scheduled meeting on August 21, 2012. Human Resources recommends the following: a time certain regular agenda item as determined by the County Administrator and Clerk of the Board; a two-part assessment process consisting of the candidates conducting a 5-10 minute presentation followed by a 15-20 minute interview process. The candidates will report to Human Resources in advance of the agenda item, will receive the presentation subject and be allowed time to prepare for the presentation. Human Resources also recommends requiring the candidates to provide two previously written writing samples, as part of the full package of candidate materials, that will be provided to the Board for review for the August 21, 2012, meeting. Upon conclusion of the candidates’ presentation and interviews, the Board may then deliberate and make an appointment.

**Prior Board Actions:**

April 17, 2012: Board approved CRA qualifications and directed staff to conduct and outreach and assessment process to assist the Board in identifying a well qualified appointee.

**Strategic Plan Alignment:**

Goal 3: Invest in the Future

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This action has no fiscal impact. This is an ongoing budgeted department head position.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

This action has no staffing impacts.

**Attachments:**

Exhibit A – Recommended Candidate Resume Submittals (William Rousseau, Marvin Hackett, Diana Lackey, Raymond Leonard); Exhibit B – Other Candidate Resume Submittals

**Related Items “On File” with the Clerk of the Board:**

June 22, 2012

County of Sonoma Human Resources Department  
Attn: Dusti Longfellow  
575 Administration Drive Rm. 116B  
Santa Rosa, CA 95403

Re: Clerk Recorder Assessor Position

Dear Dusti Longfellow:

I am writing to apply for the Clerk Recorder Assessor position as advertised on your website. As requested, I am enclosing a completed job application, my written responses to the supplemental questions, my resume and five references.

The opportunity presented in this job announcement is very interesting, and I believe that my strong administrative experience, community involvement and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have the ability and the experience to foster and build strong relationships at all levels of county and state government.
- I have worked with the constituents of Sonoma County for the last 28 years and understand their need for an accessible elected Clerk Recorder Assessor.
- I have the experience and ability to interpret the law and fairly administer it as it pertains to the functions of this office.
- I have the experience to build highly functional teams within each division of the office.
- Through my position in the Assessor's division, my 2006 Clerk Recorder Assessor election campaign, and my volunteer work in the community, I have established relationships with the local business and non-profit community.

Please see my resume for additional information on my experience.

My current annual salary as the Chief Deputy Assessor is [REDACTED] and I am requesting [REDACTED] for the appointed Clerk Recorder Assessor position.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

*William F. Rousseau*

William F. Rousseau  
[REDACTED]

William F. Rousseau  
[REDACTED]  
[REDACTED]  
[REDACTED]

**OBJECTIVE:**

Appointment as Clerk-Recorder- Assessor

**EDUCATION:**

Bachelor of Science Degree, Business Administration, Finance  
California State University, Sacramento - Graduated May 1980

Associate Arts Degree  
Santa Rosa Junior College - Graduated June 1977

**EXPERIENCE:**

**Sonoma County Assessor's Office**

Chief Deputy Assessor, February 2002 to present

Responsibilities: Overall office operations, which includes administration, oversight of the ownership, mapping, customer service, internal information systems and valuation sections. Under general administrative direction, assists the Assessor to plan, organize, and direct a program for the continual appraisal and assessment of real and personal property in the county.

**Sonoma County Assessor's Office**

Chief Appraiser, May 1998 to February 2002

Responsibilities: The management of the valuation staff, which includes real and personal assessment and staffing. Assessment appeals administration and representing the Assessor at meetings and conferences.

**Sonoma County Assessor's Office**

Supervising Appraiser Commercial, September 1990 to May 1998

Responsibilities include: The supervision of staff, review of all commercial and industrial property valuations, team building, staff development, staff evaluation, production goal setting, workload management, assessment appeal preparation and presentation.

**Sonoma County Assessor's Office**

Real Property Appraiser, November 1983 to September 1990

Responsibilities included: The appraisal of all property types: residential, commercial, industrial, recreational, possessory interests, vineyards and rural.

**CERTIFICATES, AWARDS AND ASSOCIATIONS:**

California Office of Real Estate Appraisal, Certified General AG# 022496  
California State Board of Equalization Advance Appraisal Certificate #5896  
Member of the International Association of Assessing Officers  
Acting Chair, CAA Standard's Real Property Subcommittee 2004 & 2005  
Santa Rosa Rotary Club President 2012-13  
John Henry Cardinal Newman 2011 Alumni Community Service Award



**William F. Rousseau's Supplemental Questions and Responses  
Clerk Recorder Assessor Appointment**

**4. *Written responses to the following questions:***

a) Please describe your knowledge and/or related work experience in *each* of the following areas:

The issuing, filing and/or recording of County legal records including recordable documents, and vital records;

**Knowledge:** The recorder's office is responsible for being the public repository of a variety of records, maps and forms. The office is made up of the recording section, customer service and document imaging section. The Recorder is responsible for taking in documents and recording them for public notice. These documents include: real property records, financing documents, maps, mining claims, liens and declarations of homestead. This repository includes customer service kiosks for the public to access records through a cross-referencing index system. The Recorder's office currently uses the "Anthem" recording system. The vendor for that system is Manatron.

The Recorder also collects documentary transfer tax for all incorporated cities. This tax is charged on the value of the real estate transferred. Documents filed each year: Each year the Recorder records over 130,000 title transfers, which includes over 20,000 deeds. With vital statistics, the Clerk, on behalf of the Recorder processes over 12,000 documents. In addition, the Recorder maintains over 18 million records.

**Related work experience:** Through my work in the Sonoma County Assessor's office, my experience as a real estate agent and real estate appraiser, I have recorded documents, research all types of documents, (grant-deeds and deeds of trust), reviewed recorded subdivision maps, and reviewed liens. I am familiar with and have done ownership research using the Recorder's document system. In addition, I am familiar with the requirements of recording a document, the imaging of all documents and the overall operations of the Recorder's office.

The County Clerk has the responsibility of issuing marriage licenses, filing and tracking fictitious business statements, processing notary bonds, handling environmental documents, and performing civil marriages. In addition, the Clerk also issues certified copies of marriage, birth and death records on the behalf of the recorder.

Documents filed each year: On an annual basis the Clerks office will issue approximately 2,800 marriage licenses and perform nearly 1,000 weddings. The office will issue over 4,700 fictitious business names and sell nearly 19,000 vital statistic documents.

Related work experience: Through my management position in the Clerk Recorder Assessor's office, I have acquired knowledge and experience in the Clerk's operations. I serve as a Deputy Marriage Commissioner for the office. I have knowledge of the vital records system, the marriage license forms, and have filed a fictitious business statement for my wife's former travel agency.

#### Property assessment and appraisals;

The County Assessor is responsible for the identification and assessment of all taxable real and personal property in Sonoma County. The assessor is responsible for providing accurate and timely property assessments, and for determining various property tax exemptions. In California all real property is assessed under Proposition 13. Personal property is assessed at its current market value. Proposition 13 passed in 1978, requires the assessor to only reappraise real property upon a change in ownership or completion of new construction.

Real property is typically appraised using one or all of the three approaches to value. The valuation approaches are the sales comparison, the cost and the income approach.

On an annual basis, the Assessor's office will process over 28,000 title transfers, 8,000 permits, value over 18,000 new construction and change in ownership events, and adjust over 50,000 properties under Prop. 8 (Section 51 of the Ca. Revenue and Taxation Code)

Related work experience: I have over 28 years of appraisal and property tax experience with the Sonoma County Assessor's Office. I am currently the Chief Deputy Assessor and I am responsible for all of the office operations. I am a certified General Real Estate Appraiser with the California Office of Real Estate Appraisal. I hold an Advance Appraisal Certificate for Property Tax Purposes with the California Board of Equalization.

I have experience in appraising all property types including residential, multi-family, agricultural, wineries, all commercial properties, industrial properties, possessory interests, leasehold interests, and wetlands mitigation banks.

Since 1998, I have overseen the administration of the assessment and valuation of all power plants and steam fields at the Sonoma County Geysers.

I have taught classes in residential appraisal, commercial appraisal, possessory interests and Mills Act valuation. Recently, I taught two classes on Appraising for Assessment Appeals for the Nor Cal Real Estate Appraiser's Association.

The conduct of elections and voting procedures, in general;

The County Registrar of Voters; conducts federal, state, and local elections held in Sonoma County, registers voters and maintains the voter registration file, locates and secures all polling places, and recruits all poll workers in Sonoma County. Sonoma County has over 250,000 registered voters.

The registrar provides information to candidates regarding the nomination process and campaign finance disclosure requirements, and maintains files of campaign committee financial statements (itemized listings of candidates' and campaigns' contributions and expenditures). The office provides voter registration information and related campaign materials to candidates and campaigns.

Related work experience: Through my management position in the assessor's office, I have volunteered to work several elections. I have served in the back room processing votes through the DFM voting system. I have also been trained to run an "Election Day" precinct and on several occasions ran precincts as the precinct officer. I have been trained several times on the

handicap voting system. Through my experience in the precinct, I understand the absentee voting process, the provisional ballot process, spoiled ballots; the precinct voting process as well as procedures to surrender the ballots to the registrar of voters' office after election night is over.

In addition to election day/night experience, I also have experience in filing campaign documents. I ran for Clerk Recorder Assessor in 2006.

b) Please describe your relevant and current work experience in which you had professional level responsibility in any/all of the following areas: general administration and operations, budget/fiscal management, policy development and process improvements.

General administration and operations experience: I have over 14 years of management experience in the Sonoma County Assessor's office. The last 10 years as the Chief Deputy Assessor. In my position as Chief Deputy, I am responsible for all of the office operations. I oversee two middle managers, the chief appraiser and the assessment process manager. The assessor's office is the largest individual office within the Clerk Recorder Assessor.

I am currently responsible for over 70 staff members, the completion of the annual assessment roll, training, hiring, discipline, budget review, production, assessment standards, tracking legislation and the administration of the geothermal assessment program. Through my managers, I am responsible for the oversight of the Megabyte Property Tax System, the change in ownership process, parcel mapping process, the real property and business property sections, customer service and exemptions and the mass appraisal system.

Budget/fiscal management experience: My experience in this area has been collaborative with our department accountants. Prior to our offices consolidation with the Clerk and the Recorder, I worked with our one office accountant/secretary to review and create the annual budget. After the consolidation, I now work with our CRA accounting department on all budgetary matters.

For the annual budget, I review all of the non-salary expense accounts to determine where cost savings can be achieved. I also work closely with the accounting department to insure all vacant positions are filled and accounted

for each year. On a quarterly basis, I track where the office budget is based on the projected annual budget to see if any adjustments need to be made. At midyear, I work with the accounting staff to project expenditures for the rest of the fiscal year.

I have additional experience and education with budgeting and fiscal management due to my degree in Business Administration which is concentrated in Finance.

Policy development and process improvement experience: Over the years, I have worked on policy development in several areas. The process improvement and policy areas are; establishing the current policy for the Prop. 8 review program, process improvements for the legal entity change in ownership program, changing our internal policy for processing and reviewing assessment applications, working with the property tax system software vendor to improve the physical characteristics screens, and creating the policy for employee owned property policy.

In order to highlight my work in policy development, I will expand on the last example above, "Employee Owned Property." Prior to the creation of the California State Board of Equalization Employee owned property form, I created the office policy on employee owned property. Since the assessor's office sets the value of real property in the county for property tax purposes, it is paramount that all employee property be assessed fairly and accurately. It is also important to insure that the assessments on all employee properties be reviewed annually to insure no one is altering values.

Through discussions with our real property supervisors and chief appraiser, I set the policy for reviewing Prop. 8 assessments, new construction, and change in ownership for employee owned property. Before I established the policy, there were not clear guidelines for supervisors or managers to follow when any assessment issues occurred on employee owned property.

The basics of the policy are: 1. All employees are required to report any new construction or changes in ownership to the chief deputy within 30 days of the close of escrow or 30 days after the completion of new construction.

2. The appraisal on all employee-owned property must be reviewed and signed off by one of the real property supervisors, preferably not the direct

supervisor of the employee and the chief appraiser before it is reviewed by the chief deputy assessor.

3. On an annual basis, all employees must report to the chief deputy any property that they own in Sonoma County.
4. In addition, on an annual basis, the chief deputy assessor will review all employee assessments to insure a fair and accurate value has been established.
5. If the chief deputy assessor owns property in the county, the elected assessor must review the chief's assessment each year.
6. The elected assessor's property is reviewed annually by the chief deputy assessor.

In order to highlight my work in process improvement, I will expand on another example noted above. Most recently, I approached Megabyte, our property tax vendor, on streamlining our physical characteristics screens in the property tax system. The original physical characteristics screen layout made it hard to navigate to the data and the screens did not flow for data entry. The complexity of the screens and how data was required to be entered was complex and prone to interpretation and keying errors. The complexity led to only a few support staff members knowing how to enter the data.

Through months of persistent recommendations, I convinced Megabyte to create improved physical characteristics screens that somewhat mirrored the Board of Equalization building records. In addition, I requested that the new data screens be built for field computers and touch screen devices.

Because the Megabyte system is in 22 counties, any process improvements to the system had to be approved by a majority of the other counties. Since over the years I have built strong relationships with the other counties, Megabyte asked me to facilitate the decision making meeting with representatives from the other counties. The meetings went very well, with all of the counties agreeing on the new formatting of the physical characteristics screens and the potential for in-field use of the new screens.

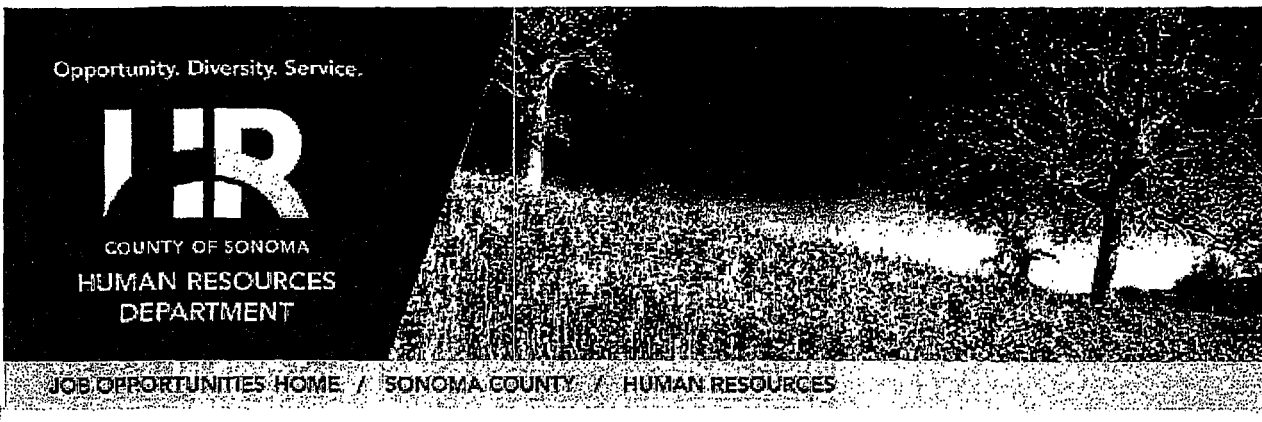
This process improvement once completed will allow our real property staff to key physical characteristics directly into the Megabyte system and save valuable support staff time.

c) Are you a registered voter in Sonoma County, or are you able to be a resident of Sonoma County and register to vote no later than December 7, 2012? (Respond: yes/no)

Yes

d) Do you currently possess a valid appraiser's certificate issued by the California State Board of Equalization? (Respond: yes/no) If yes, please provide your appraiser's certification number. If no, are you willing to acquire a temporary certificate from the California State Board of Equalization and obtain a permanent certificate within 12 months of the date of assuming office? (Respond: yes/no) *NOTE: Submittals without the written response to the above questions will result in disqualification from consideration.*

Yes. I hold an Advanced Appraiser Certificate for Property Tax Appraisal from the California State board of Equalization (#5896)



## CURRENT JOB OPPORTUNITIES

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Welcome, William Rousseau

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- [Main Menu](#)
- [Application Status](#)
- [My Account](#)

### Job Application » Review

\* Required Field

#### Contact Information [Edit Contact Information](#)

Name: William F Rousseau      Address: [REDACTED]  
Home Phone: [REDACTED]      Alternate Phone: [REDACTED]  
Email: [REDACTED]      Notification Preference: Email

#### Personal Information [Edit Personal Information](#)

Driver's License: Yes, California [REDACTED], Class C  
Can you, after employment, submit proof of your legal right to work in the United States? Yes  
What is your highest level of education? Bachelor's Degree

#### Preferences [Edit Preferences](#)

Preferred Salary: [REDACTED] per hour; [REDACTED] per year  
Are you willing to relocate? No  
Types of positions you will accept: Regular  
Types of work you will accept: Full Time  
Types of shifts you will accept: Day

**Objective**  
Elected Official-Clerk- Recorder-Assessor

#### Education [Add Education](#)

College: California State University Sacramento  
9/1978 - 5/1980  
Did you graduate: Yes  
College Major/Minor: Business Administration-Finance  
[Edit](#) | [Delete](#)



Sacramento, California

Units Completed: 50 Semester  
Degree Received: Bachelor's

**College**  
Sonoma State University  
9/1977 - 5/1978  
Rohnert Park, California

Did you graduate: No  
College Major/Minor: Business  
Management-  
Units Completed: 20 Semester  
Degree Received: No Degree

[Edit](#) | [Delete](#)

**College**  
Santa Rosa Junior College  
9/1975 - 5/1977  
Santa Rosa, California

Did you graduate: Yes  
College Major/Minor: General Education  
Units Completed: 60 Semester  
Degree Received: Associate's

[Edit](#) | [Delete](#)

**Work Experience**

[Add Work Experience](#)

**Chief Deputy Assessor**  
4/2002 - Present

Hours worked per week: 40  
Monthly Salary: [REDACTED]  
# of Employees Supervised: 70  
Name of Supervisor: Janice Atkinson -  
Elected Clerk-Recorder-Assessor  
May we contact this employer? Yes

[Edit](#) | [Delete](#)

Sonoma County Clerk Recorder Assessor  
[REDACTED]

**Duties**

As the Chief Deputy Assessor, I'm responsible for all of the operations of the assessor's division and over 70 staff members. I report directly to the elected Clerk-Recorder-Assessor. Through mid level managers, I oversee the following sections: real property, personal property, mapping, property tax system administration, customer service, value entry, exemptions and change in ownership. My direct duties include; insuring communication and coordination throughout the division, managing and directing complex appraisal assignments, office training, monitoring assessment standards, directing the coordination and completion of the annual assessment roll, representing the assessor in courts of law and at all public meetings, insuring policies and procedures are implemented, tracking and implementing current legislation, conducting statistical analysis and special studies, forecasting annual assessment roll increase/decreases, coordinating assessment activity with the tax collector and auditor's office, developing and coordinating the division's annual budget, working with the County Administrator's office and Board of Supervisors on property tax issues.

**Reason for Leaving**

Promotion

**Chief Appraiser**  
5/1998 - 4/2002

Hours worked per week: 40  
Monthly Salary: [REDACTED]  
# of Employees Supervised: 35  
Name of Supervisor: Floyd Morgan -  
Assistant Assessor  
May we contact this employer? Yes

[Edit](#) | [Delete](#)

Sonoma County Assessor  
[REDACTED]

**Duties**

The Chief Appraiser assists in developing and implementing the Assessor's policies, operating practices, and procedures and interprets policy to the staff and to the public. Plans, schedules, coordinates and directs the work of the valuation staff and evaluates performance. Provides technical assistance on complex or unusual valuation problems. Represents the Assessor at meetings, speaking engagements, and in contacts with the public, taxpayers' associations and real estate or business groups. Directs preparation of assessment appeals cases and represents the Assessor before the local Assessment Appeals Board and in courts of law. Develops and assists in planning in-service training programs for valuation staff. Analyzes workload and production statistics. Organizes and directs research on economic conditions and trends throughout the county. Recommends or selects new valuation personnel and is responsible for assigning, orienting, training and directing this staff directly and through subordinate supervisors; meets with employees and employee organizations to discuss and resolve grievances.

**Reason for Leaving**

Promotion

**Appraiser IV-Supervising Appraiser**  
9/1990 - 4/1998

Hours worked per week: 40  
Monthly Salary: [REDACTED]  
# of Employees Supervised: 3  
Name of Supervisor: Fred Forbeck - Chief Appraiser  
May we contact this employer? Yes

[Edit](#) | [Delete](#)

Sonoma County Assessor  
[REDACTED]  
[REDACTED]

**Duties**

Appraiser IV: Supervises and directs a group of commercial appraisers; delegates responsibilities; assigns specific duties; provides technical assistance and advice; sets production goals and evaluates performance. Reviews and assists staff in accomplishing unusual and complex appraisals. Assists in planning, coordinating and reviewing studies of appraisal procedures and techniques, conclusions and making recommendations on revising methods and procedures. Assists in conducting in-service training programs in the appraisal of real property. Coordinates assessment appeals cases and testifies to full cash value before the local Board of Equalization and courts of law. May assume the responsibilities of the Chief Appraiser during periods of absence.

**Reason for Leaving**

Promoted

**Appraiser I, II and III**  
11/1983 - 9/1990

Hours worked per week: 40  
Monthly Salary: [REDACTED]  
# of Employees Supervised: 0  
Name of Supervisor: Fred Forbeck - Appraiser IV-Supervising Appraiser  
May we contact this employer? Yes

[Edit](#) | [Delete](#)

Sonoma County Assessor  
[REDACTED]  
[REDACTED]

**Duties**

Appraiser I: Appraises less complex properties to reflect value changes resulting from new improvements, additions, alterations, removals, demolitions, damages, and changes in land use. Measures, plots, diagrams, and describes building, computing square foot area and noting quality characteristics for the Assessor's property records. Appraiser II: Appraises properties to reflect changes in market value resulting from new improvements, additions, alterations, removals, demolitions, damages, and changes in land use, zoning and building regulations and influence of economic trends. Develops unit value factors from typical properties to be used in reappraising similar properties in comparable neighborhoods. Analyzes interim uses of land in relation to highest and best use. Determines types of depreciation (normal and special, economic and functional, curable and incurable) and the effects these have on market value. Appraiser III: Appraises complex properties such as major hotels and office buildings, department stores, shopping centers, and large industrial plants and agricultural land. May assume the responsibilities of an Appraiser IV in his absence. Explains assessment laws to the public.

**Reason for Leaving**

Promoted

**Certificates and Licenses**

[Add Certificates or Licenses](#)

Type: Certified General Real Estate Appraiser

[Edit](#) | [Delete](#)

Number: AG022496

Issued by: Ca. Office of Real Estate Appraisal

Date Issued: 12 /2010 Date Expires: 12 /2012

Type: Advanced Appraiser for Property Tax Purposes

[Edit](#) | [Delete](#)

Number: 5896

Issued by: Ca. Board of Equalization

Date Issued: 11 /1983 Date Expires:

**Skills**

[Add Skills](#)

Office Skills

[Edit](#)

Typing: 0

Data Entry: 0

**Additional Information**

[Add Additional Information](#)

**References**

[Add Reference](#)

Professional  
**Dole, Rod**  
Elected Auditor Controller Tax Collector  
Treasurer-Retired

[Edit](#) | [Delete](#)

Professional  
**Walsh, Greg**  
Sonoma County Chief Appraiser

[Edit](#) | [Delete](#)

Professional  
**Thomsen, Ron**  
Alameda County Assessor

[Edit](#) | [Delete](#)

Professional  
**Mallory, Mike**  
Siskiyou County Assessor

[Edit](#) | [Delete](#)

Professional  
**Ford, Tom**  
Tax Collector Treasurer-Retired

[Edit](#) | [Delete](#)

**Resume**

[Edit Resume](#)

**Text Resume**  
William F. Rousseau

**OBJECTIVE:**

Appointment as Clerk-Recorder- Assessor

**EDUCATION:**

Bachelor of Science Degree, Business Administration, Finance  
California State University, Sacramento - Graduated May 1980

Associate Arts Degree  
Santa Rosa Junior College - Graduated June 1977

**EXPERIENCE:**

Sonoma County Assessor's Office

Chief Deputy Assessor, February 2002 to present  
 Responsibilities: Overall office operations, which includes administration, oversight of the ownership, mapping, customer service, internal information systems and valuation sections. Under general administrative direction, assists the Assessor to plan, organize, and direct a program for the continual appraisal and assessment of real and personal property in the county.

Sonoma County Assessor's Office  
 Chief Appraiser, May 1998 to February 2002  
 Responsibilities: The management of the valuation staff, which includes real and personal as....

Attachments			<a href="#">Add Attachment(s)</a>	
Attachment	File Name	File Type	Action	
Supplemental Questions-PDF	<a href="#">CRA App Req</a>	Other	<a href="#">Edit</a>	<a href="#">Delete</a>
MS Word	<a href="#">Rousseau CRA Cover Letter</a>	Cover Letter	<a href="#">Edit</a>	<a href="#">Delete</a>

\* Required Field

**HUMAN RESOURCES HOME / SONOMA COUNTY HOME**

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This page was last updated by [Webmaster](#)

MARVIN R. HACKETT

July 12, 2012

Dusti Longfellow  
County of Sonoma Human Resources Department  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

Dear Ms. Longfellow:

I am responding to the call for applications announced by Sonoma County in regards to filling its County Clerk-Recorder-Assessor position. I believe my experience, team-oriented leadership style along with my strong fiscal and analytical skills make me the perfect candidate for the County Clerk-Recorder-Assessor.

As you'll see from the enclosed resume, I am currently the Assistant Clerk Recorder for Stanislaus County. Over the past six years in this position, I have become a recognized leader in the laws, rules and procedures in all functions of both the Clerk and Recorder Divisions. I was a member of the County Recorders' Association of California Legislative Committee for over two years and was the Chair of the Committee for one year. I was a member of the Clerk Reference Manual Committee of the California Association of Clerks and Elections Officials for over two years. This committee developed the standard procedures for all Clerk functions for the fifty-eight counties of California. I keep up to date on the use of technology to improve the productivity of staff and services to the public. I am also familiar with many aspects of the Registrar of Voters Division having assisted that division in each election held since June 2006. I modified and conducted the training for over 1000 poll workers for the November 2006 Election.

My experience is specifically tailored to lead the Sonoma County Clerk-Recorder-Assessor in its efforts to consolidate the Clerk and Recorder Divisions, implement a new recording system, establish an electronic recording delivery system and the use of technology to improve processes throughout the office.

My current salary is [REDACTED] I am looking for a salary similar to that listed in the job announcement of [REDACTED]

I look forward to discussing how my abilities fit the needs of this position. Please contact me at [REDACTED] so we can schedule an interview.

Sincerely,

Marvin R. Hackett

Enclosures: Résumé  
References  
Additional Questions

**MARVIN R. HACKETT**

Collaborative, team oriented manager with an MBA and 25 years experience in leading different groups. Skilled in planning, budgeting, process improvement, coaching, staff development and customer service. Excellent administrative and system analysis skills.

**PROFESSIONAL EXPERIENCE**

**STANISLAUS COUNTY CLERK RECORDER OFFICE, Modesto, CA**

June 2006 TO present

**Assistant Clerk Recorder**

Responsible for all operational aspects of the Clerk Recorder Office including Information Technology, budgeting, policy development, personnel, daily operations.

- Developed and implemented process improvements (new automated procedure to process Fictitious Business Name expiration notices-reduced processing time by 90%; Electronic processing of Tax Collector Liens – reduced Recording time by 90% and Tax Collector time by 50%; Cross-trained Clerk/Recorder staff which allowed 30% reduction in labor while providing same level of service to customers; reduced microfilm usage and storage costs by 60%)
- Implemented two major upgrades to Clerk/Recorder system software
- Reorganized Clerk/Recorder Division to allow better supervision of staff
- Developed scope of work for RFPs (Film to Digital Image Conversion, Historical Book Restoration, Social Security Truncation, New Information Technology Infrastructure, Business Continuity Development)
- Re-wrote Poll Worker Training presentation and conducted poll worker training for over 1000 poll workers

**MANTECA UNIFIED SCHOOL DISTRICT, Manteca, CA**

Aug. 2001 TO June 2006

**Teacher** - Taught assigned math subjects to high school students.

**TECHRP, INC, Pleasanton, CA**

Oct. 2000 TO May 2001

**Senior Account Executive**

**MAGMA CONSULTING, Pleasanton, CA**

Jan. 2000 TO Sept. 2000

**Senior Account Executive**

**ARIES RESEARCH, INC., Fremont, CA**

May 1999 TO Dec. 1999

**Business Development Manager**

**UNITED DEFENSE, LP/FMC CORP., San Jose, CA**

1981 TO 1998

Defense Company specializing in ground combat vehicles. A limited partnership between FMC and Harsco Corporations.

**Program Manager**

1995 TO Oct.1998

- Identified opportunities within government programs and led technical discussions to reuse software that was developed on a UDLP program. Implementation of software resulted in savings of 2 man-years of development effort.
- Persuaded two programs to re-use the UDLP software as their software development environment saving \$70 million in software development costs over the next 10 years.
- Led technical and cost/benefit discussions with two major government organizations resulting in them adopting the UDLP development software with the potential savings to the US Army of over \$100 million.
- Led design teams in different geographical areas to complete a complex design task in a very aggressive schedule. Planned for design reuse allowing for a 30% reduction in the quantity of unique parts.

**Various Engineering Supervisor and Management Positions, (1987-1995)**

Responsible for the design and production support of various engineering projects.

- Won an "Excellence in Engineering" Award for reducing manufacturing time by 25%.
- Received Controller's Recognition of Excellence Award reducing baseline development by 60%
- Increased group productivity 50% by developing work procedures and streamlining functions

**Senior Engineer**

1986 TO 1987

**Design Engineer**

1981 TO 1986

Responsible for design, production support, engineering testing of various military and agricultural vehicles.

**GILROY FOODS, INC., Gilroy, CA**

1980 TO 1981

**Agricultural Engineer**

Responsible for design and field testing of onion and garlic planting and harvesting equipment.

**EDUCATION:** MBA, Santa Clara University, 1986

BS, Agricultural Engineering, California Polytechnic State University, 1980

**MARVIN R. HACKETT**



- A. Please describe your knowledge and/or related work experience in each of the following areas: the issuing, filing and/or recording of County legal records including recordable documents, and vital records; property assessment and appraisals; the conduct of elections and voting procedures, in general.**

I am currently the Assistant Clerk Recorder of Stanislaus County and have been for six years. During this time period I have been responsible for running the operations of the Clerk and Recorder Divisions. This includes developing and managing all budgets; planning staff development; handling personnel issues; developing guidelines and procedures to be used by the Clerk and Recorder staff. I am recognized by the other County Clerk and Recorder Staff as extremely knowledgeable of the laws and procedures of the Clerk and Recorder services. I served over two years on the Legislative Committee of the County Recorders' Association of California and one year as Chair of the Committee. I served over two years on the Clerk Reference Manual Committee of the California Association of Clerks and Elections Officials. The Clerk Reference Manual Committee developed the standard procedures for all Clerk functions for use by the fifty-eight counties of California.

I have made significant improvements and efficiency enhancements to both the Clerk and Recorder Divisions. Some of these productivity improvements are:

- Automated procedure to process Fictitious Business Name Statement expiration notices. This change reduced labor by 90%.
- Developed a process to allow the electronic recording, indexing, and scanning of Tax Collector Liens. This impacted both the Recorder Division and the Tax Collector Department. This improvement was able to reduce labor of the Recorder Division by 90% and reduce the labor of the Tax Collector Department by 50%.
- Cross-trained Clerk and Recorder staff to allow them to process additional types of documents. This training allowed a 30% reduction in labor while providing the same level of service to the citizens of Stanislaus County.
- Changed the procedures on recording images on microfilm that reduced the rolls of microfilm used. This change reduced the cost of microfilm purchased, developed, and stored by 60%.

My knowledge of information technology has allowed me to develop several of the process improvements mentioned above. It has also allowed me to develop useful tools and reports that assist the Clerk and Recorder staff in their daily functions. Another significant improvement to the Clerk Recorder Department was to develop a Business Continuity solution. This solution allowed the Clerk, Recorder, and Registrar of Voters Divisions to be placed on the same information technology infrastructure. This change allowed for more efficient support from the information technology staff. However, the real advantage is the protection this system provides to the clerk, recorder, and registrar of voters data and the ability to continue operations in the event of a disaster.

I have assisted with each election during my six years as the Assistant Clerk-Recorder. I have been consulted on how to set up efficient procedures in several areas of the election operations and participated in numerous planning meetings. At this time, I am not an expert on the laws and procedures of the Registrar of Voters Division, as I am with the Clerk and Recorder Division; however, I am familiar with most of the activities of the Elections Division. I have revised the poll worker training and conducted all training for over 1000 poll workers. I provide support on Election Day and during the Election canvas.

I currently have only a very basic understanding of property assessment and appraisals gained primarily in working with the Stanislaus County Assessment staff as part of my Recorder duties. I am confident in my ability to develop detailed knowledge and lead the Assessor Division.

**B. Please describe your relevant and current work experience in which you had professional level responsibility in any/all of the following areas: general administration and operations, budget/fiscal management, policy development and process improvements.**

I have held management positions in the private and public sector for over 25 years. During that time I have been responsible for the general administration and operations of the departments and divisions under my leadership. I have managed small projects of 15 people to projects as large as 100. In my current position of Assistant Clerk Recorder, I have been responsible for up to 29 individuals. In each of these positions, I have been responsible for developing and managing the operational budgets, handling all personal issues and developing policies for the units. I have been recognized several times for excellence in budget/fiscal management. I have personally prepared all budgets for Clerk, Recorder, and Administration Divisions of the Stanislaus County Clerk Recorder Department. This included budgets for the general fund, micrographics, modernization, social security truncation, and vitals modernization budgets. These budgets total to about \$8 million. Each budget was met without issue.

I am a leader in process improvement as mentioned in the previous section. I look for ways to take advantage of technology to allow staff to be more productive and to provide better services to the citizens of the county. But I don't just rely on technology to make productivity gains. I utilize training and process change to improve the productivity of staff.

During the past six years, I have been responsible for developing policies for the Clerk and Recorder Divisions of the Stanislaus County Clerk Recorder Department. I have interpreted laws passed by the State Legislature and developed policies for the Clerk and Recorder Division to meet the laws.

In previous positions, I have developed major policies for the company. The most significant policies were:

- Training and promotional requirements for the engineering staff. This policy standardized the engineering positions and to make promotions more equitable across the company.



- Reduction-In-Force Policy. Although no organization wants to go through layoffs or reductions-in-force, sometimes economic conditions dictate that reality. I was tasked with developing this policy for the company and the result was praised as fair and equitable to all staff.

**C. Are you a registered voter in Sonoma County, or are you able to be a resident of Sonoma County and register to vote no later than December 7, 2012? (Yes/no)**

Yes, I am able to become a resident and registered voter in Sonoma County by December 7, 2012.

**D. Do you currently possess a valid appraiser's certificate issued by the California state Board of Equalization? (Yes/No) If yes, please provide your appraiser's certificate number. If no, are you willing to acquire a temporary certificate from the California State Board of Equalization and obtain a permanent certificate within 12 months of the date of assuming office? (yes/no)**

No, I do not currently possess a valid appraiser's certificate.

Yes, I will acquire a temporary certificate within one month and a permanent certificate within 12 months of the date of assuming office.

MARVIN R. HACKETT

[REDACTED]

References

1. Lee Lundrigan  
Stanislaus County Clerk-Recorder-Registrar of Voters

[REDACTED]  
[REDACTED]  
[REDACTED]

2. Regina Alcomendras  
Santa Clara County Clerk-Recorder

[REDACTED]  
[REDACTED]  
[REDACTED]

3. Larry W. Ward  
Riverside County Assessor-County Clerk-Recorder

[REDACTED]  
[REDACTED]  
[REDACTED]

4. Patrick Cavanah  
Assistant Management Consultant  
Stanislaus County

[REDACTED]  
[REDACTED]  
[REDACTED]

5. Donna Linder  
Stanislaus County Elections Manager

[REDACTED]  
[REDACTED]  
[REDACTED]

June 21, 2012

County of Sonoma Human Resources Department  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403  
via: [dusti.longfellow@sonoma-county.org](mailto:dusti.longfellow@sonoma-county.org)

RE: Sonoma County Clerk-Recorder-Assessor Recruitment

Dear Ms Longfellow,

This is in response to your recruitment for Sonoma County Clerk-Recorder-Assessor.

Enclosed is my resume, which encompasses 26 years working in an assessor's office. My tenure includes starting as an appraiser trainee, to becoming the Assistant Assessor of Santa Clara County for 6 years, and the Chief Deputy Assessor of San Diego County (third largest in California) for 2 years, reporting directly to the Assessor.

Below are my responses to the application questions:

As Assistant Assessor and Chief Deputy Assessor, I oversaw the coordination and transmittal of recordable documents to the Assessor's Office. Under Proposition 13, a reassessment of property values is required upon a change in ownership creating a supplemental assessment. The sooner information is conveyed to the Assessor, a more timely supplemental assessment can be issued. Furthermore, any change in ownership is updated accordingly to ensure proper issuance of tax bills.

As Chief Deputy Assessor in San Diego, I was also responsible for managing the branch offices handling vital records and marriage activity. Responsibilities included ensuring proper money handling procedures, personnel issues, and overall great customer service.

Regarding work experience concerning property assessment and appraisals, I appraised and trained staff to appraise residential, commercial and specialty properties during my career. I also served as an expert witness at Assessment Appeal Board hearings, as well as having been the Assessor's advocate at these hearings.

As San Diego's Chief Deputy Assessor, I managed a staff of nearly 300 employees among five office locations, with a \$30 million budget. I oversaw the creation of the assessment roll more than \$393 billion, with over 978,000 secured taxable parcels and 77,000 unsecured business accounts. I collaborated with other county departments, cities and school districts, as well as assisted in the preparation of the bond rating presentations and roll growth information.

My experience in the conduct of elections and voting is limited to that as a voter, and having been a candidate in local elections in Dallas, TX. As a candidate, I learned a lot from a customer's perspective in the filing of documents and research.

Additional responses to the questionnaire:

- If selected, I can become a resident of Sonoma County in a timely fashion.
- My SBE Advanced Appraisal Certification number is 04903.
- As San Diego's Chief Deputy Assessor, my annual salary was [REDACTED]
- The following are work-related references:
  - David Butler, former Assessor/Recorder/Clerk San Diego County
  - Rhonda Armstrong, former Administrative Manager Santa Clara County
  - Jim Janette, former Chief Deputy Valuation San Diego County; and former Assistant Assessor with San Francisco County Assessor/Recorder
  - Jeff Olson, Chief of Assessment Services, San Diego County
  - Mark Miller, Chief of Realty, San Diego County
  - Don Steuer, CFO, San Diego County
  - Marie Fuentes, Assistant Assessor Santa Clara County
  - Greg Smith, former Assessor/Recorder/Clerk San Diego County

Please note, I will be out of the country July 5-18, and will try to respond to any inquiry via email during this period when reception is available, or by my return.

I bring a positive attitude for success and for great customer service; a proven track record having fostered an environment of collaboration, public out-reach, on-going improved efficiency and creativity in San Diego and Santa Clara counties; and, a full understanding and appreciation of the fiduciary responsibility of the position. Your consideration of my application in joining Sonoma County is greatly appreciated.

Warm regards,

Diana Lackey  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Diana L. Lackey**  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **Resume Summary**

Collectively, twenty-six years of experience in a county assessor's office, with eight years as a senior executive manager establishing departmental policy, maintain operational oversight and continual customer service improvements. Most recently, served two years as the Chief Deputy Assessor in San Diego, the third largest county in California. Previously, served six years as the Assistant Assessor in Santa Clara County, the fourth largest county in the state. Additionally, as a private property tax consultant, I have garnered a unique perspective from both the public and private sectors.

Under my performance management approach, staff consistently increased performance and through put of the office and improved customer service while working within budget constraints. I improved and developed new reports to ensure efficiency, effectiveness and timeliness of programs, with the goal of a performance based budget; and improved communications with other departments, schools and municipalities.

## **Relevant Professional History**

### ***Chief Deputy Assessor San Diego County Assessor/Recorder/Clerk (Dec. 2009-Nov. 2011)***

- Responsible for the performance of the valuation department; timely completing the annual property tax roll (secured & unsecured), and legislation
- Maintain an assessment roll in excess of \$393 billion, with over 978,000 secured taxable parcels and 77,000 unsecured business accounts
- Manage a staff of nearly 300, working throughout five office locations, and a \$30 million budget
- Developed 'At Risk' assessment of assessment appeals and outcomes
- Implemented new software program to assist in the valuation of residential properties
- Oversight of roll growth projections for the benefit of local municipalities and schools reliant on property tax revenue
- Developing cost benefit analysis and tracking performance over time on various programs
- Managed the State Board of Equalizations audit of the department, ensuring an accurate public report
- Review major assessment issues
- Collaborate with other county departments, cities and school districts
- Represent the Assessor at the California Assessor Association conferences

### ***Independent Property Tax Consultant (2004-2009; 2012)***

Affiliated with Property Tax Services, headquartered in Dallas, TX

### ***Santa Clara County Assistant Assessor (1995-2001)***

- Responsible for a \$16.9 million general fund budget plus a \$4.2 million annual state loan program
- Direct operations of all Divisions, totaling 246 FTE's, in the preparation of the annual and supplemental assessment rolls (\$199.8 billion assessed valuation)
- Oversee 435,000 real property parcels, and 80,000 business personal property assessments throughout 15 cities and the unincorporated areas
- Directs assessment policies, procedures, and decisions insuring compliance with tax laws
- Review proposed legislation and recommend new legislation
- Interpret and explain property tax law and current decisions
- Establish specific performance standards, service level objectives, and short and long term goals

- Develop and implement new efficient and effective programs throughout the department (i.e. Electronic Building Permit system, Comprehensive Performance Management program)
- Responsible for the performance and "repayment" of the AB818 and AB719 state loan programs
- Oversee State Board of Equalization Assessment surveys
- Foster an environment of collaboration, cooperation, efficiency and creativity

#### ***EQUITAX (1995)***

- Property tax consultant to property owners

#### ***San Diego County Assessor (1977-1995)***

- Division Chief I (1990-1995)
  - Oversight of the residential appraisal staff and branch offices
- Supervisor Appraiser I (1987-1990)
  - Residential supervisor
  - Assessor's advocate at assessment appeal board hearings
- Real Estate Appraiser III (1985-1987)
  - Appraised residential, commercial and special properties
  - Expert appraiser witness at assessment appeal board hearings
  - Training officer
- Real Estate Appraiser II (1981-1985)
  - Appraised residential and commercial properties
  - Training officer
- Real Estate Appraiser Trainee / Appraiser I (1977-1981)

#### **Education**

##### *San Diego State University*

B.S., Accounting, 1975

##### *American Institute of Real Estate Appraisers*

Capitalization Theory and Techniques; Part A and Part B  
Real Estate Valuation in Litigation  
Industrial Valuation

##### *Society of Real Estate Appraisers*

Introduction to Appraising Real Property (Course 101)

##### *California State Board of Equalization Training (Held an advanced certification)*

Investment Analysis (Course 21)  
Appraisal of Possessory Interests (Course 9)  
The Income Approach (Course 5)  
Article XIII – A Laws Workshops (various)

#### **Community Involvement**

- Former Member of the Texas Association of Assessing Offices, North Texas Chapter
- Dallas County Tax Assessor Collector 2004 Nominee
- Assistance League of Dallas, Former Member
- Dallas Children's Advocacy Center (DCAC) League, Former Member
- Dallas Symphony Orchestra League, Former Member
- Past Board President for Next Door, Solutions to Domestic Violence in San Jose
- Past Rotarian, San Jose CA Chapter

References upon request

June 22, 2012

County of Sonoma  
Human Resources Department  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

Dear Ms Cramer:

I would like to officially convey my desire to be the next Clerk-Recorder-Assessor. My understanding and knowledge of Sonoma County, county government, and specifically, the functions of the County Clerk, Recorder, Assessor and Registrar of Voters Divisions make me the best qualified candidate for the position.

I currently work closely with the Clerk-Recorder-Assessor and represent her at meetings and cover her responsibilities in her absence. I provide support to all divisions of the Clerk-Recorder-Assessor Department whenever and wherever needed. I understand the needs of each of the Divisions and the critical and sensitive nature of the services provided. As a consolidated Department, with very diverse duties, my familiarity with all of the Divisions is vital. I perform Marriage Ceremonies during peak workload periods to relieve County Clerk staff; I have worked every election since I began with the Department, performing duties as needed to maintain a smooth workflow; whenever possible, I attend staff meetings for all Divisions; attend Assessor Division meetings to discuss and track workflow; and have initiated meetings of the Threat Assessment Team when situations have necessitated. I have an open door policy for all staff and provide assistance in working out conflicts when needed; I am currently providing managerial support to the Clerk and Recorder Divisions in the absence of a Chief Deputy Clerk-Recorder.

I am serving as liaison with General Services for the anticipated physical co-location of the Divisions to La Plaza B, facilitating the required space and parking studies. Currently I am working to shepherd the consolidated position of Chief Deputy County Clerk-Recorder through Human Resources, Civil Service Commission and the Board of Supervisors.

The Clerk-Recorder-Assessor also serves as the County Public Information Officer (PIO) during local emergencies or disasters. I am one of two experienced Lead PIO's. During an Emergency Operational Period, I work in the Emergency Operation Center as the PIO preparing the unified message to the public and producing Press Releases for the Emergency Services Coordinator.

In almost 18 years of local government service, I have had some wonderful opportunities working for Sonoma County. I have participated on the Joint Labor Management Committee; represented the department before the Civil Service Commission, and worked collaboratively on labor issues with Human Resources, the County Administrator and the Board of Supervisors. While Chair of the Sonoma County Administrative Managers Council (SCAMC), I served on the Joint Labor Management Benefits Committee

and on the negotiation team, where I became very familiar with the MOU's for bargaining units and the Salary Resolution. As the department Human Resources manager, I have worked with the County Human Resources Department on issues related to Recruitment and Classifications, Risk Management, and Employee Relations.

I have been described as an approachable, respectful and fair manager and believe that effective recruiting, retaining, training, motivating and empowering of employees is critical to the success of the county. I provide a training environment and mentor staff for promotional opportunities. I have excellent communication and customer-service skills, and work collaboratively to build consensus. I am innovative and creative, but most importantly, I am passionate about county government and the services we provide.

My ties to Sonoma County run deep and I am very active in this community. I was born and raised in Petaluma. As a volunteer for the Sonoma County Sheriff's Search and Rescue Team I serve in management as the operation manger. I served on the Sonoma County Museum Board of Directors for 5 years as the County Representative and currently serve as Vice-President of Administration for the Redwood Empire Council of the Boy Scouts of America. As an Eagle Scout, I give back to scouting by serving as Scoutmaster for the largest Troop in Northern California with 80 scouts and over 50 trained leaders. Additionally, every two years, for more than 20 years, I have been part of the staff of a week-long national conference, training youth to be leaders. At the conference I am responsible for the planning and organization of the final day wrap-up program and celebration event. Being a leader within these organizations has provided me with even more valuable experience for this position.

With these qualifications, I am confident I am an excellent match for the position. I will provide the Department with needed stability and continuity moving into the future. I look forward to putting my knowledge and leadership skills to work in Sonoma County as the next Clerk-Recorder-Assessor.

If you have any questions, feel free to contact me at [REDACTED]. Thank you for considering me for this position. As requested to be included in this letter, my salary expectations for the position would be [REDACTED] per year.

Sincerely,



Ray Leonard



## Resume

**Raymond E. Leonard II**

### EDUCATION

Sonoma State University, Rohnert Park, California (1981- 1986) – Bachelor of Arts, Management (MPA In progress)

### PROFESSIONAL HISTORY

#### County of Sonoma,

**Clerk/Recorder/Assessor's Department, Santa Rosa, California (11-2004 to present)**

**Administrative Service Officer – Janice Atkinson – Supervisor/Department Head**

As a member of the department's executive management team, I assist four divisions in the following capacity:

*Department Human Resources Manager* – assisting the division managers and supervisors with Civil Service matters, disciplinary actions, position requests, background checks, reviewing Worker Compensation reports, Risk Management, Safety, Training, liaison to the HRMS project, Department HR liaison

*Public Information Officer (PIO)* – The Clerk Recorder Assessor functions as the County Public Information Officer during local emergencies or disasters. During an Emergency Operational Period, I work in the Emergency Operation Center as a PIO preparing the unified message to the public and producing Press Releases for the Emergency Service Coordinator

*Safety/Ergonomics/ADA Coordinator* – with Risk Management and other departments, coordinate and maintain a safe work environment for all department staff, oversee department safety team.

*Facilities Coordinator* – working with General Services, landlords and staff to correct any facility issue or need, coordinate improvements, maintenance and expansion

*IT Manager* – manage and supervise the Information Technologies staff and department IT projects (including the department internet and intranet websites). Coordinating with my staff, County Information Systems and department managers and supervisors to help meet the department IT needs.

*Training Manager* – manage department's mandatory and non-mandatory training needs. Complete training needs assessments and coordinate trainers to meet the training needs of the department.

*Administration* – coordinate and facilitate the administrative needs in the budget process, coordinate the capital projects/capital improvement plan for the department, liaison for Communications, Reprographics and General Services

*Employee Recognitions and Events* – coordinate and manage staff events and employee recognition programs.

In addition, I provide support to all divisions of the Clerk-Recorder-Assessor Department whenever and wherever needed. I perform Marriage Ceremonies during peak workload periods to relieve County Clerk staff; I have worked every election since I began with the Department, performing duties as needed to maintain a smooth workflow; whenever possible, I attend staff meetings for all Divisions; I attend Assessor Division meetings to discuss and track workflow; I have initiated meetings of the Threat Assessment Team when situations have necessitated; I have an open door policy for all staff, and provide assistance in working out conflicts when needed; I am currently providing managerial support to the Clerk and Recorder Divisions in the absence of a Chief Deputy Clerk-Recorder.

I am serving as liaison with General Services for the anticipated physical co-location of the Divisions to La Plaza B, facilitating the required space and parking studies. I am currently working to shepherd the consolidated position of Chief Deputy County Clerk-Recorder through the Human Resources, Civil Service and Board of Supervisors processes.

## Resume

**Raymond E. Leonard II**

**Human Services Department, Santa Rosa, California (7-1997 to 11-2004)**  
**Administrative Services Officer/Operation Manager - Susan Chestnut - Supervisor/Division Director**

Duties included:

**Operations Manager** - coordinated and directed all facility planning and design for staff moves, oversaw leased facilities operation by interfacing with landlords and served as liaison between landlord and the department, supervised eight facility coordinators for each facility, coordinated and approved communication requests (telephones, cell phones and pagers), supervised purchasing staff and oversaw all orders for the department, prepared budget request for small tools, maintenance, local projects, capital projects and communications, coordinated requests from division directors regarding facility issues, staff moves and remodels, served as liaison to General Services Department- Real Estate, Purchasing, Facility Operations, Architect Divisions and Information Systems Department - Communications and Reprographics Divisions

**Support Services** - managed the department support units - Mail and Stores, Administrative Support, purchasing and procurement and facilities

**Department Safety Officer** - supervised the Department Safety Coordinator who oversaw eight division safety coordinators; coordinated quarterly safety meetings; bi-annual building inspections; First Aid Team and supervised the Workstation Evaluation and Wellness in the Workplace Coordinator, reviewed accident reports, represented the Department on the Countywide Safety committee

**Fair Hearings and Quality Control** - managed the Fair Hearings and Quality Control Unit for the State Fair Hearing Appeals process and regulatory boards

**District Attorney - Family Support Division, Santa Rosa, California (1-1997 to 6-1997)**  
**Family Support Officer Pam Crandall - Supervisor**

Duties Included:

Determined child support for clients, established paternity, prepared court related documents, investigated child support claims and helped locate non-custodial parents

**County of Mendocino,**  
**Department of Social Services, Ukiah, California (12-1994 to 12-1996)**  
**Human Resources Division, Staff Services Analyst - Suzana Wilson - Supervisor/HR Manager**

**Human Resource Analyst** - Participated in the recruitment and selection process, proctored interviews, prepared and presented new employee orientation, ergonomics and communications training, assisted with supervisor and manager training programs

**Appeals Specialist** - County Representative, State Fair Hearing Appeals process - Negotiated settlements with clients, performed analysis of appealed cases, prepared written position statements for presentation before an Administrative Law Judge

**Civil Rights Investigations** - Documented and investigated Civil Rights and Discrimination complaints from clients, prepared written recommendations and corrective actions based on the investigations results, filed reports with the State of California Civil Rights Bureau

**Administrative Hearing Officer-General Assistance** - Adjudicated client requests for appeals to the county, prepared a written decision for the County and Claimant after the hearing

**Special Assignment - (September 1995-February 1996)** - Coordinated all phases of a relocation project for Adult and Children's Services Divisions (project analysis, cost effectiveness, research, project planning, evaluation) - Staff Recognition Coordinator, Human Resources Advisory Committee Member, Citizens Advisory Committee Member, Site Council Committee Chairmen, Staff Mediator

## Resume

**Raymond E. Leonard II**  
[REDACTED]

**Sonoma County Family YMCA, Santa Rosa, California (3-1993 to 12-1994)**  
**Membership/Marketing Coordinator - Micki Cronin - Supervisor/Facility Director**

Duties included:

*Membership Coordinator* - Performed Membership and Marketing functions, performed in-house and outside marketing, provided in-house member promotions, trained Member Services Representatives, public relations and complaints, member orientation, database administration, coordinator and facilitated a volunteer membership committee

**Self-Employed, partnership; Molema Enterprises, Petaluma, California (9-1989 to 6-1993)**

Duties included:

*Administrative Director/Personnel & Payroll* - Training and staff development, personnel hiring, insurance, benefits, payroll, developed and maintained project management system, budget, financial analysis, economic projections, bookkeeping systems, maintained business files, and performed monthly cost analysis

**Boy Scouts of America (1986 to 1989)**  
**Redwood Empire Council, Santa Rosa, California**

Duties included:

*District Executive, Exploring (1986 to 1989)* - Responsible for Exploring Division - training, fiscal management, budgeting, grant writing, marketing, sales, fundraising, program planning and implementation, organization of new units, new program development, fund-raisers, sustained campaigns, and promotions, public relations

*Special Assignment: Outdoor Programs Director (1987 to 1989)* - Camp Masonite Navarro, Navarro, California - Responsible for camp administrative duties - program planning, promotion, marketing, financial management, budgeting, purchasing, hiring and training of personnel, project management, events management, facilities management and public relations

### Volunteer Work Experience

**Sonoma County Museum, Santa Rosa, California (8/2005 to 1/2012)**  
**Board Member**

As the County Representative on the Sonoma County Museum Board of Directors, appointed by Supervisor Mike Reilly, I served on the Board Development committee, and Facilities and Properties committee. I have participated in fundraising events and served on the committee to plan, develop and build the new museum

**Sonoma County Administrative Council (SCAMC), Santa Rosa, California (1/2000 to 2/2012)**  
**Chairman**

I served as Chairman of the 12 person board of directors, serving the over 450 unrepresented managers working for the County of Sonoma. I worked collaboratively with the County's administration on issues facing management staff. I have served on committees to plan and implement the enhanced retirement plan, mandatory time off program and the joint labor - management committee to respond to the issue of "other post employment benefits" (OPEB) and health insurance coverage (GASB 45). As part of my responsibilities, I served as the management representative on the Management Advisory Committee and Department and Agency Heads Association

Also I served Sonoma County as the chairman of the Day of Caring event as well as serving on the Public Service Recognition Week (PSRW) Committee as Vendor Fair Coordinator

## Resume

**Raymond E. Leonard II**

**Redwood Empire Council, BSA** - Santa Rosa, California (10/2004 to Present)  
**Board Member**

I was elected to the Redwood Empire Council Board of Directors in 2004 where I served on the properties committee and as Chairman of Purchasing and Procurement. In late 2005, I was asked to serve as Chairman of the Pomo District, serving the northern Sonoma County region of this four county area, serving until September 2009. As Chairman of the largest district, I manage a District Committee of 20+ volunteers who work together to serve our vision and organize scouting events, competitions, fundraisers, youth programs, membership recruitment, marketing, and recognitions. We recently have been working to get scouting back into the view of the public. One of those events was the recent Scout-O-Rama (Scout Show) at the Fair Grounds, as well as participation in many community events like the Memorial Day Display of Flags. In 2005, when I took over the district, it had 3 active volunteers and no major events. Through goal setting, strategic planning and a vision there are now 20 trained volunteers and 10 district-wide events. I also continue to serve on the Facilities and Properties Committee. Also served as VP of District Operation (2009), VP Program (2001-11) and currently serve as VP of Administration.

### **RELATED EDUCATION & SKILLS**

Sonoma County/City of Santa Rosa - Executive Development Program  
Bay Area Social Service Consortium - Executive Development Program  
Sonoma County Management Academy

### **ASSOCIATIONS**

#### **VOLUNTEER & BOARD EXPERIENCE**

- California Association of Clerks and Elected Officials - Member
- Sonoma County Administrative Management Council - Chairman
- Sonoma County Sheriff's Department Search and Rescue Team - Management Team
- Sonoma County Museum - Board of Directors
- Sonoma County/City of Santa Rosa Day of Caring - Chairman
- Public Service Recognition Week - Vendor Fair Coordinator
- Boy Scouts of America - Eagle Scout, Council Board of Directors, VP Administration
- BSA Western Region Training Team
- National Order of the Arrow Conference Staff

### **References:**

Knoel Owen - Superior Court Judge (retired), [REDACTED]  
Eran Ward - Human Service Division Director (retired), [REDACTED]  
Janice Atkinson - County Clerk Recorder Assessor, [REDACTED]

**Written responses to the following questions:**

- a) Please describe your knowledge and/or related work experience in *each* of the following areas: the issuing, filing and/or recording of County legal records including recordable documents, and vital records; property assessment and appraisals; the conduct of elections and voting procedures, in general.

For the last eight years I have served the Sonoma County Clerk-Recorder-Assessor's Department as the Administrative Services Officer, serving as the assistant to the Clerk-Recorder-Assessor in the administration of the four divisions and all of their functions. I have been serving as the acting Chief Deputy Clerk-Recorder, providing managerial support to the two divisions since the retirement of the Chief Deputy Clerk-Recorder in January, 2012, and will continue to serve until such time as a replacement is hired. I provide support to all divisions of the Clerk-Recorder-Assessor Department whenever and wherever needed. I perform Marriage Ceremonies during peak workload periods to relieve County Clerk staff; I have worked every election since I began with the Department, performing duties as needed to maintain a smooth workflow. Whenever possible, I attend staff meetings for all Divisions. I attend Assessor Division meetings to discuss and track workflow. I have attended the California Association of Clerks and Election Officials' (CACEO) Annual Conference as well as the CACEO New Law Workshop.

While serving in the capacity of acting Chief Deputy Clerk-Recorder, I have overseen and directed staff and supervisors in the functions of the Clerk-Recorder including:

- **Clerk** - issuing marriage licenses, filling fictitious business name statements, processing notary bonds, handling environmental documents, and performing civil marriage ceremonies. And the issuing of certified copies of marriage, birth and death records.
- **Recorder** - reviewing recordable documents including: real property records - deeds, leases, notices of completion; financing documents - trust deeds, notices of default, reconveyances, financing statements; maps - subdivisions, parcel divisions; surveys; mining claim records - notices of location; proofs of labor - military discharge papers; declarations of homestead; mechanics' liens and federal tax liens; and applying documentary transfer tax as appropriate.

Serving as the CRA Administrative Services Officer I provide managerial support in the following areas:

- **Registrar of Voters** - having assisted in every election for the last eight years, I have become familiar with the California Election Code and assisted in all aspects of the election process including: pre-election preparations, candidate filings, candidate statements, ballot preparation and layout, preparation and mailing of the vote by mail ballots, signature verification, logic and accuracy testing, vote counting, ballot receiving, poll worker training, and voter outreach.

**Assessor** - assist in accurate and timely property assessments - real property and business property, change of ownership, property line and property mapping, determining eligibility for various property tax exemptions and exclusions, temporary reductions of property's taxable value (prop 8) and supplemental assessment due to new construction or a change of ownership.

- b) Please describe your relevant and current work experience in which you had professional level responsibility in any/all of the following areas: general administration and operations, budget/fiscal management, policy development and process improvements.

*I currently serve the Sonoma County Clerk-Recorder-Assessor with professional level responsibilities in the following areas:*

**General Administration and Operations**

**Administration** - handle the day-to-day administrative operations of all four divisions, including personnel, information systems, facilities, training, and more. As a Deputy Clerk-Recorder-Assessor, I back-up and assist the Clerk-Recorder-Assessor, representing the department and the department head at countywide meetings, the Board of Supervisors, Statewide committee meetings and/or providing managerial support to the department in absence of the department head.

- o **Department Human Resources Manager** - directing the department and its managers in the following: Civil Service matters, disciplinary actions, position requests, background checks, reviewing Worker Compensation reports, Risk Management, Safety, and Training. Serve as liaison to the HRMS project and Department HR liaison.
- o **Public Information Officer (PIO)** - The Clerk-Recorder-Assessor functions as the County Public Information Officer during local emergencies or disasters. During an Emergency Operational Period, I work in the Emergency Operation Center as a lead PIO preparing the unified message to the public and producing Press Releases for the Emergency Service Coordinator.
- o **Safety/Ergonomics/ADA Coordinator** - with Risk Management and other departments, coordinate and maintain a safe work environment for all department staff, and oversee department safety team.
- o **Facilities Coordinator** - working with General Services, landlords and staff to correct any facility issue or need, coordinate improvements, maintenance and expansion.
- o **IT Manager** - manage and supervise the Information Technologies staff and department IT projects (including the department internet and intranet websites). Coordinating with my staff, County Information Systems and department managers and supervisors to help meet the department IT needs.
- o **Training Manager** - manage the department's mandatory and non-mandatory training needs. Complete training needs assessments and coordinate trainers to meet the training needs of the department.

### **Budget/Fiscal Management**

- *Administration* - coordinate and facilitate the administrative needs in the budget process for the Clerk-Recorder-Assessor, coordinate the capital projects/capital improvement budget plan for the Clerk-Recorder-Assessor's Department and submit it to the countywide Capital Projects Plan, prepare the budget request for: departmental information services and computer replacement plan, communications, reprographics and other county internal services including fleet, facilities and architectural services.

### **Policy Development and Process Improvements**

- *Department Human Resources Manager* - In coordination and cooperation with HR/CAO and bargaining units, developed the Clerk-Recorder-Assessor's department policy and procedure manuals.
- *Administration* - served on several process improvement projects including: Assessor's Division service audit resulting in a new automated appraisal system, several requests for proposal projects including: Registrar of Voters automated mail sorting machine, signature verification software, and automated campaign statement software, Recorder's operating and cashiering system, Clerk's online marriage license software, and more.

In addition, I have initiated meetings of the Threat Assessment Team when situations have necessitated. I have an open door policy for all staff, and provide assistance in working out conflicts when needed. I am currently providing managerial support to the Clerk and Recorder Divisions in the absence of a Chief Deputy Clerk-Recorder.

c) Are you a registered voter in Sonoma County, or are you able to be a resident of Sonoma County and register to vote no later than December 7, 2012? (Respond: yes/no) **YES**

d) Do you currently possess a valid appraiser's certificate issued by the California State Board of Equalization? (Respond: yes/no) If yes, please provide your appraiser's certification number. If no, are you willing to acquire a temporary certificate from the California State Board of Equalization and obtain a permanent certificate within 12 months of the date of assuming office? (Respond: yes/no) **No, but I have the ability to acquire the temporary certificate and will have an appraiser's certificate within 12 months of assuming office.**

**References for Ray Leonard**

Janice Atkinson  
Sonoma County Clerk Recorder Assessor

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Eve Lewis  
Retired - Sonoma County Clerk Recorder Assessor

[REDACTED]  
[REDACTED]  
[REDACTED]

Knoel Owen  
Retired - Superior Court Judge  
Sonoma County

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Fran Ward  
Retired - Division Director  
Sonoma County Human Services

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Ed Clites  
Sergeant  
Sonoma County Sheriff's Department

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Sandy Covall Alves  
Retired - Emergency Services Coordinator  
County of Sonoma

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



May 30, 2012

Sonoma County Board of Supervisors  
575 Administration Drive, Room 100A  
Santa Rosa, California  
95403-2887

Re: Raymond Leonard recommendation

Dear Supervisors:

It is with great pleasure and enthusiasm that I am writing to endorse Mr. Ray Leonard's application for appointment as our newest Sonoma County Clerk Recorder Assessor. I have known Ray for over 30 years as we graduated together from Petaluma High School and have remained close friends since. I hope my perspective will be helpful to you as you evaluate this exceptional candidate.

My first contact with Ray was in my sophomore year of high school through our school's Chess Club as well as being classmates in English. At a very young age I knew Ray was going to be an asset to a community (of course, unknown which one) due to his tenacity and determination taking care of every task ever handed to him. Back in high school Ray was and still appears to be a borderline perfectionist. Residents of Sonoma County are most fortunate to continue to have Ray as a part of our community.

During the time I have known Ray, he has distinguished himself as a conscientious and energetic pioneer in the fields of leadership and management. I have enormous respect for Ray's contributions to Sonoma County, and have been pleased to work with him on transportation needs for the Redwood Empire Council Boy Scouts of America. I am familiar with Ray's continued interest in programs related to the community and being a servant in public service and volunteerism. His work on the Sonoma County Museum Board and being a volunteer for the Sonoma County Search and Rescue Team are most admirable. His devotion to scouting is very commendable as it will certainly benefit future generations of Sonoma County residents.

When speaking with Ray, the pride he displays while telling me about working alongside Janice Atkinson and contributing to Sonoma County's residents is most infectious. With myself as someone who takes pride in giving back to our community, I appreciate and admire this trait of Ray's.


Your need of a replacement with Janice Atkinson's retirement sounds ideally suited to Ray's talents. He comes to you with the qualities of a natural leader: genuineness, intelligence, and integrity. He will also bring with him interest in serving Sonoma County in a manner he can be proud of. Just as importantly, he will come with an enthusiasm for learning and networking, as well as a resolute desire in understanding new theories and ideas. It is exciting to think of the ways in which he might contribute to the residents of Sonoma County.

I urge you to carefully consider Ray who is, quite simply, one of the most remarkable people I have ever met.

Sincerely,



Anthony J. Gerald



June 1, 2012

Supervisor Shirlee Zane  
Chairwoman  
Board of Supervisors  
County of Sonoma  
575 Administration Drive, Room 100 A  
Santa Rosa, CA 95403

RE: Ray Leonard

Supervisor Zane:

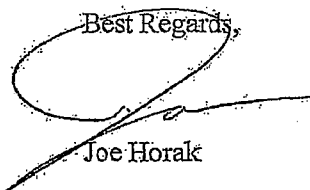
I am writing in support of Ray Leonard's application for the position of County Clerk Recorder Assessor. Ray's leadership skills and, more importantly, his integrity make him a perfect fit for the position.

Through the Redwood Empire Council of the Boys Scouts and interaction at the county, I have been fortunate to work with Ray. I have always been impressed with his professionalism and knowledge.


As a resident of Sonoma County, I believe it's crucial to have stability and confidence in local government. Ray's abilities, including his attention to detail, will be reflected in the continued exemplary performance of the County Clerk Recorder Assessor's office.

We are fortunate in Sonoma County to have such a valuable asset in Ray Leonard. Please free to contact me if you have questions or require any further follow-up.

Best Regards,



Joe Horak



April 9, 2011

To: Sonoma County Board of Supervisors

Re: Ray Leonard – Sonoma County Clerk-Recorder-Assessor

Dear Supervisor,

I have had the pleasure to work with Ray Leonard throughout my 17 year career with Sonoma County as the County Emergency Manager with the Fire & Emergency Services Department. Ray and I worked together during numerous Emergency Operations Center (EOC) activations and exercises. Ray started in the Logistics Section where he filled various positions, then moved on to be a Public Information Officer (PIO), and now is the lead PIO. We also served together on the SCAMC Board where Ray was the Chair. Whenever I had a question as to the inner workings of the different County Departments or who would be a good contact to speak to, Ray was the first person I called. Ray has always had his hand on the pulse of the County and connections to each and every department.

When I heard of Ray's interest in the position of the County's Clerk-Recorder-Assessor, I immediately thought what a perfect fit! He has clearly demonstrated his devotion to Sonoma County. As a previous Manager, I always felt Ray Leonard was destined to be a great Department Head. Ray possesses great communication skills and a strong work ethic, and has always added value to the projects we've been involved in. His leadership skills, patience, and vast knowledge make him the perfect person to follow in Janice's footsteps. I would hope the Board recognizes that this is an exceptional employee that truly deserves this appointment.

If you have any questions about Ray, please do not hesitate to contact me.

Sincerely,

Sandy Covall-Alves

[Redacted signature block]

June 12, 2012

To Whom It May Concern:

Subject: Letter of Recommendation and Support, Ray Leonard

I have known Ray Leonard for over thirty years through my involvement in Boy Scouting and as the Fire Chief of the Healdsburg Fire Department. I have had the opportunity to observe Ray as a youth and adult leader during Boy Scout activities. In addition, I also interacted with him during activation of the City's Emergency Center. I have found that Ray is well organized, efficient, extremely competent, and has an excellent rapport with people of all ages.

Some of the highlights of Ray's career where I am personally aware include the following:

- Managing a highly successful Exploring program for the Redwood Empire Council, BSA which resulted in increased youth participation and program activities.
- Organizing several Council wide activities as Program Vice President on the Council Executive Board
- Provided increased opportunities for training adult leaders of Explorer Posts.
- Public Information Officer (PIO) for the Sonoma County Office of Emergency Services, providing countywide unified messages to local jurisdictions and the media.
- Emergency Services Operation Section liaison to the countywide quarterly Emergency Management meetings
- Search and Rescue volunteer – serving the citizen of Sonoma County and making it a safer place for our most vulnerable.

In summary, I have no reservations in recommending Ray for the position of County Clerk Recorder Assessor. Upon appointment as such, he will be a valuable asset to Sonoma County

If you have any questions, or need further information please do not hesitate to contact me at [REDACTED] or at [REDACTED]

Respectfully,

Robert L. Taylor  
Retired Fire Chief



Headquarters: [REDACTED]  
[REDACTED]  
Service Center: [REDACTED]  
[REDACTED]

April 25, 2012

The Honorable Shirlee Zane, Chair  
Sonoma County Board of Supervisors  
575 Administration Drive, Room 100 A  
Santa Rosa, CA 95403

**RE: Appointment of Clerk-Recorder-Assessor – Support for Ray Leonard**

Dear Supervisors:

We are writing on behalf of the North Bay Association of REALTORS® (NorBAR) to express the Association's support for appointing Ray Leonard as Sonoma County Clerk-Recorder-Assessor.

Of NorBAR's nearly 3,000 members, some 2,200 live and work here in Sonoma County. Our members have significant professional interaction with the Assessor and Recorder arms of the Department. In addition to serving as the voice of organized real estate, the association also serves as an advocate for the interests of current and prospective homeowners. It is with this lens that we made our decision to support Mr. Leonard.

Having a responsive public servant in this position is paramount, as virtually all county residents will have to interact with the Department at one time or another. Mr. Leonard has shown himself to be responsive and to maintain a presence in the community. It is also vital that your appointee be highly competent and able to provide leadership that continues and builds on the Department's public service. We believe that Mr. Leonard's focus and his knowledge of Sonoma County and the entire Department set him apart from any other potential applicants.

For the reasons stated above, we firmly believe that Mr. Leonard will do an exceptional job and is the best person to serve as Sonoma County's next Clerk-Recorder-Assessor. If you have any questions regarding our support of Mr. Leonard, please contact Ezra Chaaban, Director of Governmental Affairs at [REDACTED]

Sincerely,

*Stephen Liebling*

*Clayton Engstrom*

Stephen Liebling, Chair  
Local Government Relations Committee

Clayton Engstrom, Chair  
Local Candidate Recommendation Committee



# KEEGAN & COPPIN COMPANY, INC.

ONCOR INTERNATIONAL

Offices in Santa Rosa, Petaluma, Napa & Larkspur

April 5, 2012

Board of Supervisors  
County of Sonoma  
Santa Rosa, CA

Re; Letter of Support for Ray Leonard

To whom it Concerns,

It gives me great pleasure to submit this letter of support for the appointment of Ray Leonard to fill the position of County Clerk-Recorder-Assessor.

I have known Ray as a very organized person who has helped me in the County Assessor Office with my real estate work with Keegan & Coppin, and as an extremely efficient leader in the Boy Scouts of America, both on the Cub Pack/Troop level and the Council level. I am the Charter Representative of Troop 134 and our Kiwanis Club of Santa Rosa is the Charter Organization. Also, as a Co-Chair of the Salvation Army Emergency Disaster Services Committee, I have again been very impressed by the way Ray Leonard conducts himself as a Public Spokesperson with the Office of Emergency Services and as a volunteer with the Sonoma County Search and Rescue.

Sonoma County Board of Supervisors could not have selected any other better person in my opinion for this very important and sometimes very stressful position. Please feel free to call me if you have any questions.

Sincerely,

Douglass A. Braik  
Senior Real Estate Advisor  
KEEGAN & COPPIN

ONCOR INTERNATIONAL

OFFICES IN 20 CITIES IN THE STATES OF CALIFORNIA, FLORIDA, TEXAS, GEORGIA, INDIANA, MISSOURI, ILLINOIS, CHINA, AUSTRALIA, AND INTERNATIONAL OFFICES IN PHILIPPINES, MEXICO, JAPAN, ITALY, SPAIN, SWITZERLAND, GREECE, REPUBLIC OF THE CZECH REPUBLIC, POLAND, SLOVAKIA, CROATIA, SWITZERLAND, FINLAND, HONGKONG, JAPAN, GERMANY, SOUTH AFRICA



**SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION**

60 Brookwood Avenue . Santa Rosa, CA 95404

**707.578.3126**

707.578.3137 fax

E-mail: [sclea@sclea.org](mailto:sclea@sclea.org) / [www.sclea.org](http://www.sclea.org)

04-26-2012

County of Sonoma Board of Supervisors  
575 Administration Drive, Room 100 A  
Santa Rosa, CA 95403

Re: Letter of Support for Raymond Leonard

Dear Supervisor,

By now you are aware that my friend Ray is interested, and has received the support and recommendation of Janice Atkinson, in succeeding Janice as our next County of Sonoma Clerk, Recorder, Assessor (CRA).

My friendship with Ray began nearly 35 years ago when we belonged to the same Boy Scout Troop in Petaluma, CA. It should not surprise you that Ray was in a leadership role back then just as he is today. We lost contact over the years and it came as no surprise to me when we reconnected a few years back that Ray had never lost his passion for public service and, in fact, it has expanded over the years. Ray is still very much involved with Boy Scouts and has been involved with the management of the Sonoma County Sheriff's Office Search and Rescue Team (you might have seen the Press Democrat article on him last fall) for many, many years.

Ray has spent nearly two decades preparing for this opportunity. Aside from Janice, there is no other member of the CRA staff that knows the duties and operations of each of their Divisions better than Ray. He has wide support throughout the Department. Ray sees himself serving the residents of Sonoma County for at least another dozen years or more. Maybe not as many as his boss, but just as committed. In my mind, Ray is the obvious choice to lead a smooth and seamless transition in maintaining the integrity and reputation of the CRA's Office.

Thank you for considering Ray Leonard as Sonoma County's next Clerk, Recorder, Assessor.

Respectfully,

A handwritten signature in black ink, appearing to read "Ed".

Ed Clites, President  
Sonoma County Law Enforcement Association

3-27-12

RE: Letter of Support

To Whom It May Concern:

I have known Ray Leonard in a variety of capacities for several years. He was an advisor to me while working on a Boys Scouts project honoring Supervisor Efren Carrillo. In addition, he is a supportive member of the Hispanic Chamber of Commerce Sonoma County, which I serve as Executive Director.

Ray is organized, efficient, extremely competent, and has an excellent rapport with people in our community as a whole. His communication skills, both written and verbal, are excellent. He is a leader that people want to support and work with in all capacities and exemplifies this in a Servant Leader style. He is extremely knowledgeable of the Clerk Recorder Assessor's office as well as the County as a whole. His professionalism and knowledge bring credit to Government.

In summary, I support Ray to be the next County Clerk Recorder Assessor. He will be a valuable asset for any organization and would represent Sonoma County well.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Donna Zapata*

[REDACTED]

[REDACTED]

[REDACTED]



June 18, 2012.

Sonoma County Board of Supervisors  
575 Administration Drive, Room 100 A,  
Santa Rosa, CA 95403

**RE: Letter of Support for Ray Leonard**

Dear Supervisors:

I am writing to express my support for appointing Ray Leonard as Sonoma County Clerk-Recorder-Assessor.

I have known Mr. Leonard through working with him in efforts to reach out to the Hispanic community via the Registrar of Voters and Boy Scouts of America. He understands the importance of diversity and inclusiveness. Mr. Leonard is a member and strong supporter of the Hispanic Chamber of Commerce, Sonoma County.

Furthermore, Mr. Leonard is a visible leader in the community and represents Sonoma County very well. With the knowledge and experience that Mr. Leonard has in not only the department, but the community, he will be a great asset to our county moving forward in the years to come.

I strongly believe that Mr. Leonard is the best person to be Sonoma County's next Clerk-Recorder-Assessor. He is someone that the community can work with well and support.

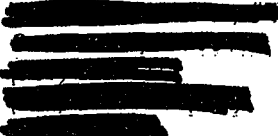
If you have any questions, please do not hesitate to contact me.

Sincerely,

**Marcos J. Suarez**  
President  
Hispanic Chamber of Commerce, Sonoma County

[REDACTED]  
[REDACTED]  
[REDACTED]

**WESTERN BUILDERS**



May 29, 2012

Supervisor Shirlee Zane  
Chair-Sonoma County Board of Supervisors  
575 Administrations Drive, Room 100 A  
Santa Rosa, CA 95403

RE: Mr. Raymond Leonard

Dear Shirlee:

Please receive this as a letter of support to appoint Ray Leonard as County Clerk Recorder Assessor. Through his many accomplishments in his county work and private sector endeavors, Ray has demonstrated his dedication and skills as a strong community partner. We believe as County Clerk Recorder Assessor, Ray would further excel and provide Sonoma County with the type of leadership, dependability and ethic required for this position.

If we can be of use to further bolster this recommendation please feel free to contact the undersigned.

Sincerely,


Western Builders

*Robert Cantu*

Robert Cantu

sonoma county  
**MUSEUM**

June 22, 2012

Ray Leonard  


Dear Ray,

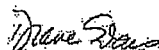
I am writing to thank you for serving on the Sonoma County Museum's Board of Directors from 2007 through 2011 as the representative from the County of Sonoma.

We sincerely appreciate your assistance with all county matters, including securing off-site collections storage for the Museum at Los Guillicos, serving as the chair of our facilities committee, and bringing the Museum volunteers through the Day of Caring program.

During your time on the board, you assisted the Museum in building the new Sculpture Garden, and kept us aware of pertinent county issues such as the Advertising Fund program. As you know, the Sculpture Garden is an important part of the Museum's facilities in that it creates more space for people to gather, enables us to hold larger receptions, and is a space where teachers can take their students for our school tour program activities.

All of the staff and board are grateful for your enthusiastic service and look forward to seeing you at our Museum events.

Sincerely,



Diane Evans  
Executive Director

# University of California, Berkeley

UNIVERSITY EXTENSION

This is to confirm that

Ray Leonard

has successfully completed

Executive Development for the Human Services

consisting of ninety hours of evaluated instruction

September 22-May 16, 2000

*Linda Hawn*

Chair, Arts, Letters, and Science



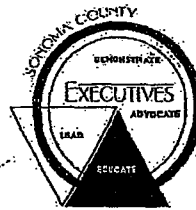
May 16, 2000

# Certificate of Achievement

*Is hereby awarded to*

***Raymond E. Leonard II***

*for completion of the  
2003 Sonoma County Executive Development Program*



*Ray Myers*

Ray Myers, Director  
Human Resources

*Paul Kelley*

Paul Kelley, Chairman  
Board of Supervisors

# Management Academy

*This Certifies That*

**Raymond E. Leonard**

*has successfully completed the Sonoma County*

*Management Academy curriculum*

*December 11, 1998*

*Michael Cole*  
Sonoma County Board of Supervisors

*[Signature]*

Sonoma County Director of Personnel and Employee Relations





# Commendation

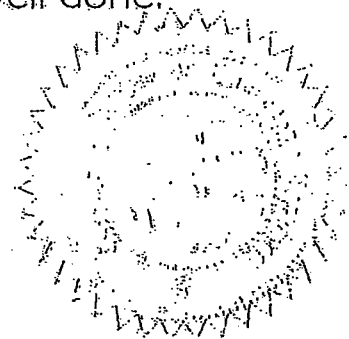
Awarded to

*Ray Leonard*

In recognition of your 20 years of dedicated service to the citizens of Sonoma County and for your many contributions to the Search and Rescue Community. The Law enforcement Branch of the Governor's Office of Emergency Services would like to extend out thanks and appreciation for a job well done.

Charlie Simpson, Chief  
Law Enforcement Branch

Matt Scharper, Deputy Chief  
State Search & Rescue Coordinator



Sonoma County Sheriff's Department



**Ray Leonard**

The Sonoma County Sheriff's Department would like to thank and recognize you for your 20 years of service as a search and rescue member. Your service and dedication to our department and community is invaluable.

A handwritten signature in black ink, appearing to read "B. Cogbill", written over a horizontal line.

**Bill Cogbill**  
Sheriff-Coroner





MEDIA SURVIVAL GROUP

# Certificate of Completion

*is hereby granted to:*

*Raymond Leonard*

*Certifying completion of the 2-day intensive*

*PIO Team JIC/JIS Workshop*

*Santa Rosa, California – June 18-19, 2008*

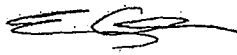


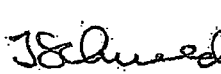
*Karen Terrill*

*Karen Terrill, President – Media Survival Group*

Special thanks to:  
Mike Chase Photography  
And to all the community members that  
make a difference in young people's lives!

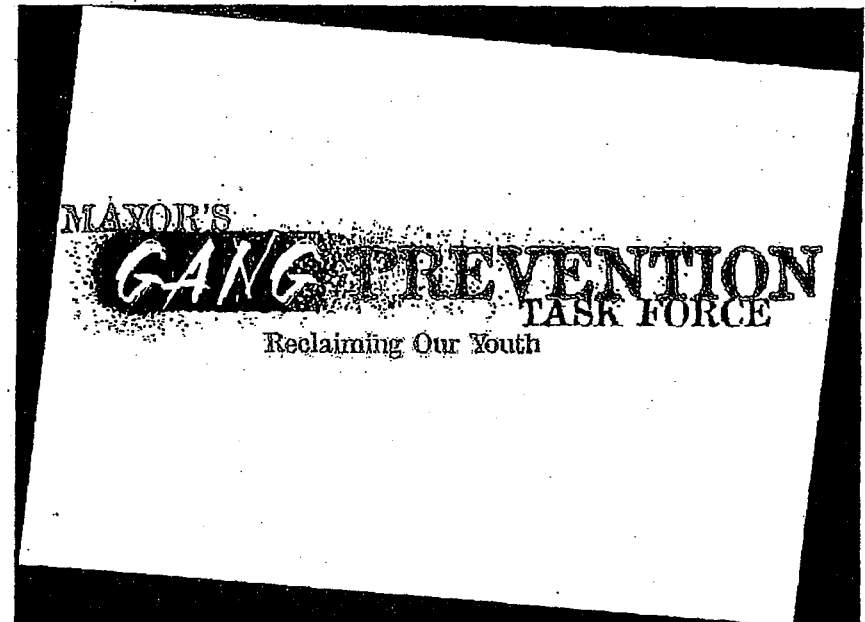
Thank you for your participation in the Mayor's  
Gang Prevention Task Force photo shoot and for  
being a positive role model for the youth in our  
community. The photos are part of a new public  
outreach campaign that will launch in 2012 to  
communicate that our community is committed to  
standing behind our youth in support of their  
futures.

  
Ernesto Olivares  
Mayor

  
Thomas E. Schwedhelm  
Chief of Police

  
Ellen Bailey  
Gang Prevention Services Manager

"Gang Violence is a community-wide problem that  
requires a community-wide response"  
Mayor Ernesto Olivares  
City of Santa Rosa  
City of Santa Rosa  
Recreation, Parks &  
Community Services  
City of  
Santa Rosa



CELEBRATECOMMUNITY.ORG

# COMMUNITY

WEEKLY CALL TO ACTION FOR VOLUNTEERS



## GOOD DEEDS

GOODDEEDS.BLOGS.PRESSDEMOCRAT.COM

### KENWOOD WILDLIFE CENTER

#### Save our feathered friends

The Kenwood Wildlife Center, which rescues, treats and releases native songbirds and birds of prey, needs volunteers, especially in May through August. Participants must be 21 or older and commit to one shift a week. Volunteer orientation will be held from 10:30 a.m. to 12:30 p.m. April 2 at 171 Pythian Road, Santa Rosa. Call 575-1090 or 451-2519. The website is [www.wildlife-center.org](http://www.wildlife-center.org).

### NORTH VALLEY SCHOOL

#### Help build a playground

North Valley School in Santa Rosa will hold a community event Wednesday to install a new playground at the private campus that serves children who have been removed from their family homes, their school districts and at times from their community. Arrive at 8 a.m. at 2154 Condo Court; food and music will be provided. Contact Gala at 360-1505 or [GGoodwin@victor.org](mailto:GGoodwin@victor.org).

### COUNCIL ON AGING

#### Servers sought for Derby Day

The Council on Aging needs volunteer servers for its annual Meals on Wheels Derby Day extravaganza from 10 a.m. to 3:30 p.m. May 7 at Sonoma Ctrer Vineyard. Contact Michele Leonard at 525-0143, ext. 147.

### BIRD RESCUE CENTER

#### Baby bird season on the way

The Bird Rescue Center in Santa Rosa needs volunteers to help with the baby bird season, April through August. Orientation for those 18 and older will be from noon to 2 p.m. Saturday and for those 12 to 17 from noon to 2 p.m. April 30 at 9499 Chanate Road. To register, call 528-2473 or send an email to [birdresq@gmail.com](mailto:birdresq@gmail.com). The website is [www.birdrescuecenter.org](http://www.birdrescuecenter.org).

### VOLUNTEER WHEELS

#### Data-entry person needed

Volunteer Wheels, which serves Sonoma County residents with specialized transportation needs, seeks help with data entry two to four hours on weekdays — pick your day or days. Contact Wendy or Mary at 575-3975.

### TO LEARN MORE OR CONTRIBUTE AN ITEM

Email your news about volunteer opportunities to [good.deeds@pressdemocrat.com](mailto:good.deeds@pressdemocrat.com).

To explore additional volunteer opportunities, contact the Volunteer Center of Sonoma County at 573-3399 or [info@volunteernow.org](mailto:info@volunteernow.org).

*"They can search without the helicopter, they can search without the dogs, but they can't search without people."*

RAY LEONARD, longtime Sonoma County Search and Rescue volunteer



VETERAN SEARCHER: Ray Leonard of Santa Rosa has been a volunteer with the Sonoma County Search and Rescue team for 24 years.

## Poised to pitch in

### Longtime Search and Rescue volunteer hits the ground running

By JULIE JOHNSON  
THE PRESS DEMOCRAT

When the calls have come in, Ray Leonard has left during Christmas Eve dinner, stopped mid-shop at a bookstore and jumped out of bed in the middle of the night.

"They can search without the helicopter, they can search without the dogs, but they can't search without people," Leonard said.

By day Leonard, 47, is an administrator for the Sonoma County Clerk-Recorder-Assessor office. However, at all times of day and night, the Santa Rosa resident is also a member of the Sonoma County Search and Rescue team, run by the Sheriff's Office.

The team has about 50 volunteers including nurses, mechanical engineers, secretaries and others who go through hours of training before joining the team. Leonard helps run the searches and is chairman of the board of the team's nonprofit fundraising group.

He's put in more than 15,000 hours as a volunteer in the 24 years since he joined the group.

"He is one of the few people that I turn to, one of my go-to guys," said Sheriff's Lt. Dave Thompson, who runs the sheriff's helicopter and search unit.

What began as a bunch of guys in a Jeep in the late 1960s has evolved into a sophisticated network of searchers, dispatchers, trackers and other volunteers who give up sleep and weekends to be on the scene in about an hour when they're called out to a search.

Everyone starts out as a "ground pounder," trudging in darkness, rain or heat to aid law-enforcement search efforts. Some searchers have been chased by wild boar, and Leonard is among those who have faced armed and angry men, he said. They've found people dead and alive.

"It's an emotional roller coaster," Leonard said.

Leonard was in his early 20s in 1997 when he got his first call; he was needed to help find a missing 71-year-old man who hadn't showed up for a court hearing for a petty theft charge, he said. As the crew began the search at one end of a field, Leonard said he eyed vehicles in the distance where he believed they would find the man.

"My gut feeling had him there, and I picked up a log on a pile of wood..." and that's when he saw the missing person, who had shot himself to death under a makeshift shelter. Leonard put the log down and walked over to his partner. "I was pale white."

It was a difficult first search, but he quickly learned that even grieving family members are grateful for "the fact that people were looking," Leonard said.

Over the decades, he's found a knife with fingerprints that tied a killer to a crime, an Alzheimer's patient snoring in a ditch and, in cases closest to the father of two boys, children alive and well.

A few days after his first search, Leonard was called out again to find a 10-year-old girl who had slipped out of her family's home unnoticed. He was combing a neighborhood at about 2 a.m. when he saw her sitting on a nearby porch. She gave him a big hug.

"She was cold, it was dark, it was a relief," he said.

You can reach Staff Writer Julie Johnson at 521-5220 or [julie.johnson@pressdemocrat.com](mailto:julie.johnson@pressdemocrat.com).

**LIVE UNITED**



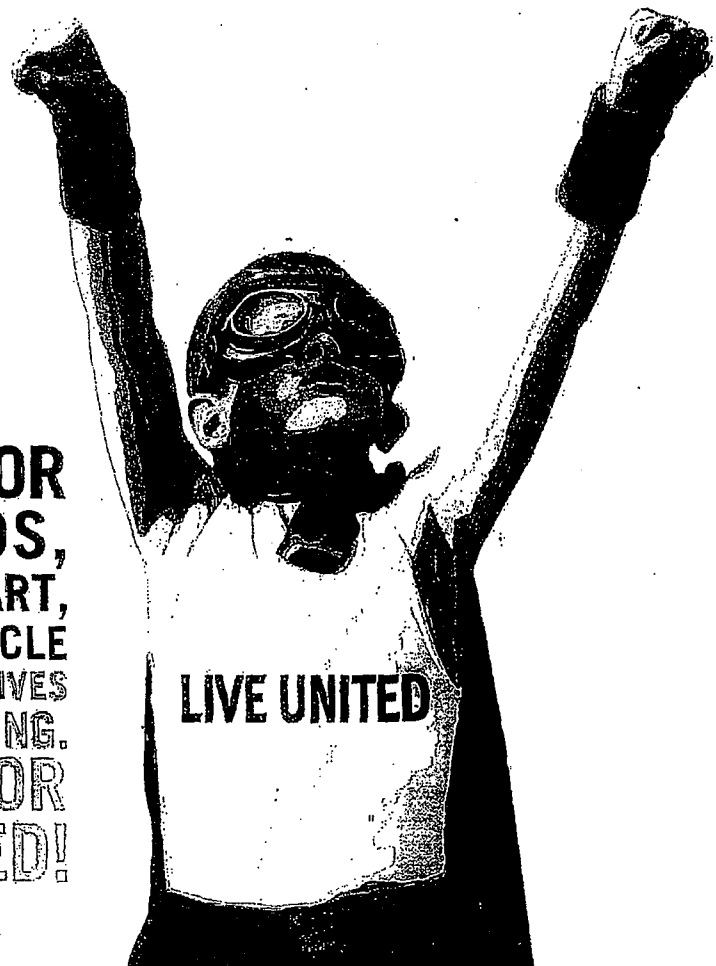
United Way of the Wine Country

*13 Years of Commitment*

*Outstanding Day of Caring Volunteer*

**Ray Leonard**  
**County of Sonoma**

**THANK YOU FOR  
JOINING HANDS,  
OPENING YOUR HEART,  
LENDING YOUR MUSCLE  
AND CREATING BETTER LIVES  
DURING DAY OF CARING.  
THANK YOU FOR  
LIVING UNITED!**



# CONGRATULATIONS!

Ray Leonard

*You have been selected by the  
Search & Rescue Division  
of the Sheriff's Department  
as their Outstanding Volunteer of 2003.*

*We request your attendance at the  
Board of Supervisors' Meeting,*

*TUESDAY, DECEMBER 9, at 8:30 AM  
575 Administration Dr., Rm. 102, Santa Rosa.*

*You will be presented with a resolution.  
A brief reception with refreshments will follow.*


*Please let your Department Supervisor,  
John Hurt, at [REDACTED]  
know if you are unable to attend.*

Sponsored by: The Volunteer Office, [REDACTED]

County of Sonoma Human Resources Department

Resolution No. 03-1239s

Dated: December 9, 2003

  
OF THE  
**BOARD OF SUPERVISORS**  
OF THE  
COUNTY of SONOMA, STATE of CALIFORNIA

**RECOGNIZING THE VALUABLE CONTRIBUTION  
OF OUTSTANDING COUNTY VOLUNTEERS FOR 2003.**

WHEREAS, the County recognizes the value and importance of volunteer skills and energy; and

WHEREAS, Ray Leonard has been a Search & Rescue Team Member for the Search & Rescue Unit of the Sheriff's Department for over 15 years; and

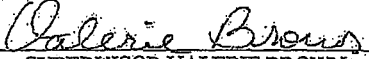
WHEREAS, Ray has been an exemplary member of the unit over the years, working with youth in the Explorer's Search & Rescue Unit, and is now a senior member of the Overhead Team, tirelessly promoting Search & Rescue, acting as a driving force behind fund raising campaigns; and

WHEREAS, Ray works full-time for the Human Services Department and is a father of two young children in addition to his dedication to Search & Rescue, demonstrating what community involvement is all about; and

WHEREAS, Ray Leonard's volunteer efforts have been a valuable asset to the County of Sonoma and have increased the quality of service to the citizens of Sonoma County.

NOW, THEREFORE, BE IT RESOLVED on behalf of the citizens of the County of Sonoma, this Board of Supervisors hereby expresses its sincere and heartfelt appreciation to Ray Leonard for the valuable contribution.



  
SUPERVISOR VALERIE BROWN

  
SUPERVISOR MIKE KERNS

  
SUPERVISOR TIM SMITH

  
SUPERVISOR MIKE REILLY

  
CHAIRMAN PAUL L. KELLEY

SO ORDERED

*"A lot of people think we immediately jump on a helicopter, changing clothes like Superman in a phone booth. But the search process is more scientific."*

RAY LEONARD, search-and-rescue volunteer with the Sonoma County Sheriff's Department



Sonoma County Sheriff's Department Search and Rescue volunteer Ray Leonard has worked with the team for 17 years and has five "finds" of missing persons. JEFF KAN/LIFE! The Press Democrat

# Trained and ready

## RAIN OR SHINE, VOLUNTEERS HELP SEARCH AND RESCUE TEAM FIND MISSING PERSONS

By **RAYNE WOLFE**  
THE PRESS DEMOCRAT

**I**t takes a lot of people behind the scenes at the Sonoma County Sheriff's Department Search and Rescue organization to recover missing and lost persons.

At the core of that team is a 17-year volunteer veteran, Ray Leonard, who has experienced first hand the exhilaration of finding a missing child and the heartbreak of a disappearance that turns into a crime case.

"Ray has been a godsend. Rain or shine, he has been an absolute consistent presence," said Lt. Roger Rude, who depends on volunteers such as Leonard to create the structure from which to operate.

"What the average person doesn't understand is that the urge to help is natural, but the people who invest in training ahead of time can do so much more than the impulsive volunteer. The urge to help can quickly evaporate out in the mud and rain," Rude said.

Leonard was one of 29 people honored as outstanding volunteers in 2003.

He works as an operations manager for the Human Services Department of Sonoma County. His co-workers know that when the pager he carries

buzzes, it could take him away from the job for days.

He is trained to respond at a moment's notice to a mobile tactical unit, a five-person search and rescue overhead team that helps structure and plan searches.

"A lot of people think we immediately jump on a helicopter, changing clothes like Superman in a phone booth. But the search process is more scientific. There are statistics and probabilities. We work with deputies or police officers to review all the information and determine the best course of action," said Leonard, who once found a missing child while conducting a family interview.

That was during Christmas 2002, when a 4-year-old girl was found asleep under a bed.

"She had worn herself out playing and was deeply asleep. All these people were looking for her and she slept right through it," he said.

The overhead team is made up of a search coordinator, who is the only paid employee and usually a member of law enforcement; a search manager; an operations manager; a communications manager; and a plans manager.

During his 17 years of volunteer service, Leonard has served in most of those roles after starting as a "ground pounder" — a person who walks an area

looking for clues or a person.

Along the way he has learned how to work with canine search teams, helicopter crews, even members of the chaplaincy program.

He has had five "finds," including children and elderly patients suffering from Alzheimer's disease. He has also discovered the body of a suicide victim.

"We have good and bad outcomes, but we help a lot of families," Leonard said.

"Our community is really special when it comes to volunteering. We have such a strong network of givers," said Dawn Matheny, volunteer coordinator for Sonoma County.

According to Matheny, in 2003 there were 83 Search and Rescue volunteers out of 90 volunteers and 17 interns working at the Sheriff's Department.

"If you look up the word 'commitment' in the dictionary, there's a photo of Ray," said Rude. "He has been such a consistent presence — not to mention a key guy in our fund-raising efforts. He just does it all."

Volunteers are needed for the Search and Rescue program. To sign up, call Matheny at (707) 438-2222 and leave your name and address on her voice mail. An application packet will be mailed out and returned packets will be forwarded to the Sheriff's Department.

Resolution No. 12-0170

Dated: April 17, 2012

**Resolution**  
OF THE  
**BOARD OF SUPERVISORS**

OF THE

COUNTY OF SONOMA, STATE OF CALIFORNIA

HONORING AND CELEBRATING THE BOY SCOUTS OF AMERICA AND  
THE LOCAL REDWOOD EMPIRE COUNCIL FOR THE CREATION OF  
THE REDWOOD REGIONAL CHALLENGE

WHEREAS, the Boy Scouts of America, primarily through the Redwood Empire Council, have continually partnered with Sonoma County Regional Parks to build and maintain park trails, improve and construct park facilities and restore our local environment; and

WHEREAS, in the last ten years over 80 Boy Scouts have earned the Rank of Eagle Scout by completing a service project that made a lasting improvement in a Regional Park; and

WHEREAS, the Boy Scouts of America have donated in excess of 15,000 service hours over the past ten years to improve our Sonoma County Regional Parks; and

WHEREAS, the Redwood Empire Council of the Boy Scouts of America, through Troop 32 Scoutmaster Ray Leonard and Assistant Scoutmaster Chuck Banks, have developed the Redwood Regional Challenge to increase the Boy Scouts' presence and participation in our Sonoma County Regional Parks; and

WHEREAS, the Redwood Regional Challenge will create a legacy of service on behalf of Sonoma County Regional Parks with current and future generations of Boy Scouts; and

WHEREAS, the Sonoma County Regional Parks will benefit from an increased number of high quality service projects as a result of the Redwood Regional Challenge; and

WHEREAS, the Redwood Regional Challenge will strengthen an already solid partnership between the Sonoma County Regional Parks Department and the local Boy Scouts of America.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Sonoma, State of California, hereby honors and celebrates the Boy Scouts of America for their past and continued commitment to serving Sonoma County Regional Parks, as exemplified by the newly created Redwood Regional Challenge by the Redwood Empire Council.



*Valerie Brown*  
SUPERVISOR VALERIE BROWN

*David Rabbit*  
SUPERVISOR DAVID RABBITT

*Mike McGuire*  
SUPERVISOR MIKE MCGUIRE

*Bren Carrillo*  
SUPERVISOR BRENN CARRILLO

*Shirlee Zane*  
CHAIRWOMAN SHIRLEE ZANE

SO ORDERED





# County of Santa Cruz

## COUNTY CLERK / ELECTIONS

[REDACTED]

GAIL L. PELLERIN, COUNTY CLERK

July 26, 2012

Sent via email

Applicant Review Panel  
Sonoma County

Re: Letter or Recommendation for Ray Leonard

To Applicant Review Panel,

I am writing to enthusiastically recommend Ray Leonard as Sonoma County's next County Clerk-Recorder-Assessor. I have served as the Santa Cruz County Clerk/Registrar of Voters since 2004 and worked in the County Elections Department since 1993. In July 2012 I completed my term as President of the California Association of Clerks and Election Officials (CACEO) having served as an officer for the past 8 years.

I first met Ray at a CACEO conference. I found him to be a kind, professional, and insightful person. When I heard the news that Janice Atkinson was ready to retire, I immediately knew Ray would be the best person to fill her shoes.

After serving as the Administrative Service Officer for the County Clerk-Recorder-Assessor for the past eight years, Ray has the management skills necessary to run a successful department with four divisions. His knowledge and skills of each of the four divisions greatly qualifies him for this position.

I believe Ray would be an outstanding County Clerk-Recorder-Assessor. He not only brings the management and budget experience necessary to the position, he also has hands-on experience issuing marriage licenses, conducting elections, and assessing property. I believe Ray Leonard is the ideal candidate to succeed Janice Atkinson. It's my understanding that Janice has recommended Ray to be her successor as well. Certainly, I would hope you would follow the sound advice from someone who has done such a fantastic job for Sonoma County and who is so well-respected among counties and state leaders.

If I can provide any additional information, please do not hesitate to contact me at [REDACTED]. Thank you.

Sincerely,

Gail L. Pellerin  
County Clerk



# SONOMA COUNTY

## Clerk-Recorder-Assessor

www.sonoma-county.org/cra

### ADMINISTRATION

**JANICE ATKINSON**  
CLERK-RECORDER-ASSESSOR

585 Fiscal Dr., Rm. 104F  
Santa Rosa, CA 95403  
Tel: (707) 565-1877  
Fax: (707) 565-1364

**CELIA PETERSON**  
Accounting Manager  
585 Fiscal Dr., Rm. 103F  
Santa Rosa, CA 95403  
Tel: (707) 565-3245  
Fax: (707) 565-3388

**RAY LEONARD**  
Admin. Services Officer  
585 Fiscal Dr., Rm. 104F  
Santa Rosa, CA 95403  
Tel: (707) 565-1880  
Fax: (707) 565-1364

### ASSESSOR DIVISION

**WILLIAM F. ROUSSEAU**  
Chief Deputy Assessor  
585 Fiscal Dr., Rm. 104F  
Santa Rosa, CA 95403  
Tel: (707) 565-1863  
Fax: (707) 565-1364

### COUNTY CLERK DIVISION

2300 County Ctr. Dr. Ste B177  
Santa Rosa, CA 95403  
Tel: (707) 565-3800  
Fax: (707) 565-3957

### RECORDER DIVISION

P.O. Box 1709  
585 Fiscal Dr., Rm. 103F  
Santa Rosa, CA 95402  
Tel: (707) 565-2651  
Fax: (707) 565-3388

### REGISTRAR OF VOTERS DIVISION

**GLORIA COLTER**  
Asst. Registrar of Voters  
P.O. Box 11485  
435 Fiscal Dr.  
Santa Rosa, CA 95406  
Tel: (707) 565-6800  
Toll Free (CA only):  
(800) 750-VOTE  
Fax: (707) 565-6843

July 24, 2012

The Honorable Board of Supervisors  
County of Sonoma  
575 Administration Dr. Rm. 102A  
Santa Rosa, CA 95403

Dear Members of the Board of Supervisors:

Making the decision to retire was the most difficult of my career; however, that decision was made easier when Ray Leonard agreed to apply as my successor. Since assuming office in 2007, I have found that the most important skills for this position are administrative. Ray Leonard is the one person in whom I have confidence to administer the Clerk-Recorder-Assessor (Registrar of Voters) Department.

Ray has, for all intents and purposes, acted as my assistant. He has attended functions and meetings on my behalf. During my absences he kept on top of all departmental issues and kept me informed. He has made himself available by phone and e-mail after hours, on weekends, and even when on vacation. Ray attends staff meeting for all Divisions and has helped out whenever and wherever needed. He knows how to get things done and is knowledgeable in regard to the County structure. If he doesn't have the answers he knows where and how to find them. He is a team player and a consensus builder and has made the effort to familiarize himself with all divisions. Ray has the trust and support of the staff and will provide stability to a Department that has undergone significant changes.

The position also serves as lead Public Information Officer (PIO) in times of disaster. Ray has served as a lead PIO for many years, in both declared disasters and emergency exercises. The PIO position requires familiarity with the County's cities and districts as well as its diverse geography. A PIO must have organizational skills, tact and diplomacy when interacting with the media, and the ability to keep a cool head during difficult and hectic times. Ray has attended all exercises and training meetings in order that Sonoma County's Public Information Office will be ready when disaster strikes again.

Ray has been active at the county level, serving several terms as the Chair of the Sonoma County Administrative Management Committee (SCAMC), serving as an organizer for the Day of Caring, the Public Employees Appreciation events and the SCAMC/Department Head Social. Ray is well known in the community, serving as a leader in the Boy Scouts of America, as a member of the Sheriff's Search and Rescue Team, and as a past member of the Museum Board. Ray has the support of the North Bay Association of Realtors, the Hispanic Chamber of Commerce, Sonoma County and the Sonoma County Law Enforcement Association.

I hope you will agree that Ray Leonard is the right person for the position, for the County family, and for the residents of Sonoma County. Please consider my endorsement of Ray Leonard when deciding on my successor.

Very truly yours,

Janice Atkinson  
Clerk-Recorder-Assessor-Registrar of Voters  
County of Sonoma



# SHASTA COUNTY

**Cathy Darling Allen, County Clerk / Registrar of Voters**

Doug Patten, Assistant County Clerk / Registrar of Voters [REDACTED]  
[REDACTED]

July, 2012

To Whom It May Concern:

I write to you today to recommend and support Ray Leonard in his application for the position of Sonoma County Clerk-Recorder-Assessor-Registrar of Voters. I have known Ray while employed at Sonoma County through his attendance at meetings held by the California Association of Clerks and Elections Officials (CACEO).

As incoming President of CACEO I have had the pleasure of meeting Ray Leonard at the New Law Workshop and CACEO Annual Conference. Ray's participation in both the County Clerk and Elections sessions demonstrates his interest in learning about all divisions of the Clerk-Recorder-Assessor-Registrar of Voters Department. We look forward to working with him as we face issues on the horizon, and welcome his enthusiasm and the fresh perspective he will bring not only to the office of Sonoma County Clerk-Recorder-Assessor-Registrar of Voters, but to our Association as well.

Please feel free to contact me if I can give any additional information.

Regards,

A handwritten signature in cursive script that reads "Cathy Darling Allen".

Cathy Darling Allen  
Shasta County Clerk/Registrar of Voters  
President, California Association of Clerks and Election Officials

July 23, 2012

County of Sonoma Board of Supervisors  
575 Administration Drive, Room 100 A  
Santa Rosa, CA 95403

Supervisor Shirley Zane, Chair  
Supervisor Valerie Brown  
Supervisor David Rabbitt  
Supervisor Mike McGuire  
Supervisor Efren Carrillo

Dear Members of the Board of Supervisors:

Re: Ray Leonard, Candidate for appointment of Sonoma County Clerk-Recorder-Assessor

I am writing this letter in support of Ray Leonard for the position of Clerk-Recorder-Assessor. As a Department of Information Specialist II for CRA, I have worked directly under Mr. Leonard for the past several years and have found him to be a strong leader who possesses the all the qualifications needed for this highly specialized job.

For many years he has worked closely with Janice Atkinson, our current Department Head, displaying a passion for learning and understanding the intricacies of the laws and regulations that govern our department and how to best serve the public. A fair and respected leader, there is no question that he is the superior candidate who would maintain the high standards essential for this position while avoiding a sure disruption among staff.

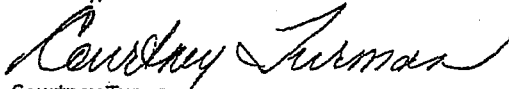
With the ongoing budget crisis, a vast number of employees are retiring or have retired taking their expansive collective knowledge with them. The remaining staff is struggling to maintain productivity while training new employees. They are becoming discouraged with the added work, the talk of additional employee concessions, and the possibility of working under an unknown department head. They are weary and with so much uncertainty, I believe it is imperative that consistency be maintained in the management of this large, complex and diverse department. Mr. Leonard will be able to provide stability, elevate morale, and keep this department on the steady course of compliance, productivity and respect.

The job of Clerk-Recorder-Assessor is extremely complex with strict legal mandates and expectations. The challenges facing the office vary from county to county, and the learning curve for someone coming from outside Sonoma County is daunting. Not only would they have to learn the expectations of their constituency, but the needs and nuances of their staff, Board of Supervisors, Bargaining Units, local mandates, watchdogs, etc. It would take years to gain the insight and knowledge to effectively run this department; knowledge that Mr. Leonard possesses today.

Mr. Leonard has a deep understanding of the needs and complexities of this department and its staff. As a CRA manager who has intimate knowledge of each division, he is uniquely qualified to step into this position and run the department with the least amount of disruption. He knows each and every employee, the cycles of each division and how each department "flows". He displays superior management skills and possesses a solid understanding of the position of Clerk-Recorder- Assessor.

I strongly urge you to follow the recommendation of our current department head as she is by far the best judge of the challenges and needs of this large department and who would most effectively fill her position.

Sincerely,



Courtney Turman  
Department Information Specialist II  
Sonoma County Clerk-Recorder-Assessor  
[REDACTED]

*Celia Peterson*



June 22, 2012

Ms. Dusti Longfellow  
County of Sonoma Human Resources Department  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

RE: Application for County Clerk/Recorder/Assessor

Dear Ms. Longfellow:

I am responding to Sonoma County's invitation to apply for the position and office of County Clerk-Recorder-Assessor. Please accept my enclosed resume, references and written responses to the supplemental questions. You will find that my experience and credentials meet the requirements and desired qualifications of the position.

I have worked for Sonoma County for 27 years. My experience includes clerical, accounting and management positions in Building Inspection (prior to PRMD), Municipal Court (prior to court consolidation), Probation Accounting, the Victim Witness Program, Area Agency on Aging-Multipurpose Senior Services Program (prior to consolidation with Human Services), County Clerk/Registrar of Voters (at the time of splitting from the courts), the Water Agency, Community Development Commission, and presently, the County Clerk-Recorder-Assessor. My experience working for the County Clerk-Recorder-Assessor spans 16 years. My current position is Accounting Manager (current annual salary [REDACTED]), reporting directly to the department head.

In my years working for the County Clerk-Recorder-Assessor, I have been involved in and facilitated many major projects and initiatives. A few highlights include:

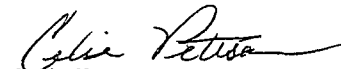
- I was instrumental in the consolidation of the Public Administrator-Guardian with the Public Conservator under the umbrella of the County Clerk-Registrar of Voters (1993).
- I developed a consolidated budget and fiscal support unit for the County Clerk-Clerk of the Board-Public Administrator/Guardian/Conservator-Registrar of Voters under Eeve Lewis (1994/95).
- I facilitated the consolidation of the County Clerk, Recorder and Assessor budget and fiscal support unit under Eeve Lewis (2002/03).
- I have facilitated critical requests for proposals, contracts and installations of major systems including the Accessible Voting System as required under the Help America Vote Act (HAVA), the Automated Sorting System for Vote by Mail Ballots, and, various HAVA funding contracts for elections administration.

My experience working for the Office of the County Clerk-Recorder-Assessor provides me a deep understanding of the challenges facing the department and the demands involved in managing such diverse responsibilities and functions. In addition, I am currently heading a committee to request and evaluate proposals for a new recording system.

Beyond my experience serving in various positions with the County, I participated in a Fellowship with the County Administrator's Office under Mike Chrystal while working for the Water Agency (1999). I have completed Sonoma County's Management Academy and Executive Development Program (2004). I am a certified California Professional Election Administrator with the California Association of Clerks and Elections Officials (2005). Additionally, I served on the Sonoma County Administrative Management Council Board of Directors for seven years (2000/06).

Thank you for the opportunity to submit my application, your time and consideration for the position. I look forward to your favorable consideration.

Respectfully yours,

  
Celia Peterson

# CELIA M. PETERSON



## PROFESSIONAL EXPERIENCE

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### **Sonoma County (September 1993– Present)**

#### **Department Accounting Manager, Clerk/Recorder/Assessor Department (February 2002 - Present)**

*Responsibilities include:*

- Organize and direct finance and accounting services under Dept. Head direction
- Prepare and monitor annual budget (\$16,000,000)
- Prepare Board Agenda for grant funds and contracts
- Monitor and administer contract expenditures and reimbursements
- Oversee preparation of claims and financial reports to State and Federal agencies
- Oversee cost accounting and billing for election reimbursements
- Recruit, train and supervise Accounting Unit staff of 3.0 FTE (originally 4.5 FTE)

#### **Controller, Community Development Commission (September 2000 – February 2002)**

*Responsibilities include:*

- Managed accounting and finance unit with a staff of 5.0 FTE under Executive Director
- Prepared and monitored annual budget (\$27,000,000) and mid-year reports
- Developed and implemented accounting systems, policies and procedures
- Managed preparation of claims and financial reports to State and Federal agencies
- Monitored and audited grant fund recipient contracts

#### **Administrative Services Officer, Sonoma County Water Agency (June 1998 – September 2000)**

*Responsibilities include:*

- Managed accounting and finance unit under Admin Services Manager
- Prepared and monitored Agency budget (\$168,000,000)
- Administered project cost accounting system
- Prepared Board Agenda for administrative/fiscal projects
- Identified and analyzed problems, recommended and implemented solutions
- Recruited, trained and supervised Accounting Unit staff of 5.0 FTE

#### **Accountant II, County Clerk/Board of Supervisor's Office (September 1993 – June 1998)**

*Responsibilities include:*

- Consolidated, prepared and monitored departmental budget (\$4,235,000)
- Managed investment accounts for Administrator/Guardian/Conservator clients
- Identified and analyzed problems, recommended and implemented solutions
- Maintained cost accounting records for state and local elections
- Prepared claims and invoices for election cost reimbursement
- Prepared financial reports, federal and state reimbursement claims
- Recruited, trained and supervised accounting personnel. Oversaw 1.5 FTE direct reports

## **EDUCATION**

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- 1999 Master of Public Administration, University of San Francisco, Santa Rosa, CA  
1994 Bachelor of Arts, Business Management (Accounting), Sonoma State University, Rohnert Park, CA

## **PROFESSIONAL QUALIFICATIONS**

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- Research, analyze and compile various types of reports
- Prepare complex financial reports and billings
- Develop and implement new computer systems
- Direct, train, and oversee the work of employees
- Direct and facilitate team projects
- Communicate clearly and concisely
- Adapt to organizational and workload changes
- Work effectively under pressure to meet deadlines
- Interact diplomatically with diverse groups and individuals

## **MEMBERSHIPS**

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- 1995 - 2012 Government Finance Officers Association  
1994 - 2012 California Association of Clerks and Elections Officials



**Celia M. Peterson**  
**Supplemental Questionnaire**  
**County Clerk-Recorder-Assessor Recruitment**

**4. a) Knowledge and related work experience**

***1. Issuing, filing and recording County legal records, recordable documents and vital records***

The office of the County Clerk is responsible for issuing marriage licenses, filing fictitious business name statements, filing California Environmental Quality Act Reports and Notary Bonds and Oaths. The office of the Clerk also registers marriage licenses and provides certified copies of vital records to the public on behalf of the Recorder. The functions of the County Clerk are defined and prescribed under California Constitution, Article 6, which includes roles that have changed over time. In Sonoma County, the ex-officio functions of Clerk of the Superior Court and Clerk of the Board of Supervisors have been transferred through policy decisions of the Board of Supervisors to deconsolidate the offices. The ex-officio role of Registrar of Voters and Commissioner of Civil Marriages remain under the umbrella of the County Clerk.

The duties of the Clerk are governed and outlined in many codes under California State Law including the Government Code (Appointments, California Public Records Act, Notary Oaths, Oath of Office, Public Official Bonds, Statement of Economic Interests, Statutory Fees), Insurance Code, Business & Professions Code (Fictitious Business Name, Trade Name Registration, Fish & Game, Legal Document Assistant, Process Server Registration, Professional Photocopier Registration, Unlawful Detainer Assistant Registration), Family Code (Marriage Licenses, Certificates and Persons Authorized to Solemnize Marriage), and the Health & Safety Code (Vital Records). Additionally, certificates issued by the County Clerk are governed by the Hague Convention.

The County Recorder is responsible for recording and maintaining the official public record for land records and finance documents for the purpose of providing a public record of ownership of real property and constructive notice to those affected by these transactions. The maintenance of the Grantor-Grantee index of real property provides the system to establish chain of title for any parcel of land since the beginning of the county to the present. The Recorder also collects all county and city Documentary Transfer Tax when there is a change in ownership. Document compliance, recording requirements and indexing criteria are outlined primarily in the California State Government Code, Civil Code and the Code of Civil Procedure.

Documentary Transfer Tax Act Codes and requirements are governed and outlined in the Revenue and Taxation Code.

My work-related experience as concerns the duties of the Clerk and Recorder is in the role of support and management providing budgeting, finance, accounting, payroll, procurement, contract management and administrative services to the department head, chief of operations and line staff. My office is responsible for establishing and collecting all fees for service and maintaining contracts for equipment and services. I have facilitated Requests for Proposals for major projects and system installations including map restoration, social security number redaction and truncation. Currently, I am facilitating a RFP for recording, vital records, fictitious business name and cashiering systems. I am also a Deputy Marriage Commissioner, having officiated at numerous weddings, solemnizing marriages and filing marriage certificates.

Throughout my tenure in this department, I have been key to facilitating several reorganizations authorized by the Board of Supervisors. I was instrumental in the consolidation of the Public Administrator-Guardian with the Public Conservator under the umbrella of the County Clerk-Registrar of Voters (1993). I developed a consolidated budget and fiscal support unit for the County Clerk-Clerk of the Board/Public Administrator-Guardian-Conservator/Registrar of Voters under Eeve Lewis (1994/95). I facilitated the consolidation of the County Clerk, Recorder and Assessor budget and fiscal support unit under Eeve Lewis (2002/03). I also assisted with two subsequent de-consolidations, transferring the Public Administrator-Guardian-Conservator to Human Services and the Clerk of the Board to the County Administrator's Office (2007).

## ***2. Property assessments and appraisals***

The Assessor is one of three elected county officers, along with the district attorney and the sheriff, required by law in Article XI of the California State Constitution. The Assessor is responsible for discovering and inventorying all tangible property, determining the taxability of each item of property, mapping land activity, valuing each item of property, administering property tax exemptions, providing information and assistance to the public and publishing the annual assessment roll.

The basis for property tax law is found primarily in the California Constitution, articles XIII and XIII A. Article XIII A was adopted in 1978 following the passage of Proposition 13 through the initiative process, limiting the tax rate for real property to 1% of the full cash value. Proposition 13 established several additional, significant limitations on taxable property. The full cash value base of property adjusted from year to year to reflect the inflationary rate cannot exceed 2 percent.

Certain real property transfers are excluded from purchase or change in ownership reassessments if they are between spouses and between family members (parent/child, grandparent/grandchild or grandchildren).

Section 3 of Article XIII identifies several types of property that are exempt from taxation including government, church and public property. Homeowners' and Veterans' exemptions are defined in specific dollar amounts as well. Sections 16 and 17 of Article XIII enable the creation of the County Assessment Appeals Board and the State Board of Equalization for the purpose of equalizing the values of property on the local assessment roll by adjusting individual assessments.

The Assessor uses three major approaches to valuing property for assessment: cost, comparative sales, and income. The cost approach is most commonly used in appraisal for property tax purposes when there are no reliable sales data or income data. The cost approach combines the estimated land value with the cost of improvements, less depreciation. The comparative sales approach uses the market value of property, which under normal conditions will be closely related to sales prices. The income approach to valuation defines the value of the property as the present value of a future income stream. Three assumptions must be met for the income approach to be valid: 1) The property is purchased for the income it will produce; 2) value is a variable of the quality and quantity of the income stream; and 3) future income has less value than present income.

The date that taxes become a lien against all real property is January 1, as of 12:01 a.m. This is known as the "*lien date*" for all local and state property. The legislature enacted supplemental assessment provisions, as of July 1, 1983, which allowed property to be reassessed due to a change in ownership or new construction immediately as of the date of change in ownership or completion of construction. The change in assessed value is reflected in a prorated supplemental tax bill that covers the remaining portion of the fiscal year. The supplemental roll system enacted after the implementation of Proposition 13 to avoid a delay in added property tax liability is a valuable source of additional revenues, but can be a confusing system to explain to affected property owners.

My work-related experience as concerns the Assessor division is again in the role of support and management providing budgeting, finance, accounting, payroll, procurement, contract management and administrative services to the department head, chief of operations and line staff. My office has responsibility for establishing and collecting all fees for services and maintaining contracts for equipment and services.

During the last ten years, managing the budget for this division has been one of the greatest challenges to the department. In 2005, the state discontinued the Property Tax Administration Program (PTAP) reducing annual revenues to the county by \$1.3M. Staffing has been reduced by 20%, and workload increased exponentially due to Proposition 8 reductions. Proposition 8 was passed in November 1978, amending article XIII A to allow for temporary value reductions, to recognize the fall of current market value below property base year values.

The Assessor is the one functional area of the combined department where I have had the least contact and exposure to day-to-day operations. If granted the opportunity to fill the role of County Clerk-Recorder-Assessor, I will immediately apply for a temporary appraiser's certificate and spend enough time working with real property appraisers and business property appraisers to gain a good foundation and understanding of assessment principles and procedures. Given my background in accounting and finance, this area of responsibility will be very interesting to me.

### ***3. Conduct of elections and voting procedures***

Article II of the California Constitution covers the basic powers and rights for United States citizens as related to voting, initiatives, referendums, and recalls. It states that political power is in the people and that government is instituted to protect, secure and benefit the public good. The Constitution confers the right to vote upon citizens that are 18 years of age and a resident of the state of California. Article II, section 7 requires that voting shall be secret. Section 8 defines the initiative process and provides voters the means to propose statutes and amendments to the Constitution for adoption or rejection. Section 9 provides voters the power, "to approve or reject statutes or parts of statutes, except for urgency, statutes calling election or statutes providing for tax levies or appropriations for usual current expenses of the State."

Chapter 1 of the California Elections Code details the four established election dates in each year: the 2<sup>nd</sup> Tuesday in April of the even numbered year; the 1<sup>st</sup> Tuesday after the first Monday in March in the odd numbered year; the 1<sup>st</sup> Tuesday after the first Monday in June of each year; and the 1<sup>st</sup> Tuesday after the first Monday in November of each year. Statewide election dates are held in June and November of each even-numbered year. All state, county, municipal, district and school elections are held on established election dates with several categorical exceptions described in Elections Code section 1003, including special elections called by the Governor.

Numerous provisions for the conduct of elections and voting procedures are defined in the California Elections code including: voter qualifications, registrations, online voter registration, voter file maintenance, vote by mail (VBM) voting, new resident

and new citizen voting, mail ballot elections, political party qualifications, presidential elections, political party organization and central committee elections, nominations, measures submitted by voters, local, special vacancy and consolidated elections, recall elections, pre-election procedures, ballots, sample ballots and voter pamphlets, election day procedures, semifinal official canvass, official canvass, recount and tie vote procedures, elections contests, retention and preservation of election records, penal provisions, approval of voting systems, election campaigns, and finally, state and local reapportionment. The legal requirements and responsibilities of the Registrar of Voters, in my opinion, represent the most detailed and complex functional area managed by the Clerk-Recorder-Assessor. It is also the most politically sensitive, in that mistakes can potentially make headline news.

My work-related experience in the Registrar of Voters office has primarily been in the role of support and management providing budgeting, finance, accounting, payroll, procurement, contract management and administrative services to the department head, chief of operations and line staff. My office has responsibility for establishing and collecting all fees for services and maintaining contracts for equipment and services. I have accounted for elections costs, compiling and reviewing billing statements to jurisdictions for election cost reimbursements, and claims for state mandate reimbursements for 16 years.

In addition to the routine responsibilities as the Accounting Manager supporting the Registrar of Voters, I have facilitated other significant initiatives for the division. This includes the Request for Proposals, contract approval and acquisition of the Accessible Voting System as required under the Help America Vote Act (HAVA), the Automated Sorting System for Vote by Mail Ballots, and numerous HAVA funding contracts, and other miscellaneous funding contracts for elections administration.

My other experience in elections includes numerous shifts working as extra help stuffing and processing vote by mail ballots, on the phone bank answering calls on election day, as precinct officer, precinct inspector, running ballot counting machines on election day, and as a member of the logic and accuracy board.

**4. b)** My professional level work experience began while working under Eeve Lewis in the County Clerk/Registrar of Voters/Public Administrator-Guardian-Conservator/Clerk of the Board department in 1993. I began as an Accounting Technician and was soon promoted to an Accountant I/II. During that time, I was responsible for recommending and making several policy changes and process improvements including the establishment of a centralized accounting and budgeting unit to support all divisions of the department that previously handled payroll, receivables, payables, budget preparation and monitoring independently. During the consolidation of the Public Administrator-Guardian and Public Conservator functions under the County Clerk umbrella, I proposed and implemented several policy and procedural changes relative to handling and accounting for client funds, personal property, assets and investments to establish uniformity between the Administrator-Guardian and the Conservator functions and to strengthen accountability and internal controls.

I received a promotion to work for the County Water Agency in 1998, heading up the budget, accounting and payroll division. I was originally hired as a Department Analyst and promoted to an Administrative Services Officer. While at the Agency, I was responsible for preparing and monitoring the budget which ran upwards of \$168,000,000. The budget had numerous divisions, special districts, and flood control zones, incorporating a number of fund types, including enterprise, special revenue, internal service and general funds. I was administrator for the Project Cost Accounting System (PCAS) that tracked individual project costs for numerous and complicated engineering, water and sewer infrastructure and maintenance projects. I monitored and oversaw processing of all professional contract invoices and retention payments. During my years at the Water Agency, I spent six months working half-time in the County Administrator Fellowship Program as a budget analyst. During my Fellowship, I reviewed board agenda items and departmental budget submissions for completeness and accuracy, processed applications for advertising funds, made presentations to the Board during budget hearings, and attended and collected information for meetings and negotiations between Sonoma County and the Pomo Indians during the early planning stages for the River Rock Casino.

In September 2000, I accepted a promotion as Controller for the Community Development Commission, reporting to the Executive Director. I supervised a staff of five with two Accountants and three Account Clerks. I was responsible for all accounting functions, payroll, grant applications, funding and sub-recipient contract administration and monitoring, budget preparation and monitoring and processing all section 8 housing payments. During my service at the Community Development Commission, I was responsible for making recommendations implementing changes

that transferred the primary accounting system from an out-of-state, third party vendor to the County FAMIS system, and shifted cash deposits from an outside bank to the County Treasurer. The change resulted in a more reliable and stable system, with better more responsive customer support to the CDC, and better interest earnings on deposited funds.

In February 2002, I went back to work for Eeve Lewis as an Accounting Manager to administer the transition of the finance, accounting and payroll activities of the recently consolidated County Clerk, Recorder and Assessor departments. This involved moving staff from three different offices to form a unified group.

Process improvements I have recommended and implemented include transition to a consolidated cashiering system for the Clerk, Recorder and Assessor customer service functions, establishing data base applications to maintain internal accounting records for reconciliation with the County FAMIS system, to generate Registrar of Voter labor cost allocation reports, and to electronically download data and generate forms for the daily deposit to the Treasury. As described above, I have facilitated other major system changes and process improvements related to requirements and implementation of the Help America Vote Act of 2002, and I am currently facilitating a Request for Proposals process to procure a Recording, Cashiering and Vital Records system.

**4. c)** Yes, I am a registered voter in Sonoma County.

**4. d)** No, I do not currently possess a valid appraiser's certificate issued by the California State Board of Equalization; however, I am prepared to acquire a temporary appraiser's certificate, and a permanent certificate within 12 months of assuming office, as required under section 670-673 of the Revenue and Taxation Code.

CELIA M. PETERSON

REFERENCES

1. Krishna Kumar – General Manager, Valley of the Moon Water District [REDACTED]
2. Vicki Petersen – Retired Chief Deputy County Clerk/Recorder [REDACTED]
3. Glória Colter – Chief Deputy Registrar of Voters [REDACTED]
4. Elizabeth Acosta – Registrar of Voters, Program Manager [REDACTED]
5. Tim Pudhoff – GIS Manager - ISD Project Manager [REDACTED]



**From:** [Sadie Thornhill](#)  
**To:** [Dusti Longfellow](#)  
**Subject:** County Recorder Assessor  
**Date:** Thursday, June 28, 2012 12:42:59 PM  
**Attachments:** [updated-counseling\\_resume.doc](#)  
[additional\\_questions.doc](#)

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November 07, 2011

Dear Hiring Manager: This letter is to express my interest in the County Recorder Assessor position. The opportunity presented is extremely appealing. I believe that my experience in education and counseling make me a competitive candidate for this position. The strengths I possess that make me successful for this position include, but are not limited to, the following:

Knowledge of writing effective behavior support plans

- I am a self starter
- Strive for excellence
- Attention to detail
- Strong communication skills
- Strong collaboration skills
- Open to learning
- Flexible to alternative options
- Strong organizational skills
- Strong computer skills
- Strong multi-tasking skills

I am very personable, energetic, charismatic, well-spoken, and confident. The type of person your administration can rely on, and feel comfortable with. I also possess the type of experience that will allow you to place me in any setting with confidence because your level of expectations will be met. Please see my resume for additional information on my experience. I am confident that I can provide you with the level of professionalism that you are looking for. I hope that you find my experience interesting enough to warrant a face-to-face interview. I can be reached any time on my cell phone, or via email. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity. Sincerely,

Sadie N. Thornhill

[REDACTED]

[REDACTED]

**Sadie Thornhill**



**Education**

Sonoma State University, Graduate student in Family Therapy Master Program  
Sonoma State University, Special Education Teaching Credential, Level I and II  
Sonoma State University, Bachelor in English Literature

**Relevant Classes Taken**

- Law and Ethics
- Psychopharmacology
- Counseling Strategies for Addiction and Chemical Dependency
- Marriage and Family Therapy
- Assessment implementations
- Counseling Theories practicum
- Group Counseling Strategies
- Couples and Sexuality Counseling
- Dynamics of Individual Behavior

**Experience**

**Counseling Practicum, 510B**

Sonoma State University

**Responsibilities**

- Counseled four college students under supervision
- Maintained confidential notes for each client
- Collaborated with psychologist to discuss shared client
- Conceptualized each client
- Revisited initial counseling goals with each client
- Discussed clients' concerns with supervisor on the weekly basis

**Employer**

Santa Rosa City Schools  
Elsie Allen High School  
Santa Rosa, California  
August 2009-May 2011  
SDC/RSP Education Specialist

**Responsibilities / Achievements**

- Responsible for writing Individualized Education Plans (IEP) for 21 students with

mild to moderate special needs

- Creating curriculum that prepares students for job interviews and teaches job skills
- Creating supplemental curriculum for a remedial English class
- Teach social and communication skills
- Teach executive functioning skills
- Help students meet IEP goals
- Writing meaningful lesson plans that allowed students with special needs to have access to the general education curriculum
- Collaborating with general education teachers in order to modify classroom curriculum
- Manage classroom assistants
- Communicate with IEP team: parents, teachers, counselors, administrators, district employees, Speech and Language Pathologist and Psychologist
- Create opportunities for students in the SDC class to volunteer their time in non-profit organizations
- Organize IEP meetings, i.e., arranging time and date that works for everyone in the IEP team
- Keep records of student progress in order to show whether students' are meeting IEP goals, and whether goals are relevant or not
- Keep records of any conversations with parents in order to meet parent legal rights and avoid legal disputes
- Purchase classroom materials
- Manage classroom budget
- Participate in student success meetings

### **Employer**

Petaluma City Schools  
Casa Grande High School  
Petaluma, California  
August 2007-June 2009  
SDC Education Specialist

### **Responsibilities / Achievements**

- Responsible for writing Individualized Education Plans (IEP) for 20 students with special needs
- Creating curriculum for two Life Skills classes
- Creating supplemental curriculum for a remedial English class
- Teach social and communication skills
- Meeting IEP goals
- Writing meaningful lesson plans that allowed students with special needs to have access to the general education curriculum
- Collaborating with general education teachers in order to modify class curriculum
- PRAC trained: training that prepares to identify a crisis in any setting
- Manage classroom assistants and 1:1 assistants
- Create a list of duties for each assistant
- Communicate with IEP team: parents, teachers, counselors, administrators, district

- employees, Speech and Language Pathologist and Psychologist
- Write grants in order to raise money for the SDC class to participate in community based instruction, and cooking projects
  - Create opportunities for students in the SDC class to volunteer their time in non-profit organizations and consequently acquire job skills
  - Organize IEP meetings: finding a time and date that works for everyone in the IEP team
  - Keep records of student progress in order to show whether students' are meeting IEP goals, and whether goals are relevant or not
  - Keep records of any conversations with parents in order to meet parent legal rights and avoid legal disputes
  - Purchase classroom materials
  - Manage classroom budget
  - Participate in student success meetings

Novato Unified School District  
Novato High School  
Novato, California  
January 2007-June 2007  
Bilingual assistant/tutoring program coordinator

**Responsibilities / Achievements**

- Supported classroom teachers by providing 1:1 support for students who were not fluent in the English language
- Graded English and Science papers
- Advocated for the Second Language Community
- Created and after school tutoring program that targeted English Language Learners who were failing core classes such as Algebra and English
- Contacted parents and informed them of any current issues at the school
- Responsible for keeping clear records of how many students were attending the after school program, and whether their grades were improving or not
- All students who attended the after school program passed their English and Algebra classes and graduated high school

**Employer**

Novato Unified School District  
Summer School  
Novato, California  
June 2007-July2007  
SDC Summer School Teacher

**Responsibilities / Achievements**

- Creating curriculum to meet students IEP goals
- Teach students social and emotional coping techniques
- Teach functional and communicational skills

### **Skills and Qualifications**

- Familiar with education system
- IEP Knowledgeable
- Excellent computer skills: Word, Excel, Power Point
- Fluent in English and Spanish
- Excellent communication skills
- Knowledgeable of different communication styles
- Great team player
- Natural leader
- "Can do" attitude
- Able to meet deadlines
- Great work ethics
- Flexibility
- Understands the meaning of confidentiality
- Reliable

***Written responses to the following questions:***

- a) Please describe your knowledge and/or related work experience in *each* of the following areas: the issuing, filing and/or recording of County legal records including recordable documents, and vital records; property assessment and appraisals; the conduct of elections and voting procedures, in general.

I am familiar with property assessment and appraisals; exemptions and exclusions. As a home owner, I've had to have my home appraised and assessed every year and understand the exceptions that apply to our taxes and the exclusions, if any, that may be needed to take into consideration. As an educated voter, I like to understand the process that elections must go through every voting season.

- b) Please describe your relevant and current work experience in which you had professional level responsibility in any/all of the following areas: general administration and operations, budget/fiscal management, policy development and process improvements.

As a teacher, I was responsible for managing for 4-5 assistants in my classroom. It was my job to ensure that the environment in our classroom was respectful and conducive to the best interest of the students. I was also responsible for managing the budget that was given to me by the district office and making that very small amount of money last the entire school year. Because I worked with many adults and high school students, it was my duty to develop classroom policies that improved the learning environment. Working at a high school requires a delicate balance in which we strive for our identity as a great teacher but also try to collaborate with everyone else in the school. There are a lot of politics in being a teacher and managing a budget and ensuring that everyone gets along in your classroom, especially adults.

- c) Are you a registered voter in Sonoma County, or are you able to be a resident of Sonoma County and register to vote no later than December 7, 2012? (Respond: yes/ no)

Yes

- d) Do you currently possess a valid appraiser's certificate issued by the California State Board of Equalization?

No I do not have an appraiser's certificate issued by the California State Board of Equalization but I am willing to acquire a temporary one from the California State Board of Equalization within 12 months of assuming office.

K. Gordon Tinsley  
[REDACTED]  
[REDACTED]

June 24, 2012

County of Sonoma  
Human Relations Department  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

Dear Ms. Longfellow,

I suspect you'll find very few candidates with a background such as mine—and it's one I'd like to put to work for the County of Sonoma.

As you'll see on the enclosed resume, the depth of my experience in the title industry offers you the opportunity to hire a real pro who learned this industry one search order at a time. I have been working out of the Sonoma County Recorder and Assessor's office for nearly 20 years.

Moreover, having worked as a title researcher for a variety of companies, I have the customer service background needed for this position. As a business owner and Chief Title Officer I have the leadership and management skills to guide the very competent staff I have worked with for years from the opposite side of the counter.

My current salary requirements are to meet or exceed my current salary ([REDACTED] annually) as owner/operator of Northgate Title Services. A personal interview would allow me to demonstrate my talents. I look forward to hearing from you so that we can schedule a meeting.

Sincerely,

K. Gordon Tinsley

Enclosures



**K. Gordon Tinsley**



**OBJECTIVE** Recorder/Assessor, County of Sonoma

**EXPERIENCE** Northgate Title Services 11/1997 – Present  
Petaluma, CA Salary: [REDACTED]

**Owner**

Established large client base from one company to more than twenty nationwide. Processed search orders in various California counties to meet client specifications in a timely manner. Represent private investors during foreclosure sale proceedings and auctions. Managed all aspects of this home-based business including billing and customer service.

Fidelity National Title 6/1992 – 10/1997  
Santa Rosa, CA Salary: [REDACTED]

**Plant Manager/Title Officer**

Ran Title Plant which included but was not limited to establishing work flow on a daily basis for all title employees to be sure as many orders as possible are done that day and remainder are done in a timely manner. Ran a title desk which included opening orders with clients, running property chains from information given by the client, wrote reports, making sure all items in reports are ready to close files, abstract documents for recording, read and follow lenders and escrow instructions, be sure all staff comply with proper company guidelines including correct endorsements being issued and all inspections have been ordered as needed. Called clients with recording numbers, typed invoices and readied files for typing department. (Contact Supervisor: Yes, Supervisor's Name: John Hilvka, [REDACTED])

Fidelity National Title 7/1986 – 6/1992  
San Diego, CA Salary: [REDACTED]

**Title Officer**

Ran a title desk which included opening orders with clients, running property chains from information given by client, wrote reports making sure all items in reports are ready to close files, abstract documents for recording, read and followed lenders and escrow instructions, be sure all complies with proper company guidelines including correct endorsements can be issued and all inspections have been ordered as needed. Call clients with recording numbers, type invoices and ready files for typing department. (Contact Supervisor: Yes, Supervisor's Name: Sonny Vigil, [REDACTED])

First American Title 3/1976 – 6/1986  
Riverside & San Bernardino, CA Salary: [REDACTED]  
Reno, Nevada

**Searcher/Title Officer**

Search orders from information given by clients, write reports, and plot legal description on plat map, making sure there are no overlaps or breaks in legal. Make sure as many orders as possible are done in a timely manner with little or no errors, set up files for typing making sure copies of all documents requested by clients are included. (Contact Supervisor: Yes, Supervisor's Name: Buzz Smith, [REDACTED])

**EDUCATION**

**Riverside City College**  
Riverside, California  
Associates Degree, April 1984  
30 Semester Hours  
Major: Business Administration

**California State Polytechnic**  
Pomona, California  
30 Quarter Hours completed

**Ramona High School**  
Riverside, California  
Graduated 1/1975

**JOB RELATED  
TRAINING**

Trained in 1976 at First American Title by Chief Title Officer John Lewis, a 30-year veteran of the Title Industry for six months to read plat and interpret legal descriptions, easements, and every type of document of record including documents from other parts of the country as to what the affect on title they may or may not have.

**RECOGNITIONS**

10-Year Achievement Award by Fidelity National Title  
10-Year Achievement Award by First American Title

**REFERENCES**


Name: Willie Payton, Assessor – Recorder’s Office, Marin County  
Phone Number: [REDACTED]

Name: Randy Fry, Marin land Title Consulting  
Phone Number: [REDACTED]

Name: Alice Noel, Escrow Manger, Fidelity National Title  
Phone Number: [REDACTED]

Name: Larry Brown  
Phone Number: [REDACTED]

Name: Dave Birkett, Real Estate Agent, Century 21  
Phone Number: [REDACTED]

K. Gordon Tinsley  


**Supplementary Questions:**

- A. With over 30 years in the title industry, I have examined, prepared and recorded documents for recording in multiple states as well as counties. My experience has trained me to have a keen eye to watch for errors prior to submitting documents for recording. Having completed research out of the Sonoma County Recorder/Assessor's Office for nearly 20 years, I have examined tax records and appraisal files. I am proficient with the computerized data base of records as well as the grantee/grantor books of record. The only elections experience I have is as a voter.
- B. As business owner of Northgate Title Services I am responsible for all general administration and operation of my company and staff. As Chief Title Officer for Fidelity National Title I supervised a staff of nine and implemented policies and procedures to improve work flow and reduce errors.
- C. Yes, I am currently registered to vote in Sonoma County.
- D. No, I currently do not possess a valid appraiser's certificate. Yes, I am more than willing and able to obtain this certification prior to assuming office



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 13  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Services Department

**Staff Name and Phone Number:**

Marla Stuart, Director, Information Integration; 565-5849

**Supervisorial District(s):**

All

**Title:** Child Abuse Prevention, Intervention and Treatment (CAPIT) and Children's Trust Fund (CTF) Contracts

### **Recommended Actions:**

Authorize the Human Services Department Interim Director, or designee, to sign and execute agreements with Committee on the Shelterless, California Parenting Institute, the Department of Health Services, and Petaluma People Services Center for a total amount of \$140,000 in Child Abuse Prevention, Intervention and Treatment (CAPIT) funds and \$153,000 in Children's Trust Fund (CTF) funds per fiscal year for two fiscal years (8/14/12 – 6/30/14), and to execute future amendments that do not change the scope of services or increase the cost more than \$25,000 for all contracts, to provide child abuse prevention services within the requirements of the Child Abuse Prevention, Intervention and Treatment program.

### **Executive Summary:**

Child Abuse Prevention, Intervention and Treatment (CAPIT) and Children's Trust Fund (CTF) funding supports services provided to parents who are involved- or at risk of being involved-with the child welfare system. These services have the benchmark goal of reducing future child abuse by improving the material and interpersonal factors that contribute to child abuse or neglect. Often called "family preservation" or "family support" services, the intent of CAPIT and CTF services is to improve family functioning to prevent future child maltreatment, prevent a child from being placed into foster care or treat the effects of having been the victim of child abuse. Child Abuse Prevention, Intervention, and Treatment (CAPIT) funding is state funding and for Fiscal Year 2012-2013, \$140,000 is available.

The Children's Trust Fund is local funding established by the Board of Supervisors, consisting of a portion of birth certificate fees, donations Sonoma County tax payers make when paying property taxes, and interest earned on the funds. The ordinance establishing the Children's Trust Fund specifies it must be provided to 501(c)(3) organizations for the purposes of child abuse prevention, intervention and treatment. For Fiscal Year 2012-2013, \$153,000 is available.

The Human Services Department (HSD) conducted a Request for Proposals (RFP) process for CAPIT and CTF in May 2012.

Points were given for local preference and alignment with the Upstream Investments. Ten proposals were received and the RFP committee recommended contracting with four agencies as a result of the procurement: California Parenting Institute (CPI), Committee on the Shelterless (COTS), Dept. of Health Services Maternal Child Adolescent Health (MCAH), and Petaluma People Services Center.

The results of the 2012 RFP for CAPIT/CTF funding are valid through the 2014-2015 fiscal year, in accordance with standard Sonoma County RFP procurement expectations. Contracts are being requested for a two year period, from 8/14/12 – 6/30/14. Agreements may be renewed for an additional fiscal year, depending on funding availability and satisfactory contractor performance.

The Department is allocating \$293,000 per year for two years in support of the CAPIT/CTF funded programs. The RFP review committee recommended the following levels of funding for each agency. These recommendations were unanimously approved by the First 5 Sonoma County Commission on Wednesday, July 11, 2012:

**California Parenting Institute (CPI):** \$53,000 per year for two years for parenting support (using the Triple P in-home parenting and parenting classes) and \$25,000 per year for two years in support of Prevent Child Abuse Sonoma County, including the meetings and outreach, and hosting the Blue Ribbon campaign.

**Committee on the Shelterless (COTS):** \$70,000 per year for two years for the COTS Kids First – Child Abuse Prevention Program which will provide temporary shelter and transitional housing to 90 homeless families per year that are diverted from the child welfare system.

**Dept of Health Services Maternal Child Adolescent Health:** \$52,000 per year for two years to support the Children are People program, which will provide field nursing to pregnant and parenting mothers with children under age 2, utilizing the Strengthening Families Framework.

**Petaluma People Services Center:** \$93,000 per year for two years to provide an array of counseling, domestic violence, sexual abuse treatment, resource assistance and respite care through the CTF/KidsMATTER Program. PPSC is the lead agency and will subcontract with five other agencies.

The four service providers will work collaboratively with HSD-Family, Youth and Children's Division (FYC) to serve families identified by child welfare social workers using the Structured Decision Making Assessment tools as being high-risk for child abuse or neglect. Referrals to the agencies will be made exclusively by HSD-FYC staff, based on having investigated an allegation of child abuse or neglect. CAPIT/CTF contractors operate on a countywide basis, serving families in their own homes whenever possible and appropriate.

All four agencies will work closely and collaboratively with each other and HSD-FYC staff to ensure optimal program efficiency and effectiveness. A program evaluation will be underway to evaluate the effect of each intervention on measurable child welfare outcomes. All contracts contain a requirement to be accepted as a model program on the Upstream Portfolio of Model Programs by the end of the first contract year.

#### **Prior Board Actions:**

6/12/2012 – Board approved a resolution designating First 5 Sonoma County to act as an advisory body to the Board in the use of Children's Trust Fund funding.

8/9/11 – Board approved the allocation of 2011-12 State CAPIT and Children's Funds and authorized the Director of the Human Services Department to execute contracts and future amendments, according to the recommendations of the Human Services Commission.

7/13/10 – Board approved the allocation of 2010-11 State CAPIT and Children's Funds and authorized the Director of the

Human Services Department to execute contracts and future amendments, according to the recommendations of the Human Services Commission.

6/3/09 - Board approved the allocation of 2009-10 State CAPIT and Children's Funds and authorized the Director of the Human Services Department to execute contracts and future amendments, according to the recommendations of the Human Services Commission.

6/3/08 - Board approved the allocation of 2008-09 State CAPIT and Children's Funds and authorized the Director of the Human Services Department to execute contracts and future amendments, according to the recommendations of the Human Services Commission.

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community  
Utilization of CTF/CAPIT funds to support child abuse prevention efforts will promote a safer and healthier community by providing at-risk families with support and diversion prior to their potential entry into the child welfare system.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 275,469		\$
Add Appropriations Req'd.	\$ 17,531	State/Federal	\$ 150,000
	\$	Fees/Other	\$ 143,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 293,000</b>	<b>Total Sources</b>	<b>\$ 293,000</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

An adjustment to reflect 2012-2013 CAPIT funding will be made with the first quarter consolidated adjustments.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
		0	0

**Narrative Explanation of Staffing Impacts (If Required): None**

**Attachments:**

**Related Items "On File" with the Clerk of the Board:**

Five contracts for above-mentioned services.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 14  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** 4/5

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Nathan Quarles 565-3507

5th

**Title:** An Ordinance No. 3836R Permit and Permit Extensions.

### Recommended Actions:

Resolution issuing an Ordinance No. 3836R permit and necessary permit extensions to the Gold Ridge Resource Conservation District for in stream work to complete the "Save Our Salmon" (SOS) Salmon Creek In Stream Habitat Enhancement Program in Salmon Creek, near the town of Occidental. A 4/5ths vote is required.

### Executive Summary:

Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river, stream, or channel which may decrease the clarity of these waterways.

Concurrent Resolution No. 88-1220 of the Board of Supervisors requires that applications for permits describe the work or operations to be done, the purpose of the work or operations, the manner in which the work or operations will be carried out, and the time within which the work or operations will be completed. Pursuant to the Resolution, applications must be accompanied by a copy of the agreement required by Section 1601 et seq. of the California Fish and Game Code and waste discharge permits applicable to the work or operations, if any, pursuant to the Porter-Cologne Water Quality Control Act. Applications by public agencies must also be accompanied by evidence of compliance with the California Environmental Quality Act.

The application submitted by Gold Ridge Resource Conservation District complies with the requirements of the 3836R Ordinance.

The applicant proposes to increase habitat complexity and cover for Coho salmon at 31 sites along Salmon Creek, a tributary to the Pacific Ocean. Wood log structures to be installed have been designed to increase the length and depth of pools, improve gravel deposition downstream of scour areas, encourage the formation of a single-thread low-flow channel (to maintain pool connectivity during the summer low-flow season) and provide



additional pool shelter. As described in the application, the work requires greater than 30 days to complete.

Project activities in the creek will take place between August 15th and October 15th, 2012. To accomplish this, the permit may be extended for additional 30-day periods if such permit period extensions are approved by the Board of Supervisors. The Director of P.R.M.D. shall confirm the need for each permit extension immediately prior to the expiration of the current permit periods to ensure that the work is not yet completed and an additional 30-day period extension is necessary. Two 30-day extensions may be required.

The 3836R permit and 30-day extensions require a 4/5 approval vote by the Board according to the requirements of the 1988 ballot measure creating the 3836R Ordinance.

**Prior Board Actions:**

None.

**Strategic Plan Alignment:** Not Applicable

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

- Resolution
- A) Application
- B) Location Map

**Related Items "On File" with the Clerk of the Board:**

Please return Clerk's package to Nancy Loomis at PRMD.

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Issuing A Permit And Permit Extensions Pursuant To Section VIII Of Ordinance No. 3836R Of The County Of Sonoma To The Gold Ridge Resource Conservation District For The Instream Work For The Salmon Creek Habitat Enhancement Program in Salmon Creek, Near The Town Of Occidental. (4/5 Vote Required.)**

**Whereas**, Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river or stream which may decrease the clarity of a river or stream; and

**Whereas**, the application was filed by the Gold Ridge Resource Conservation District for an Ordinance No. 3836R permit to complete a program to install restorative structures to improve Coho salmon at 31 locations along Salmon Creek, at the Permit and Resource Management Department in the manner prescribed by Resolution No. 88-1220, as amended by Resolution No. 89-0746 of the Board of Supervisors; and

**Whereas**, the Board of Supervisors has reviewed said application; and

**Whereas**, the work requires greater than 30 days to complete, as described in the application and demonstrated in practice in past years; and

**Whereas**, the requirements of Section VIII of the Sonoma County Code include a restriction to perform permitted activities within a period of 30 days, except that additional 30-day permit periods may be granted by the Board of Supervisors, and a requirement that all approval votes be by a 4/5th majority of the Board of Supervisors.

**Now, Therefore, Be It Resolved**

1. The Board of Supervisors finds and determines that the work and operations described on said applications are necessary and that the work and operations will be performed in a manner which will not unreasonably decrease the clarity of the waters of the rivers or streams of the County of Sonoma;

2. A permit is hereby granted to applicant to perform the work and operations described in each aforementioned application;

3. That the work and operations shall be completed within thirty (30) days from the date hereof and such additional thirty (30) day extensions as may hereafter be granted by the Board of Supervisors;

4. That permit extensions are hereby granted to the applicant to perform the work described herein for additional 30-day periods commencing on September 14, 2012, subject to the Director of P.R.M.D. confirming the need for the permit extension immediately prior to the expiration of the permit period;

5. That the work and operations shall be performed in the manner described in the application and in accordance with the terms and conditions of any applicable agreement required by Section 1600 et seq. of the California Fish and Game Code, any applicable waste discharge permit issued pursuant to the Porter-Cologne Water Quality Control Act (commencing at Section 13000 of the California Water Code), and Chapter 26A of the Sonoma County Code and any plans adopted pursuant thereto.

6. That the permit and permit extensions are hereby granted to the applicant pursuant to Section 25526.6 of the Government code.

**Supervisors:**

Brown:	Rabbitt:	McGuire:	Carrillo:	Zane:
Ayes:	Noes:	Absent:	Abstain:	

**So Ordered.**

# Rolling Permit Application

DRN-003

The Board of Supervisors approves all rolling permits under Section VIII of the Water Clarity Ordinance of the County of Sonoma, Ordinance No. 3836R (Chapter 23 of the Sonoma County Code).

A complete application must be submitted to the Permit and Resource Management Department a minimum of eight weeks before the start of project.

Applicant  Owner  Architect \ Engineer

## Project Site Information

Gold Ridge Resource Conservation District

Three landowners (See attached sheet)

Name

2776 Sullivan Rd

Address(es)

1499 Bohemian Hwy, Occidental

Mailing Address

Sebastopol

CA 95472

City/Town

073-140-014

City/Town

(707) 823-5244

State/Zip

(707) 823-5243

Assessor's Parcel Number(s)

Salmon Creek

Phone

Fax

River or Stream Name

August 15, 2012

October 15, 2012

Work start date

*[Signature]*

Estimated completion date

June 25, 2012

Signature

Date

## Types of work (check one):

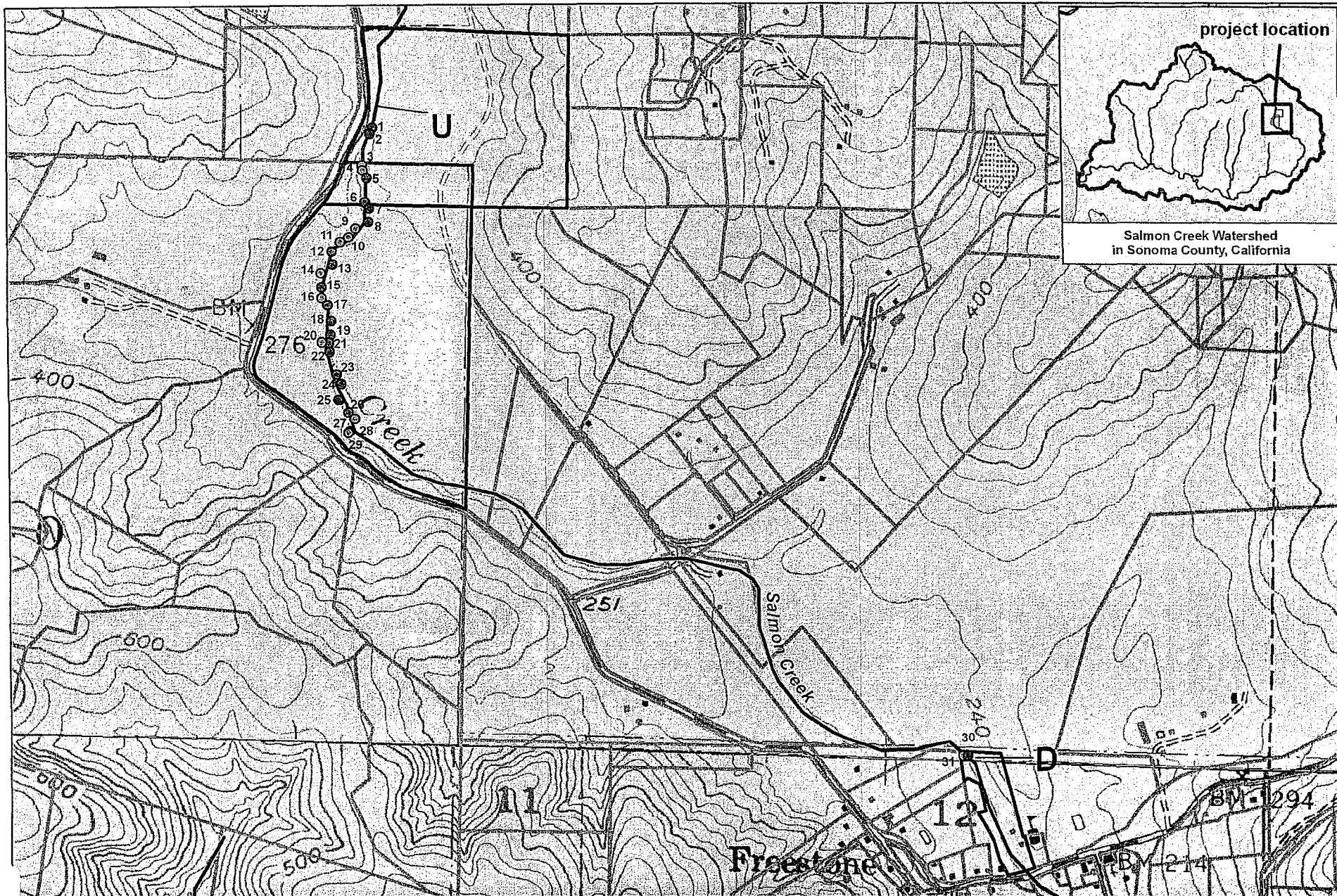
- To protect riparian property adjacent to a river or stream.
- To construct recreational dams.
- To perform construction work on riparian property, the nature of which may decrease the clarity of the waters of the river or stream.
- To construct temporary bridges, dikes, dams and settling ponds in connection with mining operations, or for agricultural uses.

## Application Requirements:

- A. A detailed statement describing the work or operations to be done and the manner in which they will be carried out to avoid unreasonably decreasing the clarity of the river or stream, including any proposed monitoring or mitigation measures.
- B. A location/vicinity map (8 1/2 in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
- C. A copy of the Fish and Game permit or waiver.
- D. A copy of the Army Corps of Engineers permit for this project, if required.
- E. A copy of the California Regional Water Quality Control Board water quality certification, if required.
- F. A copy of the last rolling permit, if any.
- G. A check payable to "PRMD" (see current fee schedule). This fee includes any requested extensions for the calendar year.
- H. A copy of the California Environmental Quality Act (CEQA) document.
- I. A copy of any approved County permit conditions (e.g. mining approval).

## Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-1901



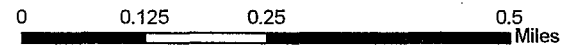
Save Our Salmon (SOS) - Salmon Creek Instream Habitat Enhancement Program - Phase II

Proposed LWD structure locations

- left and right bank
- left bank
- right bank



Map 1: Project Location Map  
 Grantee: Gold Ridge Resource Conservation District  
 Sonoma County, CA



USGS Quad Camp Meeker 7.5 minute

1:12,000

 Gold Ridge RCD  
 March 2011



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 15  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

**Supervisory District(s):**

Sigrid Swedenborg, 565-1914

Fourth

**Title:** Resolution Correction; Jim Murphy; PLP09-0051

### Recommended Actions:

Adopt a Resolution correcting Board of Supervisor's Resolution 11-0213 previously approving the rescission and replacement of Type 1 Williamson Act Contract for property located at 3883 Highway 128, Geyserville; APN 131-060-025; Fourth District.

### Executive Summary:

On January 27, 2009, the Board of Supervisors approved a Minor Subdivision (MNS08-0020) which created two parcels of 28.91 and 35.80 acres in size. A Condition of Approval for the Minor Subdivision required the existing Type I Williamson Act Contracts be rescinded and replaced with two new Type I Williamson Act Contracts, one for each parcel. The Parcel Map recorded on November 10, 2010.

On April 26, 2011 by Resolution 11-0213, the Board approved a request for rescission and replacement of a Type I Williamson Act Contract with two separate contracts, one for each of the respective parcels. Resolution 11-0213 contained errors identifying one contract to be rescinded, when in reality five contracts need to be rescinded in whole or in part, and also in identification of the Agricultural Preserve in which the contracted land is situated. Resolution 11-0213 was recorded as Instrument Number 2011038970. The recorded replacement contracts do not contain the typographical errors found in Resolution 11-0213. For clarity and consistency in the history of recorded documents for the contracted land, the requested correction, upon approval, will be recorded.

### Prior Board Actions:

On April 26, 2011 the Board approved a request for rescission and replacement of a Type I Williamson Act Contract. The Resolution contained errors in identifying the existing contractual restriction to be rescinded and replaced and in identifying the Agricultural Preserve in which the land is located.

**Strategic Plan Alignment:** Not Applicable

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This action corrects a previous administrative record. There are no budget impacts associated with this correction.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

Not applicable.

**Attachments:**

Corrected Draft Board of Supervisors Resolution

**Related Items "On File" with the Clerk of the Board:**

None.



**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012  
PLP09-0051 Sigrid Swedenborg**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Correcting Board Of Supervisors Resolution No. 11-0213, Finding The Project Exempt From CEQA And Granting The Request By Jim Murphy To Rescind And Replace An Existing Type I Williamson Act Contract With Two New Type I Williamson Act Contracts For Property Located At 3883 Geyserville Road, Geyserville; APN 131-060-029 And -030.**

**Whereas**, the Board of Supervisors by adoption of Resolution No. 11-0213 on April 26, 2011, granted the request by Jim Murphy to rescind and replace an existing type I Williamson Act Contract with two new type I Williamson Act Contracts for property located at 3883 Geyserville Road, Geyserville, and identified by APNs 131-060-029 and -030; and

**Whereas**, Resolution No. 11-0213 was recorded as Instrument Number 2011038970, Official Records of Sonoma County; and

**Whereas**, Resolution No. 11-0213 contained typographical errors concerning the identification of the existing contract to be rescinded and the Agricultural Preserve in which the contracted land is and will continue to be located; and

**Whereas**, by this Resolution, Board of Supervisors desires to correct the identified typographical errors in Resolution 11-0213 and authorize the replacement contracts recorded December 22, 2011 as Instrument Numbers 2011114191 and 2011114192, Official Records of Sonoma County.

**Now, Therefore, Be It Resolved**, that the Board of Supervisors finds that:

- A. The above recitals are true and correct; and
- B. Board of Supervisors Resolution No. 11-0213 incorrectly identified a single contract, "1-303-727606/843," as restricting the land for which replacement contracts are sought following a minor subdivision (MNS08-0020); and
- C. The land for which the two replacement contracts are sought is restricted, in whole or in part, by five contracts, which are correctly identified as follows:

Book 2380, Page 98, Official Records of Sonoma County  
Book 2517, Page 16, Official Records of Sonoma County  
Book 2534, Page 422, Official Records of Sonoma County  
Book 2618, Page 775, Official Records of Sonoma County  
Book 2618, Page 781, Official Records of Sonoma County

D. Resolution No. 11-0213 incorrectly identifies 1-303-72 as the Agricultural Preserve number for the existing contracted land; and

E. The Agricultural Preserve Number for the area restricted by Williamson Act Contracts listed under Subsection C, above, is correctly identified as Agricultural Preserve Number 1-303-71.

**Be It Further Resolved**, that the Board of Supervisors hereby affirms approval for the replacement Williamson Act Contracts recorded at Instrument Numbers 2011114191 and 2011114192, Official Records of Sonoma County, consistent with Resolution 11-0213, as corrected herein;

**Be It Further Resolved**, that the Clerk of the Board of Supervisors is hereby instructed to record this Resolution with the Office of the Sonoma County Recorder.

**Be It Further Resolved**, that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Brown:            Rabbitt:            McGuire:            Carrillo:            Zane:

Ayes:            Noes:            Absent:            Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 16  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit And Resource Management Department

**Staff Name and Phone Number:**

Melinda Grosch, 565-2397

**Supervisory District(s):**

First

**Title:** Minor Lot Line Adjustment, LLA12-0014; Hogan Land Services.

### Recommended Actions:

Adopt Resolution approving a Minor Lot Line Adjustment between two parcels located at 16600 and 16500 Gehricke Road, Sonoma; APN 127-011-034, -033, and -045; First District.

### Executive Summary:

The proposed project is a request for a minor Lot Line Adjustment between two parcels of 226 +/- acres and 100.02 +/- acres in size resulting in two parcels of 158 +/- acres and 168.02 +/- acres in size. The 100.02 +/- acre parcel is the result of a minor subdivision of the adjoining land which created three 100 acre or larger parcels. The subdivision has not recorded yet (although it is expected to within the month). The Lot Line Adjustment can be approved but cannot be recorded until after the subdivision records.

Normally a minor Lot Line Adjustment is approved administratively. However, since one of the parcels involved in the Lot Line Adjustment is under a Williamson Act contract the Lot Line Adjustment must be reviewed by the Board of Supervisors. The Board is requested to review the proposed Lot Line Adjustment, Williamson Act findings {Government Code Section 51257(a)}, the requirements of the Subdivision Map Act {Section 66412(d)}, and the Project Review and Advisory Committee's (PRAC) recommendation for approval and approve the requested Lot Line Adjustment.

### PRAC Action:

On July 19, 2012 PRAC reviewed the proposed conditions of approval for the project and the Lot Line Adjustment's conformance with Subdivision Map Act and County regulations. PRAC recommended approval of the project as conditioned.

**CEQA:**

The project is exempt from CEQA under Section 15305, Minor Alterations in Land Use Limitations.

**Consistency with Lot Line Adjustment Standards:**

The Lot Line Adjustment is consistent with County standards for Lot Line Adjustments in that it provides suitable building sites; it provides for adequately sized septic fields; it provides for suitable water supply; the design of the lots achieves an acceptable and justifiable configuration fostering sound land use patterns; and it provides for legal access to a public right-of-way. The Lot Line Adjustment is consistent with the Resources and Rural Development (RRD) 100 acre density General Plan designation and RRD (Resources and Rural Development) B6-100 acres/dwelling unit and RRD B7 (Frozen Lot Size) Zoning designations. This designation has a minimum parcel size of 20 acres, while the designated density results in one dwelling every 100 acres on average.

**Williamson Act Consistency:**

The proposed lot size for Lot B, 168.020 +/- acres, is consistent with the minimum 40 acre lot size requirement for a Non-Prime Williamson Act contract. Once the Lot Line Adjustment deeds have recorded, the existing Williamson Act contract will be rescinded and replaced with a new contract that restricts the MXB Family adjusted lot. The adjusted lot will meet the minimum requirement for income generation of \$2,000 per year as income for 2011 was \$14,500 and \$2.50 per acre for a Non-Prime contract. The area in vineyard and grazing on the parcel (87% of Lot B and 70% of Lot A) is adequate to justify the inclusion of the land in a Williamson Act contract.

The seven findings required under the Government Code Section 51257(a) to approve a Lot Line Adjustment can be made, as set forth in the attached resolution.

**Prior Board Actions:**

None

**Strategic Plan Alignment:**

Not Applicable

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**  
 Not Applicable

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**  
 Not Applicable

**Attachments:**  
 Draft Board of Supervisors Resolution  
 Exhibit A: Conditions of Approval

**Related Items "On File" with the Clerk of the Board:**  
 Lot Line Adjustment Site Plan

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: August 14, 2012  
LLA12-0014 Melinda Grosch**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Granting The Request By Victor and Linda Fischer and MXB Family Limited Partnership For A Minor Lot Line Adjustment Between Two Parcels Located At 16600 and 16500 Gehricke Road, Sonoma; APN 127-011-034, -033, and -045.**

**Whereas**, the applicant, Mike Hogan, Hogan Land Services for the owners Victor and Linda Fischer and MXB Family Limited Partnership, filed a Lot Line Adjustment application with the Sonoma County Permit and Resource Management Department on property located at 16600 and 16500 Gehricke Road, Sonoma; APN 127-011-034, -033, and -045; Zoned RRD (Resources and Rural Development), B6-100 acre density, SR (Scenic Resources), and RRD (Resources and Rural Development) B7 (Frozen Lot Size); Supervisorial District No 1; and

**Whereas**, to facilitate a Lot Line Adjustment, Government Code Section 51257 authorizes parties to a Williamson Act Contract or contracts to mutually rescind the contract or contracts and simultaneously enter into a new contract or contracts, if certain findings are made by the Board of Supervisors; and

**Whereas**, Section 15305(a) of Title 14 of the California Code of Regulations (CEQA Guidelines) provides that minor Lot Line Adjustments are exempt from the California Environmental Quality Act; and

**Now, Therefore, Be It Resolved** that the Board of Supervisors makes the following findings consistent with Government Code Section 51257:

1. The Williamson Act contract will have an initial period of 10 years and will be extended automatically for an additional 10 years on January 1 of each year. This is the same as the existing contract.
2. The Fischer property (Lot A) is not currently under contract and will not enter into contract with this action. A portion of the MXB Family property (Lot B) is under a contract that includes other portions of the MXB Family lands and lands owned by Griffiss (APN 127-022-056) and Gold (APN 127-022-055). The MXB Family lands in APN 127-011-033 are not currently under contract but will be as a result of the subdivision MNS05-0042.
3. After the Lot Line Adjustment 100% of the land under the former contract will be under a new contract. In addition 68 +/- additional acres will be under contract.

4. Lot B will be at least 40 acres in size which is the minimum parcel size for a Non-prime Williamson Act Contract. The parcel will continue to be used as vineyard lands and grazing lands.

Lot B will maintain a gross annual income of approximately \$14,500 per year. It is currently 100 +/- acres total, with approximately 30 acres of vineyard and 70 acres in grazing (100% of parcel in agriculture). After the Lot Line Adjustment Lot B will be 168 +/- acres with 30 acres of vineyard and 138 acres of grazing (100% of parcel in agriculture).

Lot A is not currently under contract and will not be under contract after the Lot Line Adjustment.

5. At 158 +/- acres and 168.02 +/- acres in size, the parcels resulting from the Lot Line Adjustment will meet the established density for the site and neither will have subdivision potential. Each parcel easily meets the minimum parcel size for Non-prime Williamson Act Contracts. The reconfiguration of the contract boundary to coincide with the parcel boundary of Lot B will not result in adjacent lands being removed from contract. Lot B will be able to maintain its contract obligations.

6. The Lot Line Adjustment will not result in the removal of adjacent land from agricultural uses.

7. Lot A has no structures, is not under a Williamson Act contract and does not currently support any agricultural use. Lot B is developed with a single family dwelling, barns, and other outbuildings. Lot B is also planted in vineyard and is used to graze sheep. There will be no increase in development potential as a result of the Lot Line Adjustment. The current parcels do not have subdivision potential and they will not have subdivision potential after the Lot Line Adjustment.

**Be It Further Resolved** that the Board of Supervisors hereby finds that substantial evidence in the record before it supports the above findings, and further finds that the Lot Line Adjustment meets the requirements of the Subdivision Map Act and the Williamson Act; and

**Be It Further Resolved** that the Board of Supervisors grants the request for the Lot Line Adjustment subject to conditions as shown in Exhibit "A" for property located at 1660 and 1650 Gehricke Road, Sonoma; APN 127-011-034, -033, and -045; and

**Be It Further Resolved** that the Board of Supervisors finds that the project described in this resolution is exempt from the requirements of the California Environmental Quality Act by virtue of Section 15305 Class 5 of Title 14 of the California Code of Regulations (CEQA Guidelines) in that the project is a minor alteration in land use limitations; and

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Resolution #

Date: August 14, 2012

Page 3

**Supervisors:**

Brown:

Rabbitt:

McGuire:

Carrillo:

Zane:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



# SONOMA COUNTY BOARD OF SUPERVISORS

## Exhibit A Draft Conditions of Approval

<b>Time:</b>	A.M.	<b>Date:</b>	August 14, 2012
<b>Staff:</b>	Melinda Grosch	<b>File No:</b>	LLA12-0014
<b>Applicant:</b>	Mike Hogan, Hogan Land Services	<b>APN:</b>	127-011-034
<b>Owner:</b>	Victor & Linda Fischer		127-011-033
<b>Owner:</b>	MXB Family Limited Partnership		127-011-045
<b>Address:</b>	16500 & 16600 Gehricke Road, Sonoma		

**Project Description:** Request for a minor Lot Line Adjustment between two parcels of 226 +/- acres and 100.02 +/- acres in size resulting in two parcels of 158 +/- acres and 168.02 +/- acres in size.

---

You are advised that you must comply with the following measures before you may record the deed:

NOTE: Amendments and changes to approved Lot Line Adjustment conditions may be considered by PRAC at a later date if additional information justifies the changes and does not increase the intensity of use approved by the original approval. The Director of the Permit and Resource Management Department will determine if a public hearing is necessary and if additional fees are required.

NOTE: The Board of Supervisors decision shall be final on the eleventh (11th) day after Final Board of Supervisors action unless an appeal is taken.

NOTE: These conditions must be met and the application validated within 24 months of the Board of Supervisors approval date (August 14, 2014) unless a request for an extension of time is received before the expiration date.

### HEALTH:

#### Septic:

1. On the portion of remaining Lot A that will not be adjusted onto MXB property, evidence of soils suitable for subsurface sewage disposal system for at least a one- bedroom system shall be provided to the Well and Septic Section. This will include, but not be limited to, soil profiles and percolation tests done in accordance with current standards of the Well and Septic Section of PRMD. The work must be certified by a State Registered Civil Engineer, Environmental Health Specialist or Geologist and refer to this Lot Line Adjustment number. This demonstration may be modified or waived by the District Specialist if the consultant can clearly demonstrate that adequate primary and reserve area is available.
2. Provide by means of a (topographic) Plot Plan drawn to a 1"=20' scale, that the portion of remaining Lot A that will not be adjusted onto MXB property contains sufficient area to accommodate a one-bedroom private sewage disposal system and a 200% unencumbered future reserve area. If the parcel is not served by public water, the plan shall include the location of any existing and potential domestic well site(s). Location of neighboring wells and septic systems within 150 feet of the proposed lots must be shown, as well as existing and proposed driveways, grading cuts, and drainage ways. The plan is to be prepared by a registered Civil Engineer or Environmental Health Specialist. This demonstration may be modified or waived by the District Specialist if the consultant can clearly demonstrate that adequate primary and reserve area is available.

### SURVEYOR:

3. The Lands of MXB Family Limited Partnership Subdivision MNS 05-0042 must file before this lot line adjustment is recorded.

**PLANNING:**

4. Submit verification to the Permit and Resource Management Department that taxes, which are a lien and termed as payable, are paid to the Treasurer/Tax Collector's Department on all parcels affected by the adjustment. The Treasurer/Tax Collector knows the amount of the tax due.
  5. Submit a draft description of the parcel(s) being transferred to the County Surveyor for approval. The following note shall be placed on the deed or deeds: "The purpose of this deed is for a Lot Line Adjustment for the combination of a portion of the Lands of Fischer, as described by deed recorded under Document No. 2004-049927, Sonoma County Records, APN 127-011-045, with the Lands of MXB, as described by deed recorded under Document No. 2011-028010, Sonoma County Records, APN 127-011-034 & -033. This deed is pursuant to LLA12-0014 on file in the office of the Sonoma County Permit and Resource Management Department. It is the express intent of the signators hereto that the recordation of this deed extinguishes any underlying parcels or portions of parcels." It is the responsibility of the surveyor/engineer preparing the deeds to insure that the information contained within the combination note is correct. Note: The County Surveyor may modify the above described note.
  6. Deed of Trust agreements, which encumber only portions of accepted legal lots, are violations of the Subdivision Map Act; therefore, prior to Permit and Resource Management Department approval of the deed for recordation, the applicant shall submit either recorded documents or documents to be recorded concurrently with the Lot Line Adjustment deeds, showing that any Deed of Trust agreements on the subject properties will conform with the adjusted lot boundaries.
  7. After approval of the deed description by the County Surveyor, a grant deed or deeds shall be prepared and submitted to the Permit and Resource Management Department for approval prior to recording.
  8. A site plan map of the Lot Line Adjustment shall be prepared by a licensed surveyor or civil engineer and attached to the deed(s) to be recorded. The site plan shall be subject to the review and approval of the County Surveyor. The following note shall be placed on said plan: "THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY. Any errors or omissions on this exhibit shall not affect the deed description."
  9. After approval by Project Review the grant deeds shall be recorded and a copy of the deed or deeds shall be submitted to the Permit and Resource Management Department.
  10. The property owner(s) shall execute a Right-to-Farm Declaration on a form provided by PRMD to be submitted before the Lot Line Adjustment is cleared by PRMD for recordation. The Right-to-Farm Declaration shall be recorded concurrently with the PRMD approved Lot Line Adjustment grant deed(s) to reflect the newly configured parcels.
  11. Prior to recordation of the deed for the Lot Line Adjustment the owner shall make an application to rescind the existing Williamson Act Contract and replace it with an individual contract which includes the additional lands added to the MXB Family Limited Partnership lands.
-



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 17  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Regional Parks

**Staff Name and Phone Number:**

**Supervisory District(s):**

Mark Cleveland 565-3349

5

**Title:** Professional Service Agreement for Westside and Doran Park Boat Launch Improvement Project

### **Recommended Actions:**

Authorize the Chair of the Board to execute a contract with Moffatt & Nichol for design and engineering services for the Westside and Doran Park Boat Launch Improvement project in an amount not to exceed \$340,644. For the term of August 14, 2012 through December 30, 2014.

### **Executive Summary:**

The Westside and Doran Park boat launch facilities are utilized by thousands of residents and visitors every year for access to sport fishing and other water related activities in Bodega Bay. These two parks provide boat launch ramps with boarding floats, parking for vehicles with trailers, boat wash outs and fish cleaning stations to support these recreational uses. Both facilities are currently in need of renovations to improve accessibility for persons with disabilities, and to replace aging structures and supporting amenities.

The California Department of Boating and Waterways (DBW) is a strong advocate and financial supporter of public agencies that provide opportunities for recreational boating of all types. Over the last 35 years DBW has provided funding for many Regional Parks projects, and we are currently working with them on several new projects to improve boat launching facilities at our parks, including the Westside and Doran Park boat launch improvement project. The current grant agreement with DBW for Westside and Doran Park includes:

- Public Outreach and Stakeholder Participation
- Preliminary Design Plans
- Environmental Document
- Regulatory Permit Applications
- Construction Documents for Westside Park

## Funding

Funding for the current project comes from two sources; DBW grant funding (\$350,000) and Park Mitigation Fees (\$59,000). The schedule for the completion of the consultant services under this contract coincides with the next DBW grant cycle. The DBW has expressed a desire to fund the improvements at Westside Park after the environmental process is complete and the regulatory permits acquired. Regional Parks also has a pending grant application in process for \$200,000 to complete the design and engineering work for the Doran Park Boat Launch Improvements, with the potential for future DBW funding to construct these improvements as well.

## Request for Proposal Process

Based on the specific tasks funded under the DBW grant agreement, Regional Parks prepared a Request for Proposals (RFP). The RFP was separated into two phases to take advantage of available funding. The first phase was for public outreach, preliminary design, environmental and regulatory permit processing for both projects. The second phase was to continue with the design and engineering for the Westside Park Boat Launch project based on remaining funding from the phase 1 tasks.

The RFP was posted on the Regional Parks and Purchasing Agent websites, and dozens of consultants and individuals were notified of the RFP availability.

Four consultant teams submitted proposals for Phase 1 services ranging in cost from \$210,720 to \$325,525. Of the four consultant teams that submitted proposals, two highly qualified consultants were selected for interviews. The interview team consisted of a representative from the California Department of Boating & Waterways and Regional Parks staff. Both of the prime consultants were from outside the county, but each included local sub-consultants on their teams. The team we selected, Moffatt & Nichol, has approximately 40% of their contract fees going to local companies, while the second team, Noble Consultants, Inc. had approximately 20% of their contract fees going to local firms.

We have negotiated a contract with Moffatt & Nichol that includes completion of the phase 1 services in the original grant application, along with the majority of the phase 2 services. Phase 2 services include completion of the improvement plans and specifications for bidding the Westside Park boat launch project and 60% design of the Doran Park boat launch improvements. The completion of the phase 2 services is scheduled to meet the next round of DBW grant applications in April 2013. The total fee for the complete scope included in this contract is \$340,644.

## **Prior Board Actions:**

June 6, 2012 - Authorized the Director of Regional Parks to request \$200,000 in grant funding from Boating and Waterways for completion of the planning and design of the Bodega Bay Boat Launching Facilities at Westside Park and Doran Beach. May 15, 2012 - Approved County of Sonoma Capital Project Plan 2012 – 2017, including boat launch improvements at Westside Park and Doran Beach. January 24, 2012 - Accepted \$350,000 in grant funding from the State Department of Boating and Waterways for planning and design of Westside and Doran Park Boat Launch Improvements.

**Strategic Plan Alignment:** Goal 2: Economic and Environmental Stewardship

The execution of this contract will allow Regional Parks to begin the process of designing and improving our aging boat launching facilities at Westside and Doran Parks to continue to protect, maintain and manage our parks, and provide and promote recreation and economic vitality in the Bodega Bay community.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 409,000	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 350,000
	\$	Fees/Other	\$ 59,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 409,000</b>	<b>Total Sources</b>	<b>\$ 409,000</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The DBW is providing \$350,000 under the grant contract to pay for consultant services as identified above. In addition, \$59,000 of Park Mitigation Fees from Area 1 to cover staff time and related costs was included in the FY2011-12 Capital Project Improvement budget.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items "On File" with the Clerk of the Board:**

Five (5) Copies of the Professional Services Agreement with Moffatt & Nichol for Board Execution



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 18  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sheriff's Office

**Staff Name and Phone Number:**

**Supervisory District(s):**

Monique Chapman 565-2872

1<sup>st</sup> District

**Title:** Agreement for supplemental law enforcement services with Speedway Sonoma for the 2012 Indy Racing League (IRL) races from August 24, 2012 through August 26, 2012.

### **Recommended Actions:**

Authorize the Sheriff to execute the \$65,656 supplemental law enforcement services agreement with Speedway Sonoma, LLC, for the 2012 Indy Racing League (IRL) races from August 24, 2012, through August 26, 2012.

### **Executive Summary:**

Government Code Section 53069.8 allows the Board of Supervisors to contract on behalf of the Sheriff to provide supplemental law enforcement services to private entities. Resolution 93-1720 authorizes the Sheriff to execute any contract for supplemental law enforcement services on behalf of the County that does not exceed \$25,000. Any contract over the \$25,000 threshold continues to require the Board of Supervisors' authorization. Additionally, the Board annually adopts an ordinance establishing fees for security services.

The Sonoma County Sheriff's Office has been providing special security services to Speedway Sonoma (formerly Infineon Raceway) for the past twenty years. The services provided in the Agreement are above and beyond the normal level of law enforcement services provided to the community by the Sheriff's Office. The County is reimbursed by Speedway Sonoma for both the direct and indirect costs of providing these special security services.

The scope of services to be provided includes sergeant, deputy, dispatcher, and community services officer time, patrol cars, and golf carts staggered over the three days from Friday, August 24, 2012 through Sunday, August 26, 2012. The cost of these services is estimated at \$65,656. The agreement is substantially the same as the agreement in the previous year in terms of staffing and cost. The services to be provided will in no way interfere with regular law enforcement services provided by the Sheriff's Office. The costs and corresponding revenue reimbursement are included in the Sheriff's Office FY 2012-13 adopted budget.

**Prior Board Actions:**

Annual Sheriff's Office Fee Ordinance which sets the fee for Security Services provided by the Sheriff's Office and Board approval to provide supplemental security at seven prior IRL events.

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 65,656	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 65,656
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 65,656</b>	<b>Total Sources</b>	<b>\$ 65,656</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The Agreement calls for the reimbursement of both direct and indirect costs associated with providing special security services. The final amount will be determined at the conclusion of the event.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):****Attachments:****Related Items "On File" with the Clerk of the Board:**

Agreement for Supplemental Law Enforcement Services with Speedway Sonoma, LLC



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 19  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sheriff's Office

**Staff Name and Phone Number:**

**Supervisory District(s):**

Ed Laufer (707) 565-3922

**Title:** Federal Equitable Sharing Agreement and Certification with the U.S. Department of Justice and the U.S. Treasury.

### **Recommended Actions:**

Authorize the Chairperson of the Board of Supervisors to execute a Federal Equitable Sharing Agreement and Certification with the U.S. Department of Justice and the U.S. Treasury.

### **Executive Summary:**

The action requested of your Board is an annual activity required since 1997. It allows the sheriff's Office, when working with federal agencies to enforce federal criminal laws, to receive their equitable share of federal asset forfeiture proceeds. The U.S. Department of Justice and Treasury requires the Chairperson of the Board of Supervisors to execute an annual Federal Equitable Sharing Agreement and Certification that confirms the proceeds received are allocated as required by federal statutes and regulations established by the U.S. Department of Justice and Treasury. The Agreement sets forth the statutory and regulatory requirements for participating in the program, and the restrictions upon the use of federally forfeited case, property, proceeds and any interest earned. All shared assets are required to be used only for law enforcement purposes. No supplantation is allowed.

These laws and regulations require that:

1. Forfeited funds or property must be kept separate from state or other forfeitures.
2. A federal Equitable Sharing Agreement and Certification be filed annually with both agencies.
3. A record shall be maintained of the funds or property and any expenditures; and
4. Funds exceeding \$100,000 shall be audited annually.

The Sheriff's Office complies with all of the above listed laws and regulations. These funds are audited annually as part of the Single Audit of Federal Funds which is performed through the County Auditor's office.

The forfeited proceeds received through the Equitable Sharing Agreement vary greatly year to year (from \$0 to several \$100,000), as the receipt of funds are based on the resolution of specific court cases. Equitable shares allocated to a law enforcement agency such as the Sheriff's Office, must bear a reasonable relationship to the agency's direct participation



in the investigation or law enforcement effort resulting in the forfeiture. The U.S. Department of Justice ordinarily determines equitable shares by comparing the number of work hours expended by each agency participating in the seizure. Where the work hours alone do not reflect the contribution of a law enforcement agency, the U.S. Department of Justice considers qualitative factors in making a sharing allocation. When received, the monies are placed into special asset forfeiture funds.

The Sheriff's Office received \$214,569.00 in federally forfeited funds during the 2011-2012 Fiscal Year. The ending fund balances in the Department of Justice and the Treasury special funds for the 2011-2012 fiscal year are \$1,098,195 and \$5,411 respectively. It has been the Sheriff's Office long term practice to use these funds for critical one-time projects. Past examples include the computer aided dispatch – CAD system, and security enhancements for the property\evidence storage annex located at the Sheriff's main office and the purchase of an oceangoing coastal patrol vessel. In fiscal year 2012-2013 the Sheriff's Office has budgeted \$178,700 in the federal asset forfeiture special fund accounts. \$31,700 will be disbursed to the Town of Windsor for their direct participation in the investigation and law enforcement efforts resulting in the forfeiture of specific funds received. In addition \$135,000 is budgeted for the costs of moving the Sheriff's narcotics office and \$12,000 for the Sheriff's executive team building workshop.

The Certification Report included with the Agreement requires signature by the Agency Head (the Sheriff) and the Governing Body Head (the Chair of the Board) to certify under penalty of perjury that the County understands its obligations under the Agreement and that the reported financial information regarding the County's receipt and expenditure of the funds is true and correct. County Counsel has reviewed the language of the Certification, and has recommended that a letter accompany the Certification stating that it is being signed with the understanding that it is a *pro forma* document which does not require either the Sheriff or the Chair of the Board to personally verify the matters being certified.

**Prior Board Actions:**

Prior Board Items dating back from 1997 through 2011 were prepared for Federal Equitable Sharing Agreements and Annual Certification Reports.

**Strategic Plan Alignment:**

Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 178,700.	County General Fund	\$ 00.
Add Appropriations Req'd.	\$ 00.	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$ 178,700
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 178,700</b>	<b>Total Sources</b>	<b>\$ 178,700</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

No general funds are involved. The asset forfeiture funds are received and spent from Special Revenue Fund accounts.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

None

**Related Items "On File" with the Clerk of the Board:**

Equitable Sharing Agreement and Certification and accompanying letter.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 20  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Department of Transportation and Public Works

**Staff Name and Phone Number:**

Tom O'Kane (707) 565-2231

**Supervisory District(s):**

Second District

**Title:** Parking Restrictions on Chileno Valley Road Adjacent to Helen Putnam Regional Park

### Recommended Actions:

Adopt an ordinance restricting parking on Chileno Valley Road

### Executive Summary:

It recently came to the attention of the staff of Transportation and Public Works that there are existing conditions on Chileno Valley Road near the entrance of Helen Putnam Regional Park that would be improved with the elimination of parking along the roadway. In several locations the shoulders are narrow and some motorists have been parking in the curves of the roadway. The parking restriction proposed in this item will also improve the sight distance for visitors entering and exiting the park.

Without the implementation of the proposed parking restriction, the conditions along Chileno Valley Road will continue. Appropriations are available in the 2012-13 Road Maintenance budget.

It is recommended that the ordinance be adopted.

### Prior Board Actions:

08/07/12: The Board adopted a Resolution introducing, reading the title of, and waiving further reading of a proposed Ordinance amending parking restrictions on Chileno Valley Road.

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 2,500	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 2,500
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 2,500</b>	<b>Total Sources</b>	<b>\$ 2,500</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Ordinance

**Related Items "On File" with the Clerk of the Board:**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING PARKING RESTRICTIONS ALONG A PORTION OF CHILENO VALLEY ROAD (#4801) AND DELETING ORDINANCE NO.4431.**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDAINS AS FOLLOWS:**

**SECTION I:**

Subsection 271 is hereby deleted from Section VII of the Sonoma County Ordinance No. 2300 (said section establishes No Parking zones). (Chileno Valley Road #4801, postmiles 12.73 to 12.76.)

**SECTION II:**

Subsection 543 is hereby added to Section VII of Sonoma County Ordinance No. 2300 (said Section establishes No Parking zones) to read:

Chileno Valley Road (#4801) beginning at a point 1050 feet westerly of its intersection with the entrance to Helen Putnam Regional Park, then extending in an easterly direction, along both sides of the road for a distance of 1520 feet; then continuing along the southerly side of the road for an additional 395 feet, postmiles 12.53 to 12.82 along the northerly side of the road, and postmiles 12.53 to 12.89 along the southerly side of the road.

**SECTION III:**

This Ordinance shall be, and the same is hereby declared to be in full force and effect from and after thirty (30) days after its passage, and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

**SECTION IV:**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION V:**

This Ordinance shall not be codified.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the \_\_\_ day of \_\_\_\_\_, 2012, and finally passed and adopted this \_\_\_ day of \_\_\_\_\_, 2012, on regular roll call of the members of said Board by the following vote:

**SUPERVISORS:**

Brown\_\_\_\_\_ Rabbitt\_\_\_\_\_ McGuire\_\_\_\_\_ Carrillo\_\_\_\_\_ Zane\_\_\_\_\_

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**SO ORDERED.**

By:

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Sonoma, State of California

**ATTEST:**

By:

\_\_\_\_\_  
Clerk of the Board of Supervisors  
County of Sonoma, State of California



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 21  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:**

Tom O'Kane (707) 565-2231

**Supervisorial District(s):**

Fifth District

**Title:** Martinelli Road Parking Restrictions

### Recommended Actions:

Adopt an Ordinance restricting parking on Martinelli Road.

### Executive Summary:

There has been much discussion of the serious problems with the public use of areas along the Russian River near the County's Regional Park at Steelhead Beach primarily during the warm weather season. As discussed at previous Board meetings, one of the issues continues to be persons who park along Martinelli Road and cross River Road to access the beaches along the River. This behavior occurs during the day as well as evenings when it is dark, exposing both pedestrians and motorists in the vicinity to risk of injury. While the restrictions on Old River Road have certainly improved the situation in the area, some persons have moved to adjacent roadways to park and make their way to the beaches. Martinelli Road seems to be the next most convenient place to park. Residents in this corridor have asked for some relief. In response to these requests and to deal with this parking situation, staff recommends that the ordinance to provide a no parking zone on Martinelli Road be adopted.

Appropriations are available within the FY 12-13 Road Maintenance division budget.

### Prior Board Actions:

08/07/12: The Board adopted a Resolution introducing, reading the title of, and waiving further reading of a proposed Ordinance establishing parking restrictions on Martinelli Road.

### Strategic Plan Alignment:

Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 3,000	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 3,000.00
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 3,000.00</b>	<b>Total Sources</b>	<b>\$ 3,000.00</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Ordinance

**Related Items "On File" with the Clerk of the Board:**



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING PARKING RESTRICTIONS ALONG A PORTION OF MARTINELLI ROAD (#79056)**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDAINS AS FOLLOWS:**

**SECTION I:**

Subsection 544 is hereby added to Section VII of Sonoma County Ordinance No. 2300 (said Section establishes No Parking zones) to read:

Martinelli Road (#79056) beginning at its intersection with River Road (#8802B) and extending in a southerly direction along both sides of the road for a distance of 530 feet, postmiles 12.72 to 12.82.

**SECTION II:**

This Ordinance shall be, and the same is hereby declared to be in full force and effect from and after thirty (30) days after its passage, and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

**SECTION III:**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION IV:**

This Ordinance shall not be codified.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the \_\_\_ day of \_\_\_\_\_, 2012, and finally passed and adopted this \_\_\_ day of \_\_\_\_\_, 2012, on regular roll call of the members of said Board by the following vote:

**SUPERVISORS:**

Brown \_\_\_\_\_ Rabbitt \_\_\_\_\_ McGuire \_\_\_\_\_ Carrillo \_\_\_\_\_ Zane \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**SO ORDERED.**

By:

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Chair, Board of Supervisors  
County of Sonoma, State of California

**ATTEST:**

By:

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Clerk of the Board of Supervisors  
County of Sonoma, State of California



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 22  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:**

**Supervisory District(s):**

Susan Klassen, (707) 565-2231

All Supervisory Districts

**Title:** Ninth Amendment to Agreement for Operations of Household Hazardous Waste Programs

### Recommended Actions:

Approve and authorize the Chair to execute the Ninth Amendment to Agreement for Operations of Household Hazardous Waste Programs between the County of Sonoma, the Sonoma County Waste Management Agency, and Clean Harbors Environmental Services, Inc., extending the term of the Agreement for a six month period until June 30, 2013. (All Supervisory Districts.)

### Executive Summary:

Under the terms of the Agreement for Operations of Household Hazardous Waste Programs between the County of Sonoma, the Sonoma County Waste Management Agency (SCWMA), and Clean Harbors Environmental Services, Inc. the County is provided with, and pays the cost of, load check waste collection and disposal services, to collect and dispose of any household hazardous wastes that are found during inspection of materials disposed of at the Central Transfer Station. All other services provided under the agreement are provided to the SCWMA at their cost for the Operation of the countywide Household Hazardous Waste Collection Program. This requested action will extend the term of the services provided to both the County and the SCWMA for a period of six months through June 30, 2013, under the same terms, conditions and rates to the County that currently exist.

Clean Harbors was selected to operate the HHW program, which includes load check waste collection and disposal services, through a competitive Request for Proposals conducted in 2001. Clean Harbors has specialized expertise that County staff does not have and is not available locally, thereby making contracting for these services the most effective business decision. Additionally, it would not be as cost effective for the County to contract with any other vendor for these services, as the material is currently sorted, packaged and disposed of together with the rest of the material at the SCWMA's HHW Program Facility, therefore the County achieves the benefit of the economy of scale that being a participant in the greater contract scope provides.

The County of Sonoma and the Sonoma County Waste Management Agency (SCWMA) entered into an agreement ("Agreement") with Teris, LLC (dba MSE Environmental) on June 11, 2002. The first, second, and third amendments to the

Agreement added flexibility in the operating hours and days, natural disaster services, and additional staffing to handle the increase volume of waste. The fourth amendment assigned the Agreement from Teris, LLC to Clean Harbors Environmental Services, LLC (Clean Harbors) and became effective on January 6, 2005. The fifth, sixth, seventh, and eighth amendments each extended the term of the Agreement through January 6, 2013. The eighth amendment also added the option of three, one-year extensions. Since this amendment will maintain the current rates for disposal of load check wastes, staff is recommending approval. Without this amendment, it would be necessary for the County to contract separately for these services, at likely a higher cost due to the loss of the economies of scale.

On March 21, 2012, the SCWMA unanimously approved the Ninth Amendment, exercising one of the extension options, but for just 6 months instead of one year. SCWMA extended the contract for only 6 months, because it was their desire to go through a new RFP process, and SCWMA staff stated that they did not have the resources to get it accomplished by January 2013. They could complete the process by June 2013. There are no other changes to the current terms and conditions of the Agreement, and no additional funds are requested. The existing agreement currently contains a clause which allows the County to terminate the County portion of services provided under the Agreement, at anytime should the County need to do so. This clause was amended into the Agreement to provide flexibility to the County should responsibility for the Load Check Program at the transfer stations transition to a private contractor.

The Refuse Enterprise Fund budget for FY 12-13 includes \$40,000 for transportation and disposal of hazardous waste collected through the load checking program at the transfer stations (286112-6525). The SCWMA pays directly from their budget to Clean Harbors a total of approximately \$1,147,000 each fiscal year for the operation of the countywide HHW Program.

This Ninth Amendment to the Agreement has been reviewed and approved as to form by County Counsel.

**Prior Board Actions:**

12/07/10: Board approved eighth amendment. 07/21/09: Board approved seventh amendment. 11/4/08: Board approved sixth amendment. 8/21/07: Board approved fifth amendment. 1/23/07: Board approved fourth amendment. 8/15/06: Board approved third amendment. 1/3/06: Board approved second amendment. 6/11/02: Board approved Household Hazardous Waste Facility Operators contract and first amendment.

**Strategic Plan Alignment:**

Goal 2: Economic and Environmental Stewardship

The removal and proper disposal of any Household Hazardous Waste may accidentally be disposed of with the municipal waste delivered to the County disposal sites diverts that material from entering into the County Landfill, thereby protecting the environment.

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 40,000	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 0
	\$	Fees/Other	\$ 40,000
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
<b>Total Expenditure</b>	<b>\$ 40,000</b>	<b>Total Sources</b>	<b>\$ 40,000</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items "On File" with the Clerk of the Board:**  
 Ninth Amendment to the Agreement for Operations of Household Hazardous Waste Programs.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 23  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisory District(s):**

Board of Supervisors - (707) 565-2241

**Title:** Minutes

### Recommended Actions:

Approval of Minutes – (1) Approve the Minutes of the Meeting of July 31, 2012 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Russian River County Sanitation District, Sonoma County Water Agency, and Board of Supervisors. (2) Approve the Minutes of the Meeting of July 31, 2012 for the Sonoma Valley County Sanitation District.

### Executive Summary:

### Prior Board Actions:

**Strategic Plan Alignment:** Not Applicable

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items "On File" with the Clerk of the Board:**

**ACTION SUMMARY**  
**BOARD OF SUPERVISORS**  
**SONOMA COUNTY**  
**575 ADMINISTRATION DRIVE, ROOM 102A**  
**SANTA ROSA, CA 95403**

**TUESDAY**

**JULY 31, 2012**

**8:30 A.M.**

Valerie Brown	First District	Veronica A. Ferguson	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
Mike McGuire	Fourth District		
Efren Carrillo	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, and as the governing board of all special districts having business on the agenda to be heard this date.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

**AGENDAS AND MATERIALS:** Agendas and most supporting materials are available on the Board's website at <http://www.sonoma-county.org/board/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

**SUPPLEMENTAL MATERIALS:** Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241, as soon as possible to ensure arrangements for accommodation.

**Public Transit Access to the County Administration Center:**

Sonoma County Transit: Rt. 20, 30, 44, 48, 60, 62

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

For transit information call (707) 576-RIDE or 1-800-345-RIDE or visit or <http://www.sctransit.com/>.

***APPROVAL OF THE CONSENT CALENDAR***

The Consent Calendar includes routine financial and administrative actions, are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar.

***PUBLIC COMMENT***

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. Closed session items may be added prior to the Board adjourning to closed session. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair.



## 8:32 A.M. CALL TO ORDER

8:32 A.M. Chairwoman Zane called the meeting to order.

Supervisors Present: Brown, Supervisor, Rabbitt, Zane, McGuire, and Carrillo.  
(All Supervisors Were Present)

## PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA (Items may be added or withdrawn from the agenda consistent with State law)

## II. BOARD MEMBER ANNOUNCEMENTS

Supervisor Brown announced she attended the National Association of Counties (NACo) Annual Conference in Pittsburg and announced that Supervisor Zane will continue a second term as Chair of the NACo Subcommittee on Long Term Care and Supervisor Carrillo was appointed Vice Chair of the NACo Next Generation Task Force. She acknowledged Melissa Kelley, Executive Directors of the Regional Parks Foundation for authoring an article entitled Employee Doctors Orders: Go to a Park and expressed her disappointment that a Parks initiative for the this County was not being discussed at the present meeting.

Supervisor McGuire announced he attended the Eel Russian River Commission meeting; attended the Quagga Mussel Coordinating meeting with Mendocino, Lake, and Humboldt counties; and thanked the Regional Parks Department for their work on the Water Carnival. He asked the Board to adjourn in memory of James Brennan, and Bob Sciaini.

Supervisor Rabbitt reported that he attended the Golden Gate Bridge Highway and Transportation District meetings; and attended the Williamson Act Ad-hoc committee meeting; and Refuse Committee meeting. He also announced the advancement of a Petaluma little league team to the West Regional Little League Finals in San Bernardino. He expressed his desire to receive an update from the County Administrator's Office to ensure citizens that County dollars are accounted for. He asked the Board to adjourn in memory of Broc Cresta, Dean Mae Giacomini, and Rabia Carol Hunter.

Supervisor Carrillo wished Supervisor McGuire a happy birthday. He announced he attended the National Association of Counties Annual Conference; attended the North Coast Integrated Regional Water Management Plan meeting and thanked Karen Gaffeney for her involvement and vision. Supervisor Carrillo reported that he also attended the Humboldt County Board of Supervisors meeting to recognize and honor Supervisor Jimmy Smith; and announced that he and Caryl Hart, Regional Parks Director, met with Senator Barbara Boxer to discuss the Bodega Bay Harbor and Dredging.

Chairwoman Zane announced that she made a presentation on Sonoma Clean Power to the City of Santa Rosa; chaired the Rohnert Park Oversight Board on Redevelopment meeting; and

## BOARD MEMBER ANNOUNCEMENTS (Continued)

delivered the commencement address at the Empire College graduation ceremony. She announced the transformation of the Board Chambers American with Disabilities Act Plan improvements and acknowledged Chris Anderson from the Clerk of the Board's Office, Jose Obregon, General Services Director, Wayne Hovey, Acting County Architect, John Hubiack, Architect/Project Manager, and Scott Murray, Contractor, for ensuring that the project came to fruition. She asked the Board to adjourn in memory of Patricia Stone and Maureen Peterson.

## III. CONSENT CALENDAR (Items 1 through 38)

Chairwoman Zane announced a correction to the agenda title of Regular Item # 42, the fee waiver amount should be corrected to \$3,125.

## PRESENTATIONS/GOLD RESOLUTIONS (Items 1 through 4)

### PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution honoring John McGivney as Vietnam Veterans of America, California State Council, Member of the Year for 2012. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0363

2. Adopt Gold Resolutions recognizing key sponsors of PastaPalooza for the Parks: The Pasta King and Barefoot Wine and Bubbly; and recognizing key sponsors of the 2012 Annual Parks Celebration: Green Valley Consulting Engineers and Mary's Pizza Shack. (Regional Parks)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0364 a, b, c, d

### PRESENTATIONS AT DIFFERENT DATE

3. Adopt a Gold Resolution honoring Claudia McDermott for her exceptional life, her volunteerism and her many years of involvement in the community of Forestville. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0365

4. Adopt a Gold Resolution honoring Humboldt County Supervisor Jimmy Smith for his public service career and contributions to statewide water related issues on the occasion of his retirement. (Fifth District)

CONSENT CALENDAR (Continued)

Item #4 Continued

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0366

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

5. Authorize the District General Manager to execute an agreement with Tukman Geospatial LLC to inventory vegetation in Sonoma County (not to exceed \$300,000; agreement terminates on December 31, 2017).

Board Action: Approved as Recommended

UNANIMOUS VOTE

RUSSIAN RIVER COUNTY SANITATION DISTRICT

(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

6. Authorize the Chair to execute the agreement for engineering and design services for the Russian River County Sanitation District Treatment Facility, Biological Nutrient Removal Project with HDR Engineering, Inc. (\$462,957); agreement terminates on June 30, 2014. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

SONOMA COUNTY WATER AGENCY

(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

7. Authorize the Chair to execute Amendment No. 1 to the agreement for partial funding of the Town of Windsor's Recycled Water Facilities Planning Study with the Town of Windsor, expanding the scope of work to include a study of possible expansion of the urban recycled water system serving the Airport area. (\$27,500 for a new total of \$127,500; amended agreement terminates on March 30, 2012). (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

8. Authorize the Chair to execute the agreement for State Legislative advocacy services with Conservation Strategy Group for two years (\$199,400; agreement terminates June 30, 2014).

Board Action: Approved as Recommended

UNANIMOUS VOTE

9. Authorize the Chair to execute the agreement to update the Local Hazard Mitigation Plan with MMI Engineering, Inc. (\$64,688; agreement terminates on June 30, 2013.)

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

10. Authorize the Chair to execute the first amended agreement for Bay Area Integrated Regional Water Management Plan Consulting Services with Morrison & Associates, Inc. (\$75,000 for a new total of \$150,000; amended agreement terminates on June 30, 2013).

Board Action: Approved as Recommended  
UNANIMOUS VOTE

SONOMA COUNTY WATER AGENCY  
(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

AND

COUNTY COUNSEL

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT  
(Directors: Brown, Zane, Sanders)

11. Authorize the Chair to execute the agreement for Bond and Disclosure Counsel Services with Jones Hall, a Professional Law Corporation (\$100,000); agreement terminates on June 30, 2016.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

Sonoma Valley County Sanitation District

Board Action: Approved as Recommended  
UNANIMOUS VOTE

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

12. Review and accept the Annual Report of the Sheriff's Office Inmate Welfare Trust and Jail Stores Trust for the fiscal year ended June 30, 2011.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

BOARD OF SUPERVISORS

13. Disbursement of 2012 - 2013 Discretionary Advertising Funds (First District) - Approve Advertising Program grant awards to the following entities and authorize the County Administrator to execute contracts with the following entities: Out in the Vineyard: \$2,000; Sonoma Valley Visitors Bureau: \$4,000; Sonoma Valley Chorale, Inc: \$2,000; Farm Bureau Foundation of Sonoma County: \$500; Sonoma Valley Chamber of Commerce: \$2,000; Valley of the Moon Vintage Festival: \$2,000; Valley of the Moon Natural History Association: \$1,000; Valley of the Moon Natural History Association: \$6,000; Sonoma Ecology Center: \$6,290; Boys and Girls Clubs of Sonoma Valley: \$1,000; and Sonoma Community Center: \$1,000.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

14. Disbursement of 2012-2013 Discretionary Advertising Funds (Second District) - Approve Advertising Program grant award in the amount of \$1,000 to the Petaluma Music Festival and authorize the County Administrator to execute a contract with the Petaluma Music Festival.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

CLERK-RECORDER-ASSESSOR

15. Adopt a Resolution adopting the Official Canvass of the Vote for the June 5, 2012, Consolidated Presidential Primary Election.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

Approved by Resolution No. 12-0367

COUNTY ADMINISTRATOR

16. Authorize the County Administrator to execute a Memorandum of Understanding with the Sonoma County Public Safety Consortium to allow the County Administrator's Office to provide administrative support for the Sonoma County Public Safety Consortium.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

ECONOMIC DEVELOPMENT BOARD

17. Approve the Sonoma County Economic Development Board Foundation's Annual Report for fiscal year ending June 30, 2011.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

HEALTH SERVICES

18. Authorize the Director of Health Services to execute the first amendment to the agreement with Drug Abuse Alternatives Center (who has entered into an Assumption and Control Agreement with Center Point, a non-profit 501(c)(3) corporation) for the provision of human immunodeficiency virus (HIV) and hepatitis C virus (HCV) outreach, education, and testing services, increasing the contract by \$5,000, resulting in a new total not to exceed amount of \$726,115, for the period October 1, 2011 through June 30, 2016.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

19. Adopt a Resolution authorizing the Director of Health Services to execute the Leaking Underground Storage Tank Program Standard Agreement (Agreement No. 12-017-250) with the State of California, and all related documents and amendments that do not significantly change the scope of work, for the total contract amount of \$738,247, for the period July 1, 2012 through June 30, 2013.

CONSENT CALENDAR (Continued)

Item # 19 Continued

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0368

HUMAN RESOURCES

AND

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

COMMUNITY DEVELOPMENT COMMISSION

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

SONOMA COUNTY WATER AGENCY

(Directors/Commissioners: Brown, Rabbitt, Zane, McGuire, Carrillo)

20. Adopt a Resolution approving Memorandum of Understanding (M.O.U.) between the County of Sonoma and the Engineers and Scientists of California (E.S.C.) bargaining unit 75 for the period of July 31, 2012 through December 31, 2012.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0369

INFORMATION SYSTEMS

21. Authorize the Information Systems Director to execute a professional services agreement with COMGroup, Inc., for research and analysis on the current telephone system used by the County, for a total amount not to exceed \$50,000 for the term of June 12, 2012 through June 12, 2013.

Speaker: Joanne Sanders, Mayor, City of Sonoma

Board Action: Approved as Recommended

UNANIMOUS VOTE

PERMIT AND RESOURCE MANAGEMENT

22. Adopt a Resolution issuing an Ordinance No. 3836R permit (a roiling permit) and necessary permit extensions to the Gold Ridge Resource Conservation District to complete in stream erosion treatment work related to Phase II of the "Green Valley Creek Roads Implementation Project" on eleven parcels along Green Valley and Purrington creeks, tributaries of the Russian River, near the town of Sebastopol. (4/5 vote required) (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0370

CONSENT CALENDAR (Continued)

23. Authorize the Chair of the Board to execute a contract with the URS Corporation in the amount of \$343,484 (costs to be reimbursed by the project applicant) for preparation of an Environmental Impact Report for the proposed Carneros Ranch fill project, located at 3900 and 270 Hwy 37, Petaluma, APN's 068-130-013 and 068-140-026 (PRMD File No. UPE08-0110). (Second District)

Speaker: Len Holt

Board Action: Approved as Recommended  
UNANIMOUS VOTE

REGIONAL PARKS

24. Make a finding that the proposed Revocable License Agreement with Mark West Youth Club Little League, Inc., for the operation and maintenance of the Little League fields and parking lot at Maddux Ranch Park, located in the Wikiup/Larkfield area for the period of August 1, 2012 through July 31, 2017 is necessary to meet the social needs of the community; and Authorize the Chair to execute the Revocable License Agreement.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

25. Make a finding that the proposed Revocable License Agreement with Sonoma Valley Athletic Club (SVAC) for the operation and maintenance of the athletic field and parking lot at Arnold Field, located in the City of Sonoma for the period of July 1, 2012 through June 30, 2013 is necessary to meet the social needs of the community; and Authorize the Chair to execute the Revocable License Agreement.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

TRANSPORTATION AND PUBLIC WORKS

26. Approve the Ninth Amendment to the three-party agreement for organic material, composting and marketing services between the County of Sonoma, the Sonoma County Waste Management Agency and Sonoma Compost Company extending the term of the agreement to March 15, 2013 and authorize the County's representative on the Sonoma County Waste Management Agency Board to execute a new agreement for organic material, composting and marketing services between the Sonoma County Waste Management Agency and Sonoma Compost Company. (Second District)

Chairwoman Zane announced that at the request of the Transportation and Public Works Department, item #26 would be moved to the Regular Calendar to allow discussion of new information provided to staff yesterday.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

27. Adopt a Resolution agreeing to commit \$30,000 in available Tribal Development Impact Mitigation funds as a match for an Indian Reservation Roads (IRR) Bridge Program grant of \$150,000 for preliminary engineering and permitting of repairs to the Alexander Valley Road Bridge (20C0006) over the Russian River on Alexander Valley Road. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0371

28. Adopt a Resolution accepting Grant of Easement deed, and land; authorizing execution of an Agreement for Purchase and Sale of Easement in connection with the Burbank Avenue Pedestrian Pathway; authorizing payment of \$3,000, including \$-0- severance; and other technical actions; lands of Lazzini Trusts (APN 125-541-042). (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0372

MISCELLANEOUS

29. Approval of Minutes - (1) Approve the Minutes of the Meeting of June 19, 2012 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Fair and Exposition, Inc.; Northern Sonoma County Air Pollution Control District; South Park County Sanitation District, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma County Water Agency, and Board of Supervisors. (2) Approve the Minutes of the Meeting of June 19, 2012 for the Sonoma Valley County Sanitation District. (3) Approve the Minutes of the Meeting of June 25, 26, 28, 2012 for the following: Agricultural Preservation and Open Space District, Community Development Commission, South Park County Sanitation District; In-Home Supportive Services Public Authority, Northern Sonoma County Air Pollution Control District; Sonoma County Water Agency, and Board of Supervisors. (4) Approve the Minutes of the Meeting of June 26, 2012 for the Sonoma Valley County Sanitation District.

Board Action: Approved as Recommended

UNANIMOUS VOTE

APPOINTMENTS/REAPPOINTMENTS

(Item 30 through 38)

30. Appoint Melanie Dodson to the Workforce Investment Board for a one year term ending July 31, 2013; Appoint James Hackett to the Youth Council for a one year term ending July 31, 2013; and Reappoint Steven Herrington to the Workforce Investment Board and Youth Council for two year terms ending July 31, 2014. (Human Services)

Board Action: Approved as Recommended

UNANIMOUS VOTE



CONSENT CALENDAR (Continued)

31. Appoint Greg Carr to AB 939 Local Task Force for a term of three years, ending on July 31, 2015. (First District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

32. Appoint Gabriel Baum to the Commission on Human Rights for a two-year term ending July 30, 2014. (First District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

33. Appoint Dmitra Smith to the Commission on Human Rights for a two-year term ending July 30, 2014. (First District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

34. Appoint Joshua Baker to the Developmental Disabilities Board (Area IV) for a term of three years, beginning on July 31, 2012 and ending July 31, 2015. (Third District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

35. Appoint Richard Hughes to the Gold Ridge Resource Conservation District from June 16, 2012 until June 16, 2015. (Fifth District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

36. Reappoint Ann Cassidy to the Gold Ridge Resource Conservation District from December 8, 2012 until December 8, 2015. (Fifth District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

37. Reappoint Joe Dutton to the Gold Ridge Resource Conservation District from December 8, 2012 until December 8, 2015. (Fifth District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

38. Reappoint William Severi, as a regular member, and Matthew Eshoo and Ross Liscum, as alternate members, to the Assessment Appeals Board for a term of three years ending on July 31, 2015. (County-wide)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

#### IV. REGULAR CALENDAR (Items 39 through 45)

##### TRANSPORTATION AND PUBLIC WORKS

26. Approve the Ninth Amendment to the three-party agreement for organic material, composting and marketing services between the County of Sonoma, the Sonoma County Waste Management Agency and Sonoma Compost Company extending the term of the agreement to March 15, 2013 and authorize the County's representative on the Sonoma County Waste Management Agency Board to execute a new agreement for organic material, composting and marketing services between the Sonoma County Waste Management Agency and Sonoma Compost Company. (Second District)

9:35 A.M.

Present: Susan Klassen, Deputy Director, Transportation and Public Works Department

Speaker: Pam Davis

Board Action:

Authorize the Chair to sign the ninth amendment to the three-party agreement once it has been revised to reflect the new rate structure as offered by Sonoma Compost, for organic material processing, composting and marketing services between the County of Sonoma, the Sonoma County Waste Management Agency and Sonoma Compost Company extending term of the agreement to March 15, 2013; and authorize the County's representative on the Sonoma County Waste Management Agency Board to execute a new agreement for organic material processing, composting and marketing services between the Sonoma County Waste Management Agency and Sonoma Compost Company pending the inclusion of the new lower rate, as proposed under the new operations agreement by Sonoma Compost immediately upon execution of the 4 month extension of the current agreement.

Board Action: Approved as Recommended

UNANIMOUS VOTE

##### COUNTY ADMINISTRATOR

39. Adopt a Resolution introducing, reading the title of, and waiving further reading of an Ordinance placing a proposal on the November 2012 ballot to seek voter approval to allow the Auditor-Controller-Treasurer-Tax Collector position to be appointed by the Board of Supervisors; and if approved, authorize the use of contingency funds in an amount not to exceed \$250,000 to cover the costs of adding the measure to the November ballot. (First Reading)

9:55 A.M.

Present: Don Schwartz, County Administrator's Office; and Chris Thomas, Deputy County Administrator

REGULAR CALENDAR (Continued)

Item #39 Continued

Speakers:

Janice Atkinson, Clerk-Recorder-Assessor

Tom Ford, Former Sonoma County Treasurer-Tax Collector

Joanne Sanders, Mayor, City of Sonoma

Board Action: Requested Action Denied

UNANIMOUS VOTE

10:49 A.M. Board Recess

11:06 A.M. Board Reconvened

PROBATION / COUNTY ADMINISTRATOR

40. Public Safety Realignment Fiscal Year 2012-13 (Year 2) Recommended Plan -

- 1) Accept the Community Corrections Partnership's (CCP) recommended Public Safety Realignment Plan for Fiscal Year 2012-13 (Year 2).
- 2) Adopt a Resolution adjusting the Fiscal Year 2012-2013 Budget, increasing revenues to reflect receipt of State funding for Probation, Sheriff, Health Services, Human Services, and Information Systems Departments for a total of \$3,464,722, and set up contingencies in the amount of \$1,345,570. (4/5 vote required)
- 3) Adopt a Resolution amending position allocation lists to add 16.85 time-limited Full Time Equivalent (FTE) positions as follows: 5.0 FTE positions for Probation; 7.0 FTE positions for the Sheriff; 2.85 FTE positions for Health Services; and 2.0 FTE positions for Human Services. (4/5 vote required).

11:06 A.M.

Present: Bob Ochs, Chief Probation Officer; Sheriff Steve Freitas; and Terri Saunders, CAO Analyst

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0373 and 12-0374

TRANSPORTATION AND PUBLIC WORKS

41. Implementation of Traffic Safety Measures on Lavell Road -

- 1) Adopt a Resolution introducing, reading the title of, and waiving further reading of a proposed Ordinance approving the installation of a mid-block crosswalk between the Mark West Elementary School athletic fields and Maddux Ranch Regional Park and the parking restrictions adjacent to the crossing; (First Reading) (Fourth District)

REGULAR CALENDAR (Continued)

Item #41 Continued

- 2) Accept Transportation & Public Works and Regional Parks staff's recommendation to divide the \$5,000 cost of improvements between the county (50%), Mark West School District (25%), and Mark West Little League (25%).

12:31 P.M.

Present: Tom O'Kane, Deputy Director Engineering & Maintenance, Transportation and Public Works

Speaker: Ron Calloway, Superintendent, Mark West School District

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0375

BOARD OF SUPERVISORS

42. Waive fees in the amount of \$3,125 for the Redwood Empire Food Bank operations at the Petaluma Veterans Hall. (Second District)

12:17 P.M.

Chairwoman Zane announced a correction to the agenda title of Regular Item # 42, the fee waiver amount should be corrected to \$3,125.

Board Action: Approved as Recommended

UNANIMOUS VOTE

43. Waive fees in the amount of \$604 for the National Night Out Parade. (Second District)

12:17 P.M.

Board Action: Approved as Recommended

UNANIMOUS VOTE

44. Waive fees of \$1,864 for the Bodega Volunteer Fire Department's Big Event to be held on August 5, 2012. (Fifth District)

12:17 P.M.

Board Action: Approved as Recommended

UNANIMOUS VOTE

REGULAR CALENDAR (Continued)

45. Waive fees of \$13,288.92 for the Cazadero Volunteer Fire Department's Fire Station building permit fees. (Fifth District)

12:17 P.M.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

12:18 P.M. Board recessed to closed session

## V. CLOSED SESSION CALENDAR (Items 46 through 56)

46. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Initiation of Litigation (Govt. Code Section 54956.9 (c)).

Board Action: The Board approved joining other counties as co-plaintiffs in the litigation of County of Colusa v. Douglas, Sacramento County Superior Court No. 34-20112-80001053 and to engage the law firm of Remcho, Johansen & Purcell to prosecute the action. The matter involves improper State removal of financial support for ancillary mental health services.

UNANIMOUS VOTE

47. The Board of Supervisors acting as the Governing Board for the Successor Agency to the Sonoma County Community Redevelopment Agency will consider the following in closed session: Conference with Legal Counsel - Initiation of Litigation relating to California Department of Finance objections to obligations listed on Successor Agency's Recognized Obligation Payment Schedules (Govt. Code Section 54956.9 (c)).

Continued to August 7, 2012.

48. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Concerned Citizens for Responsible Land Use v. County of Sonoma, Board of Supervisors of the County of Sonoma, Best Family Investors, LLC; SCV-247674 (Govt. Code Section 54956.9 (a)).

Board Action: Adopt a Resolution approving the Judicially-Supervised settlement of Concerned Citizens for Responsible Land Use v. County Of Sonoma, et al., Sonoma County Superior Court Case No. SCV 247674.

UNANIMOUS VOTE

Approved by Resolution No. 12-0376

49. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Peter Justin Lang v. County of Sonoma. USDC Case No. CV 12-0983 (Govt. Code Section 54956.9 (a)).

Direction was given to Counsel and staff.

50. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: County of Sonoma v. Mayacammas Holding, LLC. Sonoma County Superior Court Case No.: SCV-250552 (Govt. Code Section 54956.9 (a)).

Direction was given to Counsel and staff.

51. The Board of Directors of the Sonoma County Water Agency will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Russian River Watershed Protection Committee v. Sonoma County Water Agency. Sonoma County Superior Court Case No.: SCV-250347 (Govt. Code Section 54956.9 (a)).

Board Action: The Board approved entering into a stipulated judgment and settlement agreement. The agreement key terms include stipulation regarding validity of Environmental Impact Report; evaluation by the Sonoma County Water Agency of joint water quality impacts of Estuary Project and Fish Flow Project; \$5,000 to State Parks to fund interpretative and warning signs regarding seals; \$35,000 to State Parks to fund and promote a project to address surfing impacts of the Estuary project; implementation of a sediment monitoring program;

CLOSED SESSION (Continued)

Item #51 Continued

Sonoma County Water Agency agreement to conduct annual town hall meetings to discuss status of Estuary management process; and payment of \$48,380 in attorney's fees.

UNANIMOUS VOTE

52. The Board of Supervisors will consider the following in closed session: Conference with Real Property Negotiator - Property: 1247 Century Court, Santa Rosa, CA 95403 (APN 059-240-060). Negotiators - For Seller: County of Sonoma, Jose Obregon, Director of General Services; For Buyer: Sonoma-Marín Area Rail Transit, Farhad Mansourian, General Manager. Under Negotiation: Terms and conditions of potential sale of property (Govt. Code Section 54956.8).

Direction was given to Real Property Negotiator Jose Obregon.

53. The Board of Supervisors will consider the following in closed session: Conference with Real Property Negotiator - Property: 27+/- acre site located at the Central Disposal Site at 500 Mecham Road, Petaluma, CA. Negotiators - For Owner: County of Sonoma, Phillip Demery, Director of Transportation and Public Works Department; For Licensee: Sonoma County Waste Management Agency (SCWMA), Henry Mikus, Executive Director. Under Negotiation: Terms and conditions of potential license of County property to SCWMA for purposes of composting operations (Govt. Code Section 54956.8).

Continued to August 7, 2012.

54. The Board of Supervisors, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, and the Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Labor Negotiator, Agency Negotiator: Wendy Macy/Carol Allen/William Kay, Burke & Associates and Carol Stevens, Burke & Associates. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).

Direction was given to Labor Negotiators.

55. The Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Public Employee Performance Evaluation - Title: General Manager, Sonoma County Agricultural Preservation and Open Space District (Govt. Code Section 54957).

Continued to August 7, 2012.

56. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation - Title: Agricultural Commissioner /Sealer of Weights and Measures (Govt. Code Section 54957).

Continued to August 7, 2012.

## VI. REGULAR AFTERNOON CALENDAR (Items 57 through 63)

2:20 P.M. - RECONVENE FROM CLOSED SESSION

57. Report on Closed Session.

Chairwoman Zane announced that Closed Session would be continued until after the afternoon session, and report out would be given by Counsel when the Board reconvened from continued Closed Session.

See closed session items #46 through 56.

58. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA (Comments are restricted to matters within the Board jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Please be brief and limit your comments to three minutes. Any additional public comments will be heard at the conclusion of the meeting.)

2:20 P.M. Public Comment opened

Carol Taylor  
Bonita Munoz  
Barbara Craver  
Bob Moffett  
Judy Shubin  
Janae Rosen  
Eugene McCreary  
Lori Szujewska  
Peter Tscherneff  
Susan Duly  
Steven Campbell  
Starr Rohrman  
Bob Williamson  
Zachary Britton  
Vickie Brown  
Richard Lambert  
RJ Kamprath  
Dean Devener  
Olga Farias-Pascal  
Jim Lee  
Ken Churchill  
George Tuttle  
Nancy LaDolce  
Jeff Koors  
Kelly Windsor  
Don Tess  
Tom Brown  
Kay Tokernd  
Colleen Fernald



REGULAR AFTERNOON CALENDAR (Continued)

3:06 P.M. Public Comment closed

59. Permit and Resource Management Department: Review and possible action on the following:
- a) Acts and Determinations of Planning Commission/Board of Zoning Adjustments
  - b) Acts and Determinations of Project Review and Advisory Committee
  - c) Acts and Determinations of Design Review Committee
  - d) Administrative Determinations of the Director of Permit and Resource Management

No Acts or Determinations were reviewed or acted upon.

PERMIT AND RESOURCE MANAGEMENT

60. 3:07 P.M. - ZCE09-0033 - (FIRST DISTRICT)

- a) APPLICANT: Ed Nagle
- b) LOCATION: 7915 & 7977 Highway 12, 8041 Ten Oaks, 7947 Brodiaea, 8012, 8045, 8080 Moon Watch, and 1075 Campagna Lane, Kenwood
- c) ASSESSOR'S PARCEL NO.: 051-010-094, 051-020-055, -057, & -058
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing and Adopt a Resolution for a Zone Change to replace the B6 designations with the B7 (Frozen Lot Size) designation for the parcels created as part of the Sonoma Country Inn project as required by conditions of approval for PLP01-0006. The Zone Change prohibits any further subdivision potential. A General Plan Amendment is not required. (UNCONTESTED HEARING)

Present: Jennifer Barrett, Permit and Resource Management; Melinda Grosch, Permit and Resource Management; David Hurst, County Counsel

3:11 P.M. Public Hearing opened

3:11 P.M. Public Hearing closed

Board Action: Adopt a Resolution finding The Zone Change as requested by Edward Nagel is exempt from CEQA and adding the B7 District, for Property located at 7915 & 7977 Highway 12, 8041 Ten Oaks, 7947 Brodiaea, 8012, 8045, And 8080 Moon Watch, And 1075 Campagna Lane, Kenwood; APN 051-010-094, 051-020-055, -057, and -058.

UNANIMOUS VOTE

Approved by Resolution No. 12-0377

Board Action: Adopt an Ordinance Amending The Sonoma County Zoning Ordinance Regarding Sectional District Map No. To Change Zoning Districts Of Property.

UNANIMOUS VOTE

Approved by Ordinance No. 5999

REGULAR AFTERNOON CALENDAR (Continued)

61. 3:11 P.M. - ZCE12-0003 - (FIRST DISTRICT)

- a) APPLICANT: Thomas Passalacqua
- b) LOCATION: 7925, 7945, 7955, 7965 and 7977 Highway 12, Kenwood
- c) ASSESSOR'S PARCEL NO.: 051-010-095, 051-020-006, -010, -032, and -059
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing and Adopt a Resolution for a Zone Change to replace the B6 designations with the B7 (Frozen Lot Size) designation for all six parcels (282.69 +/- acres) created as part of the Graywood Ranch Subdivision as required by conditions of approval for MJS01-0002 (UNCONTESTED HEARING)

Present: Jennifer Barrett, Permit and Resource Management; Melinida Grosch, Permit and Resource Management; David Hurst, County Counsel

3:14 P.M. Public Hearing opened

3:14 P.M. Public Hearing closed

Board Action: Adopt a Resolution Finding The Zone Change As Requested By Thomas Passalacqua Is Exempt From Ceqa And Adding The B7 District, For Property Located At 7935, 7945, 7955, 7965, And 7977 Highway 12, Kenwood; APN 051-020-006, -010, -023, -059, And 051-010-095 Exempt From CEQA.

UNANIMOUS VOTE

Approved by Resolution No. 12-0378

Board Action: Adopt an Ordinance Amending The Sonoma County Zoning Ordinance Regarding Sectional District Map No. To Change Zoning Districts Of Property.

UNANIMOUS VOTE

Approved by Ordinance No. 6000

PERMIT AND RESOURCE MANAGEMENT / CLERK-RECORDER-ASSESSOR

62. 3:15 P.M. - 12-0001 - Williamson Act Contract Fee and New Contract Acceptance

- a) APPLICANT: N/A
- b) LOCATION: N/A
- c) ASSESSOR'S PARCEL NO.: N/A
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing to consider amending the Uniform Rules for Agricultural Preserves and Farmland Security Zones to establish self-monitoring program requiring contract holders to report contract compliance annually to Permit and Resource Management Department and establishing an annual program administration fee for monitoring contract compliance under the state Land Conservation Act and County Uniform Rules. (REGULAR HEARING)

Present: Jennifer Barrett, Permit and Resource Management; Chris Thomas, Deputy County Administrator; William Rosseau, Chief Deputy Assessor; Jennifer Klein, County Counsel; David Hurst, County Counsel

REGULAR AFTERNOON CALENDAR (Continued)

Item #62 Continued

3:35 P.M. Public Hearing opened

3:35 P.M. Public Hearing closed

Board Action: Adopt a Resolution amending the Uniform Rules for Agricultural Preserves and Farmland Security Zones to add a requirement that contract holders self-report information on contract compliance annually (Option B).

UNANIMOUS VOTE

Approved by Resolution No. 12-0379

TRANSPORTATION AND PUBLIC WORKS

63. Award engineering design contract to Moffatt & Nichol for the replacement of the Watmaugh Bridge totaling \$500,009 with a term ending December 31, 2015. (First District)

3:36 P.M.

Present: Tom O’Kane, Transportation and Public Works Department; Tom Nguyen, Transportation and Public Works Department; Jennifer Barrett, Permit and Resource Management; Robert Pittman, County Counsel; David Hurst, County Counsel

4:17 P.M. Public Comment open

Jim Bundschu

Pamela Stephens

Michael Eunice

Lane Kress

Patty Duffurn

Ken Niles

Nancy Simpson

Johanna M. Patri

Rose Zoia

Gary Helfrich

Bonnie Brown

4:50 P.M. Public Comment Closed

Board Action: Direct staff to conduct an Environmental Impact Review of the project; and award the engineering design contract to Moffatt & Nichol totaling \$500,009 with a term ending December 31, 2015 amending the contract that is On File with the Clerk to include the options of rehabilitation, retrofit, and replacement of the bridge and return to the Board for decision on the final design.

UNANIMOUS VOTE

CLOSED SESSION (Continued)

5:21 The Board recessed to continued Closed Session.

7:05 P.M. The Board reconvened and reported out on Closed Session.

7:09 P.M. The Board adjourned in memory of James Brennan, Bob Sciaini, Broc Cresta, Dean Mae Giacomini, Rabia Carol Hunter, Patricia Stone and Maureen Peterson. The meeting was adjourned to August 7, 2012 at 8:30 A.M.

Respectfully submitted,

Michelle Arellano, Chief Deputy Clerk



County of Sonoma  
Agenda Item  
Summary Report

**Agenda Item Number:** 24  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Clerk-Recorder-Assessor

**Staff Name and Phone Number:**

**Supervisory District(s):**

Janice Atkinson 707-565-1877

**Title:** Clerk-Recorder-Assessor

**Recommended Actions:**

Information – Presentation of the 2012-2013 Assessment Roll

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment:** Goal 4: Civic Services and Engagement

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items "On File" with the Clerk of the Board:**



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 25  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Department of Transportation and Public Works

**Staff Name and Phone Number:**

Tom O'Kane (707)565-2231

**Supervisorial District(s):**

First District

**Title:** Sonoma Mountain Road Parking Restrictions

### Recommended Actions:

Adopt a Resolution introducing, reading the title of, and waiving further reading of a proposed Ordinance establishing parking restrictions on Sonoma Mountain Road (#66060).

### Executive Summary:

The Department of Transportation & Public Works staff proposes to establish parking restrictions along a section of Sonoma Mountain Road near the Cooper's Grove. This section of Sonoma Mountain Road is very narrow with sharp curves, limited sight distances and winds through a grove of very large redwoods. The Cooper's Grove is owned by the Sonoma County Agriculture Preservation and Open Space District (SCAPOS) and is not open for public use. Regional Parks and District staff are working together to minimize the safety issues with vehicles parked along this narrow road and trespassing issues in to redwood grove. It is recommended the resolution be approved.

Appropriations are available in the FY 12-13 Road Maintenance budget.

### Prior Board Actions:

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 2,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 2,000
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 2,000</b>	<b>Total Sources</b>	<b>\$ 2,000</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Location Map; Resolution of Introduction; Ordinance

**Related Items "On File" with the Clerk of the Board:**



#  
Resolution No.

Administrative Center  
Santa Rosa, CA 95403

Date: \_\_\_\_\_

RESOLUTION OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA,  
INTRODUCING, READING THE TITLE OF AND WAIVING FURTHER READING OF AN  
ORDINANCE OF THE COUNTY OF SONOMA ESTABLISHING PARKING  
RESTRICTIONS ALONG A PORTION OF SONOMA MOUNTAIN ROAD (#66060).

WHEREAS, a proposed ordinance has been introduced and the title read; now  
THEREFORE, BE IT RESOLVED that further reading of the ordinance is waived.

Supervisors:

Brown: \_\_\_\_\_ Rabbitt: \_\_\_\_\_ McGuire: \_\_\_\_\_ Carrillo: \_\_\_\_\_ Zane: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

SO ORDERED.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING PARKING RESTRICTIONS ALONG A PORTION OF SONOMA MOUNTAIN ROAD (#66060).**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDAINS AS FOLLOWS:**

**SECTION I:**

Subsection 545\_\_ is hereby added to Section VII of Sonoma County Ordinance No. 2300 (said Section establishes No Parking zones) to read:

Sonoma Mountain Road (#66060) beginning at a point 1.69 miles easterly of its intersection with Pressley Road (#67001A) and extending in an easterly direction along both sides of the road for a distance of 1640 feet, postmiles 23.88 to 24.19.

**SECTION II:**

This Ordinance shall be, and the same is hereby declared to be in full force and effect from and after thirty (30) days after its passage, and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

**SECTION III:**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION IV:**

This Ordinance shall not be codified.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the \_\_\_ day of \_\_\_\_\_, 2012, and finally passed and adopted this \_\_\_ day of \_\_\_\_\_, 2012, on regular roll call of the members of said Board by the following vote:

**SUPERVISORS:**

Brown\_\_\_\_\_ Rabbitt\_\_\_\_\_ McGuire\_\_\_\_\_ Carrillo\_\_\_\_\_ Zane\_\_\_\_\_

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**SO ORDERED.**

By:

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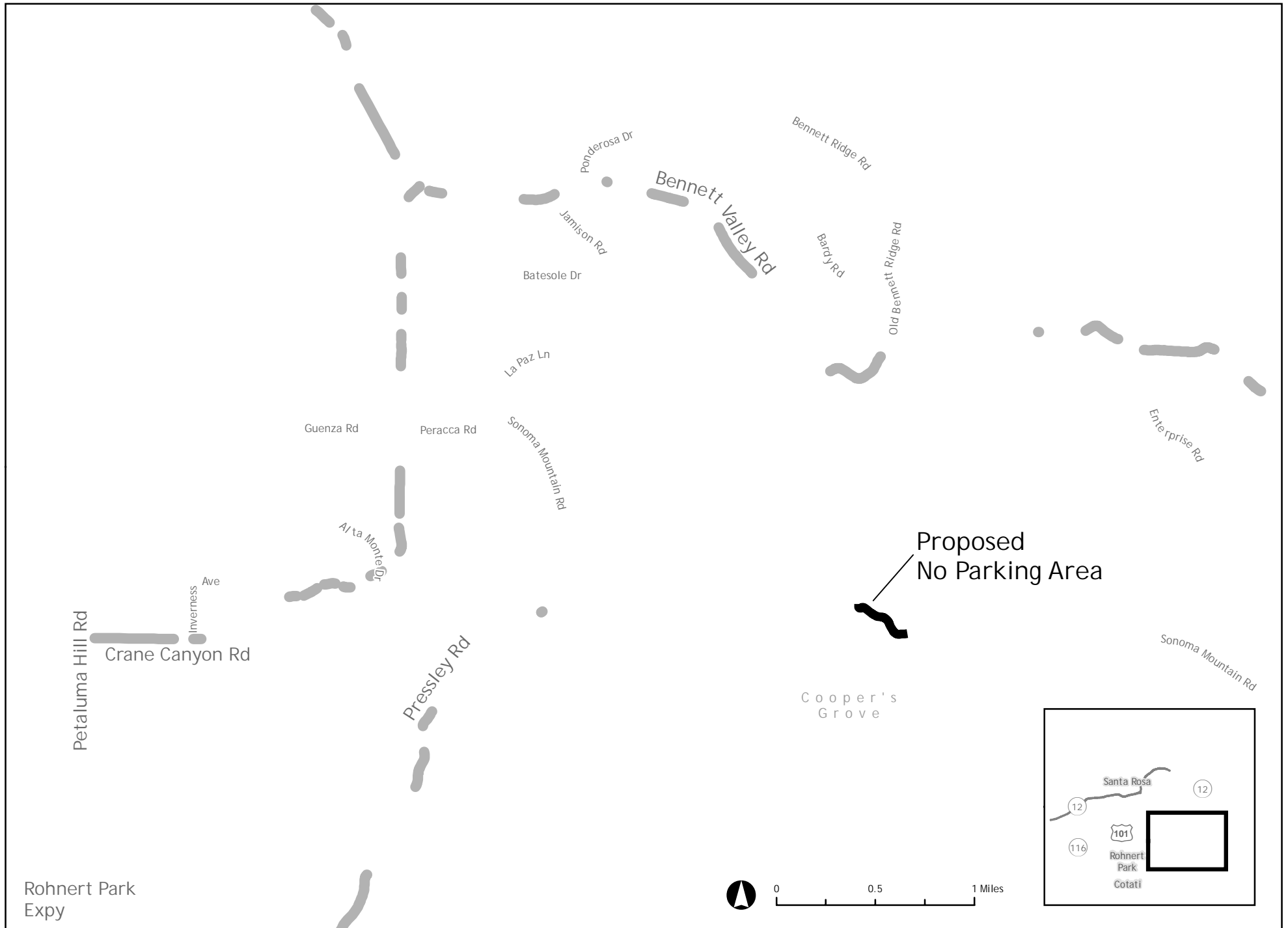
Chair, Board of Supervisors  
County of Sonoma, State of California

**ATTEST:**

By:

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Clerk of the Board of Supervisors  
County of Sonoma, State of California





## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 26  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** The Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Resources and County Administrator's Office

**Staff Name and Phone Number:**

Carol Allen, 565-2549

**Supervisory District(s):**

Countywide

**Title:** Changes in pensionable compensation and benefits provided under Salary Resolution No. 95-0926 and by County ordinance.

### **Recommended Actions:**

Adopt Resolution of Intent to change pensionable compensation and benefits for the Board and all employees under Salary Resolution No. 95-0926 effective the end of March, 2013 for General members and the end of September, 2013 for Safety members.

### **Executive Summary:**

This action will make changes to the pensionable compensation and benefits of the Board, Executive Management, Administrative Management, Confidential and Unrepresented employees. Proposed changes will become effective once all labor groups agree and the required actuarial work is completed. Recommended are: new retirement tier and 3 year averaging for new hires, elimination of County contributions to the deferred compensation program, elimination of the employer paid member contribution (EPMC), elimination of leave buybacks, elimination of floating holidays, and the creation of a Health Reimbursement Arrangement (HRA). In conjunction with pensionable compensation changes, an overall 3% reduction in total compensation costs is being sought from all employees. The Board is leading the way with a 6.9% reduction, while Department Heads and Administrative Management also lead by taking a 4% and 3.5% reduction to total compensation costs.

### Background:

The County has a structural deficit which is caused by expenses continuing to increase at a faster rate than revenues. The County's expenses are comprised primarily of salary and benefits of which pension costs are a major component. The County bargaining units, the Board and County management have an opportunity to

work together this fiscal year during negotiations to make changes that will reduce future pension liability and achieve equitable and sustainable total compensation packages.

During the 2012-2013 negotiations with all the bargaining units, the County is proposing to reset key factors that increase total compensation by adopting a lower cost pension plan for new employees, eliminating pension "spiking" opportunities for current employees, converting pensionable into non-pensionable pay where possible and permanently reducing the overall total compensation levels by 3.0% (equivalent to 5% of salary only). This recommended Board action reflects the intent of the Board and County management to lead the way in this effort. This is the first significant step towards ensuring the future sustainability of the County.

The pensionable compensation and benefit changes in this document will provide an overall 3.3% reduction in total salary and benefits costs (equivalent to 5.5% in salary only) for the Salary Resolution employees and the Board and will result in both short term cost savings and long term pension savings. The estimated annual savings for these proposed changes if negotiated County-wide will be approximately \$13.4M in savings that will be achieved in the first year after implementation and are on-going. Additionally, long-term pension costs will be reduced. These reductions will start affecting County costs in fiscal year 15/16 and are estimated to grow to \$11.7M annually by year 10, fiscal year 22/23. For the Salary Resolution, \$3.2M in on-going savings will be achieved in the first year after implementation, and long term pension savings estimated at \$3.2M will be achieved annually by year ten.

The County's current financial structure has become unsustainable. Despite dramatic cuts to department and operational budgets, the reduction of over 500 allocations from the workforce, and years of temporary savings measures supported by employee groups, the County's expenditures continue to outpace revenues. During the same period of reductions, the County's retirement costs have continued to grow.

While the County was able to balance the budget for fiscal year 2012-13, the Board acknowledged that major changes are still necessary to reduce the growing structural deficit and reduce the County's pension costs, and that the past practice of using temporary reductions in benefits would not provide the systemic changes needed for long term fiscal stability.

In November, 2011, the Board approved recommended strategies for reducing pension costs and total compensation as recommended by the Board's Ad Hoc Committee on Pension Reform. The recommended benefit and compensation changes proposed in this action support the Board's goal to contain costs by establishing a new retirement formula for new hires, eliminating compensation practices which can lead to pension spiking for all employees, and sharing equal risk between the County and employees.

Based on current law, the County may not alter the retirement benefits for existing employees; however, retirement benefits for new employees can be changed. Sharing of costs between the County and employees is also limited by existing law. The County may eliminate and restructure those benefits which secondarily impact retirement benefits through increasing final salary. These changes are subject to negotiations with recognized

bargaining organizations.

This item reflects the intent of the Board to change the pensionable benefits and compensation provided under Salary Resolution 95-0926 for department heads, future elected department heads, administrative management, confidential employees, and unrepresented employees. Pensionable benefits and compensation for elected officials may not be changed during their current term. Changes for elected officials will take effect in the subsequent term. Benefits and compensation for County Supervisors are set by ordinance. This Board item also reflects the County's intent to amend ordinances pertaining to Board member pensionable compensation and benefits.

The effective dates for these changes are based on completion of negotiations with all bargaining groups, estimated to be the end of March, 2013 for General retirement members, and end of September, 2013 for Safety retirement members. The outcome of these negotiations may impact changes proposed herein.

Changes:

Changes to be enacted for all employees under the Salary Resolution, including future elected department heads, and by Ordinance for the future Board of Supervisors are as follows:

1. Establish a second pension tier for new hires which includes the following elements:  
Sonoma County pension plan is administered under the County Employees Retirement Law of 1937 (CERL), which outlines available retirement formulas. Safety members as defined in the CERL are generally Peace Officers with principle duties consisting of law enforcement, fire, and the custody of adult or juvenile offenders. General members are all members that do not qualify as Safety. General and Safety have different formulas under CERL. (a.) The current formula for a General member is established under CERL Section 31676.17 and is commonly described as "3% at 60". The proposed second tier formula for a new General member is established under CERL 31676.1 and is commonly described as "2% at 61.25". (b.) The current formula for a Safety member is established under CERL Section 31664.1 and is commonly described as "3% at 50". The proposed second tier formula for a new Safety member is established under CERL Section 31664.2 and is commonly described as "3% at 55". (c.) The calculation of final compensation for a General and Safety member is currently based on a 1 year measuring period under CERL Section 31462.1. For new hires, the measuring period is proposed to be a three year period under CERL Section 31462.
2. Reduce Pensionable Pay (spiking opportunities) and 3.3% reduction in total compensation (equal to 5.5% of salary):
  - a) Eliminate County contributions to deferred compensation plans for all groups.
  - b) Eliminate annual sick leave conversion to cash provisions.
  - c) Eliminate vacation and administrative leave cash-out provisions.
  - d) Eliminate ability to accrue and cash out holiday compensatory time.
  - e) Eliminate all floating holiday hours. (17 hours)

- f) Eliminate 5% pay increase for retiring department heads providing 12 month or more notice.
- 3. Eliminate the County paid portion of an employee’s retirement share of pension costs. (“pension pick up”). Impacts Board of Supervisors only; requires change to ordinance.
- 4. Eliminate payment of 25% of accrued sick leave upon separation and retirement (non-pensionable).
- 5. Health Reimbursement Arrangement (HRA):  
As part of these proposed changes, staff is recommending a non-pensionable HRA to assist in offsetting medical costs. The HRA would be funded by redirecting 2.25% of currently pensionable pay. This would expand the eligibility for and the use of the County’s existing HRA plan. Employees may apply the funds toward current medical expenses, including premiums, as well as after they leave County service or retire. Attachment A includes a summary of HRA plan information.

The action before the Board is a resolution of intent. Detailed fiscal impacts will be included in the Board action that implements these changes. The overall 3.3% reduction in total salary and benefits costs (equivalent to 5.5% in salary only) for the Salary Resolution employees and the Board results in savings in excess of 3% of total compensation for the entire group. This is as a result of the Board taking a reduction of 6.9% total compensation (equivalent to 11.4% salary only), Department Heads, 4.0% total compensation (equivalent to 6.6% salary only), and Administrative Management 3.5% (5.8% salary only).

Next Steps

Staff will develop the specific Salary Resolution and Ordinance language changes and, through the services of an actuary, provide the actuarial impact upon future annual costs, as a result of these changes before the Board takes formal action. Staff will also continue to monitor the Governor’s proposal on pensions and other legislative activity.

**Prior Board Actions:**

11/8/11: Board endorsed goals and recommended strategies for reducing pension costs and total compensation stemming from the report of the Ad Hoc Committee on Pension Reform.

**Strategic Plan Alignment:** Goal 3: Invest in the Future

The recommended changes reflect the County’s goals of efficient and effective use of resources and enhanced fiscal soundness by reducing the County’s structural deficit and providing both short and long term pension costs savings, and support the recommendations of the Board’s Pension Ad Hoc Committee.



**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The estimated savings of \$11.7M County-wide and \$3.2M for the Salary Resolution by fiscal year 22/23 for pension related changes is based on savings in two areas: 1. The new pension tier, and 2. The pension related savings associated with the elimination of pensionable benefits. 1. New Pension tier: Based upon estimates provided by Segal Company in 2011, annual savings for the new pension tiers if negotiated County-wide are estimated to be \$8.9M (\$2.5M Salary Resolution) by year ten and will continue to grow annually thereafter until all active employees are members of the new tier. 2. Reductions in pensionable pay and pension spiking opportunities: Staff's preliminary estimated savings in pension only if negotiated County-wide are \$2.8M (\$750K Salary Resolution) annually by year ten and growing minimally thereafter.

The additional employer savings achieved by eliminating the benefits listed in number 2 above are included in the following total compensation reduction estimate. Estimated total costs for salary and benefits are \$447M County-wide. A 3% total compensation reduction equals \$13.4M. For the Salary Resolution, total costs for salary and benefits are \$97.2M. A three percent (3%) equitable share reduction for Salary Resolution equals \$2.9M. The elimination of the benefits outlined in this Board item reduce the total cost of salary and benefits by an estimated \$4.5M (4.7% of salaries and benefits) resulting in an excess reduction of \$1.63M, which is 1.7% over the targeted 3% reduction. The 1.7% total compensation overage is used to fund the 2.25% salary only H.R.A. contribution. The result is a net estimated annual budgetary savings of \$3.2M (3.3% total compensation reduction equivalent to 5.5% salary only).

The County's implementation date of end of March 2013 and end of September 2013 would provide approximately \$774,000 in savings for these changes to the Salary Resolution in fiscal year 2012-13. Contributions to H.R.A. accounts incur no additional costs to the County as it is offset by the total compensation reduction overage.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Attachment A: Health Reimbursement Arrangement summary.

**Related Items “On File” with the Clerk of the Board:**

Ad Hoc Committee on Pension Reform Report; Segal Special Benefit Study

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Of Intent To Change Pensionable Compensation And Benefits Provided Under Salary Resolution No. 95-0926, And By Ordinance To The Board Of Supervisors, Effective End Of March, 2013 For General Retirement Members And End Of September, 2013 For Safety Retirement Members.**

**Whereas**, County expenses are outpacing revenues creating a structural deficit that will worsen over time unless benefits are restructured to lower costs both in the short and long term; and

**Whereas**, the Board adopted goals for restructuring benefits and lowering pension costs in November of 2011; and

**Whereas**, to meet the Board's pension cost reduction goals and to reduce the structural deficit, the County is proposing a lower cost pension plan for new employees, eliminating compensation practices which can lead to pension spiking, and a 3% reduction in total compensation (equivalent to 5% salary only reduction) for all employees; and

**Whereas**, benefits and compensation for Department Heads, Administrative Management, Confidential and Unrepresented Employees are established under Salary Resolution No. 95-0926 (Salary Resolution); and

**Whereas**, Benefits and compensation for County Supervisors are established by ordinance; and

**Whereas**, Benefits for elected Department Heads are established under Salary Resolution and may legally be amended at the end of the current term of office; and

**Whereas**, The County intends to implement the following changes to benefits and compensation to Salary Resolution 95-0926, and by amendment to applicable ordinances governing benefits of elected County Supervisors:

1. Change Pension Formula for New Hires: Establish a second tier pension formula for General members of the retirement system of "2% at 61.25" (CERL Section 31676.1), and "3% at 55" (CERL Section 31664.2) for Safety members, including 36 month averaging of salary for pension benefit calculations for General and Safety new hires (CERL Section 31462).
2. Reduce Pensionable Pay:
  - a) Eliminate County contributions to deferred compensation plans.
  - b) Eliminate annual sick leave conversion to cash provisions.
  - c) Eliminate vacation and administrative leave cash-out provisions.
  - d) Eliminate ability to accrue and cash out holiday compensatory time.

- e) Eliminate all floating holiday hours. (17 hours)
- f) Eliminate 5% pay increase for retiring department heads upon providing 12 month or more notice.
- 4. Eliminate the County's paid portion of an employee's retirement share of pension costs. ("pension pick up").
- 5. Eliminate payment of 25% of accrued sick leave upon separation and retirement.
- 6. Redirect some savings from elimination of benefits in excess of 3% total compensation by contributing approximately 2.25% of base salary into a non-pensionable, tax deferred Health Reimbursement Arrangement (HRA) annually; and

**Whereas,** The County will comply with applicable law before the Board takes formal action to adopt these changes.

**Now, Therefore, Be It Resolved** that the Board intends to adopt the changes in compensation and benefits as outlined in this Resolution, with changes to become effective the end of March, 2013 (or closest pay period to Board adoption), for General retirement plan members, and the end of September, 2013 (or closest pay period to Board adoption) for Safety retirement plan members, subject to completion of negotiations with all recognized employee organizations.

**Now, Therefore, Be It Also Resolved** that final adoption of these changes is subject to final action by the Board, after complying with all applicable laws.

**Supervisors:**

Brown:	Rabbitt:	McGuire:	Carrillo:	Zane:
Ayes:	Noes:	Absent:	Abstain:	

**So Ordered.**

## **COUNTY OF SONOMA**

### **HEALTH REIMBURSEMENT ARRANGEMENTS (HRA)**

#### **What An HRA Can Do For Employees**

- Reimburse eligible medical expenses (pursuant to IRC Section 213(d) and insurance premiums.
- Accumulate money to pay for COBRA and/or retiree health care premiums and costs, long term care insurance or long term care expenses for employee and eligible spouse and dependents.
- Receive cash-out from sick leave and/or vacation programs.
- Hold employer paid contributions for future use.
- Provide funds for surviving spouse and dependent medical expenses.

#### **Expenses That Can Be Reimbursed From an HRA**

- Out-of-pocket medical care expenses including insurance co-pays, deductibles and other specific physician prescribed expenses not usually covered by the regular health plan such as: weight loss programs, drugs and supplies, chiropractic, smoking-cessation, laser eye surgery etc. See IRC Section 213(d) for current tax year for list of eligible expenses.
- Health insurance premiums and expenses for active employees, retirees, and IRS eligible dependents (including spouses, but not domestic partners). May also be used to pay premiums for long-term care insurance, and COBRA continuation of coverage.
- Your final medical expenses (up to one year after death).

#### **HRA Funding And Contribution Levels**

- HRA accounts are funded with employer contributions at rates set by the collective bargaining agreement.
- No maximum limit on contributions under HRA rules.
- Employer contribution may be a percent of pay, percent of premium, or fixed dollar per month or hour.

#### **What Employers Like About HRAs**

- Can use HRA as an incentive to enroll employees in lower cost health plan with better utilization control features.
- Flexible plan design.

#### **What Employees Like About HRAs**

- Funds not used in a year may be carried forward to future years.
- Can be used to reimburse a wide variety of out-of-pocket medical expenses.
- Funds can be used for long-term care, insurance premiums, or passed onto the spouse or dependent child (IRS eligible dependents).
- Carryover feature allows unused amounts to accumulate without use-it-or-lose-it rule.
- HRA can only be funded by employer money.
- Can accumulate cash-out of sick leave or vacation balances tax exempt and non-pensionable (collective bargaining agreement must include appropriate language).
- If balance in HRA is low in one year, expenses can be reimbursed in the following year (if the person was also a participant in the HRA plan the year the expense was incurred).

### **HRA Legal Limitations**

- HRA funds cannot pay for non-medical benefits or make cash-outs of unused amounts.
- The HRA plan design defines when the funds are vested.

### **Plan Design Considerations**

- *Health Insurance Focus:* If intent is to supplement health coverage, HRAs may be offered as an additional option to cover out-of-pocket expenses that are not covered by any other health plan.
- *Prefunded Defined Employer Contribution:* If intent is to accumulate funds for retiree medical expenses, HRA may receive sick leave or vacation cash-out, special contributions at time of retirement, or prefunded defined employer contribution. A retirement focused HRA may require eligibility for pension from SCERA.

### **Tax Treatment of HRA**

- Contributions to HRAs are not subject to income or payroll taxes at the federal or California State level (individual state laws may vary)
- HRA reimbursements for IRS eligible medical care expenses are not subject to income or payroll tax.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 27

(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Successor Agency for the Sonoma County Community Redevelopment Agency

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Community Development Commission

**Staff Name and Phone Number:**

Kathleen H. Kane - 565-7505

**Supervisory District(s):**

1<sup>st</sup> & 5<sup>th</sup>

**Title:** Redevelopment Dissolution - Recognized Obligation Payment Schedule.

### **Recommended Actions:**

Resolution of the Board of Supervisors, solely in its capacity as governing Board for the Successor Agency for the Sonoma County Community Redevelopment Agency, approving the Recognized Obligations Payment Schedule for the period ending June 30, 2013.

### **Executive Summary:**

On January 10, 2012, pursuant to the enactment of ABx1 26 (Dissolution Act), which dissolved redevelopment agencies effective February 1, 2012, the Sonoma County Board of Supervisors (County Board) adopted a resolution accepting for the County the role of Successor Agency to the former Sonoma County Community Redevelopment Agency, utilizing Sonoma County Community Development Commission (CDC) staff to perform the work of the Successor Agency. Also pursuant to the Dissolution Act, a seven-member Oversight Board comprised of representatives of local taxing entities was established to oversee the unwinding of the former Redevelopment Agency's assets and obligations.

The Dissolution Act requires that the Successor Agency prepare, and the Oversight Board approve, a Recognized Obligation Payment Schedule (ROPS) for each six-month period beginning on January 2, 2012 until all obligations of the former Redevelopment Agency are fully satisfied. Each ROPS must be submitted to, and approved by, the State Department of Finance (State) prior to becoming effective. The first two ROPS, for the periods ending June 30, 2012 and December 31, 2012, were approved by your Board, adopted by the Oversight Board, and approved by the State, with the exception of certain disqualified items.

AB 1484, enacted on June 28, 2012, revises the Dissolution Act and stipulates that the ROPS for the period from January to June 2013 must be approved and submitted to the State no later than September 1, 2012. AB 1484 also specifies that the State will provide the required form for preparing the ROPS. Staff has prepared the

attached draft ROPS listing estimates of all anticipated resources and expenses for the Successor Agency for the period of January 1, 2013 to June 30, 2013 using the new mandated format. The new ROPS form now also includes a reconciliation of estimated to actual costs for the most recently completed ROPS period, in this case for the period ending June 30, 2012. The State and Auditor-Controller will use the reconciliation to actual costs to make adjustments in the distribution of Redevelopment Property Tax for the upcoming ROPS period.

After consideration and approval by your Board, the ROPS will be submitted to the Oversight Board for approval, and to the State for review.

**Prior Board Actions:**

4/24/12 – Approved Recognized Obligation Payment Schedule for July 1 – December 31, 2012.  
 2/28/12 - Approved Recognized Obligation Payment Schedule for January 1 - June 30, 2012.

**Strategic Plan Alignment:** Not Applicable

The Successor Agency exists solely to wind up the affairs of the former Redevelopment Agency.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$ 0
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0</b>	<b>Total Sources</b>	<b>\$ 0</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This action is administrative in nature with no budget impacts. The Redevelopment Dissolution Acts require Successor Agencies to prepare a Recognized Obligation Payment Schedule for each six-month period beginning January 1, 2012 until all enforceable obligations of the former Redevelopment Agency are fully satisfied. After approval by the State, the Schedule allows the Success Agency to expend funds for the listed obligations. Obligations will be paid using cash on hand or revenues from the Redevelopment Property Tax Trust Fund; no general funds will be used to prepare the ROPS or to pay obligations listed on the ROPS.



**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
None			

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

1. Resolution.
2. Recognized Obligations Payment Schedule for January 1, 2013 – June 30, 2013.

**Related Items "On File" with the Clerk of the Board:**

None

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, Solely In Its Capacity As Governing Board For The Successor Agency For The Sonoma County Community Redevelopment Agency (“Successor Agency”), Approving The Recognized Obligations Payment Schedule For The Period Ending June 30, 2013.**

**Whereas**, on December 29, 2011, the California Supreme Court delivered its decision in *California Redevelopment Association v. Matosantos*, finding ABx1 26 largely constitutional, and AB 1484 was subsequently enacted by the State Legislature to revise and expand upon the terms of ABx1 26 (collectively referred to herein as the “Dissolution Act”); and

**Whereas**, under the Dissolution Act all California redevelopment agencies, including the Sonoma County Community Redevelopment Agency (the “Redevelopment Agency”), were dissolved on February 1, 2012; and

**Whereas**, on January 10, 2012, the Sonoma County Board of Supervisors (“County Board”) adopted a resolution accepting for the County the role of Successor Agency to the Redevelopment Agency (“Successor Agency”); and

**Whereas**, under the Dissolution Act, the Successor Agency must prepare a “Recognized Obligations Payment Schedule” (“ROPS”) that enumerates the enforceable obligations and expenses of the Successor Agency for successive six-month periods beginning on January 1, 2012, which must be (a) approved by the Oversight Board for the Successor Agency, (b) submitted to the County Auditor-Controller, County Administrator, State Controller’s Office, and State Department of Finance, and (c) posted on the Successor Agency’s website; and

**Whereas**, the Successor Agency and the Oversight Board have previously approved and adopted the ROPS for the periods ending June 2012 and December 2012; and

**Whereas**, the State Department of Finance has approved the ROPS for the periods ending June 2012 and December 2012, with the exception of certain disqualified items; and

**Whereas**, the Successor Agency must prepare, and the Oversight Board must adopt and submit, a third ROPS covering the six-month period ending June 30, 2013, no later than September 1, 2012; and

**Now, therefore, be it Resolved**, that the Board of Supervisors (“the Board”) of the County of Sonoma, acting solely in its capacity as the governing board of the Successor Agency for the Sonoma County Community Redevelopment Agency, hereby finds, determines, and resolves as follows:

1. The foregoing recitals are true and correct.
  
2. The Board hereby approves the Recognized Obligations Payment Schedule for the Successor Agency covering the period from January 1, 2013 through June 30, 2013, as presented to this Board, and authorizes and directs the Executive Director of the Sonoma County Community Development Commission, on behalf the Successor Agency, to take all necessary actions under the Dissolution Act with respect to submitting the Recognized Obligations Payment Schedule in the mandated format to the Oversight Board, County Auditor-Controller, County Administrator, State Controller, and the State Department of Finance.

**Supervisors:**

Brown:	Rabbitt:	McGuire:	Carrillo:	Zane:
Ayes:	Noes:	Absent:	Abstain:	

**So Ordered.**

## Successor Agency Contact Information

Name of Successor Agency: Successor Agency for the Sonoma County  
County: Community Redevelopment Agency  
Sonoma

Primary Contact Name: John D. Haig  
Primary Contact Title: Redevelopment Manager  
Address: 1440 Guerneville Rd, Santa Rosa, CA 95403  
Contact Phone Number: 707-565-7508  
Contact E-Mail Address: [john.haig@sonoma-county.org](mailto:john.haig@sonoma-county.org)

Secondary Contact Name: Kathleen H. Kane  
Secondary Contact Title: Executive Director, Sonoma County CDC  
Secondary Contact Phone Number: 707-565-7505  
Secondary Contact E-Mail Address: [kathleen.kane@sonoma-county.org](mailto:kathleen.kane@sonoma-county.org)

## SUMMARY OF RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Filed for the January 1, 2013 to June 30, 2013 Period

**Name of Successor Agency:** Successor Agency for the Sonoma County Community Redevelopment Agency

	<b>Total Outstanding Debt or Obligation</b>
<b>Outstanding Debt or Obligation</b>	<b>\$ 47,156,223.00</b>
<b>Current Period Outstanding Debt or Obligation</b>	<b>Six-Month Total</b>
A Available Revenues Other Than Anticipated RPTTF Funding	\$ 11,185,347.00
B Enforceable Obligations Funded with RPTTF	\$ 2,801,325.00
C Administrative Allowance Funded with RPTTF	\$ 124,984.00
D Total RPTTF Funded (B + C = D)	\$ 2,926,309.00
Total Current Period Outstanding Debt or Obligation (A + B + C = E) <i>Should be same amount as ROPS form six-month total</i>	\$ 14,111,656.00
E Enter Total Six-Month Anticipated RPTTF Funding	\$ 2,930,000.00
F Variance (D - E = F) <i>Maximum RPTTF Allowable should not exceed Total Anticipated RPTTF Funding</i>	\$ 3,691.00
<b>Prior Period (January 1, 2012 through June 30, 2012) Estimated vs. Actual Payments</b> (as required in HSC section 34186 (a))	
G Enter Estimated Obligations Funded by RPTTF <i>(Should be the same amount as RPTTF approved by Finance, including admin allowance)</i>	\$ 707,878.00
H Enter Actual Obligations Paid with RPTTF	\$ 358,250.00
I Enter Actual Administrative Expenses Paid with RPTTF	\$ 250,000.00
J Adjustment to Redevelopment Obligation Retirement Fund (G - (H + I) = J)	\$ 99,628.00
<b>K Adjustment to RPTTF</b>	<b>\$ 2,826,681.00</b>

Certification of Oversight Board Chairman:  
Pursuant to Section 34177(m) of the Health and Safety code,  
I hereby certify that the above is a true and accurate Recognized  
Obligation Payment Schedule for the above named agency.

	Name
	Title
	Signature
	Date

**RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS III)**  
**January 1, 2013 through June 30, 2013**

Item # (see notes)	Project Name / Debt Obligation	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Total Due During Fiscal Year 2012-13	Funding Source						
									LMHF	Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	Other	Six-Month Total
<b>Grand Total</b>							\$47,156,223	\$15,258,373	\$61,849	\$2,219,391	\$8,825,434	\$124,984	\$2,801,325	\$78,673	\$14,111,656
1	1987 Roseland Tax Allocation Bonds	8/2/1986	8/1/2014	US Bank, Trustee	Bond payments & trustee fees.	Roseland	\$271,785	\$129,583					\$10,955		\$10,955
2	2008 Springs Tax Allocation Bonds	12/2/2008	8/1/2034	Bank of New York Mellon, Trustee	Bond payments & trustee fees.	Springs	\$24,883,363	\$1,127,300					\$403,500		\$403,500
3	2008 Springs Bonds Bond Fiscal Agent Fees	12/1/2008	8/1/2034	Digital Assurance Certification LLP	Fees for bond administration & servicing.	Springs	\$11,000	\$500					\$500		\$500
20	Roseland Village - Property Management	Annual	Not applicable (N.A.) - See notes.	City of Santa Rosa	Roseland Fire Department Fire Permit.	Roseland	\$4,000	\$500					\$0	\$500	\$500
21	Roseland Village - Property Management	Monthly	N.A. - See notes.	Pacific Gas & Electric	Gas & Electric Service to 665 Sebastopol Rd.	Roseland	\$80,352	\$20,088					\$0	\$10,044	\$10,044
22	Roseland Village - Property Management	Monthly	N.A. - See notes.	City of Santa Rosa Water	Water for firelines & grounds.	Roseland	\$13,104	\$2,376					\$0	\$1,638	\$1,638
23	Roseland Village - Property Management	Monthly	N.A. - See notes.	AT&T	Fire Monitoring lines - 665 & 765 Sebastopol Rd.	Roseland	\$6,960	\$1,740					\$0	\$870	\$870
24	Roseland Village - Property Management	Monthly	N.A. - See notes.	Redwood Empire Disposal	Grounds debris dumpster.	Roseland	\$44,976	\$11,244					\$0	\$5,622	\$5,622
25	Roseland Village - Property Management	Monthly	N.A. - See notes.	Econ-O-Sweep	Day Porter, Parking Lot Sweep, Debris Haul.	Roseland	\$108,480	\$25,920					\$13,560		\$13,560
26	Roseland Village - Property Management	Monthly	N.A. - See notes.	Management/Dennis Sigmon	Night security patrols.	Roseland	\$19,200	\$4,200					\$0	\$2,400	\$2,400
27	Roseland Village - Property Management	Bi-Annual	N.A. - See notes.	Northridge Backflow/Donald Wood	Annual Certification of backflow valves.	Roseland	\$2,400	\$600					\$0	\$300	\$300
28	Roseland Village - Property Management	Annual	N.A. - See notes.	Sonoma County ACTTC	Annual Sewer Service Fee.	Roseland	\$229,196	\$57,299					\$0	\$57,299	\$57,299
29	Thompson Parking lot - Property Management	Monthly	N.A. - See notes.	Northridge Backflow/Donald Wood	Annual Backflow valve certification.	Springs	\$600	\$600					\$300		\$300
30	Thompson Parking lot - Property Management	Monthly	N.A. - See notes.	Valley of the Moon Water	Irrigation Water - meter maintenance.	Springs	\$912	\$912					\$456		\$456
31	Thompson Parking lot - Property Management	Monthly	N.A. - See notes.	Pacific Gas & Electric	Electricity for light poles & irrigation timer.	Springs	\$1,872	\$1,872					\$936		\$936
32	Thompson Parking lot - Property Management	9/30/1994	N.A. - See notes.	Sonoma County Regional Parks	Maintain irrigation, lighting, and landscape.	Springs	\$10,404	\$10,404					\$5,202		\$5,202
33	All properties - Property Management	Monthly	N.A. - See notes.	Bill's Lock and Safe	Keys and locks.	All	\$6,000	\$1,500	\$250		\$250		\$250		\$750
34	All properties - Property Management	Monthly	N.A. - See notes.	Golden West Glass	Replacement of broken glass.	All	\$4,416	\$1,104	\$184		\$184		\$184		\$552
35	Guerneville Restrooms - Property Management	As Needed	N.A. - See notes.	Sonoma County General Services	Maintenance.	Russian River	\$60,000	\$30,000			\$15,000				\$15,000
36	Guerneville Restrooms - Property Management	12/9/2011	N.A. - See notes.	Brokate Janitorial	Maintenance, cleaning, stocking.	Russian River	\$24,000	\$12,000			\$6,000				\$6,000
37	Guerneville Restrooms - Property Management	Monthly	N.A. (see notes)	PG&E and other utilities	Utilities.	Russian River	\$6,312	\$3,156			\$1,578				\$1,578
38	Old Sheriff Substation - Property Management	Bi-Annual	N.A. (see notes)	Northridge Backflow/Donald Wood	Annual Backflow valve certification.	Springs	\$600	\$600	\$300						\$300
39	Old Sheriff Substation - Property Management	Monthly	N.A. (see notes)	Valley of the Moon Water	Irrigation Water - meter maintenance.	Springs	\$2,256	\$2,256	\$1,128						\$1,128
40	Old Sheriff Substation - Property Management	Monthly	N.A. (see notes)	Pacific Gas & Electric	Baseline service.	Springs	\$4,464	\$3,664	\$2,232						\$2,232
41	Old Sheriff Substation - Property Management	Monthly	N.A. (see notes)	Sonoma County General Services	HVAC service, security, landscape, mowing, etc.	Springs	\$9,096	\$9,096	\$4,548						\$4,548
42	Old Sheriff Substation - Property Management	Annual	N.A. (see notes)	Sonoma County ACTTC	Annual Sewer Service Fee.	Springs	\$800	\$800	\$800						\$800
44	RR Housing Rehab Loan Program	9/21/2010	9/20/2030	Jeff Halbert Construction	Rehabilitation of single-family dwelling.	Russian River	\$15,470	\$15,470	\$15,470						\$15,470
50	Springs Commercial Rehab Loan Program	1/14/2011	1/13/2016	J.L. Halbert	Facade improvements to Rancho Viejo Restaurant.	Springs	\$3,200	\$3,200			\$3,200				\$3,200
58	RR Commercial Rehab Loan Program	12/22/2010	6/1/2032	ZSM Construction	Renovations to Bucks Restaurant.	Russian River	\$39,839	\$39,839			\$39,839				\$39,839
59	RR Commercial Rehab Loan Program	1/14/2011	6/1/2032	ANR Roofing	Renovations to Rio Nido Inn.	Russian River	\$20,600	\$20,600			\$20,600				\$20,600

Item # (see notes)	Project Name / Debt Obligation	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Total Due During Fiscal Year 2012-13	Funding Source						
									LMIHF	Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	Other	Six-Month Total
60	RR Branding / Marketing Planning - GDS	7/21/2010	3/31/2013	Great Destination Strategies	Assessment, implementation & way-finding signage plans.	Russian River	\$38,640	\$38,640			\$38,640				\$38,640
61	Riverkeeper Stewardship Park - Phase 3	4/5/2011	6/30/2013	Riverkeeper	Park design & restoration costs.	Russian River	\$70,552	\$70,552			\$70,552				\$70,552
67	Sweetwater Springs- Phase 5/6	4/5/2011	6/30/2013	Sweetwater Springs Water District	Water delivery system improvements.	Russian River	\$908,955	\$908,955			\$908,955				\$908,955
68	Monte Rio Creekside Park Phase I	4/19/2011	6/30/2013	Monte Rio Recreation and Park District	Design & construction of park improvements.	Russian River	\$1,113,091	\$1,113,091			\$1,113,091				\$1,113,091
70	Roseland Village - Redev (see notes)	1/18/2011	12/31/2015	Sonoma County General Services and other contractors TBD	Repairs & maintenance; demolition & environmental clean-up; design & construction of public improvements.	Roseland	\$6,642,922	\$2,000,000			\$1,317,633		\$682,367		\$2,000,000
71	Highway 12 Phase 2 - Stage 2 (see notes)	1/18/2011	12/31/2013	Sonoma County Public Works	Road, curb and sidewalk improvements.	Springs	\$9,525,970	\$8,600,000		\$2,219,391	\$5,245,740		\$1,394,869		\$8,860,000
74	Personnel	Bi-weekly	N.A. (see notes)	Employees, Sonoma County ACTTC, State Compensation Fund, Sonoma County Risk Management	Administrative personnel costs required to comply with ABx1 26 and AB 1484.	All	\$807,660	\$201,915				\$100,942			\$100,942
75	Personnel	Bi-weekly	N.A. (see notes)	Employees, Sonoma County ACTTC, State Compensation Fund, Sonoma County Risk Management	Personnel costs required to implement projects listed on the ROPS.	All	\$758,261	\$305,750	\$15,289				\$137,586		\$152,875
76	Redevelopment Fiscal Services	As Needed	N.A. (see notes)	Rosenow Spevacek Group or other contractors TBD	Financial services for Successor Agency.	All	\$343,019	\$117,484	\$5,286			\$5,874	\$47,586		\$58,746
77	Legal Services	8/9/2011; 2/21/2001	N.A. (see notes)	Sonoma County Counsel; Goldfarb & Lipman	Legal services for Successor Agency.	All	\$548,831	\$187,974	\$8,460			\$9,396	\$76,134		\$93,990
78	Legal Services	4/30/2012	N.A. (see notes)	Betsy Strauss	Legal services for Oversight Board, if deemed necessary and appropriate.	All	\$137,208	\$46,994	\$2,112			\$2,346	\$19,032		\$23,490
79	Audit Services	8/9/2011	N.A. (see notes)	Wallace Rowe & Associates	Annual Audits.	All	\$22,869	\$7,832	\$354		\$3,174	\$390			\$3,918
80	Leased Space Rent	5/8/1992	N.A. (see notes)	Property Owner or Lessor	Monthly Office Lease.	All	\$123,488	\$42,294	\$1,902		\$17,130	\$2,112			\$21,144
81	Lease / Support for Office Equipment	4/3/2007	N.A. (see notes)	Kyocera - Mita America Inc	Lease of copiers.	All	\$5,489	\$1,880	\$84		\$762	\$96			\$942
82	Board Services	8/9/2011	N.A. (see notes)	Sonoma County County Administrator	Board Agenda Item processing fees.	All	\$45,735	\$15,665	\$702		\$6,342	\$780			\$7,824
83	Leased vehicles	8/9/2011	N.A. (see notes)	Sonoma County General Services	Lease vehicles for work-related travel.	All	\$15,834	\$5,423	\$246			\$270	\$2,196		\$2,712
84	Computer Hardware and Software, Records	8/9/2011	N.A. (see notes)	Sonoma County Information Systems	Repair and support info systems & equip, record storage, supplies, & destruction.	All	\$49,752	\$17,040	\$768		\$6,900	\$852			\$8,520
85	Communications	8/9/2011	N.A. (see notes)	Sonoma County Information Systems	Printing of Redevelopment Materials.	All	\$27,441	\$9,399	\$420		\$3,804	\$468			\$4,692
86	Postage	8/9/2011	N.A. (see notes)	Sonoma County Information Systems	Mailing expenses and Courier Services.	All	\$20,580	\$7,049	\$318		\$2,856	\$354			\$3,528
87	Supplies & small tools	As needed	N.A. (see notes)	Staples	Office supplies and small tools.	All	\$6,860	\$2,350	\$108		\$954	\$120			\$1,182
88	Memberships	Annual	N.A. (see notes)	Contractor(s) to be determined	Membership dues/fees.	All	\$823	\$282	\$12		\$114	\$12			\$138
89	Subscriptions	Annual	N.A. (see notes)	Local News Publications	Annual subscription costs.	All	\$548	\$188	\$6		\$78	\$12			\$96
90	Communications	8/9/2011	N.A. (see notes)	Sonoma County Information Systems	Phones, data lines, voice mail, TDD, phonetree.	All	\$8,233	\$2,820	\$126		\$1,140	\$138			\$1,404
91	Legal Notices	As Needed	N.A. (see notes)	Local News Publications	Post notices in newspapers of general distribution.	All	\$41,163	\$14,098	\$636			\$702	\$5,712		\$7,050
92	Copier and Fax Supplies	As Needed; 4/3/2007	N.A. (see notes)	Discovery Office Systems	Toner, maintenance kits, supplies.	All	\$1,372	\$470	\$24		\$192	\$24			\$240
93	Equipment Repairs	As Needed	N.A. (see notes)	Discovery Office Systems	Fax & small machine repairs.	All	\$878	\$301	\$12		\$120	\$18			\$150
94	Document Security	Monthly by volume	N.A. (see notes)	Access Information Management	Confidential paper shredding.	All	\$275	\$94	\$6		\$36	\$6			\$48
95	Recruitment Expenses	As Needed	N.A. (see notes)	The Press Democrat, Jobs Available, Other TBD	Recruitment notices to fill allocated positions.	All	\$2,745	\$940	\$42		\$378	\$48			\$468
96	Recruitment Expenses	As Needed	N.A. (see notes)	Employee Relations Inc	Recruitment related background investigations.	All	\$1,372	\$470	\$24		\$192	\$24			\$240

Name of Successor Agency: Successor Agency for the Sonoma County Community Redevelopment Agency  
 County: Sonoma

**RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS III) -- Notes (Optional)**  
**January 1, 2013 through June 30, 2013**

Item #	Notes/Comments
Summary Page, Line E	RPTTF funding anticipated for receipt for 6-month period ending June 30, 2013 is estimated based on amount of funds received in December 2011.
ROPS 1-96	Item numbers on ROPS correspond to the numbers shown on the ROPS submitted for the period ending June 30, 2012, which are also referenced as "Orig. ROPS Ref. #" on the ROPS for the period ending December 31, 2012.
ROPS 1-96	Payees listed are those that are under contract as of the date of ROPS adoption by Oversight Board. The vendors may change over time as necessary and appropriate to meet changes in circumstances related to services provided.
ROPS 20-42	Property management costs are billed by the vendors when services are provided on an "as needed" basis. The services will terminate when the property is liquidated and transferred to another owner.
ROPS 70-71	The Roseland Village and Hwy 12 items are in dispute. As indicated in correspondence and documents submitted to Dept of Finance on May 4, June 8, and July 10, 2012, the Oversight Board authorized re-entry into these Agreements pursuant to H&S Code Sections 34178(a) and 34180(h) and Finance did not challenge that action.
ROPS 74-96	Administrative and project delivery costs are billed by the vendors when services are provided on an "as needed" basis. The services will terminate when enforceable obligations are fully satisfied and discharged.



Name of Successor Agency:  
County:

Successor Agency for the Sonoma County Community Redevelopment Agency  
Sonoma

Pursuant to Health and Safety Code section 34186 (a)  
PRIOR PERIOD ESTIMATED OBLIGATIONS vs. ACTUAL PAYMENTS  
RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS I)  
January 1, 2012 through June 30, 2012

Page/Form	Line	Project Name / Debt Obligation	Payee	Description/Project Scope	Project Area	LMIHF		Bond Proceeds		Reserve Balance		Admin Allowance		RPTTF		Other	
						Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
<b>Grand Total</b>						\$ 120,651	\$ 46,417	\$ 2,397,148	\$ -	\$ 8,371,310	\$ 1,808,498	\$ 250,000	\$ 250,000	\$ 1,374,229	\$ 358,250	\$ 76,923	\$ 7,803
Page 1	1)	1986 Roseland Tax Allocation Bonds	US Bank, Trustee	Bond payments & trustee fees.	Roseland					\$15,103	\$15,103						
Page 1	2)	2008 Springs Tax Allocation Bonds	Bank of New York Mellon, Trustee	Bond payments & trustee fees.	Springs					\$409,800	\$408,800						
Page 1	3)	Bond Fiscal Agent Fees	Digital Assurance Certification LLP	Fees for bond administration & servicing.	Springs					\$500	\$429						
Page 1	4)	Roseland Village - Redevelopment	Mission Housing Dev. Corp.	Master planning.	Roseland					\$222	\$0						
Page 1	5)	Springs Litter Abatement Program	Becoming Independent	Litter abatement along Highway 12.	Springs					\$35	\$0						
Page 1	6)	Springs Commercial Rehab Loan Prog	Robert Sanders & Company	Facade improvements to E-Saan Thai House.	Springs					\$593	\$593						
Page 1	7)	Springs Commercial Rehab Loan Prog	Tom Davis Paining, Dan Heddy Inc., Evans Sign Co.	Facade improvements to Parsons Lumber.	Springs					\$508	\$508						
Page 1	8)	Springs Commercial Rehab Loan Prog	Dan Heddy Inc.	Renovations to Arroyo Veterinary Hospital.	Springs					\$1,843	\$1,843						
Page 1	9)	Springs Commercial Rehab Loan Prog	Linda Gill & contractors TBD	Renovations to Farmers Insurance.	Springs					\$1,185	\$1,185						
Page 1	10)	Russian River Branding and Marketing	Studio M	Advertisement & Sonoma County Visitor's Guide.	Russian River					\$4,640	\$4,640						
Page 1	11)	RR Advisory Group Meetings	Jane E James dba Captioning Services Prof	Captioning services.	Russian River					\$660	\$659						
Page 1	12)	River Area Shelter & Downtown Task Group	Annette Townley	Meeting Facilitation Services.	Russian River					\$7,900	\$0						
Page 1	13)	Rio Nido Beach Access Acquisition	Cinquinni Passarini	ALTA Survey.	Russian River					\$13,866	\$13,866						
Page 1	14)	Rio Nido Beach Access Acquisition	PRMD	Review ALTA Record of Survey.	Russian River					\$610	\$610						
Page 1	15)	RDA Commercial Rehab Loan Prog	Mark Albertson Architects,	Design Services.	All					\$10,078	\$10,077						
Page 1	16)	RDA Commercial Rehab Loan Prog	Praxis Architects	Design Services.	All					\$1,720	\$1,720						
Page 1	17)	RDA Commercial Rehab Loan Prog	Robert Sanders & Company	Design Services.	All					\$9,093	\$8,500						
Page 1	18)	<i>Completed before 2/1/12. Not a Successor Agency obligation.</i> Guerneville Public Restrooms - Development	Sonoma County General Services	Construction & installation of public restrooms.	Russian River						\$0						
Page 1	18a)	<i>Completed before 2/1/12. Not a Successor Agency obligation.</i> Guerneville Public Restrooms - Development	Sonoma County General Services	Contingent Legal Liability - Possible prevailing wage restitution payments pending DIR determination.	Russian River						\$0						
Page 1	19)	<i>Completed before 2/1/12. Not a Successor Agency obligation.</i> Highway 12 Ph 2 - Shoulder Widening	Sonoma County Public Works	Earth Shoulder Embankment project.	Springs						\$0						
Page 1	20)	Roseland Village - Property Management	City of Santa Rosa	Roseland Fire Department Fire Permit.	Roseland											\$250	\$103
Page 1	21)	Roseland Village - Property Management	Pacific Gas & Electric	Gas & Electric Service to 665 Sebastopol Rd.	Roseland											\$10,044	\$2,745
Page 1	22)	Roseland Village - Property Management	City of Santa Rosa Water	Water for firelines & grounds.	Roseland											\$738	\$698
Page 1	23)	Roseland Village - Property Management	AT&T	Fire Monitoring lines - 665 & 765 Sebastopol Rd.	Roseland											\$870	\$201
Page 1	24)	Roseland Village - Property Management	Redwood Empire Disposal	Grounds debris dumpster.	Roseland											\$5,622	\$2,256
Page 1	25)	Roseland Village - Property Management	Econ-O-Sweep	Day Porter, Parking Lot Sweep, Debris Haul.	Roseland					\$12,360	\$10,671						
Page 1	26)	Roseland Village - Property Management	Your Patrol	Night security patrols.	Roseland											\$1,800	\$1,800
Page 1	27)	Roseland Village - Property Management	Northridge Backflow	Annual Certification of backflow valves.	Roseland											\$300	\$0
Page 1	28)	Roseland Village - Property Management	Sonoma County ACTTC	Annual Sewer Service Fee.	Roseland											\$57,299	\$0
Page 1	29)	Thompson Parking lot - Property Management	Northridge Backflow	Annual Backflow valve certification.	Springs					\$300	\$55						

Page/Form	Line	Project Name / Debt Obligation	Payee	Description/Project Scope	Project Area	LMIHF		Bond Proceeds		Reserve Balance		Admin Allowance		RPTTF		Other	
						Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
Page 1	30)	Thompson Parking lot - Property Management	Valley of the Moon Water	Irrigation Water - meter maintenance.	Springs					\$456	\$63						
Page 1	31)	Thompson Parking lot - Property Management	Pacific Gas & Electric	Electricity for light poles & irrigation timer.	Springs					\$936	\$89						
Page 1	32)	Thompson Parking lot - Property Management	Sonoma County Regional Parks	Maintain irrigation, lighting, and landscape.	Springs					\$5,202	\$0						
Page 1	33)	All properties - Property Management	Bill's Lock and Safe	Keys and locks.	Roseland	\$250				\$500	\$0						
Page 1	34)	All properties - Property Management	Golden West Glass	Replacement of broken glass.	Roseland	\$184				\$368	\$0						
Page 1	35)	Guerneville Public Restrooms - Property Management	Sonoma County General Services	Maintenance.	Russian River					\$6,000	\$1,322						
Page 1	36)	Guerneville Public Restrooms - Property Management	Brokate Janitorial	Maintenance, cleaning, stocking.	Russian River					\$15,000	\$4,814						
Page 1	37)	Guerneville Public Restrooms - Property Management	PG&E and other utilities	Utilities.	Russian River					\$1,578	\$184						
Page 1	38)	Old Sheriff Substation - Property Management	Northridge Backflow	Annual Backflow valve certification.	Springs	\$300	\$55										
Page 1	39)	Old Sheriff Substation - Property Management	Valley of the Moon Water	Irrigation Water - meter maintenance.	Springs	\$1,128	\$140										
Page 1	40)	Old Sheriff Substation - Property Management	Pacific Gas & Electric	Baseline service.	Springs	\$1,332	\$535										
Page 1	41)	Old Sheriff Substation - Property Management	Sonoma County General Services	HVAC service, security, landscape, mowing, etc.	Springs	\$4,548	\$0										
Page 1	42)	Old Sheriff Substation - Property Management	Sonoma County ACTTC	Annual Sewer Service Fee.	Springs	\$800	\$0										
Page 1	43)	Redwood Grove Cottages	Cipora Properties	Acquisition and rehab of affordable housing units.	Russian River	\$19,800	\$13,197										
Page 1	44)	RR Housing Rehab Loan Prog	Jeff Halbert Construction	Rehabilitation of single-family dwelling.	Russian River	\$15,470	\$0										
Page 1	45)	Housing Rehabilitation Loan Prog	So Co Community Development Commission	Loan set-up fees.	All	\$1,500	\$0										
Page 1	46)	<del>Deleted - No signed agreement.</del> RR Housing Rehab Loan Prog	<del>Contractor(s) to be determined</del>	<del>Rehabilitation of single-family dwelling.</del>	<del>Russian River</del>												
Page 1	47)	<del>Deleted - No signed agreement.</del> RR Housing Rehab Loan Prog	<del>Contractor(s) to be determined</del>	<del>Rehabilitation of single-family dwelling.</del>	<del>Russian River</del>												
Page 1	48)	Springs Commercial Rehab Loan Prog	J.L. Halbert	Facade improvements to Sonoma Creek Inn.	Springs					\$15,000	\$15,000						
Page 1	49)	Springs Commercial Rehab Loan Prog	J.L. Halbert	Facade improvements to Taqueria Hacienda.	Springs					\$15,000	\$15,000						
Page 1	50)	Springs Commercial Rehab Loan Prog	J.L. Halbert	Facade improvements to Rancho Viejo Restaurant.	Springs					\$15,000	\$11,800						
Page 1	51)	RR Commercial Rehab Loan Prog	J.L. Halbert	Facade improvements to Hemp & Chocolate.	Russian River					\$15,000	\$15,000						
Page 1	52)	RR Commercial Rehab Loan Prog	Gaddis Construction	Facade improvements to McT's Bullpen.	Russian River					\$15,000	\$14,404						
Page 1	53)	RR Commercial Rehab Loan Prog	Gaddis Construction	Facade improvements to Monte Rio Beach Store.	Russian River					\$15,000	\$15,000						
Page 1	54)	RR Commercial Rehab Loan Prog	Artemio Diaz	Facade improvements to The Gym.	Russian River					\$14,350	\$6,500						
Page 1	55)	RR Commercial Rehab Loan Prog	Mark E. Gnat	Facade improvements to Pete's Picnic Tables.	Russian River					\$14,500	\$11,800						
Page 1	56)	RR Commercial Rehab Loan Prog	Bob Sanders & Company/Contractor(s) to be determined	Facade improvements to Guerneville 5 & 10.	Russian River					\$2,005	\$2,000						
Page 1	57)	RR Commercial Rehab Loan Prog	B&L Glass, Artemio Diaz	Facade improvements to Whitetail Wine Bar.	Russian River					\$9,125	\$9,125						
Page 1	58)	RR Commercial Rehab Loan Prog	ZSM Construction Co.	Renovations to Bucks Restaurant.	Russian River					\$54,839	\$0						
Page 1	59)	RR Commercial Rehab Loan Prog	ANR Roofing	Renovations to Rio Nido Inn.	Russian River					\$100,000	\$77,510						
Page 1	60)	RR Branding / Marketing Planning - GDS	Great Destination Strategies	Assessment, implementation & way-finding signage plans.	Russian River					\$43,645	\$5,969						
Page 1	61)	Riverkeeper Stewardship Park - Ph 3	Riverkeeper	Park design & restoration costs.	Russian River					\$110,265	\$39,709						
Page 1	62)	Roseland Commercial Rehab Loan Prog	Gaddis Construction	Facade improvements for Mekong Market.	Roseland					\$15,000	\$15,000						
Page 1	63)	Roseland Commercial Rehab Loan Prog	Harkey Construction	Structural rehabilitation of Maria's Market.	Roseland					\$100,000	\$100,000						
Page 1	64)	Sonoma Valley Econ. Dev. Partnership	SV Chamber and City of Sonoma	Economic Development Services.	Springs					\$31,280	\$31,280						
Page 1	65)	RR Small Business Assistance	Small Business Develop Cntr @ SRJC	Small Business Technical Assistance.	Russian River					\$3,570	\$3,570						

Page/Form	Line	Project Name / Debt Obligation	Payee	Description/Project Scope	Project Area	LMIHF		Bond Proceeds		Reserve Balance		Admin Allowance		RPTTF		Other	
						Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
Page 1	66)	Sweetwater Springs- Phases 3 & 4	Sweetwater Springs Water District	Water delivery system improvements.	Russian River					\$79,465	\$5,087						
Page 1	67)	Sweetwater Springs- Phase 5/6	Sweetwater Springs Water District	Water delivery system improvements.	Russian River					\$1,018,920	\$76,361						
Page 1	68)	Monte Rio Creekside Park Ph. I	Monte Rio Recreation and Park District	Design & construction of park improvements.	Russian River					\$1,277,810	\$164,715						
Page 1	69)	Roseland Small Business Assistance	Small Business Develop Cntr @ SRJC	Small Business Technical Assistance.	Roseland					\$15,450	\$4,745						
Page 1	70)	Roseland Village - Redevelopment	Sonoma County General Services	Repairs; demolition & environmental clean-up; design & construction of public improvements.	Roseland					\$2,017,737	\$14,775			\$744,263			
Page 1	71)	Highway 12 Phase 2 - Stage 2	Sonoma County Public Works	Road, curb and sidewalk improvements.	Springs			\$2,397,148		\$2,827,852	\$627,198						
Page 1	72)	Guerneville River Park - Phase 2	Sonoma County Regional Parks	Construction of park improvements.	Russian River					\$2,250	\$0						
Page 1	73)	Graffiti Abatement Program	Sonoma County Sheriff	Graffiti abatement throughout Project Area.	All					\$22,191	\$8,161						
Page 1	74)	Successor Agency Administrative Cost - Personnel	Compensation Fund, Sonoma County Risk Management	Administrative personnel costs required to comply with ABx1 26.	All							\$201,915	\$201,915				
Page 1	75)	Project Delivery/Personnel	Compensation Fund, Sonoma County Risk Management	Personnel costs required to implement projects listed on the ROPS.	All	\$44,628	\$19,952							\$401,628	\$355,386		
Page 1	76)	Redevelopment Fiscal Services	Rosenow Spevacek Group or other contractors TBD	Fiscal consultant services for Successor Agency.	All	\$7,500	\$358					\$11,250	\$358	\$56,250	\$2,864		
Page 1	77)	Legal Services	Sonoma County Counsel; Goldfarb & Lipman	Legal services for Successor Agency.	All	\$12,000	\$9,640				\$33,058	\$19,000	\$30,369	\$89,000			
Page 1	78)	Legal Services	Betsy Strauss	Legal services for Oversight Board, if deemed necessary and appropriate.	All	\$3,000						\$5,500		\$21,500			
Page 1	79)	Audit Services	Wallace Rowe & Associates	Annual Audits.	All	\$500						\$750		\$3,750			
Page 1	80)	Leased Space Rent	Property Owner or Lessor	Monthly Office Lease.	All	\$2,700	\$89					\$4,050	\$607	\$20,250			
Page 1	81)	Lease / Support for Office Equipment	Kyocera - Mita America Inc	Lease of copiers.	All	\$120						\$180		\$900			
Page 1	82)	Board Services	Sonoma County County Administrator	Board Agenda Item processing fees.	All	\$1,000	\$441					\$1,500	\$3,014	\$7,500			
Page 1	83)	Leased vehicles	Sonoma County General Services	Lease vehicles for work-related travel.	All	\$348	\$341					\$522	\$2,331	\$2,598			
Page 1	84)	Computer Hardware and Software, Records	Sonoma County Information Systems	Repair and support info systems & equip, record storage, supplies, & destruction.	All	\$1,088	\$669					\$1,632	\$4,577	\$8,158			
Page 1	85)	Communications	Sonoma County Information Systems	Printing of Redevelopment Materials.	All	\$600	\$355					\$900	\$2,429	\$4,500			
Page 1	86)	Postage	Sonoma County Information Systems	Mailing expenses and Courier Services.	All	\$450	\$351					\$678	\$2,399	\$3,378			
Page 1	87)	Supplies & small tools	Staples	Office supplies and small tools.	All	\$150	\$60					\$228	\$408	\$1,128			
Page 1	88)	Memberships	Contractor(s) to be determined	Membership dues/fees.	All	\$18	\$2					\$30	\$10	\$138			
Page 1	89)	Subscriptions	Local News Publications	Annual subscription costs.	All	\$12	\$14					\$18	\$94	\$90			
Page 1	90)	Communications	Sonoma County Information Systems	Phones, data lines, voice mail, TDD, phonetree.	All	\$180	\$218					\$270	\$1,489	\$1,350	\$0		
Page 1	91)	Legal Notices	Press Democrat, Sonoma IT, West County Gazette, RR Times, Sonoma Sun/Sol, Sonoma West Publishers	Post notices in newspapers of general distribution.	All	\$900						\$1,350		\$6,750			
Page 1	92)	Copier and Fax Supplies	Discovery Office Systems	Toner, maintenance kits, supplies.	All	\$30						\$48		\$228			
Page 1	93)	Equipment Repairs	Discovery Office Systems	Fax & small machine repairs.	All	\$19						\$29		\$144			
Page 1	94)	Document Security	Access Information Management	Confidential paper shredding.	All	\$6						\$12		\$48			
Page 1	95)	Recruitment Expenses	The Press Democrat, Jobs Available, Other TBD	Recruitment notices to fill allocated positions.	All	\$60						\$90		\$450			
Page 1	96)	Recruitment Expenses	Employee Relations Inc	Recruitment related background investigations.	All	\$30						\$48		\$228			



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 28  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Board of Supervisors

**Staff Name and Phone Number:**

**Supervisory District(s):**

Mike McGuire, 565-3758

Fourth

**Title:** Establish the Dry Creek Valley Citizen's Advisory Council and Referral Area Boundary

### **Recommended Actions:**

Adopt a resolution to establish the Dry Creek Valley Citizen's Advisory Council and Referral Area Boundary

### **Executive Summary:**

The Dry Creek Valley has an active constituency that is engaged in the land use planning process within its boundaries. Over the past eight months, Supervisor McGuire has brought together a diverse group of local residents and coordinated a collaborative approach to proactively address the issues facing the valley by recommending the creation of a Citizen's Advisory Council, similar to that of the Sonoma Valley Citizens Advisory Committee (the Dry Creek Council would have a more limited scope of authority). The mission of the Dry Creek Valley Citizens Advisory Council ("the DCVCAC") is to act as a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley. The Council will help to expedite the permitting process by proactively working through issues associated with potential development projects, early on, versus at the Planning Commission or Board of Supervisors Chambers. The DCVCAC will provide a forum for public expression and for making advisory recommendations to the County's Permit and Resource Management Department, Board of Zoning Adjustments, and Planning Commission on applications for use permits, rezonings, and general plan amendments in the Dry Creek Valley.

The Council is proposed to consist of five members appointed by the Board of Supervisors. Two members shall be from the Dry Creek Valley Association, two members shall be from the Winegrowers of Dry Creek Valley, and one member shall be designated by the Fourth District Supervisor. Each member shall be a resident of, and a registered voter in, the Dry Creek Valley watershed. Members shall serve two-year staggered terms at the pleasure of the Board of Supervisors, with no member serving more than two consecutive terms. All recommendations must pass with a 4/5 super majority, all votes will be considered advisory, there is no financial impact to the County budget or services, and the Council will be subject to the Brown Act.

<b>Prior Board Actions:</b>			
None			
<b>Strategic Plan Alignment:</b>		Civic Services and Engagement: Engage and encourage citizen participation through elections.	
<b>Fiscal Summary - FY 12-13</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	N/A	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<p>The Council will be staffed through an outside contractor paid for by the two groups that will be represented on the Council, such that there is no financial impact to County budget or services. Supervisor McGuire's District Director will assist in coordinating the referral information with PRMD. Staff costs for referral and permit processing are generally covered by project permit fees.</p>			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
<p>Draft Resolution  Draft Blue Book for the Dry Creek Valley Citizen's Advisory Council</p>			
<b>Related Items "On File" with the Clerk of the Board:</b>			

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Establishing the Dry Creek Valley Citizens Advisory Council and Referral Area Boundary.**

**Whereas**, the Dry Creek Valley in unincorporated Sonoma County, with its abundant natural resources, beautiful landscapes, rich agricultural heritage, and fertile alluvial soils, is an ideal environment for world renowned wine grapes, local residents and businesses, and visitors alike; and

**Whereas**, the County is responsible for local planning in the Dry Creek Valley; and

**Whereas**, Government Code section 31010 authorizes the Board of Supervisors to establish an advisory council or any unincorporated area in the county to advise the Board on such matters which relate to that area as may be designated by the Board; and

**Whereas**, the Board of Supervisors desires to establish the Dry Creek Valley Citizens Advisory Council (“the DCVCAC”) to advise the Board and other County decision makers on local planning decisions relating to the Dry Creek Valley, to provide a regular forum for citizen participation in the formation of advisory recommendations on those decisions, and to provide a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley.

**Now, Therefore, Be It Resolved that the Board of Supervisors hereby establishes the DCVCAC, subject to the following operative provisions:**

1. The boundaries and area subject to the jurisdiction of the DCVCAC are shown in Exhibit “A,” attached hereto and incorporated herein by this reference (“the Dry Creek Valley watershed”).

2. The DCVCAC shall consist of five members appointed by the Board of Supervisors. Two members shall be from the Dry Creek Valley Association, two members shall be from the Winegrowers of Dry Creek Valley, and one member shall be designated by the Fourth District Supervisor. Each member shall be a resident of, and a registered voter in, the Dry Creek Valley watershed. Members shall serve two-year terms at the pleasure of the Board of Supervisors, with no member serving more than two consecutive terms. Members may be removed from office at any time by the Board of Supervisors, with or without cause. Terms shall be staggered the first two years of the DCVCAC, so that two of the five members will serve for a one-year term (one from each group: the Dry Creek Valley Association and the Winegrowers of Dry Creek Valley).

3. The designated powers of the DCVCAC shall be to review and make advisory recommendations on the following three categories of local planning decisions in the Dry Creek Valley watershed:

- (a) Use permit applications;
- (b) Rezoning applications; and
- (c) General plan amendment applications

4. The designated duties of members of the DCVCAC shall be to:

- (a) Attend and participate in meetings of the DCVCAC;
- (b) Study and analyze appropriate material submitted;
- (c) Participate in discussions, and research and write necessary reports;
- (d) Keep the Fourth District Supervisor informed of any necessary planning-related issues;
- (e) Serve on such subcommittees as may be designated by the DCVCAC;
- (f) Advise applicants of project issues and concerns; and
- (g) Vote on advisory recommendations or motions made by members of the DCVCAC.

5. The rules and procedures for governance of the DCVCAC shall be as set forth in the Rules and Procedures attached hereto in Exhibit "B" and incorporated herein by this reference. The rules and procedures may be amended or modified only upon the consent of the Board of Supervisors.

6. The County shall cooperate with the DCVCAC through the Permit and Resource Management Department and the Fourth District Supervisor's Office.

7. The establishment of the DCVCAC shall not be submitted to the voters of the Dry Creek Valley watershed.

**Supervisors:**

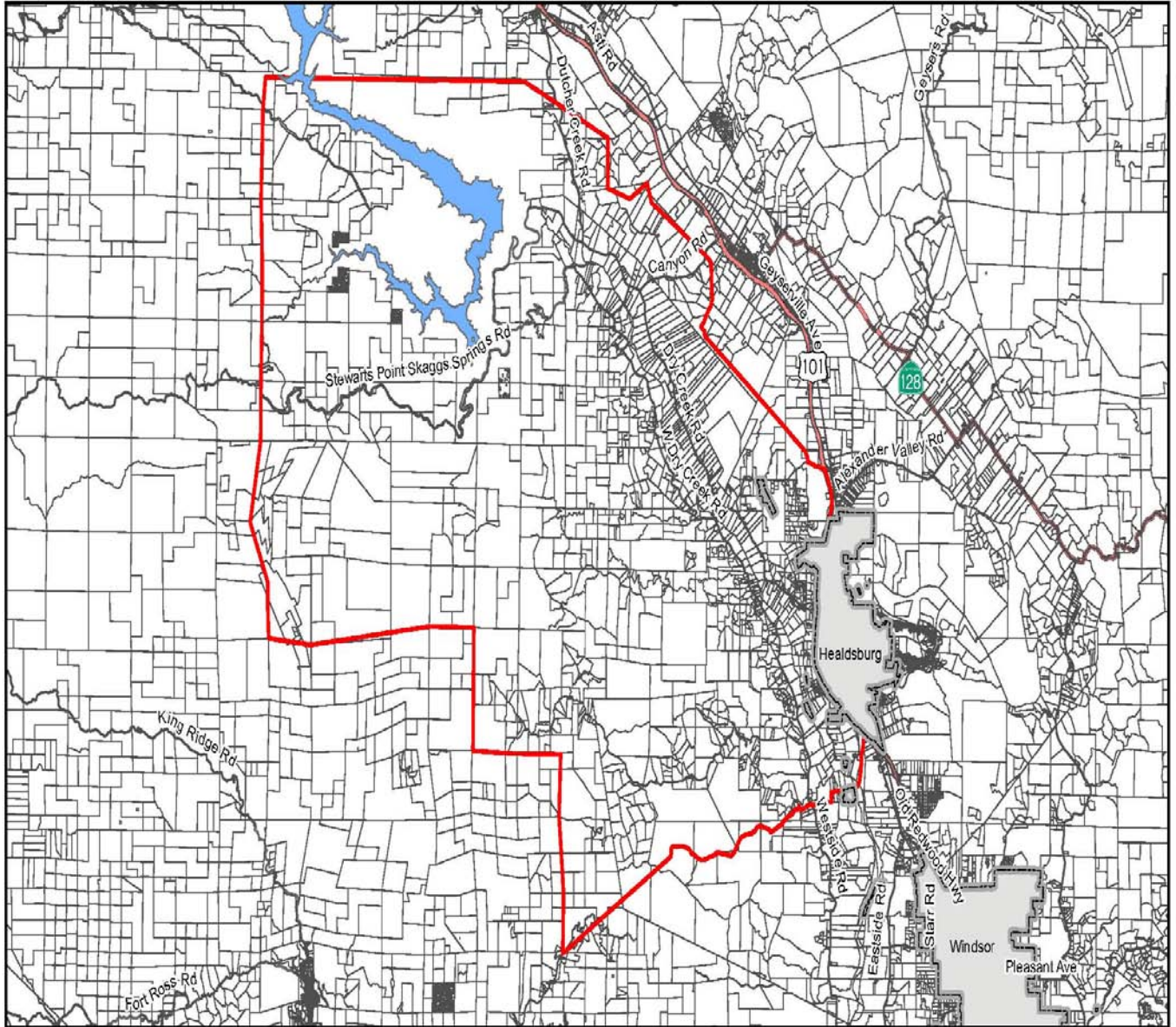
Brown:                      Rabbitt:                      McGuire:                      Carrillo:                      Zane:

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered.**

# EXHIBIT A

## Dry Creek Valley Citizens Advisory Council



Note:  
 1. Parcel boundaries derived from 1:10000 scale maps and revised using Assessor Parcel Maps. Alignment inconsistencies occur due to re-projection.  
 2. Data is for planning purposes.  
 3. Questions regarding this map and the data herein should be directed to PRMD (707) 965-1900.



### Legend

- Dry Creek Appellation
- Assessor Parcel
- Highways
- Lake Sonoma
- City
- Main Arterial Streets

County of Sonoma

**Permit and Resource Management Department**  
 2550 Ventura Avenue, Santa Rosa, California 95403  
 707-565-1900 FAX 707-565-1103



## **EXHIBIT "B"**

### **DRY CREEK VALLEY CITIZENS RULES AND PROCEDURES**

#### **I. MEMBERSHIP**

- A. The DCVCAC shall consist of five Council members appointed by the Board of Supervisors.
- B. **Quorum and Recommendations.** A majority of the members of the DCVCAC shall constitute a quorum for the transaction of business. No advisory recommendation of the DCVCAC shall be valid or binding unless four-fifths of all the members concur therein.
- C. **Office.** The principal place of business of the DCVCAC shall be determined by the DCVCAC. At a minimum, there shall be a telephone number where information may be obtained by the public, and a place where the agenda may be publicly posted. This need not be the same place where the DCVCAC itself meets.
- D. **Compensation.** Members of the DCVCAC shall serve without compensation.
- E. **Vacancies.** In event of the death, resignation, or inability to serve of any member of the DCVCAC, such condition shall be brought to the attention of the Board of Supervisors for appointment of a replacement. "Inability to serve" shall be determined by a four-fifths (4/5) vote of the DCVCAC. If any member of the DCVCAC misses two consecutive regular meetings without a valid reason, the Board of Supervisors, through the office of the Fourth District Supervisor, shall be notified and requested to appoint a replacement.

#### **II. MEETINGS**

- A. **Frequency and location.** Meetings of the DCVCAC shall be on an "as needed" basis as determined by the chair or a majority of the members of the DCVCAC. The time of the meetings shall be scheduled to maximize assistance to the Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, and Board of Supervisors. All meetings of the DCVCAC shall be held within the Dry Creek Valley area or at a City of Healdsburg facility. All meetings of the DCVCAC shall be in a building easily accessible to the public with facilities to accommodate interested members of the public.
- B. **Brown Act.** All meetings and all deliberations of the DCVCAC shall be open to the public and shall be governed by the Brown Act.
- C. **Rules of Procedure.** All meetings of the DCVCAC shall be conducted, insofar as practical, according to Roberts Rules of Order or other parliamentary authority adopted by the DCVCAC.
- D. **Presiding Officer.** The chair, or the vice chair in the chair's absence, shall preside over all meetings of the DCVCAC. In the case of absence of both the chair and the vice chair, the chair pro tem shall preside.

- E. **Agenda.** The chair and the secretary shall be responsible for setting the agenda of each meeting of the DCVCAC. Each agenda shall be reviewed by the Fourth District Supervisor prior to final distribution to all members of the DCVCAC. The Fourth District Supervisor shall assign respective staff to attend, as needed. The secretary shall post the agenda for each meeting of the DCVCAC at the Board of Supervisors office at least 72 hours in advance of the meeting.
- F. **Voting.** Each member of the DCVCAC shall be entitled to one vote. A member may abstain from voting in cases of conflict of interest, in which case he or she shall state what the conflict is and recuse themselves from discussion of the item. If more than one member must recuse him/herself on the same item, a quorum will not be established and the item cannot be formally reviewed by the Council. No proxies shall be permitted. All votes shall be public and properly recorded.
- G. **Minutes of Meeting.** The minutes of each meeting of the DCVCAC shall include a copy of the agenda, the official public record of the meeting, and shall indicate any actions taken by the DCVCAC. A copy of the minutes shall be sent to the Fourth District Supervisor and to the Permit and Resource Management Department for consideration by the appropriate decision-making body.
- H. **Special Meetings.** Special meetings of the DCVCAC may be called at any time by the Chair or a majority of the members of the DCVCAC. All special meetings shall be conducted in compliance with the Brown Act.
- I. **Quorum and Recommendations.** A majority of the total membership of the DCVCAC shall constitute a quorum for the transaction of business. No advisory recommendation shall be valid or binding unless four-fifths of the members of the DCVCAC concur therein.

**Dry Creek Valley  
Citizens Advisory Council  
BLUE BOOK**

**August 14, 2012**

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## **MISSION STATEMENT**

The mission of the Dry Creek Valley Citizens Advisory Council (“the DCVCAC”) is to act as a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley.

The DCVCAC provides a forum for public expression and for making advisory recommendations to the County of Sonoma and its Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, and Board of Supervisors on applications for use permits, rezonings, and general plan amendments in the Dry Creek Valley.

**Resolution No. 12-**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: August 14, 2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Establishing The Dry Creek Valley Citizens Advisory Council And Designating The Territory  
Subject To The Jurisdiction Of The Council.**

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**Whereas**, the Dry Creek Valley in unincorporated Sonoma County, with its abundant natural resources, beautiful landscapes, rich agricultural heritage, and fertile alluvial soils, is an ideal environment for world renowned wine grapes, local residents and businesses, and visitors alike; and

**Whereas**, the County is responsible for local planning in the Dry Creek Valley; and

**Whereas**, Government Code section 31010 authorizes the Board of Supervisors to establish an advisory council for any unincorporated area in the county to advise the Board on such matters which relate to that area as may be designated by the Board; and

**Whereas**, the Board of Supervisors desires to establish the Dry Creek Valley Citizens Advisory Council (“the DCVCAC”) to advise the Board and other County decision makers on local planning decisions relating to the Dry Creek Valley, to provide a regular forum for citizen participation in the formation of advisory recommendations on those decisions, and to provide a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley;

**Now, Therefore, Be it Resolved**, that the Board of Supervisors hereby establishes the DCVCAC, subject to the following operative provisions:

1. The boundaries of the territory subject to the jurisdiction of the DCVCAC are shown in Exhibit “A,” attached hereto and incorporated herein by this reference (“the DCVCAC Referral Area”).

2. The DCVCAC shall consist of five members appointed by the Board of Supervisors. Two members shall be from the Dry Creek Valley Association, two members shall be from the Winegrowers of Dry Creek Valley, and one member shall be from the general public designated by the Fourth District Supervisor. All members shall be registered voters residing within the DCVCAC Referral Area. All members shall hold office for a term of two-years or until their successor is appointed and qualified, with the exception of the initial members. All members shall serve at the pleasure of the Board of Supervisors and may be removed from office at any time by the Board, with or without cause. The Board of Supervisors shall classify the initial members into two classes, one class consisting of one member from the Dry Creek Valley Association, one member from the Winegrowers of Dry Creek Valley, and the public member, and one class consisting of one member from the Dry Creek Valley Association and one member from the Winegrowers of Dry Creek Valley. The class of three members shall hold office until December 31, 2014, and the class of two members shall hold office until December 31, 2013.

3. The designated powers of the DCVCAC shall be to review and make advisory recommendations on the following three categories of local planning decisions in the DCVCAC Referral Area:

- (a) Use permit applications;
- (b) Rezoning applications; and
- (c) General plan amendment applications.

4. The designated duties of members of the DCVCAC shall be to:

- (a) Attend and participate in meetings of the DCVCAC;
- (b) Study and analyze appropriate material submitted;
- (c) Participate in discussions, and research and write necessary reports;
- (d) Keep the Fourth District Supervisor informed of any necessary planning-related issues;
- (e) Serve on such subcommittees as may be designated by the DCVCAC;
- (f) Advise applicants of project issues and concerns; and
- (g) Vote on advisory recommendations or motions made by members of the DCVCAC.

5. The rules and procedures for governance of the DCVCAC shall be as set forth in Exhibit "B," attached hereto and incorporated herein by this reference. The rules and procedures may be amended or modified only upon the consent of the Board of Supervisors.

6. The County shall cooperate with the DCVCAC through the Permit and Resource Management Department and the Fourth District Supervisor's Office.

7. The establishment of the DCVCAC shall not be submitted to the voters of the Dry Creek Valley watershed.

**Be It Further Resolved,** that the Board of Supervisors hereby authorizes the DCVCAC to contract with an independent contractor for administrative services. The costs for such services shall be shared by the Dry Creek Valley Association and the Winegrowers of Dry Creek Valley.

**Supervisors:**

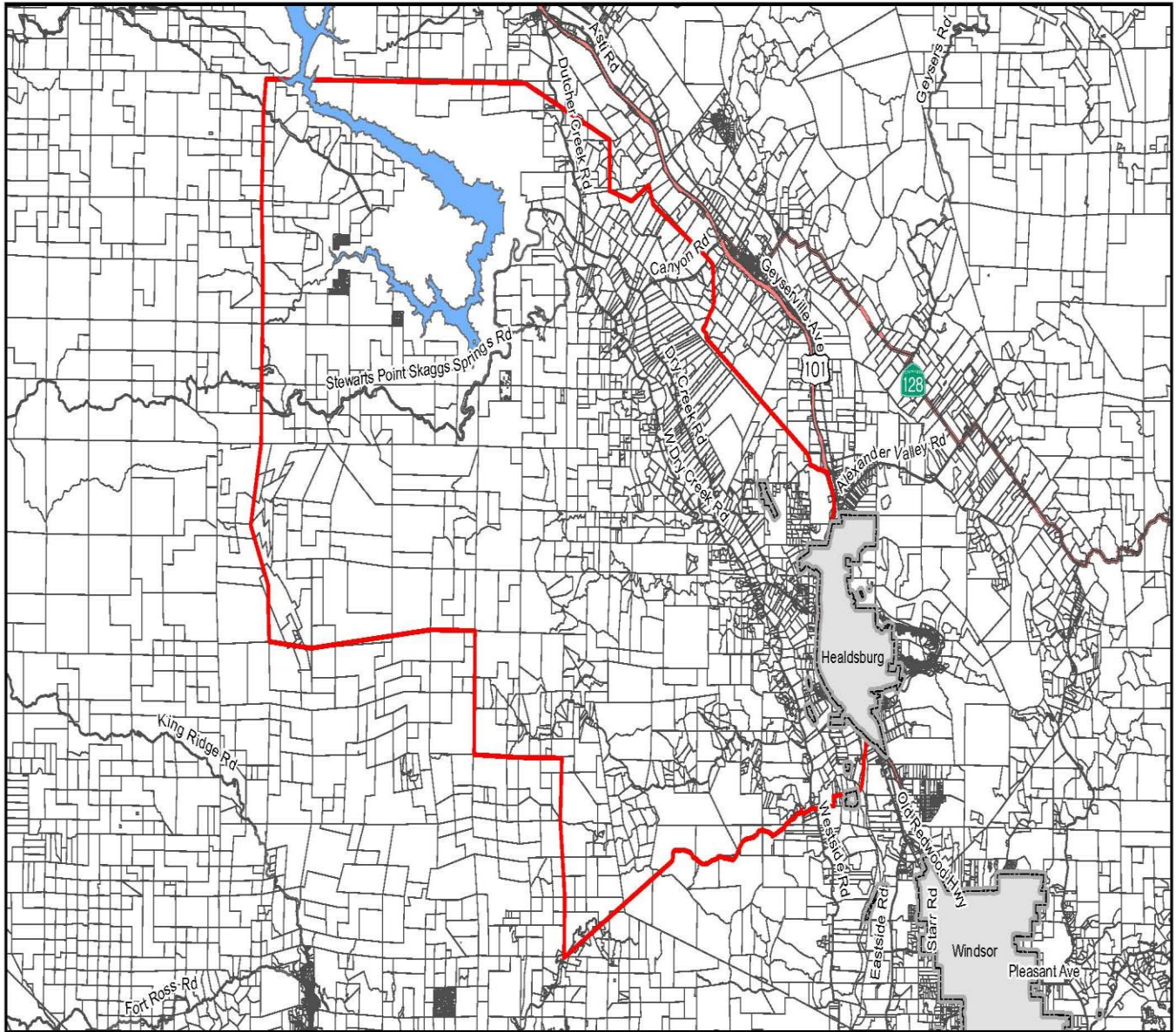
**Zane:** \_\_\_\_\_ **Rabbit:** \_\_\_\_\_ **McGuire:** \_\_\_\_\_ **Brown:** \_\_\_\_\_ **Carrillo:** \_\_\_\_\_

**Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_ **Absent:** \_\_\_\_\_

**So Ordered.**

# EXHIBIT "A"

## Dry Creek Valley Citizens Advisory Council



Note:  
 1. Parcel Boundaries derived from 1:6000 outline maps and revised using Assessor Parcel Maps.  
 Alignment inconsistencies occur due to reprojection.  
 2. Data is for planning purposes.  
 3. Questions regarding this map and the data herein should be directed to PRMD (707) 565-1900.



### Legend

- Dry Creek Appellation
- Assessor Parcel
- Highways
- Lake Sonoma
- Main Arterial Streets
- City

County of Sonoma  
**Permit and Resource Management Department**  
 2550 Ventura Avenue, Santa Rosa, California 95403  
 707-565-1900 FAX 707-565-1103

Author: PRMD Cartography; D. Reinier File: S:\GIS-DATA\PRMD\_BASE\PRMD Department Projects\Project Review\Dry Creek Valley Citizens Advisory Council.mxd Date: 12/22/2011



## EXHIBIT "B"

### DRY CREEK VALLEY CITIZENS RULES AND PROCEDURES

#### I. MEMBERSHIP

- A. The DCVCAC shall consist of five Council members appointed by the Board of Supervisors.
- B. **Quorum and Recommendations.** A majority of the members of the DCVCAC shall constitute a quorum for the transaction of business. No advisory recommendation of the DCVCAC shall be valid or binding unless four-fifths of all the members concur therein.
- C. **Office.** The principal place of business of the DCVCAC shall be determined by the DCVCAC. At a minimum, there shall be a telephone number where information may be obtained by the public, and a place where the agenda may be publicly posted. This need not be the same place where the DCVCAC itself meets.
- D. **Compensation.** Members of the DCVCAC shall serve without compensation.
- E. **Vacancies.** In event of the death, resignation, or inability to serve of any member of the DCVCAC, such condition shall be brought to the attention of the Board of Supervisors for appointment of a replacement. "Inability to serve" shall be determined by a four-fifths (4/5) vote of the DCVCAC. If any member of the DCVCAC misses two consecutive regular meetings without a valid reason, the Board of Supervisors, through the office of the Fourth District Supervisor, shall be notified and requested to appoint a replacement.

#### II. MEETINGS

- A. **Frequency and location.** Meetings of the DCVCAC shall be on an "as needed" basis as determined by the chair or a majority of the members of the DCVCAC. The time of the meetings shall be scheduled to maximize assistance to the Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, and Board of Supervisors. All meetings of the DCVCAC shall be held within the Dry Creek Valley area or at a City of Healdsburg facility. All meetings of the DCVCAC shall be in a building easily accessible to the public with facilities to accommodate interested members of the public.
- B. **Brown Act.** All meetings and all deliberations of the DCVCAC shall be open to the public and shall be governed by the Brown Act.
- C. **Rules of Procedure.** All meetings of the DCVCAC shall be conducted, insofar as practical, according to Roberts Rules of Order or other parliamentary authority adopted by the DCVCAC.
- D. **Presiding Officer.** The chair, or the vice chair in the chair's absence, shall preside over all meetings of the DCVCAC. In the case of absence of both the chair and the vice chair, the chair pro tem shall preside.

- E. **Agenda.** The chair and the secretary shall be responsible for setting the agenda of each meeting of the DCVCAC. Each agenda shall be reviewed by the Fourth District Supervisor prior to final distribution to all members of the DCVCAC. The Fourth District Supervisor shall assign respective staff to attend, as needed. The secretary shall post the agenda for each meeting of the DCVCAC at the Board of Supervisors office at least 72 hours in advance of the meeting.
- F. **Voting.** Each member of the DCVCAC shall be entitled to one vote. A member may abstain from voting in cases of conflict of interest, in which case he or she shall state what the conflict is and recuse themselves from discussion of the item. If more than one member must recuse him/herself on the same item, a quorum will not be established and the item cannot be formally reviewed by the Council. No proxies shall be permitted. All votes shall be public and properly recorded.
- G. **Minutes of Meeting.** The minutes of each meeting of the DCVCAC shall include a copy of the agenda, the official public record of the meeting, and shall indicate any actions taken by the DCVCAC. A copy of the minutes shall be sent to the Fourth District Supervisor and to the Permit and Resource Management Department for consideration by the appropriate decision-making body.
- H. **Special Meetings.** Special meetings of the DCVCAC may be called at any time by the Chair or a majority of the members of the DCVCAC. All special meetings shall be conducted in compliance with the Brown Act.
- I. **Quorum and Recommendations.** A majority of the total membership of the DCVCAC shall constitute a quorum for the transaction of business. No advisory recommendation shall be valid or binding unless four-fifths of the members of the DCVCAC concur therein.

**EXHIBIT "C"**

**DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**  
**County Appointments**

<b><u>Sub-Area</u></b>	<b>Term</b>	<b>Appointed</b>	<b>Reappointed</b>	<b>Expiration</b>
<b>DCVA (2)</b>				
Charlee Schanzer 8690 W. Dry Creek Rd Healdsburg CA 95448 707-695-5648	2 years	8/21/2012		12/31/2014
Fred Corson 3211 Dry Creek Rd. Healdsburg CA 95448 707-433-7216	1 year	8/21/2012		12/31/2013
<b>Winegrowers (2)</b>				
Tom Rued 3851 Dry Creek Rd Healdsburg CA 95448 (707) 433-9642	2 years	8/21/2012		12/31/2014
Cameron Mauritsen Address Healdsburg CA 95448 Phone	1 year	8/21/2012		12/31/2013
<b>Supervisor (1) Selection</b>				
Name Address Healdsburg CA 95448 Phone	2 years	8/21/2012		12/31/2014

## EXHIBIT “D”

### DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL, THE BROWN ACT, AND E-MAIL COMMUNICATIONS

#### **Background:**

The Brown Act, enacted in 1953, is intended to ensure that public bodies engage in their deliberations in a public setting. In essence, the Act requires (1) that the public have some notice of issues to be discussed at a meeting, and (2) that issues pending before a body are not discussed in advance by a majority of the members. This requirement prevents members from reaching a decision prior to a publicly accessible meeting.

Both the California Attorney General and the California League of Cities have prepared booklets to assist local government officials in understanding and complying with the Brown Act. The Attorney General’s guide is available at the following website: <http://ag.ca.gov/publications/#openmeetings>. The Attorney General has created a helpful summary of key Brown Act provisions, which is attached to this explanation. The League of Cities booklet, entitled “Open & Public IV,” can be purchased from the League, and is also available online at [www.ci.claremont.ca.us/download.cfm?ID=21498](http://www.ci.claremont.ca.us/download.cfm?ID=21498). This booklet includes a number of examples that are useful in determining how the provisions of the Brown Act should be interpreted and applied.

#### **E-Mail Communications:**

With the expansion of e-mail and its advantages of convenient, quick communications, many questions have arisen about how the Brown Act and the Public Records Act apply to this communication technology. E-mail should be used with caution: remember, your emails regarding public business are public records. Moreover, emails can result easily in inadvertent violations of the Brown Act.

#### **E-Mail Can Be Used To:**

- Distribute meeting minutes, agendas, and drafts of these documents
- Determine member availability for meetings
- To discuss similar administrative issues

#### **E-Mail *May Not* Be Used To:**

- Discuss pending issues before the body with a majority of its members.

Note: A member may discuss pending issues with other members outside of public meetings, as long as fewer than a majority engages in the discussion. The danger with email is that it can be forwarded easily; members are warned that they are responsible for limiting the dissemination of information to fewer than a majority of the body.

**EXHIBIT “E”**  
**DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**  
**ADMINISTRATIVE ROLES**

**CHAIR:**

- Preside over all meetings following Roberts Rules of Order
- By the 5<sup>th</sup> of the month before the regular scheduled meeting, and before DVCAC members receive a final agenda, prepare and submit a draft agenda to the Fourth District Supervisor’s Office with the assistance of the DCVCAC Secretary
- Call for and preside over special meetings when necessary
- Appoint Chair and members of ad hoc committees
- Acts as a liaison between the DCVCAC and the Fourth District Supervisor

**VICE-CHAIR:**

- Conduct meetings in the absence of the Chair
- Research and report to the DCVCAC any problem areas concerning items on the upcoming agenda
- Keep a master list of contact persons in governmental and private agencies the DCVCAC may find useful

**EXHIBIT “F”**  
**DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**  
**Scope of Work and Payment Terms for the Secretary to the DCVCAC**

The DCVCAC shall execute a contract and appoint a Secretary to the DCVCAC the first month of each year. The Secretary, who shall not be an official member of the DCVCAC but an independent contract professional, shall be compensated by the Winegrowers of Dry Creek Valley, at the rate of \$300 per month. The Dry Creek Valley Association and the Winegrowers of Dry Creek Valley each agree to contribute \$1,800 by December 15<sup>th</sup> of each year toward the compensation. The amount, totaling \$3,600, will be the total compensation for the DCVCAC Secretary.

**Administrative Role of Secretary:**

(non-member)

- Act as the contact for all potential applicants wanting to present at DCVCAC Meetings
- Prepare, distribute and post agendas for meetings at least 72 hours in advance of the meeting
- Keep minutes of all meetings, specifying the call to order, the attendees, the business conducted and the adjourning time
- Arrange sites for all meetings and confirm all necessary public posting requirements are completed in appropriate timelines
- Assist all DCVCAC members with compliance with the Brown Act
- Prepare and send communications as directed by the Chair
- Notify members of the DCVCAC of special meetings, giving the time, place and reason for meeting
- Keep an up-to-date roster of members of the DCVCAC, giving the name, mailing address, phone and fax numbers and email addressees
- Follow up on recommendations made by the DCVCAC
- Keep a list of items that the DCVCAC has acted upon and report back to the DCVCAC on their progress
- Send copies of the minutes to the Fourth District Supervisor’s Office, the Sonoma County Planning Commission and other appropriate bodies as indicated
- Prepare and store the DCVCAC member name plates

## **Dry Creek Valley Citizens Advisory Council (“DCVCAC”) Scope of Authority**

The DCVCAC is charged with examining, discussing, and making recommendations regarding Use Permits, Rezoning and General Plan amendment applications within the Dry Creek Valley watershed.

**Site Review.** All proposed use permits, rezoning applications, and General Plan amendments occurring in the Dry Creek Valley watershed may be visited on-site by any member of the DCVCAC or by an ad-hoc committee, appointed by the DCVCAC chair, consisting of at least two DCVCAC Members. DCVCAC Members will coordinate site visits directly with the applicant or owner.

**Ad Hoc Committee Report.** Any appointed ad-hoc committee will report to the full DCVCAC at its next regularly scheduled meeting, any recommendations on the proposed permit or General Plan amendments. The applicant or their representative will be expected to attend to make a presentation on their proposal and answer questions from DCVCAC Members and interested community attendees.

**DCVCAC Review.** The DCVCAC will recommend to the County’s PRMD its 4/5 consensus view after considering the ad-hoc committee’s report and any supplemental information supplied by the project applicant. Should the applicant or their representative not attend the DCVCAC’s review, the DCVCAC may make its recommendation based upon other information supplied by the ad-hoc committee and the County’s PRMD. As with any other project, any DCVCAC Member having a personal or professional relationship with the applicant that would bias the member’s judgment should refrain from participating in the review.

**Advisory Recommendation.** Minutes of the meeting detailing the DCVCAC’s recommendations will be forwarded by the DCVCAC’s Secretary to the County’s PRMD with a copy to the project applicant.

## **Sonoma County Planning Agency**

The Planning Agency (Planning Commission and the Board of Zoning Adjustments) serves primarily as the recommending body to the Planning Commission, Board of Zoning Adjustments and Sonoma County Board of Supervisors.

The Planning Agency consists of ten commissioners who are appointed by and serve at the pleasure of the Board of Supervisors. The commissioners rotate sequentially by district every ten months. The chairmanship of each body rotates yearly by district.

The Planning Commission holds public meetings and makes recommendations to the Board of Supervisors concerning updates and amendments to the County's General Plan and Zoning regulations. The Planning Commission also holds hearings and makes decisions on major subdivisions and mining proposals. There are five members who sit on the Planning Commission with one alternate for each district.

The Board of Zoning Adjustments conducts public hearings and makes decisions on applications for Use Permits, Zoning Variances and Coastal development Permits. There are five members who sit on the Board of Zoning Adjustments with one alternate for each district.



## *Permit and Resource Management Department*

### **POLICY AND PROCEDURE**

Number #-#-#

---

#### **PURPOSE**

The purpose of this policy is to define the circumstances in which the County of Sonoma refers projects and applications to the Dry Creek Valley Citizens Advisory Council (DCVCAC) for comment.

#### **GENERAL**

All applications for General Plan Amendments, Rezoning, and Use Permits within the Dry Creek Valley watershed shall be referred to the DCVCAC for review and comment.

#### **AUTHORITY**

The Sonoma County Board of Supervisors created the DCVCAC by Resolution #\_\_\_ to serve as an advisory body on applications for use permits, rezoning and General Plan amendments within the Dry Creek Valley watershed.

#### **PROCEDURE**

- A. Following a determination that a proposal is subject to DCVCAC review, the County of Sonoma Planning staff shall deliver or have delivered a copy of the project application, and any available supporting materials to the Chairperson of the DCVCAC.
- B. The chairperson will determine, with the DCVCAC's Secretary, whether to place the project on the next available agenda of the DCVCAC for comment.
- C. If the item is brought to the DCVCAC for comment, it shall be the responsibility of the DCVCAC to prepare and deliver written minutes of the action to the County of Sonoma planning staff in a timely manner so that they may be forwarded to the hearing body at the time of project review.
- D. The hearing body shall consider the comments of the DCVCAC in the course of its review of the project, but the comments shall not be considered binding and the hearing body shall act on the project application as it deems fit.
- E. Project applicants are encouraged to attend DCVCAC meetings when their project is being heard by the DCVCAC, but are not mandated to appear.
- F. Projects referred to the DCVCAC for comment shall be reviewed by the DCVCAC within 45 days. Otherwise, the DCVCAC shall be deemed not to have commented.

G. This policy does not preclude the County of Sonoma or planning staff from referring issues to the DCVCAC for advice and comment that may not be subject to environmental review as defined by this policy.

## **RESPONSIBILITIES AND REVIEW**

A. The County of Sonoma is responsible for reviewing this policy no less than every ten years to determine whether it is still representative of the Dry Creek Valley and still an effective review board for the County. Changes may be made by a majority vote of the Board of Supervisors.

B. The Sonoma County Board of Supervisors will review this policy from time to time, as it deems necessary.

# **DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**

## **Frequently Asked Questions For Project Applicants Appearing before the DCVCAC**

*Congratulations on appearance before the Dry Creek Valley Citizens Advisory Council(DCVCAC) to discuss your proposed use permit, rezoning application, or request for a General Plan amendment. Your participation can give you important insight into the reaction your project will generate from concerned neighbors and citizens in the Dry Creek Valley.*

*This guide is intended to help you prepare for your hearing by describing the process, and listing the types of questions you might expect to hear from the DCVCAC.If you have further questions or concerns, please contact the DCVCAC Chair.*

### **What is the DCVCAC?**

The DCVCAC is an advisory body formed by the Sonoma County Board of Supervisors. The group is chartered with the following mission statement:

The mission of the DCVCAC (“Council”) is to act as a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley.

The DCVCAC provides a forum for public expression and for making advisory recommendations to the County of Sonoma and its Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, and Board of Supervisors on applications for use permits, rezonings, and general plan amendments in the Dry Creek Valley.

The three main functions of the DCVCAC are to discuss, review and make recommendations regarding development proposals located in the Dry Creek Valley specifically related to:

- Use permits
- Rezoning Applications
- General Plan Amendments

### **Who Sits on the DCVCAC?**

Two representatives from the Dry Creek Valley Association (DCVA), and two representatives from the Winegrowers of the Dry Creek Valley (“WDCV”), sit on the council. These are the two largest and oldest groups representing residents and property owners in the valley, with each having more than 150 members and each have been in existence for over 25 years. Additionally, the Fourth District Supervisor will appoint one member to the DCVCAC.

The Sonoma County Board of Supervisors appoints five members to the DCVCAC.

In addition, the Fourth District County Planning Commissioner may attend meetings as an ex-officio member. The Planning Commissioner is not eligible to vote at DCVCAC meetings.

The DCVCAC has two officers and one private position. The Chair is responsible for conducting meetings and setting the DCVCAC agenda. The Vice Chair supports the Chair in business matters.

The Secretary, which is an independent contract position and is hired and compensated by the DCVCA and is responsible for public posting of the meetings, attends meetings and prepares the minutes of each meeting, as well as maintaining files. Officers serve for two year terms, with elections each January. Officers cannot serve more than two consecutive terms.

### **Why was my Project Selected for Review by the DCVCAC?**

The Chair of the DCVCAC, with the assistance of the DCVCAC Secretary, selects projects and application proposals' for review based on his or her judgment of the potential impacts that the project may have on the Dry Creek Valley watershed.

### **My Plans are only Conceptual at This Point; Should I present them now?**

The advantage to appearing before the DCVCAC is when your project is only in the conceptual stage is that you can get a sense of the community's response to your plans before spending a lot of time and money on a full-fledged design.

The risk of appearing late in your project planning process is that the DCVCAC may recommend significant changes, or even recommend that your project be denied approval.

For projects that may generate community opposition of concerns, you might consider holding local community/neighborhood meetings before filing for a permit application.

Most projects are handled in one hearing; however, it may be to your advantage to return to the DCVCAC for consideration of your revised plan.

### **What Are the Key Areas of Concern that the DCVAC Members are Likely to Raise?**

Concerns will inherently vary, based on the type of project or proposal being reviewed. Often these topics come up during Commissions meetings:

- Traffic generation, particularly along windy and well worn County roads
- Parking
- Event Activity
- Scope of use permits
- Concentration
- Water use
- Sanitation and other matters of health and safety
- Well, septic, drainage and ground water questions
- Noise
- Visual impacts
- Appropriateness of project given zoning and other land use designations
- Preservation of trees and native habitats
- Other environmental impacts

### **How are DCVCAC Meetings Organized?**

A regular meeting begins with a roll call and the approval of the minutes, followed by an opportunity for members of the public to address the DCVCAC on matters not otherwise on the agenda.

Typically a series of proposed projects and applications are then reviewed. Finally, the DCVCAC considers administrative issues, and reports from ad hoc committees.

### **What Procedures Are Followed for the Project Review?**

Applicants or the representatives make a brief presentation before the DCVCAC, followed by a period for DCVCAC members to ask questions. The public is then given an opportunity to ask questions and/or comment on the project.

The Chair will then close the public comment portion of the review, and DCVCAC members will then discuss the project and pass a resolution, if warranted. Please note that once the public comment portion of the review is closed, any additional comments or answers to materials from the DCVCAC members should be addressed through the Chair.

### **How Should I Plan my Presentation?**

The best presentations begin with a complete application package. DCVCAC members often receive abbreviated project applications from the County, and if there is additional information that you would like them to have, please work with the Council Secretary to get the materials to the DCVCAC members in advance of the meeting.

A concise presentation is often better than a comprehensive one. Assume that the DCVCAC members have reviewed the package of information that describes your project, so your description of the application can be brief. It is helpful to describe exactly what approval you are seeking (i.e. a zoning change or a use permit) and what level of project planning you have completed (is this is conceptual review, or are there well-developed plans?).

Focus on the impacts that your project will have and how you intend to mitigate them. What concerns are neighbors of the project likely to have? Have you notified them of your plans, or held a meeting with them yet?

DCVCAC members will focus on their concerns during the question and answer period, so it is not necessary to try and anticipate and answer every concern in your presentation. If you would like guidance regarding preparation for your appearance, don't hesitate to contact the Chair in advance of the meeting.

### **How Should I Handle Questions and Comments from the Audience?**

During the open comment period, members of the audience will have the opportunity to ask questions and state their opinions about your proposal. We recommend that you answer questions forthrightly and concisely. You should not feel obligated to respond to statements of opinion.

The Chair will help moderate this portion of the hearing. If the project is likely to engender a level of controversy or extensive feedback from the community, the Chair will likely establish guidelines for the public comment period, potentially including time limits for each speaker.

### **What Happens to the Recommendations Made by the DCVCAC?**

The DCVCAC Secretary will capture all aspects of the project review in the meeting minutes. Minutes are distributed to the Sonoma County Fourth District Supervisor and to the County's Planning department.

The Council Chairperson and Administrative Secretary will act as a liaison between the DCVCAC and the Fourth District Supervisor. The Sonoma County Planning Commissioner from the Fourth District is usually in attendance to hear discussion of projects, but will not take part in the question period.

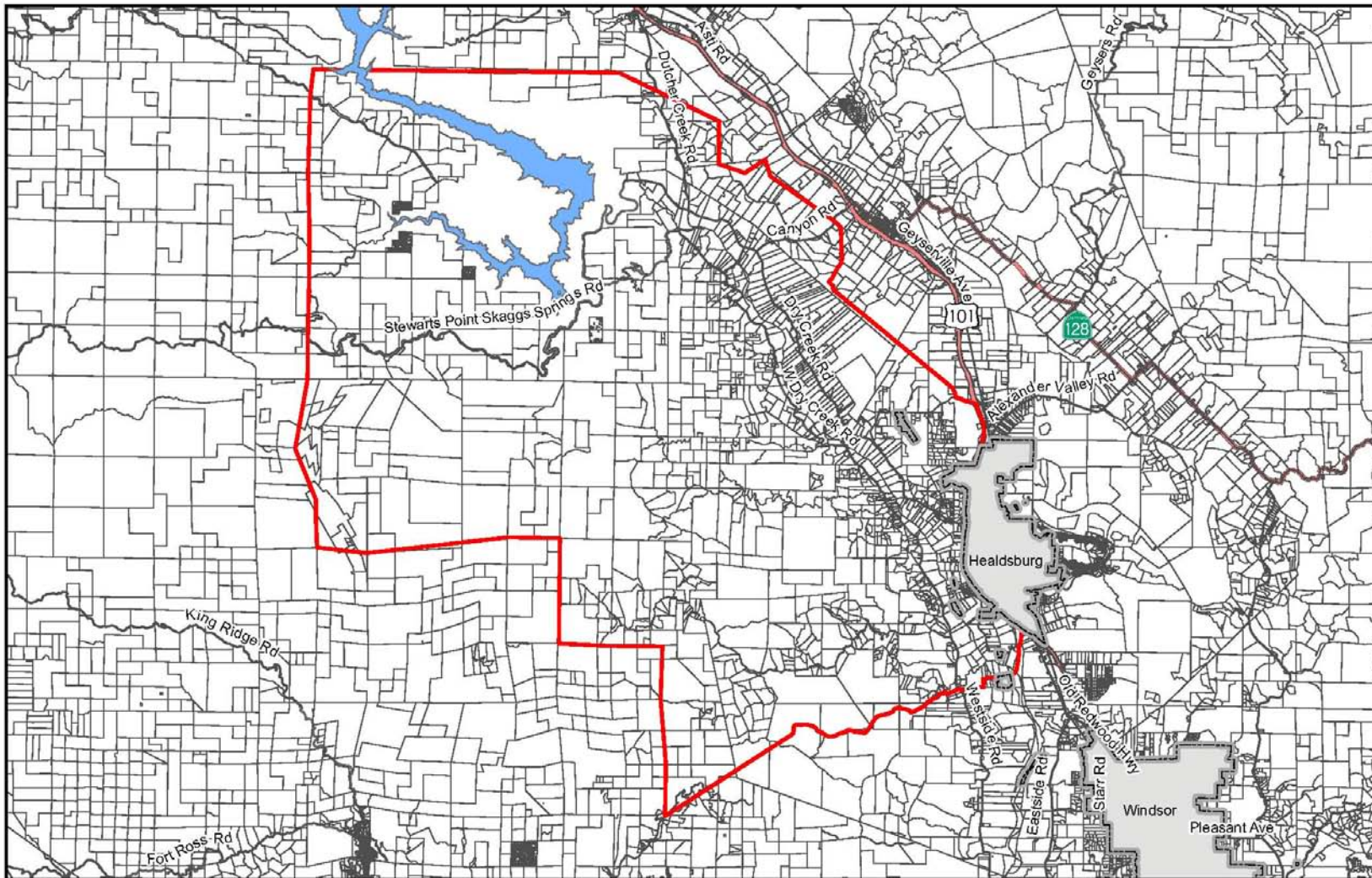
### **I Don't Like the Resolution Passed by the Council ... Now What?**

Please remember that DCVCAC reviews are advisory in nature, and that you can certainly continue seeking approval for your project at the County. However, the DCVCAC strives to reflect the concerns and sense of opinion of the Dry Creek Valley, and you could consider putting this information to good use.

Can you modify your proposal to address the significant concerns raised at the hearing? If you choose to do so, you might also consider asking to appear before the DCVCAC again to review your modified plans.



# Dry Creek Valley Citizens Advisory Council



**Note:**  
 1. Parcel Boundaries derived from 1:6000 Infrared Aerials and revised using Assessor Parcel Maps. Alignment inconsistencies occur due to reproduction.  
 2. Data is for planning purposes.  
 3. Questions regarding this map and the data herein should be directed to PRMD (707)565-1900.

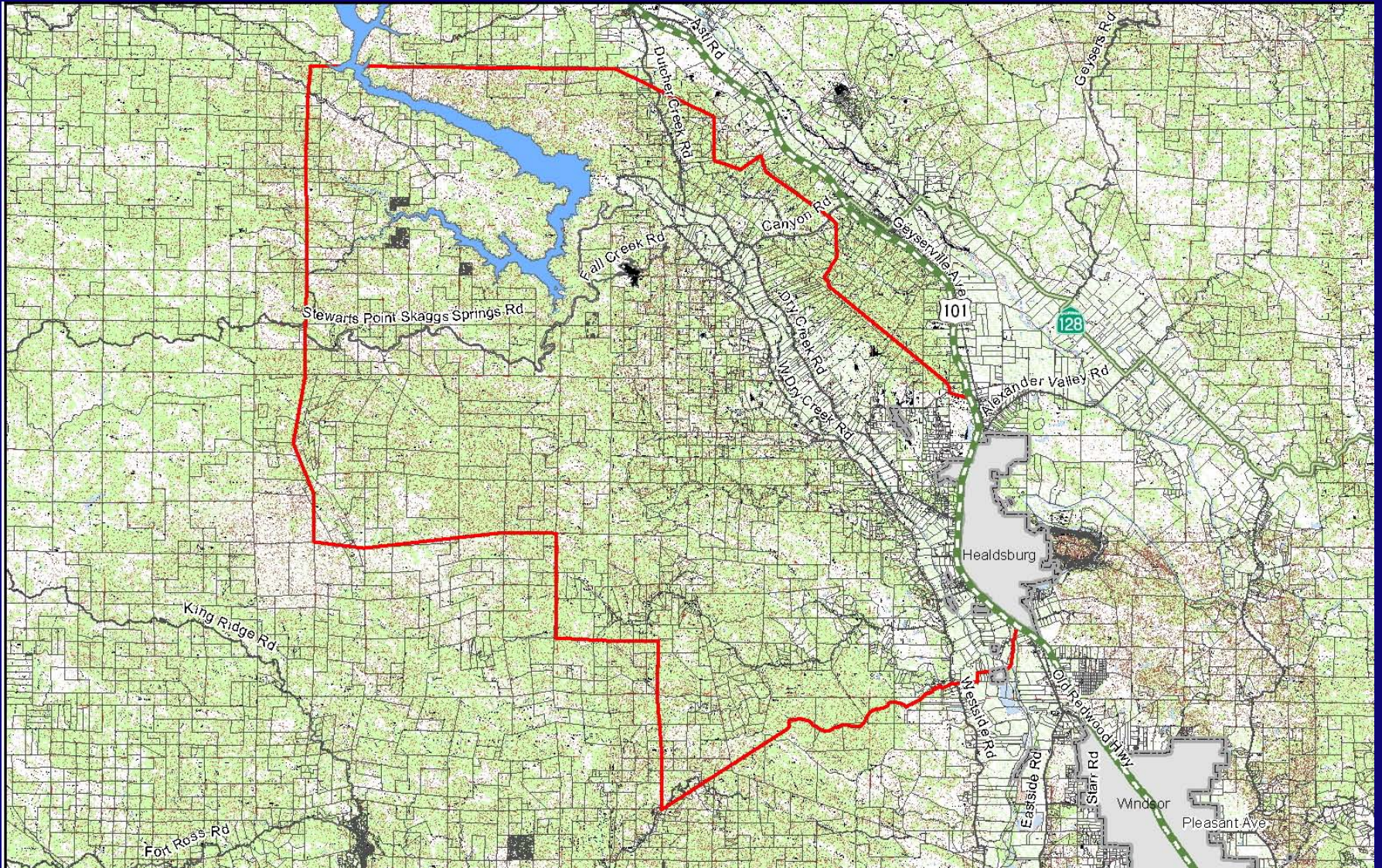


### Legend

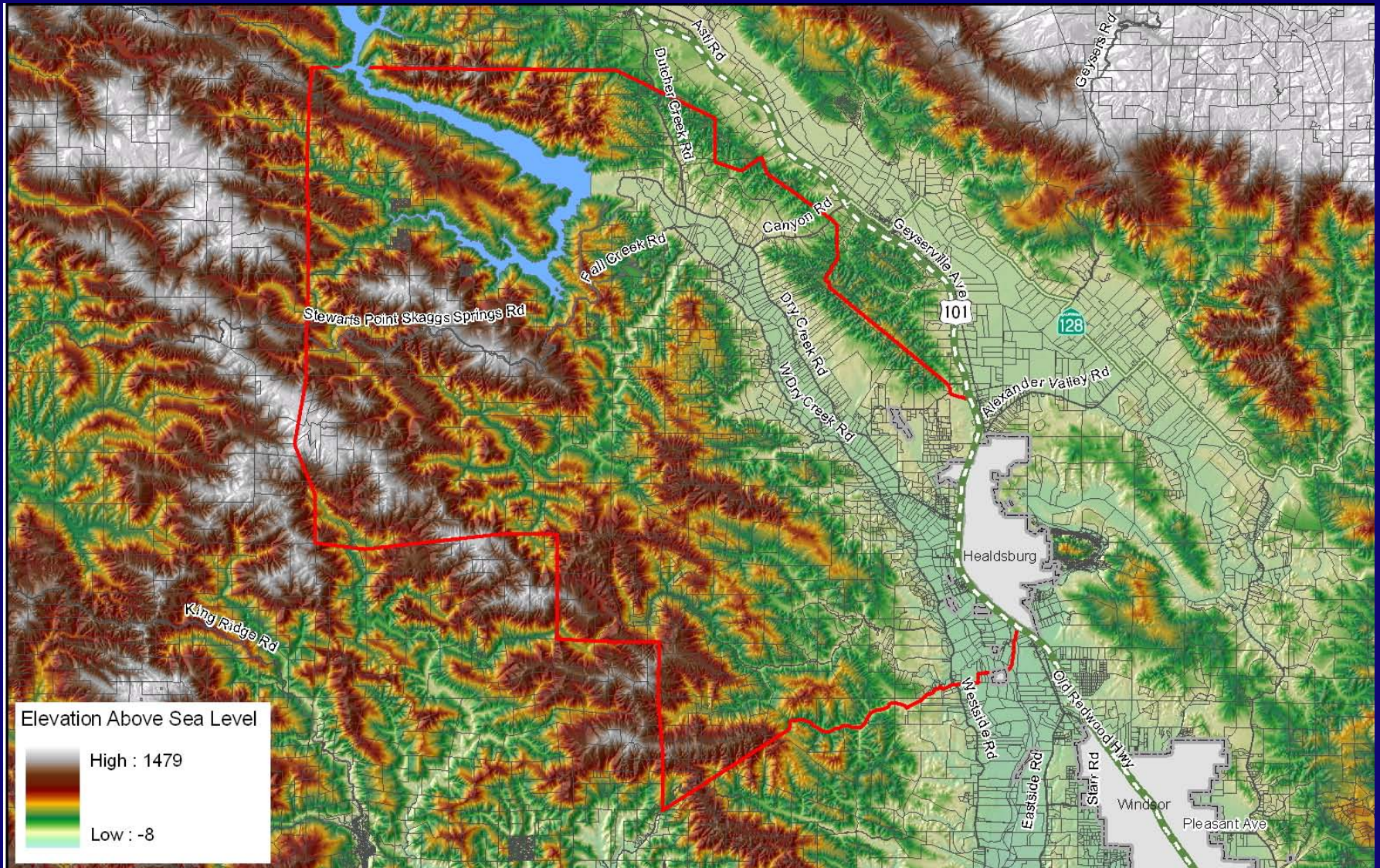
- Dry Creek Appellation
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- Highways
- Lake Sonoma
- City
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County of Sonoma  
**Permit and Resource Management Department**  
 2550 Ventura Avenue, Santa Rosa, California 95403  
 707-565-1900 FAX 707-565-1103





USGS Topographic Contour Map



Digital (Terrain) Elevation Model





County of Sonoma  
Agenda Item  
Summary Report

**Agenda Item Number:** 29  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:**

**Board Agenda Date:** August 14, 2012      **Vote Requirement:**

**Department or Agency Name(s):**

**Staff Name and Phone Number:** David Rabbitt (707)565-2241      **Supervisory District(s):** District 2

**Title:** Fee Waiver

**Recommended Actions:**  
Approve request for a fee waiver of \$1,695.00 for the Petaluma Education Foundation, Special Event on September 8<sup>th</sup> at the Clo Barn in District 2.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 1695.00	County General Fund	\$ 1695.00
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 1695.00</b>	<b>Total Sources</b>	<b>\$ 1695.00</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items “On File” with the Clerk of the Board:**

SUBMIT TO:  
 Board of Supervisors  
 575 Administration Dr. 100A  
 Santa Rosa, CA 95403

**COUNTY OF SONOMA**

**Fee Waiver Request Form**

For Board of Supervisors Use Only

1. Contact information for individual requesting fee waiver:

Name: \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_  
Number Street City State/ZIP

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Area Code/Number

2. Name of organization or entity for which fee waiver is requested:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number Street City State/ZIP

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Please indicate by check mark the supervisory district in which the organization or entity submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

<b>Board Member and District</b>	<b>Valerie Brown District 1</b>	<b>David Rabbitt District 2</b>	<b>Shirlee Zane District 3</b>	<b>Mike McGuire District 4</b>	<b>Efren Carrillo District 5</b>
Entity or organization location (select all that apply)					
Project/activity/event location (select all that apply)					
District office to receive request (select only one)					

4. Type of organization or entity for which the fee waiver is requested:

City	Special District	Other Local Government
School	Non-profit or CBO	Individual
Other Fees (please specify): _____		

5. Please provide a description of the project/activity/event for which a fee waiver is being requested on a separate sheet of paper. Please include the type of project/activity/event, the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event: One Time Annual





# County of Sonoma Fee Waiver Policy

Authority: Board of Supervisors  
Approval Date: June 2, 2009  
Effective Date: July 1, 2009

## 1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

## 2. Background

Sonoma County is facing unprecedented fiscal challenges. As a result of the economic downturn, job and income losses, declining home values, and reduced consumption, the County's major sources of revenue property tax and sales tax have declined substantially. The situation is exacerbated by an increase in demand for county services. In light of this new fiscal reality, the county is reviewing all resource allocation decisions. Fee waivers, are an expense to the County General Fund. Fees are established to pay for the cost of a service provided by a county department. When a fee waiver is granted, the County General Fund pays the department in an amount equal to the fee waived.

## 3. Policy

The Board of Supervisors may, at their sole discretion, approve or disapprove fee waiver requests. Effective July 1, 2009, the following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

Eligible for fee waivers	Ineligible for fee waivers
Community based organizations (CBO) or non-profits providing a direct service that is similar to or complimentary to a key county policy goal or direct service that the county is typically responsible for providing; e.g. emergency or economic assistance or basic sustenance needs (emergency food, shelter, etc.)	Flood elevation program fees
	Other county department fees
	Other governmental agencies – unless they can demonstrate an inability to pay the county fee
Governmental agencies that do not receive tax funding and can demonstrate an inability to pay the county fee	Fund raising events - where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event

## 4. Phased in Reduction for CBOs and Non-Profits

CBOs and non-profits that have received a fee waiver in the 12 months prior to the effective date of this policy, for an activity/event that may no longer be eligible under this policy, will be considered for a phased reduction in fees as follows:



- Year 1 – Up to two-thirds of the fee amount previously waived, may be waived
- Year 2 – Up to one-third of the fee amount previously waived, may be waived
- Year 3 – Fee waiver ineligible

The phased-in reduction does not apply to CBOs and non-profits who received fee waivers for a fund raising activity/event, where the CBO or non-profit has the ability to set entry or participation fees at a level necessary to cover costs, including the cost of any associated fees.

##### **5. Fee Waiver Request Form**

Fee waiver requests submitted on or after June 2, 2009, must be accompanied by a Fee Waiver Request Form (Attachment A). Copies of this form may be obtained from the County of Sonoma, Clerk of the Board of Supervisors, located at 575 Administration Drive, Room 100A, Santa Rosa, CA, 95403, or at the following website: <http://www.sonoma-county.org/board/index.htm>.

Fee Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

Completed Fee Waiver Request Forms shall be submitted to the Clerk of the Board of Supervisors at the address above. The Clerk will forward requests to the Board Member specified by the applicant.



County of Sonoma  
Agenda Item  
Summary Report

**Agenda Item Number:** 30  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisory District(s):**

Supervisor Shirlee Zane 565-2241

Third

**Title:** Fee Waiver

**Recommended Actions:**

Approve a fee waiver in the amount of \$8,435 by Redwood Empire Food Bank for use of the Santa Rosa Veterans Memorial Hall.

**Executive Summary:**

**Prior Board Actions:**

Fee waivers previously approved: FY2011-2012, \$8,490; FY2010-2011, \$6,186; FY2009-2010, \$5,157.

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 8,435.00	County General Fund	\$ 8,435.00
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 8,435.00</b>	<b>Total Sources</b>	<b>\$ 8,435.00</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Cover letter, fee waiver request form, fee waiver policy.

**Related Items “On File” with the Clerk of the Board:**



July 19, 2012

Supervisor Shirlee Zane  
County Board of Supervisors  
575 Administration Drive, Room 100A  
Santa Rosa, CA 95403

District 3

Dear Supervisor Zane,

This letter is to request continued support in the form of a fee waiver for the Redwood Empire Food Bank's use of the Santa Rosa Veteran's Memorial Building for the operation of the *Senior Brown Bag* program, the *Emergency Food Assistance Program* and the *Commodity Supplemental Food Program* serving families, seniors, children and individuals in need of food resources.

- The *Senior Brown Bag* and the *Commodity Supplemental Food Programs* operate the first and third Thursdays of every month from 9-11:30 a.m. These programs are currently serving upwards of 100 low-income seniors including 19 seniors receiving home delivered boxes staged from the Veterans building.
- The *Emergency Supplemental Food Program* operates the fourth Tuesday of every month from 7-11 a.m. and is serving 200 households with over 650 individuals.
- The *Commodity Supplemental Food Program for children* operates the 2<sup>nd</sup> Tuesday of every month from 8-12:30 p.m. and serves 50 to 60 families with children under the age of six.

Last year through programs like these, the Redwood Empire Food Bank provided nutritious food and fresh produce to more than 78,000 people throughout Sonoma County. In Santa Rosa, our largest service area, we served the equivalent of 4,484,000 meals.

The support of the Board of Supervisors in the form of a fee waiver makes it possible to distribute food to people facing all kinds of economic challenges. Please accept our sincere appreciation for considering this request.

Sincerely,

Gail Atkins  
Director of Programs  
gatkins@refb.org

3320 Industrial Drive, Santa Rosa, CA 95403  
T: 707.523.7900 F: 707.523.7901 www.refb.org

An Affiliate of Feeding America



7. Type and amount of fee waiver(s) requested. Please list all County fees you are requesting be waived in conjunction with this project/activity/event:

#10637  
#10639  
#10636

Department Assessing Fee	Type of Fee	Amount of Fee
Sonoma County Regional Parks	Santa Rosa Vets - Room Rent & Fees	\$2,475
Sonoma County Regional Parks	Santa Rosa Vets - Room Rent & Fees	\$2,765
Sonoma County Regional Parks	Santa Rosa Vets - Room Rent & Fees	\$3,195

8. If your entity or organization has received a fee waiver(s) for a similar project/activity/event in the past, please list fee waivers below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
7/1/11-6/30/12	Sonoma County Regional Parks	Santa Rosa Vets - Room Rent & Fees	\$2,625
7/1/11-6/30/12	Sonoma County Regional Parks	Santa Rosa Vets - Room Rent & Fees	\$3,195
7/1/11-6/30/12	Sonoma County Regional Parks	Santa Rosa Vets - Room Rent & Fees	\$2,640
7/1/10-6/30/11	Sonoma County Regional Parks	Santa Rosa Vets - Room Rent & Fees	\$6,186

9. Does the organization or entity for which the fee waiver is requested receive funding from any of the following sources? If so, please specify:

- Property Tax                       Sales Tax                       Special Assessment  
 User Fees

Other Fees (please specify): \_\_\_\_\_

10. If the organization or entity receives tax funding or has the ability to assess fees, please provide an explanation and supporting documentation regarding the complete inability of the organization or entity to pay the fees which you are requesting be waived. Please attach information/documentation to this form and submit with your request for a fee waiver.

11. Will the organization or entity be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver? If so, please provide an explanation and supporting documentation detailing why the fees to be waived cannot be recovered through the entry fee. Please attach information/documentation to this form and submit with your request for a fee waiver.

Gail Atte  
Authorized Signature

Director of Programs  
Title

7/19/12  
Date



## County of Sonoma Fee Waiver Policy

Authority: Board of Supervisors

Approval Date: June 2, 2009

Effective Date: July 1, 2009

### 1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

### 2. Background

Sonoma County is facing unprecedented fiscal challenges. As a result of the economic downturn, job and income losses, declining home values, and reduced consumption, the County's major sources of revenue property tax and sales tax have declined substantially. The situation is exacerbated by an increase in demand for county services. In light of this new fiscal reality, the county is reviewing all resource allocation decisions. Fee waivers, are an expense to the County General Fund. Fees are established to pay for the cost of a service provided by a county department. When a fee waiver is granted, the County General Fund pays the department in an amount equal to the fee waived.

### 3. Policy

The Board of Supervisors may, at their sole discretion, approve or disapprove fee waiver requests. Effective July 1, 2009, the following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

<b>Eligible for fee waivers</b>	<b>Ineligible for fee waivers</b>
Community based organizations (CBO) or non-profits providing a direct service that is similar to or complementary to a key county policy goal or direct service that the county is typically responsible for providing; e.g. emergency or economic assistance or basic sustenance needs (emergency food, shelter, etc.)	Flood elevation program fees
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	Other governmental agencies – unless they can demonstrate an inability to pay the county fee
Governmental agencies that do not receive tax funding and can demonstrate an inability to pay the county fee	Fund raising events - where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event

### 4. Phased in Reduction for CBOs and Non-Profits

CBOs and non-profits that have received a fee waiver in the 12 months prior to the effective date of this policy, for an activity/event that may no longer be eligible under this policy, will be considered for a phased reduction in fees as follows:

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# County of Sonoma Fee Waiver Policy

Authority: Board of Supervisors  
Approval Date: June 2, 2009  
Effective Date: July 1, 2009

## 1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

## 2. Background

Sonoma County is facing unprecedented fiscal challenges. As a result of the economic downturn, job and income losses, declining home values, and reduced consumption, the County's major sources of revenue property tax and sales tax have declined substantially. The situation is exacerbated by an increase in demand for county services. In light of this new fiscal reality, the county is reviewing all resource allocation decisions. Fee waivers, are an expense to the County General Fund. Fees are established to pay for the cost of a service provided by a county department. When a fee waiver is granted, the County General Fund pays the department in an amount equal to the fee waived.

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Completed Fee Waiver Request Forms shall be submitted to the Clerk of the Board of Supervisors at the address above. The Clerk will forward requests to the Board Member specified by the applicant.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 37 2:10 p.m.  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

**Supervisory District(s):**

Nathan Quarles, 565-3507

First District

**Title:** Vacate a portion of Carriger Road, Sonoma

### Recommended Actions:

Conduct public hearing and adopt a resolution to vacate a portion of Carriger Road in Sonoma specifically as described on the attached Exhibit A. (First District)

### Executive Summary:

On February 2, 2012, Permit & Resource Management (P.R.M.D.) staff received a Petition for Vacation of Public Easement/Public Right-of-Way (Attachment A), requesting the vacation of all that portion of the public right-of-way generally described as being north of the north line of Fowler Creek Road and south of the centerline of Carriger Creek, Sonoma, located west of the City of Sonoma as shown on the attached Vicinity Map (Attachment B). The petition was submitted by Mr. Patrick Draeger, the owner of one of the two parcels directly adjacent to the portion of right-of-way proposed to be vacated. The petitioner's future plans for the subject area are to use the area for private roadway access.

In response to the petition for the vacation of the subject public right-of-way, P.R.M.D. staff took the following steps to establish the merits of the vacation and the needs of the parties potentially affected by this vacation:

1. The subject right-of-way was researched and it was determined the county had an interest (a right-of-way) to consider vacating. The subject area is shown as public right-of-way on the Sonoma County Assessor Parcel Map and is also shown as public right-of-way on "Subdivision 'A' of the Lewis Tract," Book 25 of Maps, Page 7, Sonoma County Records (Attachment C).
2. A field review was conducted by P.R.M.D. staff. Staff observed a well maintained roadway that provides access to four parcels. The access roadway terminates at an unpaved driveway at the parcel closest to Carriger Creek. Pacific Gas and Electric Company (PG and E) facilities exist within the right-of-way.

3. Notification of the proposed vacation of the subject right-of-way was sent to the Comprehensive Planning Division of P.R.M.D., in conformance with Section 65402 of the Government Code, and a General Plan Consistency Analysis Determination was requested. The proposed vacation of the subject right-of-way was determined to be consistent with the General Plan (Attachment D).
4. Notification of the proposed vacation was sent to all County departments and public agencies with a potential interest in the subject right-of-way. No objections were received. This portion of Carriger Road is listed in the Transportation and Public Works Department's Post Mile Log as road number 56021B (unnamed) for 0.09 mile of public maintenance.
5. Notification of the proposed vacation was sent to all public and private utilities with a potential interest in the subject right-of-way. P.G. and E. did not object to the vacation, but did request that a reservation be included in the Board's resolution. The intent of the reservation is to protect their facilities. No other objections were received from any other public or private utility.
6. Notification of the proposed vacation was sent to all owners of neighboring parcels located within 300 feet of the subject properties containing the area proposed to be vacated. No objections were received. Three additional petitions for vacation were submitted presumably in support of the original petition . These additional petitions were submitted by the other three land owners adjoining the portion of Carriger Road to be vacated.

**Prior Board Actions:**

No prior Board actions.

**Strategic Plan Alignment:** Goal 4: Civic Services and Engagement

By vacating this right-of-way the County seeks to align public service provided with community needs and desires.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0.00	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0.00</b>	<b>Total Sources</b>	<b>\$ 0.00</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Vacating the right-of-way described in Exhibit "A" will reduce County liability and reduce maintenance costs for roadways listed in the Transportation and Public Works Department's Post Mile Log.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

Not applicable.

**Attachments:**

- A) Resolution with Exhibit A and B
- B) Attachment A, Petition for Vacation of Public Easement/Public Right-of-way
- C) Attachment B, Vicinity Map
- D) Attachment C, Subdivision "A" Lewis Tract (Book 25 of Maps, Page 7, Sonoma County Records)
- E) Attachment D, General Plan Consistency Determination

**Related Items "On File" with the Clerk of the Board:**

None.

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, To Approve The Petition To Vacate A Portion Of Carriger Road As Shown As The Public Right-Of-Way On “Subdivision ‘A’ Of The Lewis Tract,” Book 25 Of Maps, Page 7, Sonoma County Records And More Specifically Described In Exhibit A.**

**Whereas**, Division 9, Part 3, Chapter 3 of the California Streets and Highways Code (Section 8300 et seq.) provides a process for a local agency to consider the vacation of public streets, highways, and public easements; and

**Whereas**, a petition was filed with this Board to vacate all that portion of Carriger Road generally described as being north of the north line of Fowler Creek Road and south of the centerline of Carriger Creek, Sonoma, and as more precisely identified in the legal description and map attached hereto as Exhibits “A” and “B”; and

**Whereas**, notice of the public hearing on the requested vacation was published and posted, and on August 14, 2012, this Board conducted a public hearing, all as required by law; and

**Whereas**, Division 9, Part 3, Chapter 3 of the California Streets and Highways Code (Section 8300 et seq.) provides that this Board must consider its General Plan before approving any vacation of County right-of-way or interest, and requires that the Board obtain a report from the County Planning Agency on conformity with the General Plan before considering the vacation request; and

**Whereas**, this Board has reviewed the report of the Permit and Resource Management Department (P.R.M.D.) Comprehensive Planning Division concluding that the vacation is consistent with the General Plan; and

**Whereas**, after considering the oral and documentary evidence presented at the hearing, this Board determined that Carriger Road as described in Exhibits “A” and “B”, is not necessary for present and prospective public use; and

**Whereas**, this portion of Carriger Road may be vacated if the Board determines that the vacation is consistent with the General Plan, and if the right-of-way is unnecessary for present or prospective use.

**Now, Therefore, Be It Resolved** that the Board of Supervisors finds and determines that all of the facts previously stated are true and correct.

**Be It Further Resolved** that the Board of Supervisors finds that the portion of Carriger

Resolution #  
Date: 8/14/2012  
Page 2

Road described in the attached legal description and shown on the attached maps, Exhibits "A" and "B", is not necessary for present or prospective public use.

**Be It Further Resolved** that the Board of Supervisors finds that the proposed vacation is consistent with the General Plan.

**Be It Further Resolved** that the Board of Supervisors finds that granting the proposed vacation request is in the public interest.

**Be It Further Resolved** that the petition to vacate a portion of Carriger Road is approved reserving therefrom pursuant to the provisions of Section 8340 of the Streets and Highways Code and for the benefit of Pacific Gas and Electric Company, the permanent easement and the right at any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew and enlarge lines of pipes, conduits, cables, wires, poles, electrical conductors, and other equipment, fixtures and appurtenances for the operation of electric, gas, and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be a hazard to the facilities; said area shall be kept open and free of buildings, structures and wells of any kind.

**Be It Further Resolved** that the Clerk of the Board of Supervisors is hereby authorized to send a certified copy of this resolution, attested by the Clerk under seal per Streets and Highways Code Section 8325, to the Office of the County Recorder who is hereby directed to record it.

**Be It Further Resolved** that from and after the date of recording, the portion of Carriger Road described in Exhibit "A" shall no longer exist.

**Supervisors:**

Brown:                      Rabbitt:                      McGuire:                      Carrillo:                      Zane:

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered.**

## EXHIBIT "A" Legal Description

All that portion of the public right-of-way known as Carriger Ave as said road is shown on "Subdivision 'A' of the Lewis Tract", Book 25 of Maps, Page 7, Sonoma County Records, lying north of the north line of Fowler Creek Road (shown but un-named on said map) and south of the centerline of Carriger Creek and more specifically shown on the attached site plan.





EXHIBIT "B"  
Site Map

SUBDIVISION "A"

**LEWIS TRACT**



Fowler Creek Road



## COUNTY OF SONOMA PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403  
(707) 565-1900 FAX (707) 565-1103

### PETITION FOR VACATION OF PUBLIC EASEMENT/PUBLIC RIGHT-OF-WAY

Please Type or Print

GENERAL INFORMATION			
LOCATION OF PROJECT/ADDRESS <b>CARRIGER RD AT 1299 FOWLER CRK</b>	ASSESSORS PARCEL NUMBER(S) <b>052-681-013</b>	ZONING	
NAME OF PROPOSED PROJECT (if Applicable)	<b>142-180-047</b>	GENERAL PLAN DESIGNATION	
APPLICANT NAME <b>PATRICK DRAEGER</b>	BUSINESS PHONE <b>(707) 762-3200</b>	HOME PHONE <b>(707) 975-8259</b>	
APPLICANT ADDRESS <b>1299 FOWLER CREEK RD,</b>	CITY <b>SONOMA</b>	STATE <b>CA</b>	ZIP <b>95476</b>
APPLICANT REPRESENTATIVE (if Applicable)	BUSINESS PHONE ( ) -	HOME PHONE ( ) -	
APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE	ZIP
PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW) <b>PATRICK DRAEGER</b>	BUSINESS PHONE <b>(707) 762-3200</b>	HOME PHONE <b>(707) 975-8259</b>	
PROPERTY OWNER ADDRESS <b>1299 FOWLER CREEK RD</b>	CITY <b>SONOMA</b>	STATE <b>CA</b>	ZIP <b>95476</b>

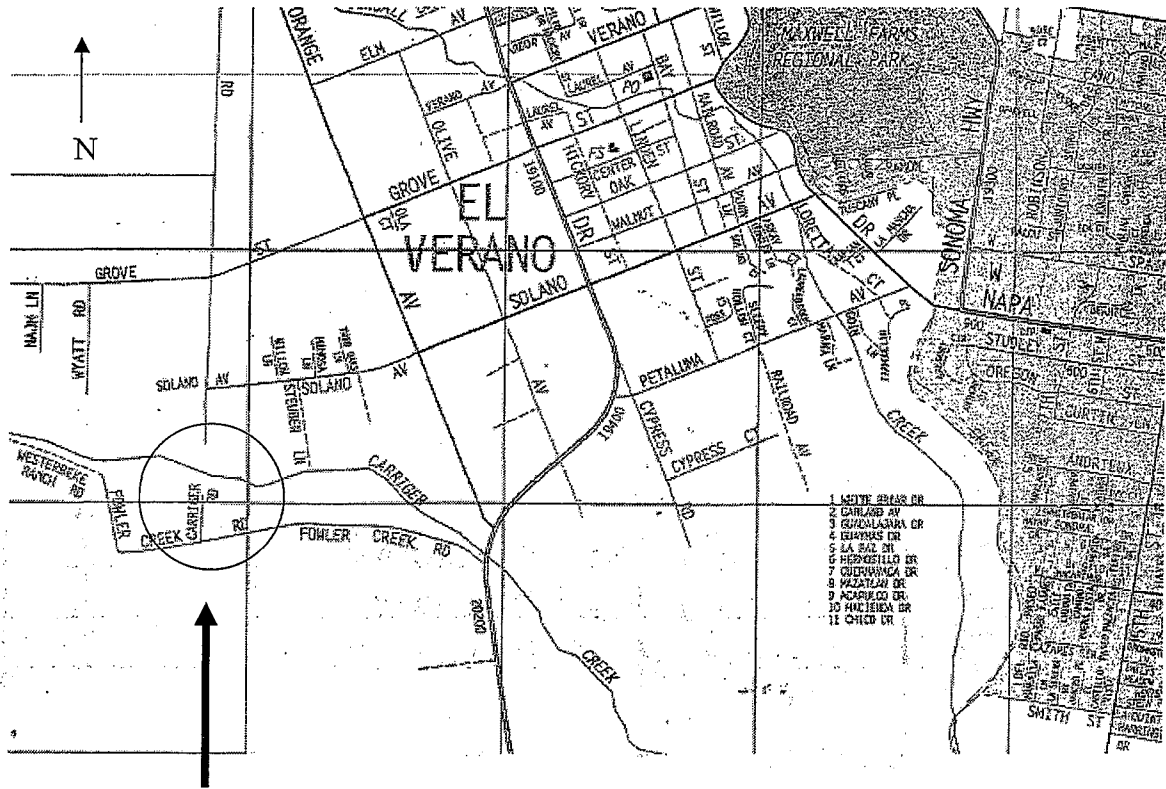
EASEMENT/RIGHT-OF-WAY DESCRIPTION	
PURPOSE FOR REQUESTING VACATION	<b>MAINTENANCE OF ROAD, LANDSCAPING AND</b>
	<b>DRAINAGE BY ADJACENT PROPERTY OWNERS</b>
PROPOSED NEW USE	<b>USE WILL REMAIN AS A DRIVEWAY</b>
STATE WHY EASEMENT OR RIGHT-OF-WAY IS NO LONGER OF NECESSITY TO THE PUBLIC	<b>NOT A THROUGH ROAD AND NOT MAINTAINED BY</b>
	<b>COUNTY ROAD CREW. CURRENT USE IS DRIVEWAY</b>
SUBMITTAL INFORMATION:	<b>FOR ADJACENT OWNERS</b>
<input type="checkbox"/> Name, address & phone number of local water company. <b>NONE</b> <input type="checkbox"/> List of names & addresses of recorded property owners requesting the proposed vacation (if available). <input checked="" type="checkbox"/> Vicinity map with North arrow. <b>SEE ATTACHED</b> <input checked="" type="checkbox"/> Map of all property adjoining the boundaries of the proposed vacation showing: <ul style="list-style-type: none"> <li>• Easement or right-of-way to be vacated;</li> <li>• Location of all known public utilities;</li> <li>• Existing use of property adjoining proposed vacation;</li> <li>• Assessor's parcel number of each parcel shown;</li> <li>• Existing use of the right-of-way by abutting properties.</li> </ul>	
PROPERTY OWNER'S CONSENT - I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. <div style="float: right; text-align: right;"> <b>X</b> </div>	

FOR DEPARTMENT USE ONLY	
DATE APPLICATION RECEIVED <b>2/2/2012</b>	APPLICATION RECEIVED BY: 

SVR 12-0007

# ATTACHMENT B

## VICINITY MAP



**Vicinity of  
Proposed Vacation**





# COUNTY OF SONOMA

## PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403  
(707) 565-1900 FAX (707) 565-1103

### GENERAL PLAN CONSISTENCY DETERMINATION

(Unless otherwise indicated all references are to the Sonoma County General Plan.)

**To:** Laurel Putnam

**From:** Denise Peter, Planner III

**Date:** July 10, 2012

**Project Applicant:** Draeger, Mansfield, Wiser

**Project Name and File Number(s):** PPR 12-18-01 & SUR12-0007

**Project Location/APN #:** Carriger Rd. between Carriger Creek and Fowler Creek Rd., Sonoma; APN's 042-180-047 & 052; 052-681-013.

**Project Description:** The project involves the vacation of an approximately 50' x 600' strip of public land between Carriger Creek and Fowler Creek Rd.

**General Plan Consistency:** Consistent:

#### Analysis

The General Plan Open Space Element does not show this area as being proposed for trails, bike lanes, or parkland.

The General Plan Circulation Element (Figure CT-4i) does not show this land as being a part of the County's arterial or collector circulation system. There are not any General Plan policies specific to Carriger Rd. This portion of Carriger Rd., south of Carriger Creek, serves only 3 parcels and terminates at Fowler Creek Rd. A bridge would need to be constructed to connect Carriger Road north of the creek with Fowler Creek Rd. There are no plans or funding to construct a bridge over Carriger Creek, and in order to do so private property (APN's 142-180-051) would need to be acquired. Carriger Rd right of way north of Carriger Creek (adjacent to APN's 142-180-010 & 011) was proposed for vacation several years ago and that vacation of right of way was found consistent with the General Plan (PRMD File No. PPR04-18-06).

There are no South Sonoma Valley Area 1 Plan policies which would preclude such vacation of right of way.

The General Plan and South Sonoma Valley Area 1 plan policies do not appear to preclude the vacation of this right of way.

- c. Project Referral
- Aerial Photos



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 38 2:10 p.m.  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** August 14, 2012

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

**Supervisory District(s):**

Laurel Putnam, 565-3714

First District

**Title:** Vacate a portion of Boyes Avenue (also known as Monterey Avenue) in Boyes Hot Springs

### **Recommended Actions:**

Conduct public hearing and adopt a resolution to vacate a portion of Boyes Avenue in Boyes Hot Springs specifically as described on the attached Exhibit A. (First District)

### **Executive Summary:**

On February 22, 2012, Permit & Resource Management Department (P.R.M.D.) staff received a Petition for Vacation of Public Easement/Public Right-of-Way (Attachment A), requesting the vacation of a portion of Monterey Avenue (which was created as Boyes Avenue on the subdivision map that created the right-of-way) in Boyes Hot Springs as shown on the vicinity map Attachment B and more specifically as delineated on the Plat entitled "Right Of Way Abandonment" prepared by Hogan Land Services, Attachment C. The petition was submitted by Jennifer Warton the owner of parcels adjoining most of the area requested to be vacated.

In response to the petition for the vacation of the subject public right-of-way, P.R.M.D. staff took the following steps to establish the merits of the vacation and the needs of the parties potentially affected by this vacation:

1. The subject right-of-way was researched and it was determined the County had an interest to consider vacating. The subject area was dedicated to the public and accepted on behalf of the public on the "Map of Subdivision No. 2 of Sonoma Highlands" filed as Book 33 of Maps at Page 8, Sonoma County Records in December 1915 (Attachment D). Although the dedications on the map were accepted by the Board of Supervisors at the time, the map notes that the same would not be maintained at the expense of the County. Subsequently, the improved roadways in the area have been taken into the public maintenance system (making them maintained public rights-of-way) and are listed in the Transportation and Public Works Department's Post Mile book. However, the portion of the roadway that is the subject of the petition is not improved and therefore not listed in the Post Mile book.

2. A field review was conducted by P.R.M.D. staff. Staff observed an area that has had some fire clearing, but is generally quite steep with numerous trees and some rocks that would make it difficult to build a public roadway within the 30-foot wide right-of-way.
3. Notification of the proposed vacation of the subject right-of-way was sent to the Environmental Review and Special Projects Division of P.R.M.D. in conformance with Section 65402 of the Government Code, and a General Plan Consistency Analysis Determination was requested. The proposed vacation of Boyes Avenue was determined to be consistent with the General Plan (Attachment E).
4. Notification of the proposed vacation was sent to all County Departments and public agencies with a potential interest in the subject right-of-way. No objections were received.
5. Notification of the proposed vacation was sent to all public and private utilities with a potential interest in the subject right-of-way. No objections were received.
6. Notification of the proposed vacation was sent to all owners of neighboring parcels located within 300 feet of the area proposed to be vacated. Electronic mail was received from two of the notified property owners objecting to the right-of-way vacation on a primarily environmental basis (the objections are located in Attachment F). Neither of the objectors will have any access rights affected by the right-of-way vacation, said right-of-way having been created in 1915 on the original subdivision map but never developed.

**Prior Board Actions:**

Resolution No. 98-1070 dated August 11, 1998 to vacate a portion of Boyes Ave. recorded as Document No. 1998097089 Official Records of Sonoma County on August 24, 1998.

**Strategic Plan Alignment:** Goal 4: Civic Services and Engagement

By vacating this right-of-way the County seeks to align public service provided with community needs and desires.

**Fiscal Summary - FY 12-13**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0.00	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0.00</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This item is mainly administrative in nature. By vacating the right-of-way described in Exhibit "A", the County will benefit from reduced potential liability. There are no County maintenance costs associated with this land area.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

- A) Resolution with Exhibit "A" and Exhibit "B"
- B) Attachment A, Petition for Vacation of Public Easement/Public Right-of-way
- C) Attachment B, Portion of Assessor Parcel Map and Vicinity Map
- D) Attachment C, Plat entitled "Right Of Way Abandonment" prepared by Hogan Land Services
- E) Attachment D, Map of Subdivision No. 2 of Sonoma Highlands (Book 33 of Maps, Page 8, Sonoma County Records)
- F) Attachment E, General Plan Consistency Determination
- G) Attachment F, E-mail communication from objectors to right-of-way vacation (2 parties)

**Related Items "On File" with the Clerk of the Board:**

None



**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 8/14/2012**

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, To Approve The Petition To Vacate A Portion Of Boyes Avenue (Also Known As Monterey Avenue) As Shown On The Map Of Subdivision No. 2 Of Sonoma Highlands And More Specifically Described In Exhibit A.**

**Whereas**, Division 9, Part 3, Chapter 3 of the California Streets and Highways Code (Section 8300 et seq.) provides a process for a local agency to consider the vacation of public streets, highways, and public easements; and

**Whereas**, a petition was filed with this Board to vacate all that portion of Boyes Avenue adjacent to Lots 9 through 12, and extending along the end of Caliente Avenue between Lots 4 and 5 as shown on the "Map of Subdivision No. 2 of Sonoma Highlands", and as described in Exhibit "A", and shown on the location map in Exhibit "B", attached hereto; and

**Whereas**, notice of the public hearing on the requested vacation was published and posted, and on August 14, 2012, this Board conducted a public hearing, all as required by law; and

**Whereas**, Division 9, Part 3, Chapter 3 of the California Streets and Highways Code (Section 8300 et seq.) provides that this Board must consider its General Plan before approving any vacation of County right-of-way or interest, and requires that the Board obtain a report from the County Planning Agency on conformity with the General Plan before considering the vacation request; and

**Whereas**, this Board has reviewed the report of the Permit and Resource Management Department (P.R.M.D.) Comprehensive Planning Division concluding that the vacation is consistent with the General Plan; and

**Whereas**, after considering the oral and documentary evidence presented at the hearing, this Board determined that Boyes Avenue as described in Exhibits "A" and "B", is not necessary for present and prospective public use; and

**Whereas**, this portion of Boyes Avenue may be vacated if the Board determines that the vacation is consistent with the General Plan, and if the right-of-way is unnecessary for present or prospective use.

**Now, Therefore, Be It Resolved** that the Board of Supervisors finds and determines that all of the facts previously stated are true and correct.

**Be It Further Resolved** that the Board of Supervisors finds that the portion of Boyes

Resolution #  
Date: 8/14/2012  
Page 2

Avenue described in the attached legal description and shown on the attached maps, Exhibits “A” and “B”, is not necessary for present or prospective public use.

**Be It Further Resolved** that the Board of Supervisors finds that the proposed vacation is consistent with the General Plan.

**Be It Further Resolved** that the Board of Supervisors finds that granting the proposed vacation request is in the public interest.

**Be It Further Resolved** that the petition to vacate a portion of Boyes Avenue is approved.

**Be It Further Resolved** that the Clerk of the Board of Supervisors is hereby authorized to send a certified copy of this resolution, attested by the Clerk under seal per Streets and Highways Code Section 8325, to the Office of the County Recorder who is hereby directed to record it.

**Be It Further Resolved** that from and after the date of recording, the portion of Boyes Avenue described in Exhibit “A” shall no longer exist.

**Supervisors:**

Brown:	Rabbitt:	McGuire:	Carrillo:	Zane:
Ayes:	Noes:	Absent:	Abstain:	

**So Ordered.**

# EXHIBIT "A"

## Legal Description

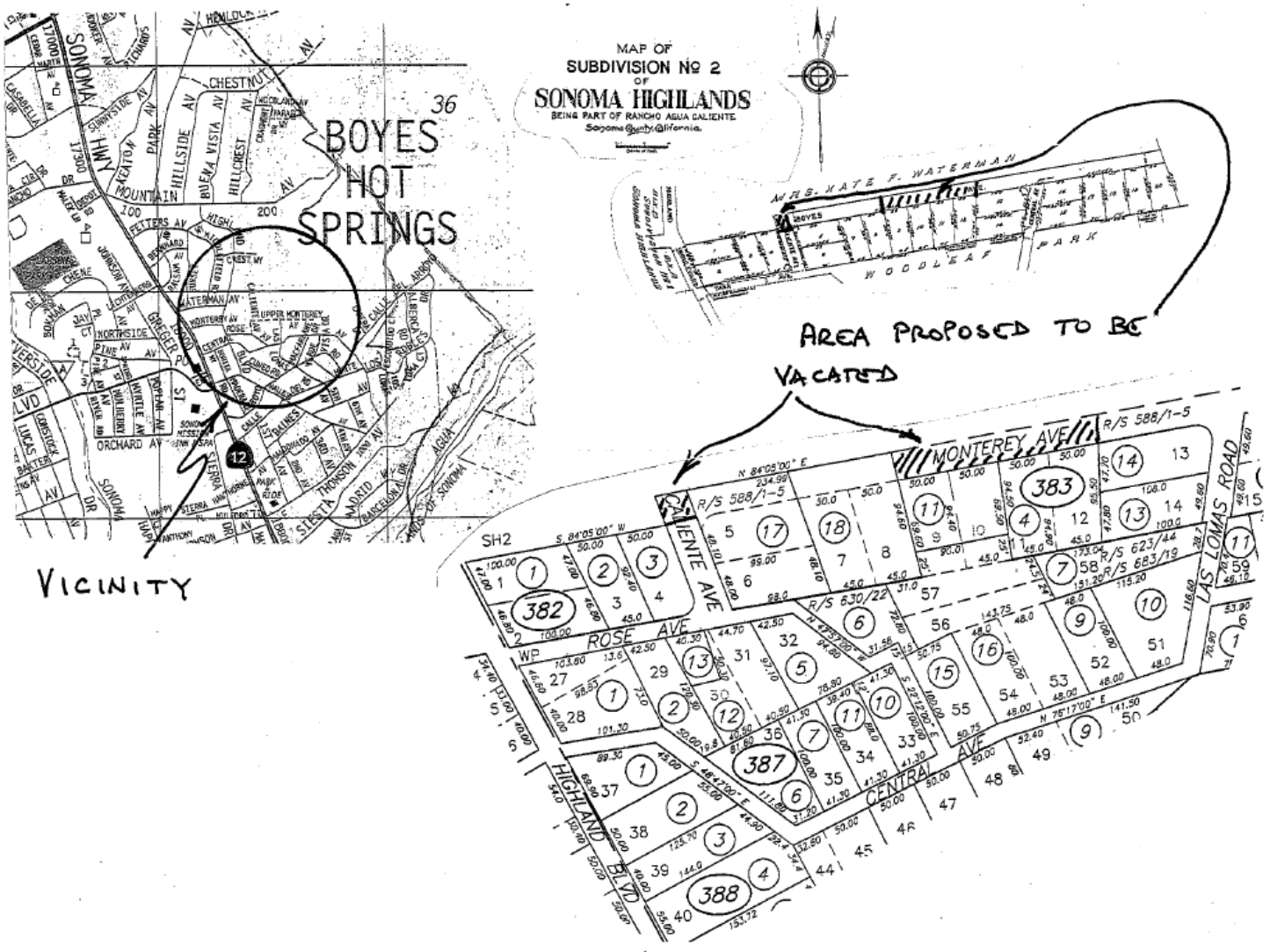
All that portion of the public right-of-way known as Monterey Avenue (named Boyes Avenue on "Subdivision #2 of Sonoma Highlands", Book 33 of Maps, Page 8, S.C.R.) lying east of a line perpendicular to said right of way from the northeast corner of Lot 12 of said map, thence westerly to the west line of Caliente Avenue, also as shown on said map and north of the south line of said Monterey Avenue, more specifically shown on the attached site plan.



*Gary O'Connor*

# EXHIBIT "B"

## Site Map





# COUNTY OF SONOMA

## PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403  
(707) 565-1900 FAX (707) 565-1103

### PETITION FOR VACATION OF PUBLIC EASEMENT/PUBLIC RIGHT-OF-WAY

Please Type or Print

GENERAL INFORMATION			
LOCATION OF PROJECT/ADDRESS <b>MONTEREY AVE. SONOMA CA</b>	ASSESSORS PARCEL NUMBER(S) <b>056-383-017</b>	ZONING <b>RI-B6-S-DU</b>	
NAME OF PROPOSED PROJECT (if Applicable) <b>MONTEREY VACATES</b>	<b>056-336-001</b>	GENERAL PLAN DESIGNATION	
	<b>056-383-011</b>		
	<b>056-383-004</b>		
APPLICANT NAME <b>JENNIFER WARTON*</b>	BUSINESS PHONE <b>(707) 364 8080</b>	HOME PHONE <b>(707) 933-9090</b>	
APPLICANT ADDRESS <b>516 DONALD ST</b>	CITY <b>SONOMA</b>	STATE <b>CA</b>	ZIP <b>95476</b>
APPLICANT REPRESENTATIVE (if Applicable) <b>MIKE HOGAN - HOGAN LAND SERVICES</b>	BUSINESS PHONE <b>(707) 544-2104</b>	HOME PHONE ( ) -	
APPLICANT REPRESENTATIVE ADDRESS <b>541 FARMERS LAKE</b>	CITY <b>SANTA ROSA</b>	STATE <b>CA</b>	ZIP <b>95405</b>
PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW) <b>* Same</b>	BUSINESS PHONE <b>(707) 544-2104</b>	HOME PHONE ( ) -	
PROPERTY OWNER ADDRESS	CITY	STATE	ZIP

EASEMENT/RIGHT-OF-WAY DESCRIPTION
PURPOSE FOR REQUESTING VACATION <b>We would like the county to abandon so we can take ownership and properly maintain clean the area. The area/public right-of-way</b>
PROPOSED NEW USE <b>services and only has access to our adjoining parcels. The area has</b>
<b>litterers who litter their garbage of food, broken hazardous alcohol</b>
STATE WHY EASEMENT OR RIGHT-OF-WAY IS NO LONGER OF NECESSITY TO THE PUBLIC <b>bottles and drug paraphernalia.</b>
<b>→ The public has had no need to access since it only adjoins our private property.</b>
SUBMITTAL INFORMATION:
<p>1 <input type="checkbox"/> Name, address &amp; phone number of local water company.</p> <p>2 <input type="checkbox"/> List of names &amp; addresses of recorded property owners requesting the proposed vacation (if available).</p> <p>3 <input type="checkbox"/> Vicinity map with North arrow.</p> <p>4 <input type="checkbox"/> Map of all property adjoining the boundaries of the proposed vacation showing:</p> <p style="margin-left: 20px;">a. Easement or right-of-way to be vacated;</p> <p style="margin-left: 20px;">b. Location of all known public utilities;</p> <p style="margin-left: 20px;">c. Existing use of property adjoining proposed vacation;</p> <p style="margin-left: 20px;">d. Assessor's parcel number of each parcel shown;</p> <p style="margin-left: 20px;">e. Existing use of the right-of-way by abutting properties.</p>
<p><b>PROPERTY OWNER'S CONSENT</b> - I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.</p> <p style="text-align: right;"><b>X</b> </p>

#### FOR DEPARTMENT USE ONLY

DATE APPLICATION RECEIVED <b>2/22/2012</b>	APPLICATION RECEIVED BY: 
---	------------------------------

SUR 12-0008

**JENNIFER AND THOMAS WARTON**  
516 Donald Street, Sonoma, CA 95476  
2-22-12

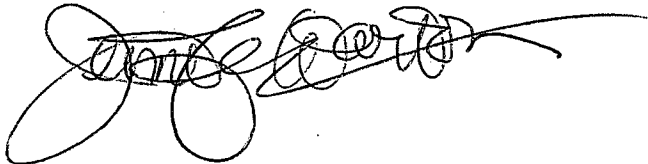
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### Petition for Vacation of Public Easement/Public Right-of-Way

#### Submittal Information – Attachment A.

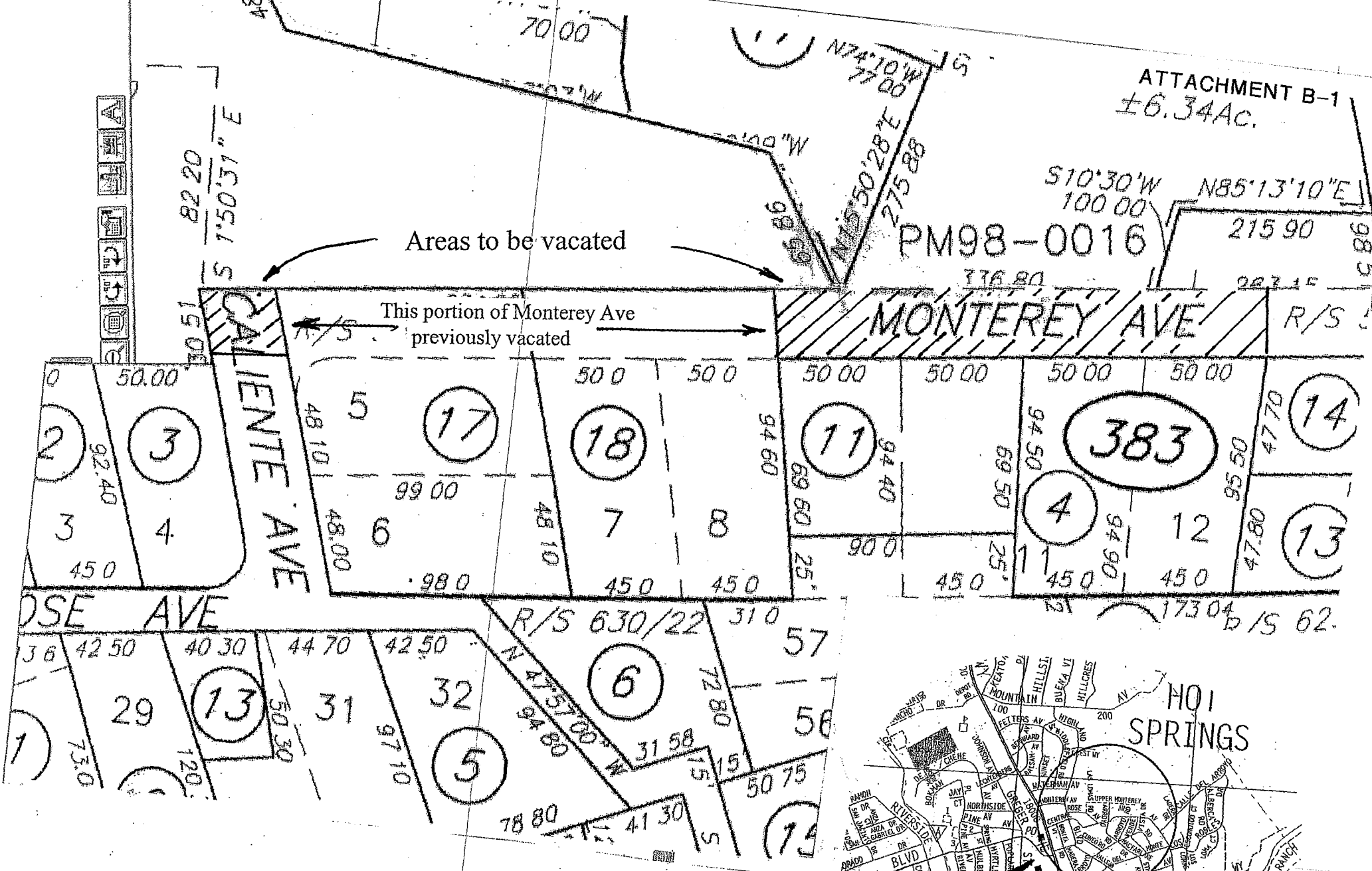
1. Name, Address & phone number of local water company:  
Valley of the Moon Water District  
19039 Bay Street, PO BOX 280, El Verano, CA 95433-0280
2. List of names & addresses of recorded property owners requesting the proposed vacation:  
**JENNIFER AND THOMAS WARTON**  
516 Donald Street, Sonoma, CA 95476
3. Vicinity map with North arrow.  
See exhibit from Mike Hogan – Hogan Land Services.
4. Map of all property adjoining the boundaries of the proposed vacation showing:
  - a) Easement of right of way to be vacated: See exhibit from Mike Hogan – Hogan Land Services and pictures.
  - b) Location of all known public utilities; See exhibit from Mike Hogan – Hogan Land Services and pictures.
  - c) Existing use of property adjoining proposed vacation; Use is residential/vacant land.
  - d) Assessor's parcel number of each parcel shown: Warton #056-383-017, Warton #056-383-011 and Warton #056-383-004.
  - e) Existing use of the right-of-way by abutting properties; None, no use.

Sincerely,



**JENNIFER WARTON**  
**707-364-8080**

ATTACHMENT B-1  
±6.34AC.



Areas to be vacated

This portion of Monterey Ave  
previously vacated

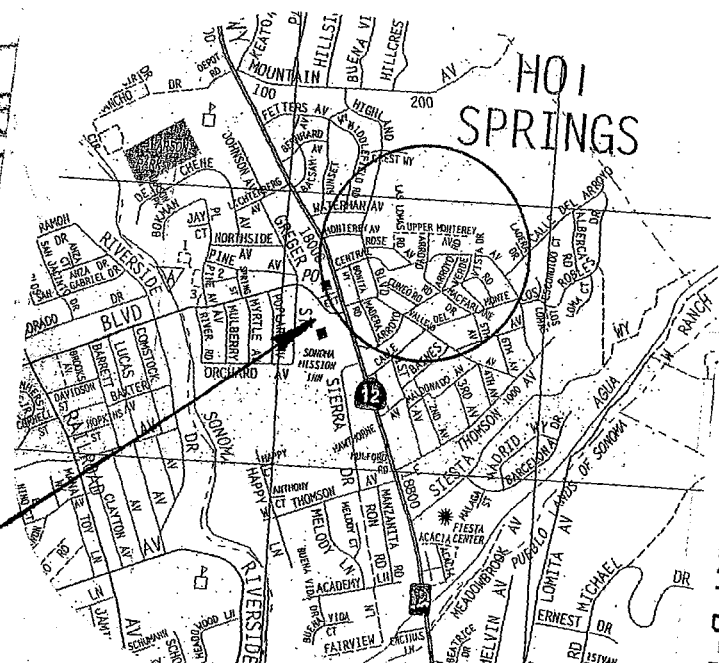
PM98-0016

MONTEREY AVE

CALIENTE AVE

DOSE AVE

Vicinity of vacation



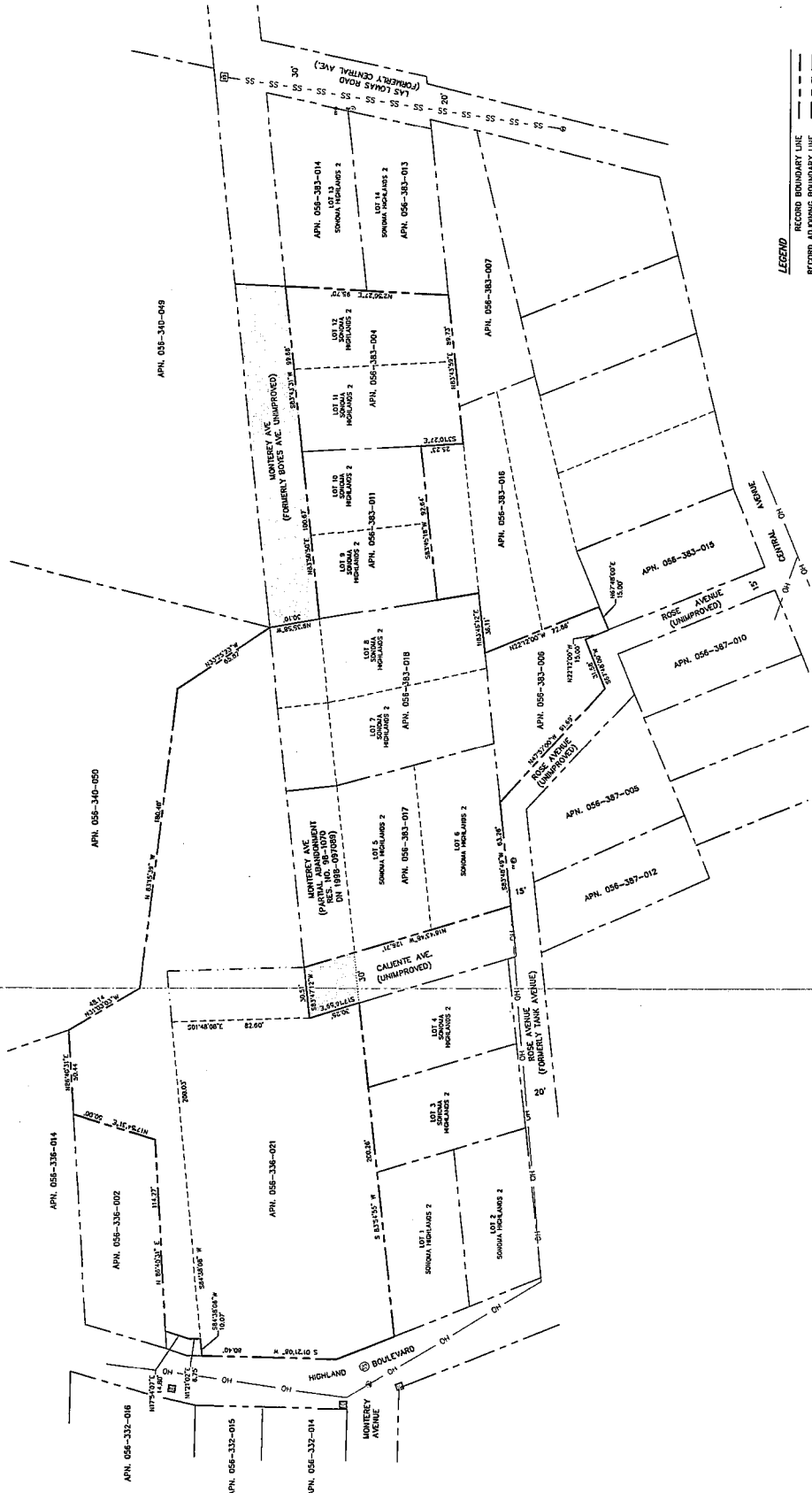
ATTACHMENT B-1

RIGHT OF WAY ABANDONMENT

HOGAN LAND SERVICES A CALIFORNIA CORPORATION

APN: 056-332-016, 056-332-015, 056-332-014, 056-332-013, 056-332-012, 056-332-011, 056-332-010, 056-332-009, 056-332-008, 056-332-007, 056-332-006, 056-332-005, 056-332-004, 056-332-003, 056-332-002, 056-332-001, 056-340-050, 056-310-049

ATTACHMENT C-1



- LEGEND: RECORD BOUNDARY LINE, RECORD ADJOINING BOUNDARY LINE, EXTINGUISHED BOUNDARY LINE, RECORD EASEMENT LINE, RECORD EXCISEMENT LINE, PROPOSED RIGHT OF WAY TO BE ABANDONED, SEWER CLEAN OUT, DROP INLET, SANITARY SEWER MANHOLE, POWER POLE



NOTES: 1) THE MAP DOES NOT CONSTITUTE A BOUNDARY SURVEY. BOUNDARY INFORMATION SHOWN IS PER RECORD DATA ONLY.

Small text at the bottom of the page, likely a disclaimer or copyright notice.



MAP OF  
 SUBDIVISION NO 2  
 OF  
**SONOMA HIGHLANDS**  
 BEING PART OF RANCHO AGUA CALIENTE  
 Sonoma County, California.



**KNOW ALL MEN BY THESE PRESENTS:**

That I, Mrs. Kate F. Waterman, do declare and say that from the corner of the lands embraced in Subdivision No 2 or SONOMA HIGHLANDS. That I have caused the lands to be surveyed and subdivided for the purpose of selling and leasing by referring to and in accordance with this Map of said Subdivision, consisting of one sheet. The said map shows all roads, avenues and highways embraced within the said described lands, all of which are hereby dedicated to the Public, forever, for highway purposes.

*Kate F. Waterman*

State of California ) ss.  
 County of Mendocino )

On this 17<sup>th</sup> day of December, A.D. 1915, before me a Notary Public in and for the County of Mendocino, State of California, personally appeared Mrs. Kate F. Waterman, known to me to be the person whose name is subscribed to the within instrument, and she acknowledged to me that she executed the same. In witness whereof, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

*Edward M. Shaw*  
 Notary Public in and for the County of Mendocino, State of California.

J. C. PARSONS, State Licensed Surveyor, do hereby certify that this map of Subdivision No 2 or SONOMA HIGHLANDS is a true and correct representation of the subdivision of the lands herein shown. The survey was made on the ground by me in November, 1915. All 84 corners are marked by stakes driven in the ground. In witness whereof, I have hereunto set my hand and affixed my seal this 7<sup>th</sup> day of December, 1915.

*J. C. Parsons*  
 State Licensed Surveyor, Santa Rosa, Cal.

I, W. W. Felt, Clerk of the Board of Supervisors of Sonoma County, California, do hereby certify that a good and sufficient bond in the sum of \$25,000 has been filed with the Board of Supervisors of Sonoma County, California, which bond has been approved by said Board, and which will insure to the benefit of said County for the payment of all taxes which are a lien, at the time of the filing of this map, to be known as Subdivision No 2 or SONOMA HIGHLANDS, or any part thereof, but not yet payable.

*W. W. Felt*  
 Clerk of the Board of Supervisors of Sonoma County, California.

In the Rooms of the Board of Supervisors of the County of Sonoma, State of California.

This is to certify that the Board of Supervisors of the County of Sonoma, State of California, did on this 28<sup>th</sup> day of December, A.D. 1915, by resolution regularly passed and entered in the minutes of said Board, accept the roads, avenues and highways within the limits of the subdivision of the lands embraced in this map, which is hereby attached for and on behalf of the Public, and did with the same its public use, but did not accept said roads, avenues and highways to be constructed at expense of Sonoma County, and hereby approve said Map.

Witness my hand and the seal of said County.

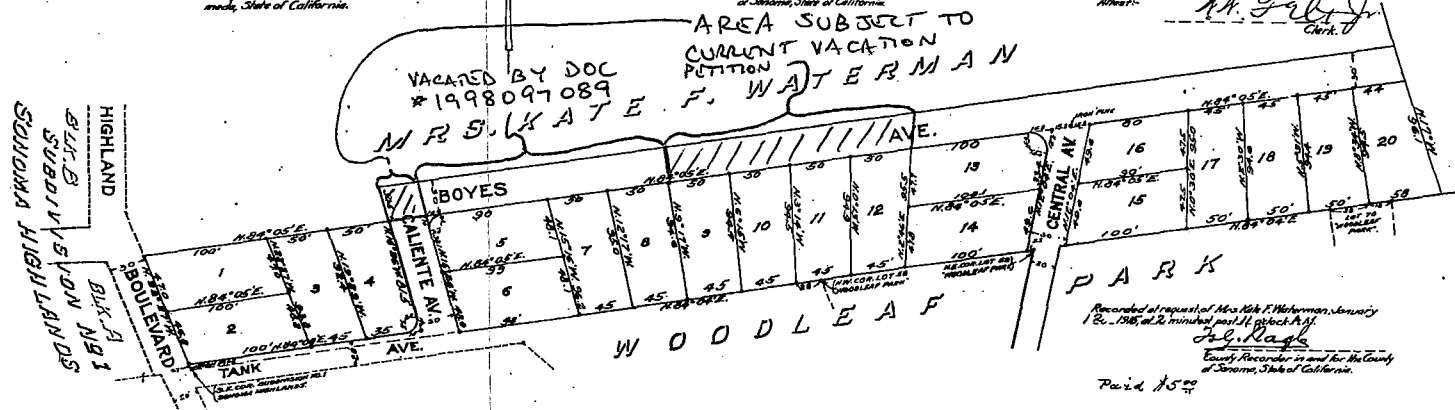
*W. W. Felt*  
 Clerk

J. C. A. POOL, County Auditor in and for the County of Sonoma, State of California, do hereby certify that there are no taxes for unpaid State or County taxes against the tract of land herein shown, or any part thereof, except those herein specified.

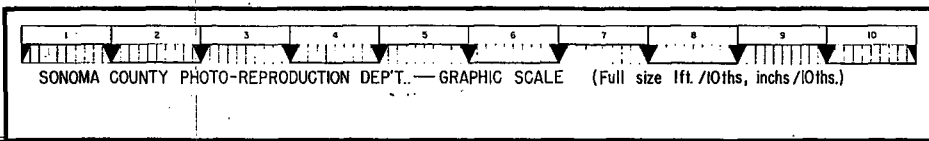
*J. C. A. Pool*  
 County Auditor in and for the County of Sonoma, State of California.

AREA SUBJECT TO  
 CURRENT VACATION  
 PETITION  
 F. WATERMAN

VACATED BY DOC  
 \*1998097089  
 MR SILKATE



Recorded at request of Mrs. Kate F. Waterman, January 1<sup>st</sup> 1916, at 2 minutes past 11 o'clock A.M.  
*J. C. A. Pool*  
 County Recorder in and for the County of Sonoma, State of California.  
 Paid \$50





# COUNTY OF SONOMA

## PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403  
 (707) 565-1900 FAX (707) 565-1103

### GENERAL PLAN CONSISTENCY DETERMINATION

(Unless otherwise indicated all references are to the Sonoma County General Plan.)

**To:** Laurel Putnam

**From:** Denise Peter, Planner III

**Date:** July 10, 2012

**Project Applicant:** Thomas & Jennifer Wharton

**Project Name and File Number(s):** PPR 12-18-02 & SUR 12-0008

**Project Location/APN #:** Monterey Ave. east of Caliente Ave. and Caliente Ave. north of Rose Ave. Sonoma; APN's 056-336-021; 056-383-004, 006, 011, 017, 018

**Project Description:** The project involves the vacation of an approximately 40' x 400' (Monterey Ave.) and 40' by 40' (Caliente Ave.) strip of public right of way.

**General Plan Consistency:** Consistent.

### Analysis

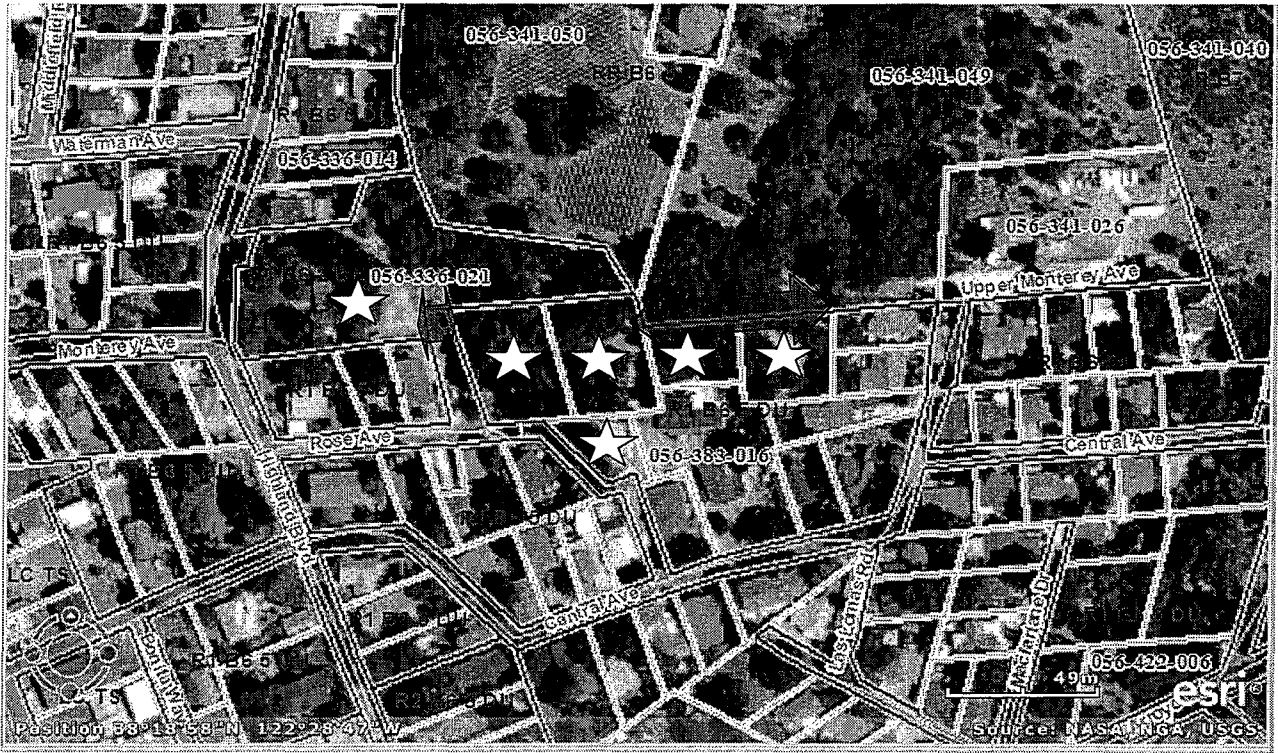
The General Plan Open Space Element does not show this area as being proposed for trails, bike lanes, or parkland. The General Plan Circulation Element (Figure CT-4i) does not show this land as being a part of the County's arterial or collector circulation system. There are not any General Plan policies specific to Monterey Ave.

~~There are no South Sonoma Valley Area 1 Plan policies which would preclude such vacation of right of way. The Land Use Plan of the South Sonoma Valley Area Plan does not recognize this road right of way as a local road, or as desirable open space.~~

The General Plan and South Sonoma Valley Area 1 plan policies do not appear to preclude the vacation of this right of way.

All of these parcels are under a single ownership (Thomas and Jennifer Cotton) and the subject right of way is located on a wooded, steep hillside. All except APN 056-336-021 are vacant.

The aerial below shows a red arrow in the approximate location of the right of way to be vacated. Parcels owned by Thomas and Jennifer Wharton are shown with a star.



- c. Project Referral
- Aerial Photos
- Assessor Parcel Maps

**Laurel Putnam**

**From:** heidi herefora [scorpionrabbit05@yahoo.com]  
**Sent:** Saturday, June 23, 2012 3:46 PM  
**To:** Laurel Putnam  
**Subject:** Fw: Proposed vacation of Monterey Ave.

Sorry Laurel, this is an amended version-please disregard the first one.  
thanks, Janet

**Subject:** Proposed vacation of Monterey Ave.

Hello Laurel

I have a problem with the proposed vacation of the public right of way on the (approximately 200feet) of Upper Monterey Ave.

I don't support the loss of another "public right of way".

Firstly, people like to walk & hike.

Some do it to simply enjoy Nature, to explore the natural surroundings that are accessible to them.

Not all of them leave a trail of garbage..some of them actually do the civic duty of picking up the garbage.

Others may utilize the open space as a short cut to their own home.

I have been made to understand that the County has no interest & no funds to make a real road there and that with public access removed, the County also is no longer liable.

In some people's eyes, this might seem like a win-win situation; the adjoining property owners lose an encumbrance to their property & the County dumps a potential liability.

Sometimes what seems like a simple solution is not so simple.

In my opinion, it is most likely neighbors in the immediate vicinity that are creating the problem.

I will also include MY neighbors on Lower Monterey as they bring their trash, recycling & yard waste cans to the last strip of Las Lomas Rd for pick up. I mention this because every Tues. after pick up there is garbage, paper, plastic, straws (anything you find in a can) on the ground.

As days go by, if myself or my neighbor Tom have not taken the time to go do clean up, the junk gradually makes its way up Upper Monterey Ave...the wind just takes it there. I want this noted as the people who are making the vacation request don't live here & may not be aware of these facts.

Secondly, there is the issue of the wildlife living in the area. Fencing will cause a detrimental change in the daily lives of these creatures, especially the deer.

I can speak to the ancestral path the deer follow from somewhere above my property (056-383-014) coming down Monterey Ave. and going onward toward the hills beyond Lower Monterey.

This path is travelled at least twice daily by deer. If the proposed vacation is approved & fencing is installed, it would have a terrible impact on the deer. I think we can anticipate deer attempting to jump over, and not always succeeding. That can cause a slow & painful death to a deer. It also leaves the fawns vulnerable as they could never make the jump.

There are also Fox & Raccoon to consider, even though they can probably burrow & squeeze under a fence.

I can imagine fencing specific to the area of concern being limited to the Caliente Ave. side.

In other words, fencing placed in a way to keep the people who are suspected of causing the problem out, making access difficult from that location. Perhaps if it wasn't easy, it might be forgotten..ignored.

The only fencing that was all inclusive to the area in question that *I could agree to* would have a narrow opening, probably following along the forest side that would allow the deer to pass freely heading East & West. Along the North side of Monterey Ave, it is largely forested, lots of brush & would not offer a big visual clue to the opening. People could figure it out, they could also climb any fence if determined. The deer would have access to their ancestral pathway to the hills and that is the right thing to do.

I recognize that this would require more fence material (expense), given it would be a second fence running parrael to the one that fences off the forest. I think it is a solid compromise however.

In all fairness, it is not just about the people. As stewards of the land, we need to safeguard the natural habitat for which the animals great and small call home.

Thank you for reading,

Janet H. Heidenreich

500 Las Lomas Rd.

Sonoma,CA 95476

707 939 9677

**Laurel Putnam**

**From:** WILD BILL [wildbill@inbox.com]  
**Sent:** Monday, June 25, 2012 1:31 PM  
**To:** Laurel Putnam  
**Subject:** Suspicious URL:Proposal on Monterey Road

To whom it may concern

My name is Bill Helms. I live at 530 Monterey Road in Boyes Hot Springs, Sonoma California. I have talked personally with all my neighbors who live on Upper Monterey Road and who use it as access to their property, except of course the one with the proposed action. They all said that would sign a paper against this action and if any question about my honesty or what I say I can get their signatures or have them contact you.

This letter is about the proposed action on Monterey Road which lies east of Caliente Road in Boyes Springs

Myself and all of the people who live on Upper Monterey road are completely against this proposal.

I have lived here for 28 years, my neighbor Darlene Wright even longer.

My other neighbors who own their own houses have been here also for a number of years. When the person or people who own the property behind me bought the property, one of the first things they did was fence it all in which kept almost all the wildlife, which we so much enjoyed sharing the land with. Either locked in or locked out of their homes and ways of access to food and water,

We all basically moved here for our privacy, a safe place for our kids to grow up, and to enjoy nature and the beauty of the land.

Not only did this person who bought the land behind us destroy a significant amount of our precious wildlife but has created a dangerous situation with a fire hazard. Before the property was fenced in it was fairly well maintained on the roads fire side by the neighbors adjacent to that property. Now the fence is completely covered with overgrowth on to my property and onto the upper portion of Monterey road. It was cleaned up one time when the owner bought the property but not once since.

It is observed that if this is how much he respects us now why would we want more of the same. Why didn't we get contacted by this person and told about anything beforehand? He never even gave us a way to contact him.

We, all the people who reside on Monterey road do not want any more of this person's negative actions around here. I have seen no positive actions from said person to help us improve our neighborhood at all. We were quite happy the way things were before when we had a natural surrounding here with the animals being free to come down here and drink etc.. People and animals alike enjoyed being part of nature before it was fenced away. People used to take their kids for walks here and sometimes even schools brought children here for nature study. Bird watchers also came here to do their thing counting certain species of birds etc. Why was this huge fence put up I have no clue but it has significantly changed a lot of the way things are here.

We are a fairly tight knit neighborhood and when we have issues we usually solve them ourselves without outside help such as an issue we are having with garbage right now which I believe is almost already solved.

Bottom line is we are against this proposed action.

Thank you for your time and your respect to notify us of this action especially because our new neighbor who bought the land in question did not.

Sincerely and Respectfully

William Helms and all the people who live on Upper Monterey Road

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Send your photos by email in seconds...

TRY FREE IM TOOLPACK at <http://www.imtoolpack.com/default.aspx?rc=if3>

## **ITEM #39**

**Public Hearing to Consider Amendment to the  
County's Alcohol Ordinance - PLP04-0056**

**This item has been continued to a future date.**