

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

TUESDAY

JANUARY 8, 2013

8:30 A.M.

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

Susan Gorin	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, the Sonoma Clean Power 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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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. INSTALLATION CEREMONY

- A. Administration of the Oath of Office and presentation of Certificate of Election Sonoma County Supervisor Susan Gorin, First District.
- B. Administration of the Oath of Office and presentation of Certificate of Election Sonoma County Supervisor Shirlee Zane, Third District.
- C. Administration of the Oath of Office and presentation of Certificate of Election Sonoma County Supervisor Efren Carrillo, Fifth District.

III. NOMINATION AND ELECTION OF BOARD CHAIR, VICE-CHAIR AND CHAIR PRO-TEM (also appears as Item #31 on the Regular Calendar)

- A. Nomination and election of Chair
- B. Nomination and election of Vice-Chair
- C. Nomination and election of Chair Pro-Tem
- D. Remarks of outgoing Chair and other Supervisors
- E. Remarks of incoming Chair
- F. Seating selection at the dais

IV. RECESS TO RECEPTION IN THE FOYER

V. BOARD MEMBER ANNOUNCEMENTS

VI. CONSENT CALENDAR

(Items 1 through 29)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 2)

PRESENTATIONS AT BOARD MEETING

- 1. Adopt a Gold Resolution proclaiming January 8, 2013 to February 12, 2013, as Human Trafficking Awareness Month in Sonoma County. (District Attorney's Office/Human Resources/Health Services/Human Services/Probation/Sheriff's Office)

PRESENTATIONS AT DIFFERENT DATE

- 2. Adopt a Gold Resolution honoring Gregory Winters for his recent achievement of Eagle Scout BSA Troop 2. (Second District)

CONSENT CALENDAR (Continued)

COMMUNITY DEVELOPMENT COMMISSION

(Commissioners: Gorin, Rabbitt, Zane, McGuire, Carrillo)

3. Approve three exceptions to Housing Rehabilitation Loan Program policies to authorize approval of an \$85,000 loan to Community Housing Sonoma County for the property at 16451 Mill Street in Guerneville. (Fifth District)
4. Authorize the Sonoma County Community Development Commission Executive Director to (A) apply to the U.S. Department of Housing and Urban Development for Continuum of Care Program funds for up to \$35,000 for planning and grant administration costs, and up to \$105,000 for a Coordinated Intake program; (B) execute associated Continuum of Care funding agreements and other required documents if and when grants are awarded, and (C) submit and execute funding agreements and documents for renewal grant funding in subsequent years.

SONOMA COUNTY WATER AGENCY

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

5. Authorize the Chair to approve the first amended agreement with MMI Engineering, Inc., in an amount not to exceed \$56,785, expanding the scope of work to include Phase 2 environmental characterization of soil and groundwater, construction and bid support for the Santa Rosa aqueduct at the Rodgers Creek Fault crossing, and extending the agreement term by one year for a new not-to-exceed agreement total of \$318,785 and end date of April 30, 2014. (Third District)

AUDITOR CONTROLLER-TREASURER TAX COLLECTOR

6. Review and accept the audit report of the Sonoma County District Attorney's Office Workers' Compensation Insurance Fraud Program for the fiscal year ended June 30, 2012.
7. Review and accept the audit report of the Sonoma County District Attorney's Office Automobile Insurance Fraud Program for the fiscal year ended June 30, 2012.
8. Review and accept Agreed Upon Procedures and review reports of the Sonoma County Treasury for compliance with Government Code 26920 for the quarters ending March 31, 2012 and June 30, 2012 with no significant findings.

BOARD OF SUPERVISORS

9. Adopt the County of Sonoma Board of Supervisors calendar of meetings for the year 2013.

COUNTY ADMINISTRATOR

10. Authorize the County Administrator to amend the employment contract with Richard Bottarini for the position of Sonoma County Local Agency Formation Commission (LAFCO) Executive officer to: (A) Extend the term by 14 months from April 1, 2013 to June 30, 2014; (B) Require annual performance reviews by LAFCO; (C) Allow Incumbent Executive Officer to voluntarily reduce pay in new term through submission of irrevocable waiver.

CONSENT CALENDAR (Continued)

COUNTY COUNSEL

11. Authorize the Chair to execute a first amendment to the professional services agreement with Perkins Coie (an increase from \$25,000 to \$60,000), for legal services related to the Enterprise Financial System negotiations. (4/5 vote required)

FIRE AND EMERGENCY SERVICES

12. Adopt a Resolution approving grant and authorizing the Chair to execute the agreement between the County of Sonoma and the State of California Department of Forestry and Fire Protection for the Volunteer Fire Assistance Program Award #7FG12025 in the amount of \$13,303, through August 31, 2013.

GENERAL SERVICES / SHERIFF'S OFFICE

13. Ratify Amendment No. 1 to lease agreement L-0986, executed between the State of California and the County of Sonoma providing for replacement of communications tower and equipment vault improvements at the Mt. Jackson Lookout communications site near Guerneville, and offset of the \$18,634 annual rent value of the lease by contribution of County vault space and other in-kind services to the State.

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: Gorin, Rabbitt, Zane, McGuire, Carrillo)

14. Authorize the Chair to execute a contract amendment with The Segal Company for benefit consulting and actuarial services, extending the term of the agreement for six months from January 1, 2013 to June 30, 2013, and increasing the agreement by \$150,000, for a total agreement amount not to exceed \$1,466,000.

REGIONAL PARKS

15. Approve and authorize the Chair to execute the Memorandum of Understanding between the County and Sonoma County Waste Management Agency (SCWMA) setting forth the terms and conditions for the use of SCWMA Oil Payment Program funds (up to \$15,210) to improve the existing oil collection site at Spud Point Marina. (Fifth District)

CONSENT CALENDAR (Continued)

REGIONAL PARKS
AND
AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

16. Adopt a Concurrent Resolution approving an application for grant funds from the Recreational Trail Program grant in the amount of \$250,000 to fund land acquisition for the Mark West Creek Regional Park and Open Space Preserve. (First and Fourth Districts)

SHERIFF'S OFFICE

17. Authorize the Sheriff to execute the agreement with Kaiser Air, Inc. for helicopter maintenance services for the period of January 1, 2013 through June 30, 2015, in an amount not to exceed \$319,639.
18. Authorize the Sheriff to execute the agreement with Golden Gate K9, LLC, for law enforcement canine training services for the period of January 1, 2013 through June 30, 2014, in an amount not to exceed \$120,000.

TRANSPORTATION AND PUBLIC WORKS

19. Adopt a Resolution authorizing the Director of Transportation and Public Works Department to submit a \$150,000 grant application to California Department of Resources Recycling and Recovery (CalRecycle) and authorizing the Director to execute the grant agreement and any related documents upon approval from the State. (Fourth District)
20. Adopt a Resolution appropriating \$140,000 from Road Maintenance Fund Balance and transferring \$390,000 from Road Maintenance to Heavy Equipment Replacement Fund. (4/5 vote required)
21. Adopt a Resolution for an increase of \$150,000 to a total loan amount of \$400,000 with an extension to the current bridge loan from the Small Water Systems Loan Assistance Fund, to be repaid by November 30, 2014, at 3% interest, from funds secured from the United States Department of Agriculture and approve a budgetary adjustment in the amount of \$215,000. (Fifth District) (4/5 vote required)

TRANSPORTATION AND PUBLIC WORKS / COUNTY COUNSEL

22. Authorize the Chair to execute the fifth amendment to the legal services agreement with the law firm Atkinson, Andelson, Loya, Ruud and Romo for outside counsel assistance regarding a construction dispute over the County's leachate pipeline construction project. Amendment increased amount by \$150,000, increasing the total compensation not-to-exceed amount to \$550,000, and extending the contract term through January 31, 2014. (Third District)

CONSENT CALENDAR (Continued)

MISCELLANEOUS

23. Approval of Minutes – (A) Approve the Minutes of the Meeting of December 4, 2012 for the following: Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Sonoma County Water Agency, and Board of Supervisors and (B) Approve the Minutes of the Meeting December 4, 2012 of the Sonoma Valley County Sanitation District. (C) Approve the Minutes of the Meeting of December 11, 2012 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Sonoma County Water Agency, Sonoma Clean Power Authority, and Board of Supervisors and (D) Approve the Minutes of the Meeting December 11, 2012 of the Sonoma Valley County Sanitation District.

APPOINTMENTS/REAPPOINTMENTS

(Items 24 through 29)

24. Appoint Elizabeth McCarthy to the Community Development Committee beginning January 8, 2013, at the pleasure of the Board. (Fifth District)
25. Appoint Tony Anello to the Spud Point Advisory Committee beginning January 8, 2013 at the pleasure of the Board. (Fifth District)
26. Reappoint Dennis Murphy to the Sotoyome Resource Conservation District Board of Directors, representing the County of Sonoma for a four year term from December 7, 2012 through December 2, 2016. (Countywide)
27. Reappoint Ron Rolleri to the Sotoyome Resource Conservation District Board of Directors, representing the County of Sonoma for a four year term from December 7, 2012 through December 2, 2016. (Countywide)
28. Reappoint Brian Sobel to serve as a public member-at-large of the Golden Gate Bridge, Highway and Transportation District Board of Directors for a two year term from January 1, 2013 through January 1, 2015. (Countywide)
29. Amend the term end date for the appointment of Stephanie Hulbert to the Developmental Disabilities Board (Area IV), as Sonoma County representative, extending the term end date to December 31, 2015. Appointment was approved by the Board of Supervisors on November 20, 2012, for a three year term, with an incorrect term end date of November 20, 2015. (Countywide)

VII. REGULAR CALENDAR

(Items 30 through 34)

COUNTY ADMINISTRATOR

30. Receive a presentation on the State Legislative Session from Senator Noreen Evans, Chair of the Senate Judiciary Committee.

BOARD OF SUPERVISORS

31. Selection of Officers 2013 – (A) Adopt a Resolution appointing the Chair, Vice-Chair and Chair Pro-Tem for the year 2013 for the Board of Supervisors, Directors and Commissioners; (B) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Corporation, (C) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Authority, and (D) Adopt a Resolution naming the officers of the Sonoma County Water and Wastewater Financing Authority.
32. Establish assignments for members of the Board of Supervisors and the Board of Directors of the Sonoma County Water Agency for the year 2013.

ECONOMIC DEVELOPMENT BOARD

33. Accept the recommendations of the Innovation Action Council Taskforces and direct staff to proceed with recommendations as presented.

BOARD OF SUPERVISORS

34. Ad Hoc Committee on Mentoring, Youth and Education recommendation to support local students' educational efforts and workforce investment –
- (A) Launch a county employee program in Schools of Hope;
 - (B) Provide funding for three additional career technical education classes through the Sonoma County Office of Education for five years;
 - (C) Provide one time funding of \$100,000 to Scholarship Sonoma County, and;
 - (D) Adopt the Community Pledge for Cradle 2 Career on behalf of the County of Sonoma.

VIII. CLOSED SESSION CALENDAR

(Items 35 through 39)

35. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Jessica Greenlief v. Michael Lennox, County of Sonoma, Leilani Ankai, Kevin Morris, et al. Sonoma County Superior Court 248315 (Govt. Code Section 54956.9 (a)).
36. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: County of Sonoma v. Surectec Insurance, SCV-252019 (Govt. Code Section 54956.9 (a)).
37. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation (Govt. Code Section 54956.9 (b)).
38. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Sonoma County Law Enforcement Association v. County of Sonoma et al (before Public Employees Relations Board) (case number not yet assigned) (Govt. Code Section 54956.9 (a)).
39. 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)).

IX. REGULAR AFTERNOON CALENDAR

(Items 40 through 42)

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

40. Report on Closed Session.
41. **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.)
42. 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

NOTE: The next meeting will be held on January 15, 2013 at 8:30 a.m.

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

1. February 5th (PM) – ZCE11-0009-0012; Design Guidelines for Bodega, Duncans Mills, Freestone, and Occidental Historic Districts
2. February 26th (AM) – Sonoma County Transit’s Fiscal Year 2012 Short Range Transit Plan



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: Sonoma County Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement:

Department or Agency Name(s): District Attorney's Office; Human Resources; Health Services; Human Services; Probation Department; Sheriff's Office

Staff Name and Phone Number:

Supervisory District(s):

William Brockley 565-3366

Title: Human Trafficking Awareness Month

Recommended Actions:

Resolution proclaiming January 8, 2013, to February 12, 2013, as Human Trafficking Awareness Month in Sonoma County

Executive Summary:

Background: On behalf of the many public and private agencies working together to raise awareness of and combat human trafficking, six departments -- Human Resources (The Commission on Human Rights and the Commission on the Status of Women), the District Attorney, Health Services, Human Services, Probation and the Sheriff's Office -- have come together to seek a proclamation naming January 8, 2013, to February 12, 2013, as HUMAN TRAFFICKING AWARENESS MONTH IN SONOMA COUNTY.

In January 2010, President Obama instituted an annual month-plus of awareness events on human trafficking with a proclamation declaring January as National Slavery and Human Trafficking Prevention Month. All of these events culminated in the annual celebration of national Freedom Day on February 1st. Likewise, many state and city governments, along with civil society, are taking time to acknowledge and focus on human trafficking.

Many partner organizations are hosting awareness events that run until President Lincoln's birthday on February 12th.

Human Trafficking is modern-day slavery. It is defined as "the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act, in which a commercial sex act is induced by force, fraud, or coercion, or in which the person forced to perform such an act is under the age of 18 years." The victims are among the most vulnerable members of society, including women and children, who are forced, defrauded or coerced into labor (commonly in sweatshops, on farms, or for domestic service) or into sexual servitude.

The statistics on the extent of human trafficking are astounding:

1. The International Labor Organization of the United Nations estimates that 12.3 million people

around the world fall victim to human trafficking.

2. The United States State Department estimates that almost 800,000 people are trafficked across international borders each year.
3. The United States Department of Justice estimates that between 14,000 and 17,500 victims of human trafficking are brought into the United States each year.
4. On a local level, the Human Rights Center, University of California, Berkeley, reported in a 2005 study that 80 percent of the documented human trafficking cases in California occurred in San Diego, Los Angeles and the San Francisco Bay Area.

These figures are even more alarming when one considers that victims of this crime live in fear and often avoid law enforcement, so human trafficking violations are often not reported.

This annual national observance is intended to enhance the fight against and increase the awareness of human trafficking. Our community must be aware of the realities of human trafficking, and we must be dedicated to stopping and eliminating this contemporary manifestation of slavery. Victims of human trafficking need support in order to escape and recover from the physical, mental, emotional and spiritual trauma associated with their victimization.

Commission on the Status of Women and Commission on Human Rights

For the last five years, the Commission on the Status of Women (CSW) has partnered with many organizations to build awareness within the communities of Sonoma County about human trafficking and to encourage the formation of a task force dedicated to the needs of trafficked persons.

In 2008, both Commissions on the Status of Women and Human Rights together with Congregation Shomrei Torah and the Soroptomist Clubs of Sonoma County CSW sponsored an educational forum on human trafficking, with included a panel discussion and a presentation of the documentary, "Innocence Lost." The Commissions met with the District Attorney following this event to discuss the creation of a Law Enforcement Task Force.

In 2009, Commission representatives met with representatives from the YWCA, Women's Justice Center, United Against Sexual Abuse (Verity), the Soroptomist Clubs, West County Community Services, the FBI and individuals from our community to explore the formation of the Sonoma County Collaborative Network on Human Trafficking. The objective of this first meeting was to explore combining resources and avoid duplication of effort.

As a result of these combined efforts, Sonoma County now has one of the finest Human Trafficking Task Forces in the State, comprised of the District Attorney's office, local law enforcement, Homeland Security, the Family Justice Center Sonoma County, Human Rights Commission, civic volunteers, and many organizations that address the needs of trafficked people.

The Commissions continue their commitment to increasing the visibility in Sonoma County of Human Trafficking. To that end, Commissioners participate as members the Sonoma County Human Trafficking Task Force (HTTF), and sit on the Public Awareness Committee.

On October 4, 2012, the Commissions participated before, during and after the educational seminar held for local hotel and motel owners by the HTTF. They continue to participate in ongoing meetings and projects associated with the goals of

the HTTF.

Human Trafficking is not tolerated in Sonoma County. The Commission on the Status of Women will continue to work to build awareness and elevate the priority of this unacceptable problem within our community.

Sheriff's Office

The Sonoma County Sheriff's Office is committed to identifying, vigorously investigating, and assisting in the prosecution of individuals both engaged in Human Trafficking in Sonoma County and/or traveling to or through Sonoma County for the purpose of engaging in Human Trafficking. The Sonoma County Sheriff's Office recognizes the challenges associated with combating this insidious crime, and that some of the most vulnerable people in our community may be victims of Human Trafficking.

Detectives of the Sonoma County Sheriff's Office Domestic Violence/Sexual Assault Unit attend training at the State and Federal level that informs them of the most current trends and techniques used in investigating Human Trafficking crimes. Within the Domestic Violence Sexual Assault Unit, a Detective is assigned the responsibility of maintaining expertise in Human Trafficking crimes and trends. Additionally, the Sonoma County Sheriff's Office participates in the Sonoma County Commission on Human Trafficking Task Force, which provides members a forum for intelligence gathering and networking to combat Human Trafficking more effectively.

In a continuing effort to serve the community better, the Sonoma County Sheriff's Office, in coordination with several governmental and non-governmental community service based organizations, proactively seeks to combat Human Trafficking by identifying resources available to the Human Trafficking victims, and assists in establishing a framework for providing those services in a safe and confidential environment.

This year, Sonoma County Sheriff's Office Domestic Violence/Sexual Assault Unit detectives plan to participate in a joint operation with local agencies in a planned, concentrated law enforcement action that focuses on capturing pimps and rescuing child prostitutes. This local effort will be coordinated in conjunction with the FBI's Criminal Investigative Division, in partnership with the Child Exploitation-Obscenity Section (CEOS) of the Department of Justice and the National Center for Missing & Exploited Children (NCMEC). The impetus for the operation stems from the Innocence Lost National Initiative to address the growing problem of children forced into prostitution.

District Attorney's Office

Also a member of the North Bay Human Trafficking Task Force, the Sonoma County District Attorney's Office is dedicated to providing the members of our community with a safe place to live by holding the guilty accountable, protecting the innocent, and preserving the dignity of victims and their families.

The National Center for Missing & Exploited Children estimates that each year 100,000 children are the victims of commercial sexual exploitation in the United States.

Locally, the District Attorney's Office chairs the Sonoma County Human Trafficking Task Force (HTTF). With the invaluable assistance of the member agencies, the HTTF has furthered the mission in five key areas:

1. Community education, engagement, and collaboration;
2. Law enforcement training, intelligence sharing, and coordination;
3. Innovative charging of cases and vigorous prosecution of offenders;
4. Coordinated delivery of HTTF services; and
5. Engaged and enlisted policy makers, legislators and community decision makers.

In 2000, Congress passed the Trafficking Victims Protection Act. This law provides law enforcement officials with the necessary tools to combat trafficking in persons, both domestically and abroad. California addressed the issues surrounding human trafficking, and in 2005 Assembly Bill 22 and Senate Bill 180 were enacted. AB 22 added Section 236.1 to the California Penal Code, which establishes human trafficking for forced labor or services as a felony crime. This law was amended by the Chelsea King Child Predator Prevention Act of 2010 to impose a fine of \$100,000 when the victim is under the age of 18.

Although there are laws to prosecute perpetrators of human trafficking and to assist and protect victims of human trafficking, awareness of the issues surrounding human trafficking is essential for effective enforcement. The District Attorney joins the efforts by other County departments, individuals, businesses, organizations, and governing bodies to promote the observance of the National Month of Human Trafficking Awareness in January of each year to raise awareness of and to actively oppose human trafficking.

Family Justice Center Sonoma County

The Family Justice Center Sonoma County (FJCSC) empowers family violence victims to live free from violence and abuse by providing comprehensive services, centered on and around the victim, through a single point of access. The FJCSC is an integral partner in the Human Trafficking Task Force, and hosts their meetings at the FJCSC building. Various on-site collaborative partners offer services to victims as needed. The partnership between the FJCSC with community based nonprofit organizations, with law enforcement agencies and the District Attorney's office, is a strong model of collaboration in serving victims.

Probation Department

The Sonoma County Probation Department works collaboratively with other law enforcement agencies to provide active community supervision of offenders who have committed acts of violence against vulnerable victims. Maintaining awareness of offender conduct in the community deters further victimization and provides the opportunity to observe activities that may suggest further criminal conduct. The Probation Department is committed to reducing violence through the monitoring of offenders and staying connected to the community. A large portion of women and adolescent females in the criminal and juvenile justice systems have been victims of violence and/or sexual abuse. The Department provides resources and support to assist these individuals in addressing their trauma, thereby enabling them to live healthier lives in the community. The Department supports the County's efforts to increase awareness of this tragic crime, and to apprehend and prosecute anyone involved in human trafficking.

Department of Health Services

The Sonoma County Department of Health Services works closely with the Human Services Department, the District Attorney's Office, the Family Justice Center Sonoma County, the Sheriff's Office, other local law enforcement and public safety agencies, and community partners, such as Verity and the YWCA of Sonoma County, to support victims of human trafficking by providing forensic medical examinations to victims of sexual assault and by participating on the Human Trafficking Task Force. Public Health representation on the Human Trafficking Task Force ensures members receive relevant information and guidance on community public health issues.

The Sexual Assault Response Team (SART)/Redwood Children's Center (RCC) team is a multi-disciplinary team of trained professionals, including medical, legal, law enforcement and survivor advocacy representatives. The team provides specialized, coordinated services to the people of Sonoma County. Health Services' Forensic Examiners receive special training in forensic evidence collection and directed medical examinations for both adult and child cases of sexual assault.

They provide 24-hour, seven days a week on-call services for all suspected cases of adult and child sexual assault or abuse. Health Services remains a committed partner in looking toward the safety and support of victims of sexual assault and human trafficking in a caring and professional environment through a multi-disciplinary and victim-centered approach.

Prior Board Actions:

Each year since 2008, the Board of Supervisors has issued a Gold Resolution recognizing Human Trafficking Awareness.

Strategic Plan Alignment:

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ None	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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:

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

Resolution No.

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

Date: 1/8/2013

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF SONOMA, STATE OF CALIFORNIA,
PROCLAIMING JANUARY 8, 2013, TO FEBRUARY 12, 2013, TO BE
HUMAN TRAFFICKING AWARENESS MONTH IN SONOMA COUNTY.**

Whereas, Sonoma County has a tradition of advancing fundamental human rights;
and

Whereas, given the people of Sonoma County's commitment to protecting individual freedom, eliminating human trafficking, including early or forced marriage, commercial sexual exploitation, forced labor, labor obtained through debt bondage, involuntary servitude, slavery, slavery by descent, and involuntary imprisonment is imperative, and

Whereas, to combat human trafficking within Sonoma County, the United States and throughout the world, people and governments must be aware of human trafficking and must confront this contemporary manifestation of slavery; and

Whereas, the Board of Supervisors and the people of Sonoma County actively oppose all individuals, groups, organizations and governments and their entities who support, advance, or commit acts of human trafficking; and

Whereas, victims of human trafficking need support in order to escape and recover from the physical, mental, emotional, and spiritual trauma associated with their victimization; and

Whereas, although laws to prosecute perpetrators of human trafficking and to assist and protect victims of human trafficking have been enacted, awareness of the issues surrounding human trafficking by those most likely to come in contact with victims is essential to effective enforcement because the techniques that traffickers use for enslaving their victims severely limit self-reporting; and

Whereas, individuals, public agencies, private organizations and businesses in Sonoma County should join together and work to end human trafficking through education.

Now, Therefore, Be It Resolved that the Board of Supervisors, in joining in this national observance is one example of the ongoing commitment to raise awareness of and actively oppose human trafficking, hereby proclaims January 8, 2013, to February 12, 2013, as Human Trafficking Awareness Month in Sonoma County.

Supervisors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

SO ORDERED.



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

David Rabbitt (707)565-2241

Supervisorial District(s):

Second District

Title: Gold Resolution

Recommended Actions:

Gold Resolution, honoring Gregory Winters for his recent achievement of Eagle Scout BSA Troop 2

Executive Summary:

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	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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



County of Sonoma

State of California

Date: January 8, 2013

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Honoring Gregory Winter For Achieving The Rank of Eagle Scout

WHEREAS, the Boy Scouts of America have a long and impressive history of preparing young men to assume responsibility in their communities; and

WHEREAS, Gregory Winters, as a member of Troop 2, has served his troop in the leadership positions of Senior Patrol Leader and Assistant Senior Patrol Leader; and

WHEREAS, Gregory earned thirty-seven merit badges, twenty-one of which are required to become an Eagle Scout; and

WHEREAS, Gregory has provided service to his community and other Eagle Scout projects relating to activities such as camping, hiking, awareness and understanding of the natural sciences, all a part of the Scouting heritage; and

WHEREAS, Gregory has earned the distinguished William Hornaway Award for leadership excellence in the area of wildlife and natural resource protection and conservation, and

WHEREAS, Gregory has achieved a Black Belt status and will soon test to for his second Black Belt degree; and

WHEREAS, the achievement of Eagle Scout rank in the scouting system requires a scout to plan, develop, and give leadership to a project of help to his religious group, school, or community; and

WHEREAS, Gregory fulfilled the leadership requirement of his Eagle Scout project when he carefully planned and coordinated details to make drainage improvements to a sixty foot section of hiking trail at Helen Putnam Regional Park in Petaluma.

NOW, THEREFORE, BE IT RESOLVED, that the Sonoma County Board of Supervisors commends Gregory Winters on joining the outstanding group of Eagle Scouts.

BE IT FURTHER RESOLVED that the Sonoma County Board of Supervisors appreciates the effort which went into achieving that goal and anticipates that Gregory Winters will have the heart and spirit of an Eagle throughout his adult life.

Resolution #
Date: 1/8/2013
Page 2

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Commissioners

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Community Development Commission

Staff Name and Phone Number:

Mark Krug; 565-7509

Supervisorial District(s):

Fifth

Title: Housing Rehabilitation Program Policy Exceptions for 16451 Mill Street, Guerneville

Recommended Actions:

Approve three exceptions to Housing Rehabilitation Loan Program policies to authorize approval of an \$85,000 loan to Community Housing Sonoma County for their property at 16451 Mill Street in Guerneville.

Executive Summary:

The special needs housing developer and non-profit agency, Community Housing Sonoma County (CHSC), acquired the 16451 Mill Street property in Guerneville in March 2011 using a \$350,000 County Fund for Housing (CFH) loan. The property was a rental property that had been converted from a legal two-unit configuration to an illegal three-unit configuration. The purpose of the CHSC acquisition was to provide permanent supported housing for eight individuals who are, or have recently been, homeless; most with one or more disability.

Subsequently, CHSC applied for \$180,000 in 2011-2012 HOME funds from the Community Development Commission (CDC) for the post-acquisition work of relocating existing tenants and substantial building renovation and rehabilitation that includes restoring the building to its legal two-unit configuration. CHSC received a reduced award for a \$137,353 HOME loan that closed in April of this year. The agency also obtained a \$141,600 loan for this phase from the San Francisco Federal Home Loan Bank, Affordable Housing Program.

Tenant relocation encountered some challenges and delays but is now complete. The building rehabilitation is largely complete. Tenant selection and move-in is occurring at present. However, through the course of the rehabilitation work it was discovered that the horizontal exterior siding lumber on the lower of the two stories shrank over time so that water intrusion has occurred around the entire building. This water barrier failure was not discovered until the building was opened up during construction.

The repair of this problem is estimated to cost \$70,000 - \$75,000. CHSC is seeking a housing rehabilitation loan of \$85,000 (to include a contingency amount) through the CDC's Housing Rehabilitation Loan Program. That program is authorized to provide secured, amortized loans to owners of rental properties in amounts up to \$25,000 per unit. CHSC is requesting three policy exceptions in order to qualify for a loan under the Program, as follows:

- 1) A \$35,000 increase in the calculated allowed loan amount to allow a loan of up to \$85,000;
- 2) A waiver of the policy requiring the loan to be secured by the current valuation of the property to allow a loan-to-value ratio of 173%; and
- 3) Change the terms of the loan from fully amortized to deferred payment, which is the same as the CDC's CFH and HOME loans for the property. The Housing Rehabilitation Program is intended primarily for low income owner-occupied properties, but can also be used to assist investor-owners of rental properties containing four units or less. For these small rental properties, the presumption is that the properties are owned by individuals or other for-profit entities and thus, there is a requirement for amortized rather than deferred-payment loans. With all other CDC lending programs, loans to non-profit developers are deferred payment loans, due upon sale or loan maturity.

The Mill Street property appraised for \$350,000 in June 2010 and for \$330,000 in February 2012. These were both "as-is" appraisals, not "as-built" appraisals. If the proposed new rehabilitation program loan is approved, the liens on the property will be as follows:

Lien Order	Lender	Loan Amount	Loan Amount Plus Senior Liens	Purpose	Notes
1	CDC	\$350,000	\$350,000	acquisition	CFH loan
2	CDC	\$137,353	\$487,353	rehabilitation	HOME-CHDO loan
3	CDC	\$85,000	\$572,353	rehabilitation	Proposed New Loan
4	FHLB	\$141,600	\$713,953	rehabilitation/ relocation	Currently in third lien position, but will subordinate to new loan.

The Housing Rehabilitation Loan Program Design, approved by your Board in August 2005, establishes the policies governing loan approval, and authorizes CDC staff to approve conforming loans without further Board action. The Program Design grants the CDC Executive Director the discretion to approve exceptions to the policies "to the extent necessary to provide assistance required to correct health and safety hazards that are deemed an imminent threat to the occupants' physical well-being". Because those conditions do not exist in this instance, staff cannot approve the policy exceptions being requested by CHSC.

If the policy exceptions are not approved, CHSC could still lease up the units and provide the planned permanent supported housing immediately, and wait to perform the additional repairs until such time as they can identify other sources of financing. It is unlikely that they would be able to identify an alternate lender who would not require the CDC to subordinate the two existing loans as a condition of approval, a requirement that would also require an exception to our policies. CHSC could seek grant funding for this work, but the search and application process for grant dollars would likely create a long delay. As long as the water intrusion condition remains uncorrected, moisture will continue to damage

the structure. Staff is therefore requesting your Board’s approval of these three loan policy exceptions in order to enable CHSC to correct previously undetected building condition deficiencies, which will in turn protect the CDC’s previous investment in the property.

Prior Board Actions:

- 10/16/2012: Board approved 1st quarter budget adjustments, including new State CalHome housing rehabilitation loan funds.
- 5/8/2012: Approved annual allocation of CDBG funds for Housing Rehabilitation Loan Program and authorized CDC staff to execute loan documents and related agreements in accordance with Board-adopted policies and program designs.
- 4/10/2007: Approved revisions to the Housing Rehabilitation Loan Program Design.
- 8/23/2005: Approved Housing Rehabilitation Loan Program Design.

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

Providing financial assistance to enable CHSC to complete all required repairs to the property on Mill Street will help them to provide safe housing with supportive services for persons with disabilities who are, or were recently, homeless.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

The CDC’s Housing Rehabilitation Program is funded with federal Community Development Block Grant (CDBG) and State CalHome funds that are included in the approved FY 2012-13 budget. No further budget action is necessary.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):
None.
Attachments:
None.
Related Items "On File" with the Clerk of the Board:
None.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Commissioners

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Community Development Commission

Staff Name and Phone Number:

Mark Krug, 565-7509

Supervisorial District(s):

All

Title: Federal Continuum of Care Funding

Recommended Actions: Authorize the Sonoma County Community Development Commission Executive Director to: 1) apply to the U.S. Department of Housing and Urban Development for Continuum of Care Program funds for up to \$35,000 for planning and grant administration costs, and up to \$105,000 for a Coordinated Intake program, 2) execute associated Continuum of Care funding agreements and other required documents if and when grants are awarded, and 3) submit and execute funding agreements and documents for renewal grant funding in subsequent years.

Executive Summary: The U.S. Department of Housing and Urban Development (HUD) announced the Notice of Funds Available for 2012 Continuum of Care funds on November 9, 2012. The abstract for this Notice summarizes the Continuum of Care Program and associated federal funding as follows: *This Notice of Funding Availability (NOFA) establishes the funding criteria for the Continuum of Care (CoC) Program. HUD is making available approximately \$1.61 billion in Fiscal Year 2012 for the CoC Program. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness.*

For over a decade, the Sonoma County Community Development Commission has been the primary host of the local Continuum of Care planning effort, in conjunction with co-hosts Santa Rosa and Petaluma. The extensive hosting, planning and coordination costs have not been eligible costs for the federal program until this annual cycle. Thus, the Commission and the cities of Santa Rosa and Petaluma have funded the effort through the use of discretionary funds, typically general funds. Currently, the core coordination duties are funded at \$45,000 per year with the Commission, Santa Rosa and Petaluma each contributing \$15,000. Passage of the HEARTH Act of 2009 authorized federal funding for planning and grants administration costs for the first time. For this 2012/2013 cycle, the amount potentially available to the Sonoma County Continuum of Care for these costs has been identified as \$32,075, subject to nationwide funding availability as planning costs are a lower federal priority than is the maintenance of

existing homeless services.

Each year's Continuum of Care funding process brings with it new requirements from the federal government. A recent requirement to remain eligible for funding that currently totals \$2,600,000 annually for Sonoma County, is the establishment of a coordinated intake process for the local Continuum of Care. The federal government recognizes it is a disservice to clients, and an inherent inefficiency, to have individual service provider agencies assess clients for suitability only for their own programs and to then refer them to some other agency or number of agencies providing different programs where a similar, iterative assessment takes place. This is burdensome and frustrating for clients seeking assistance and also results in repetitive assessment efforts and a fragmented system. The preferred model is one of "no wrong door", meaning that wherever the client first shows up is where a standardized, comprehensive assessment takes place and appropriate referrals can be made from that one locale to one or more additional providers. The basic assessment information is housed in the existing and highly secure Homeless Management Information System (HMIS). Thus, the client can avoid having to repeat the basic assessment information gathering at each and every services provider or program enrollment.

Locally, a Continuum of Care sub-committee has been working on building a model for coordinated and centralized intake for over a year. Thus, a basic program foundation has been established. Through reprogramming of some current Continuum of Care funding awards, \$192,008 is freed up for funding new or expanded Continuum programs, of which approximately \$105,000 is suitable for a new coordinated assessment award. Because the federal Notice of Funds Available was not released until November 9th, with an application due date of January 18th, 2013, there is simply not time to develop detailed program parameters as well as run a solicitation process for a qualified provider or providers prior to submitting a funding application. The local Continuum of Care Coordinator and Steering Committee therefore recommends that the Commission apply for these reprogrammed funds to establish a coordinated intake system, recognizing that funding opportunities for this type of activity are rare. Further, it is recognized that while the prospective program is not yet fully defined, these funds, if awarded, will not be available until late 2013 and so there is ample time to work on program parameters and implementation details. This will likely involve the Commission initiating a Request for Proposals or Request for Qualifications process to identify a sub-contractor or transferee to carry out some or all of the duties of implementing a coordinated intake program. This may involve the 2•1•1 provider, existing homeless services providers, or some other capable organization or consortium of organizations.

Next steps are to obtain Board authorization to apply for the potential new planning funds and the coordinated assessment funds and execute grant funding agreements with HUD in late 2013, if awarded. During the interim, the local Continuum of Care leadership would work out a program design for the coordinated assessment program and a process to identify and select one or more operators. The coordinated assessment program is expected to enter into the start-up operational phase in late 2013. Approval of this agenda item authorizes the Commission's Executive Director to execute and submit to HUD the initial grant applications, any funding agreements derived from the application process, and other necessary and related documents as required and requested by HUD to receive federal Continuum of Care funds.

Prior Board Actions:			
4/24/12: Authorized Commission to acquire Efforts to Outcome software for the local HMIS. 6/5/07: Authorized Commission to apply Continuum of Care funding to acquire and operate a local HMIS.			
Strategic Plan Alignment		Goal 1: Safe, Healthy, and Caring Community	
Obtaining the funds needed to support planning, administration, and coordinated intake for the local Continuum of Care will enable the Commission and Continuum partners to continue and strengthen the services available to assist Sonoma County residents who become homeless.			
Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (If Required): The funding being sought with this action, if awarded, will not be available until Fiscal Year 2013/2014 and therefore, there is no impact to Fiscal Year 2012/2013.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None.			
Attachments:			
None.			
Related Items "On File" with the Clerk of the Board:			
None.			



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s):

Staff Name and Phone Number:

Steve Koldis 547-1914

Supervisorial District(s):

Third

Title: Santa Rosa Aqueduct at Rodgers Creek Fault Crossing

Recommended Actions:

Authorize to approve the first amended agreement with MMI Engineering, Inc., in an amount not to exceed \$56,785, expanding the scope of work to include Phase 2 environmental characterization of soil and groundwater, construction and bid support, and extending the agreement term by one year for a new not-to-exceed agreement total of \$318,785 and end date of April 30, 2014.

Executive Summary:

Summary

The Santa Rosa Aqueduct, which supplies water to the City of Santa Rosa, the City of Sonoma, and the Valley of the Moon Water District, crosses the Rodgers Creek Fault on Sonoma Avenue in Santa Rosa. The Santa Rosa Aqueduct at Rodgers Creek Fault Crossing Project in Sonoma Avenue (Project) is intended to ensure the continued flow of water through the aqueduct in the event of a rupture of the Rodgers Creek Fault. The Project will install approximately 1,900 lineal feet of pipeline in the zone of fault deformation along Sonoma Avenue between Brookwood Avenue and Farmer's Lane in Santa Rosa. This pipeline will be designed to absorb the anticipated seismic deformations. The proposed Project is consistent with the Sonoma County Water Agency's (Water Agency) Proposed 2012 Strategic Plan, Goal 1, to increase organizational efficiency, effectiveness, and resilience to natural disasters. The Project meets this goal by improving the Water Agency's transmission system's resilience to a major fault rupture along Rodgers Creek fault.

In September 2011, the Phase 1 Environmental Site Assessment research by MMI Engineering, Inc., (Consultant) uncovered a potential for chlorinated solvents in the groundwater in the vicinity of the Project proposed pipeline alignment. Because of the natural hazard associated with the Project, the Water Agency was able to secure Federal Emergency Management Agency (Federal Agency) grant funds from the Pre-Disaster Mitigation Hazard Mitigation Grant Program. As part of the grant funding requirements, the Water Agency was required to adhere to a strict timeline in order to maintain funding status. Therefore, the Water Agency requested that the Consultant proceed immediately to perform

Phase 2, environmental characterization of groundwater and soil to obtain more specific and precise information about the possible contamination. This additional work by the Consultant resulted in the need to amend the Consultant's agreement to increase the total amount payable (which was necessitated by the additional, unexpected Phase 2 work).

History of Item

On January 8, 2008, the Board adopted the Water Agency's Local Hazard Mitigation Plan that was subsequently approved by Federal Agency and provides the basis for procuring Federal Agency grant funds for natural hazard mitigation projects. The Local Hazard Mitigation Plan identifies the highest priority mitigation projects based on the findings of the Natural Hazard Reliability Assessment that the Water Agency completed in 2008 for its water transmission system. The Water Agency has obtained and will continue to pursue funding to implement the projects through the Federal Agency's Hazard Mitigation Assistance Program, administered by the California Emergency Management Agency.

Funding approval has been received for the Project. The total project cost is \$3,344,331. The Federal Agency awarded funding for the Project in the amount of \$1,370,360. The Water Agency's cost share is \$1,973,971.

The Water Agency and Consultant entered into the Agreement for Engineering and Design Services for Water Transmission System Natural Hazard Mitigation (Santa Rosa Aqueduct Fault Crossing in Sonoma Avenue), dated May 24, 2011, in the amount of \$262,000 (Original Agreement). Under the Original Agreement, Consultant is providing specialty engineering support for the planning, design, and implementation of the Project.

Selection Process

On February 4, 2011, the Water Agency distributed a Request for Qualifications for Consulting Services for Natural Hazard Mitigation Projects to 18 engineering consulting firms including Disadvantaged Business Enterprises. The Request for Qualifications included scope for four projects: 1) Santa Rosa Fault Crossing in Sonoma Avenue, 2) Wohler-Mirabel Liquefaction Mitigation/Ground Improvement Study, 3) Russian River-Cotati Intertie Crossing at the Russian River Project, and 4) Local Hazard Mitigation Plan Update. Consultant and Winzler and Kelly, responded to the Request for Qualifications. Each Statement of Qualifications was evaluated on qualifications and Disadvantaged Business Enterprises outreach. The outcome of this review placed both firms on a list of qualified consultants to be considered for future projects covered in the Request for Qualifications, with Consultant ranking the highest.

The Consultant was selected from the list of qualified consultants to perform the work because of its previous experience preparing the Water Agency's Natural Hazard Reliability Assessment and Local Hazard Mitigation Plan and its demonstrated level of knowledge and familiarity with Water Agency's system and its vulnerabilities. Consultant is experienced in seismic analysis and design for water supply infrastructure and related services. The Water Agency's water collection and transmission systems are susceptible to hazards related to strong earth shaking that requires specialized engineering analysis services, relative to the Agreement. The Water Agency does not have the expertise and resources to conduct this work with in-house staff in a timely manner due to the specialized nature of the work and lack of available staff in the Water Agency's design section.

Services To Be Performed

The Phase 1 Environmental Site Assessment performed under the Original Agreement revealed the potential existence of chlorinated solvents within the Project area from a historic dry cleaner on Farmer’s Lane. Because of this potential for chlorinated solvents and their potential impact on construction methods and Project cost, it was necessary to perform a more detailed Phase 2 environmental characterization of soil and groundwater. The Phase 2 environmental characterization of soil and groundwater was conducted immediately to avoid jeopardizing this critical infrastructure project funded by Federal Agency. The work included soil and groundwater samples collected from several temporary borings advanced by Geoprobe rig using continuous direct push technology to 25 feet below ground surface along the proposed excavation in Sonoma Avenue. Groundwater was tested and compared to the City of Santa Rosa (City) discharge requirements for disposal into City’s sewer, and soil samples were tested against the requirements of the Sonoma County Central Landfill. One groundwater sample was determined to be tainted with lead and tetrachloroethylene and a treatment methodology for this contamination, if found during construction, was recommended. Based on the results of the soils testing Consultant was able to secure a landfill acceptance for trench spoils.

Federal Agency’s funding requirements establish a strict timeline that must be met in order to receive the funding. Due to the additional effort to conduct the Phase 2 characterization of soil and groundwater the design effort exceeded the original estimate, leaving fewer funds to provide subsequent construction and bid support services. This amendment will restore sufficient funds to allow the consultant to provide the full scope of anticipated construction and bid support services.

This First Amended Agreement adds tasks for performing environmental characterization of soil and groundwater for pipeline excavation (dewatering) during proposed construction. This amendment also adds time to the contract and defines the scope for construction and bid support services. The cost of the additional work is \$56,785 and will not be reimbursed under the Federal Agency grant.

Prior Board Actions:

- 05/24/11 Authorized Chair to execute Agreement for Engineering Design Services for Water Transmission System Natural Hazard Mitigation (Santa Rosa Aqueduct Fault Crossing in Sonoma Avenue) and authorized General Manager to amend up to \$25,000.
- 02/15/11 Resolution No. 11-0063 Formally approving Federal Emergency Management Agency funding for Water Agency Hazard Mitigation Infrastructure Improvements and designating the General Manager or his designee to receive Federal Emergency Management Agency grant funding.

Strategic Plan Alignment Goal 3: Invest in the Future

The subject item meets this goal by providing infrastructure upgrades to mitigate potential natural hazards.

Water Agency Water Supply Goals and Strategies, Goal 3:
Ensure that water will be available to customers at all times, including during short- term emergencies, such as earthquakes, and long-term challenges caused by extended droughts and global climate change.

Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 56,785	Water Agency Gen Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$
	\$	Fund: Water transmission Systems Pipeline Facilities Fees/Other	\$ 56,785
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 56,785	Total Sources	\$ 56,785
Narrative Explanation of Fiscal Impacts (If Required):			
None			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
None			
Related Items "On File" with the Clerk of the Board:			
Amended Agreement (4 Copies)			



County of Sonoma Agenda Item Summary Report

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

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

To: The Board of Supervisors of Sonoma County

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Scott Jann - (707) 565-8305
Terina Tracy - (707) 565-3234

Supervisorial District(s):

Title: 01-08-2013 ACTTC Audit Report District Attorney's Office Workers' Comp Insurance Fraud Program

Recommended Actions:

Review and accept the audit report of the Sonoma County District Attorney's Office Workers' Comp Insurance Fraud Program for the fiscal year ended June 30, 2012.

Executive Summary:

The California Department of Insurance Workers' Compensation Fraud Program was established in 1991 through the passage of Senate Bill 1218 (Chapter 116). The District Attorney's Office has participated in this program since 1996, and as specified in Section 1872.83 of the California Insurance Code, the guidelines in the Request for Application and the County Plan, is tasked to actively seek out and prosecute insurance fraud within the jurisdiction of the County of Sonoma. It is located at the Sonoma County District Attorney's Office located at the County of Sonoma Hall of Justice Building, 600 Administration Drive, Room 212J, Santa Rosa, California 95403.

The California Department of Insurance awarded a grant in the amount of \$98,735 to the Sonoma County District Attorney's Workers' Compensation Insurance Fraud Program for the period July 1, 2011 to June 30, 2012. The primary goal of the grant is to provide funding for the investigation and vertical prosecution of Workers' Compensation Insurance Fraud cases referred to the Sonoma County District Attorney by area insurance firms and the Fraud Bureau.

During the period of the audit, \$22,951 of the grant funds were used to partially fund one Deputy District Attorney and one District Attorney Investigator associated with the Workers' Compensation Insurance Fraud Program. Pursuant to Section 2698.53(c) of the California Code of Regulations, the District Attorney's Office will be returning to the California Department of Insurance the \$75,784 unexpended balance of the \$98,735 in FY 2011/12 grant funds received.

The objectives of the audit were to determine whether the grant funds have been received and

expended in accordance with applicable laws, regulations, and the grant agreement, and whether the financial reports submitted to the California Department of Insurance are presented fairly.

As a result of our audit testing, evaluation of the internal control structure, and review of the Sonoma County District Attorney’s Office compliance with applicable laws and regulations, a material finding was identified and is detailed in Attachment A.

Prior Board Actions:

The previous audit report for the fiscal year ended June 30, 2011 was reviewed and approved by the Board on February 7, 2012.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Auditing the County District Attorney’s fraud program insures proper expenditure of state grant funds.

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	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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:

ATTACHMENT “A” - Workers’ Comp Insurance Fraud Program Schedule of Findings and Recommendations

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

Audit report of the Sonoma County District Attorney’s Office Worker’s Comp Insurance Fraud Program

**County of Sonoma District Attorney's Office
California Department of Insurance
Workers' Compensation Insurance Fraud Program
Schedule of Findings and Recommendations
June 30, 2012**

Overstatement of Expenditures on Annual Financial Report

Criteria:

The grant award agreement requires that the award be used solely for the purpose of enhanced investigation and prosecution of workers' compensation fraud cases.

Condition:

The total amount claimed on the Financial Report submitted to the State was not reconciled to internal payroll records to detect posting errors.

Cause of Condition:

The department's internal control procedures do not include a reconciliation of the amount claimed to internal records.

Effect of Condition:

The cost claimed was overstated by \$1,402 and the excess disbursement to be refunded understated by the same amount in the Financial Report submitted by the District Attorney's Office for FY 2011/12.

Recommendation:

Amounts claimed on the Financial Report should be reconciled to internal records by a second person to identify and correct errors in a timely manner.

Grantee's Response

"Going forward our office will comply with the auditor's recommendation to institute additional review procedures to assure that the annual Financial Report is reconciled to internal records"

Auditor's Conclusion

We concur with the grantee's proposed actions.



County of Sonoma Agenda Item Summary Report

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

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

To: The Board of Supervisors of Sonoma County

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Scott Jann - (707) 565-8305
Terina Tracy - (707) 565-3234

Supervisorial District(s):

Title: 01-08-2013 ACTTC Audit Report District Attorney's Office Automobile Insurance Fraud Program

Recommended Actions:

Review and accept the audit report of the Sonoma County District Attorney's Office Automobile Insurance Fraud Program for the fiscal year ended June 30, 2012.

Executive Summary:

The District Attorney's Office participation in the California Department of Insurance Automobile Insurance Fraud Program first began in FY 2010/11, and as specified in Section 1872.8 of the California Insurance Code with the purpose of actively seeking out and prosecuting automobile insurance fraud within the jurisdiction of the County of Sonoma. It is located at the Sonoma County District Attorney's Office located at the County of Sonoma Hall of Justice Building, 600 Administration Drive, Room 212J, Santa Rosa, California 95403.

The California Department of Insurance awarded a grant in the amount of \$106,691 to the Sonoma County District Attorney's Automobile Insurance Fraud Program for the period July 1, 2011 to June 30, 2012. The primary goal of the grant is to provide funding for the investigation and vertical prosecution of automobile insurance fraud cases referred to the Sonoma County District Attorney by area insurance firms and the Fraud Division.

During the period of the audit, \$11,618 of the grant funds were used to partially fund one Deputy District Attorney and one District Attorney Investigator associated with the Automobile Insurance Fraud Program. Pursuant to Section 2698.64(c) of the California Code of Regulations, the District Attorney's Office will be returning to the California Department of Insurance the \$95,073 of the unexpended balance of the \$106,691 in FY 2011/12 grant funds received.

The objectives of the audit were to determine whether the grant funds have been received and expended in accordance with applicable laws, regulations, and the grant agreement, and whether the financial reports submitted to the California Department of Insurance are presented fairly.

As a result of our audit testing, evaluation of the internal control structure, and review of the Sonoma County District Attorney's Office compliance with applicable laws and regulations, a material finding was identified and is detailed in Attachment A.

Prior Board Actions:

The previous audit report for the fiscal year ended June 30, 2011 was reviewed and approved by the Board on February 7, 2012.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Auditing the County District Attorney's fraud program insures proper expenditure of state grant funds.

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	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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:

Attachment "A"- Automobile Insurance Fraud Program Schedule of Findings and Recommendations

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

Audit report of the Sonoma County District Attorney's Office Automobile Insurance Fraud Program

**County of Sonoma District Attorney's Office
California Department of Insurance
Automobile Insurance Fraud Program
Schedule of Findings and Recommendations
June 30, 2012**

Overstatement of Expenditures on Annual Financial Report

Criteria:

The grant award agreement requires that the award be used solely for the purpose of enhanced investigation and prosecution of automobile insurance fraud cases.

Condition:

The total amount claimed on the Financial Report submitted to the State was not reconciled to internal payroll records to detect posting errors.

Cause of Condition:

The department's internal control procedures do not include a reconciliation of the amount claimed to internal records.

Effect of Condition:

The cost claimed was overstated by \$1,401 and the excess disbursement to be refunded understated by the same amount in the Financial Report submitted by the District Attorney's Office for FY 2011/12.

Recommendation:

Amounts claimed on the Financial Report should be reconciled to internal records by a second person to identify and correct errors in a timely manner.

Grantee's Response

"Going forward our office will comply with the auditor's recommendation to institute additional review procedures or levels to assure that the annual Financial Report is reconciled to internal records"

Auditor's Conclusion

We concur with the grantee's proposed actions.



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: The Board of Supervisors of Sonoma County

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Scott Jann - (707) 565-8305
Terina Tracy - (707) 565-3234

Supervisory District(s):

Title: 01-08-2013 ACTTC Agreed Upon Procedures and Review Reports for the Sonoma County Treasury

Recommended Actions:

Review and accept Agree Upon Procedures and Review Reports of the Sonoma County Treasury for compliance with Government Code 26920 for the quarters ending March 31, 2012 and June 30, 2012 with no significant findings.

Executive Summary:

California Government Code Section 26920 requires quarterly cash counts, and verification that the records of the County Treasurer and Auditor are reconciled pursuant to Section 26905.

We performed certain agreed upon procedures and a review for the quarters ending March 31, 2012 and June 30, 2012. These procedures included but are not limited to verification the fiscal records of the County Treasurer and the Auditor are reconciled, a quarterly physical cash count of the cash in the Treasury, and confirmation of account balances per the Treasury Investment Reports for March 31, 2012 and June 30, 2012.

As stated in the Internal Audit Charter, the Internal Audit Division is organized and managed to optimize auditor independence, including not being directly involved in the day-to-day operation of the system of internal controls and having the ability to report directly to the Board with review findings. As such, we believe that the Internal Audit Division maintained independence during this review.

There were no significant findings as a result of our procedures.

Prior Board Actions:

The Board reviewed and accepted the Agreed Upon Procedures and Review Reports for the quarters ending September 30, 2011 and December 31, 2011 on June 19, 2012.

Strategic Plan Alignment: Goal 2: Economic and Environmental Stewardship

Monitoring of the County Treasury insures proper handling and investment of public funds.

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	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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:

- ATTACHMENT "A" 3rd Quarter Treasury Cash Compliance Agreed Upon Procedures Report
- ATTACHMENT "B" 3rd Quarter Treasury Review Report
- ATTACHMENT "C" 4th Quarter Treasury Cash Compliance Agreed Upon Procedures Report
- ATTACHMENT "D" 4th Quarter Treasury Review Report

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

NONE

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER
TREASURER -TAX COLLECTOR

585 FISCAL DRIVE, SUITE 100
SANTA ROSA, CA 95403
PHONE (707) 565-2631
FAX (707) 565-3489



DONNA DUNK, CPA
ASSISTANT
AUDITOR-CONTROLLER

JONATHAN KADLEC
ASSISTANT
TREASURER-TAX COLLECTOR

The Honorable Board of Supervisors of
Sonoma County

Auditor-Controller's Report on Applying Agreed-upon Procedures

We have performed the procedures enumerated below, which were agreed to by the Sonoma County Treasury solely to assist the Treasury in complying with sections 26905 and 26920 of the California Government code for the quarter ended March 31, 2012. The agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of management. We make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. **Procedure Performed:** Counted cash in the Treasury vault and verified amounts to Treasury records.

Finding: No exceptions noted as a result of our procedures.

2. **Procedure Performed:** Reviewed bank reconciliations for mathematical accuracy, reasonableness, and authorization.

Finding: No exceptions noted as a result of our procedures.

3. **Procedure Performed:** Reviewed the deferred compensation reconciliation for completeness and verified balances to Nationwide confirmation.

Finding: No exceptions noted as a result of our procedures.

4. **Procedure Performed:** Verified existence and valuation of Treasury cash and investments held in banks and other safekeeping agents through direct confirmation.

Finding: No exceptions noted as a result of our procedures

5. **Procedure Performed:** Verified that the reconciliation between treasurer and auditor records per Government code sections 26905 and 26920 was performed.

Finding: No exceptions noted as a result of our procedures

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the members of the Board of Supervisors and is not intended to be and should not be used by anyone other than those specified parties.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Kanchan Charan', with a horizontal line underneath.

Kanchan Charan
Audit Manager, Audit Division
County of Sonoma Auditor-Controller-Treasurer Tax-Collector

August 21, 2012

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER
TREASURER -TAX COLLECTOR

585 FISCAL DRIVE, SUITE 100
SANTA ROSA, CA 95403
PHONE (707) 565-2631
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ATTACHMENT B-1
DONNA DUNK, CPA
ASSISTANT
AUDITOR-CONTROLLER

JONATHAN KADLEC
ASSISTANT
TREASURER-TAX COLLECTOR

Board of Supervisors
County of Sonoma
Santa Rosa, CA

Auditor-Controller's Review Report

We have reviewed the accompanying special purpose statement of net assets of the Sonoma County Treasury as of March 31, 2012, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in the Treasury Statement of Assets is the representation of the Sonoma County Treasury.

A review consists principally of inquiries of department staff and analytical procedures applied to financial data. It is substantially less in scope than an examination in accordance with generally accepted audit standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

The accompanying special purpose statement of net assets was prepared for the purpose of complying with the California Government Code Section 26920 as discussed in note 1, and is not intended to be a presentation in conformity with generally accepted accounting principles.

Based on our a review, we are not aware of any material modifications that should be made to the accompanying special purpose statement of net assets in order for it to be in conformity with basis of accounting described in Note 1.

This report is intended for the information of the Board of Supervisors and the Treasury management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Respectfully Yours,

Kanchan Charan
Audit Manager, Audit Division
County of Sonoma Auditor-Controller-Treasurer Tax-Collector

August 21, 2012

**Sonoma County Treasury
Statement of Assets
March 31, 2012**

	Investment Pool
Cash in Vault	\$ 134,012
Cash in Banks	27,268,636
Investments	
Securities	1,282,939,858
Local Agency	49,045,869
Mutual Funds	75,201,297
Checks and County Warrants	504,142
Deferred Compensation	247,221,894
Total Assets	\$ 1,682,315,710

Note 1: Financial Statement Presentation

This special-purpose statement of net assets was prepared for the purpose of presenting the net assets of the Treasury pursuant to the California Code Section 26920 and is not intended to be a presentation in conformity with generally accepted accounting principles. The amounts presented are unadjusted book value. Accordingly, note disclosures required by Governmental Accounting Standards Board Statement No. 40 deposit and Investment Risk Disclosures, an amendment to GASB Statement No. 2, are not presented, since such disclosures are not required by the California Government Code Section 26920.

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER
TREASURER -TAX COLLECTOR

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ATTACHMENT C-1
DONNA DUNK, CPA
ASSISTANT
AUDITOR-CONTROLLER

JONATHAN KADLEC
ASSISTANT
TREASURER-TAX COLLECTOR

The Honorable Board of Supervisors of
Sonoma County

Auditor-Controller's Report on Applying Agreed-upon Procedures

We have performed the procedures enumerated below, which were agreed to by the Sonoma County Treasury solely to assist the Treasury in complying with sections 26905 and 26920 of the California Government code for the quarter ended June 30, 2012. The agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of management. We make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. **Procedure Performed:** Counted cash in the Treasury vault and verified amounts to Treasury records.

Finding: No exceptions noted as a result of our procedures.

2. **Procedure Performed:** Reviewed bank reconciliations for mathematical accuracy, reasonableness, and authorization.

Finding: No exceptions noted as a result of our procedures.

3. **Procedure Performed:** Reviewed the deferred compensation reconciliation for completeness and verified balances to Nationwide confirmation.

Finding: No exceptions noted as a result of our procedures.

4. **Procedure Performed:** Verified existence and valuation of Treasury cash and investments held in banks and other safekeeping agents through direct confirmations.

Finding: No exceptions noted as a result of our procedures

5. **Procedure Performed:** Quarterly verification of reconciliation between treasurer and auditor records per Government code sections 26905 and 26920.

Finding: No exceptions noted as a result of our procedures

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the members of the Board of Supervisors and is not intended to be and should not be used by anyone other than those specified parties.

Respectfully Yours,

A handwritten signature in purple ink, appearing to read 'Kanchan Charan', with a long horizontal flourish extending to the right.

Kanchan Charan
Audit Manager, Audit Division
Sonoma County Auditor-Controller Treasurer-Tax Collector.

September 4, 2012

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER
TREASURER -TAX COLLECTOR

585 FISCAL DRIVE, SUITE 100
SANTA ROSA, CA 95403
PHONE (707) 565-2631
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ATTACHMENT D-1
DONNA DUNK, CPA
ASSISTANT
AUDITOR-CONTROLLER

JONATHAN KADLEC
ASSISTANT
TREASURER-TAX COLLECTOR

Board of Supervisors
County of Sonoma
Santa Rosa, CA

Auditor-Controller's Review Report

We have reviewed the accompanying special purpose statement of net assets of the Sonoma County Treasury as of June 30, 2012, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in the Treasury Statement of Assets is the representation of the Sonoma County Treasury.

A review consists principally of inquiries of department staff and analytical procedures applied to financial data. It is substantially less in scope than an examination in accordance with generally accepted audit standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

The accompanying special purpose statement of net assets was prepared for the purpose of complying with the California Government Code Section 26920 as discussed in note 1, and is not intended to be a presentation in conformity with generally accepted accounting principles.

Based on our a review, we are not aware of any material modifications that should be made to the accompanying special purpose statement of net assets in order for it to be in conformity with basis of accounting described in Note 1.

This report is intended for the information of the Board of Supervisors and the Treasury management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Respectfully yours,

Kanchan Charan
Audit Manager, Audit Division
County of Sonoma Auditor-Controller-Treasurer Tax-Collector

September 4, 2012

**Sonoma County Treasury
Statement of Assets
June 30, 2012**

	Investment Pool
Cash in Vault	\$ 146,342
Cash in Banks	25,827,805
Investments	
Securities	1,220,898,065
Local Agency	41,079,807
Mutual Funds	92,767,057
Checks and County Warrants	2,206,543
Deferred Compensation	264,951,900
 Total Assets	 <u><u>\$ 1,647,877,519</u></u>

Note 1: Financial Statement Presentation

This special-purpose statement of assets was prepared for the purpose of presenting the net assets of the Treasury pursuant to the California Government Code Section 26920 and is not intended to be a presentation in conformity with generally accepted accounting principles. The amounts presented are unadjusted book value. Accordingly, note disclosures required by Governmental Accounting Standards Board Statement No. 40 Deposit and Investment Risk Disclosures, an amendment to GASB Statement No. 2, are not presented, since such disclosures are not required by the California Government Code Section 26920.



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors 565-2241

Supervisorial District(s):

Title: Board of Supervisors Calendar of Meetings for 2013

Recommended Actions:

Adopt the County of Sonoma Board of Supervisors calendar of meetings for the year 2013.

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	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

--

Attachments:

Board of Supervisors 2013 meeting calendar

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

--

County of Sonoma Board of Supervisors 2013 Meeting Calendar

January 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 No Meeting New Year's Holiday				
6	7	8 8:30 a.m. Board Meeting	9	10	11	12
13	14	15 8:30 a.m. Board Meeting	16	17	18	19
20	21 Martin Luther King Jr. Holiday	22 No Meeting	23	24	25	26
27	28	29 8:30 a.m. Board Meeting	30	31		

County of Sonoma Board of Supervisors 2013 Meeting Calendar

February 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 8:30 a.m. Board Meeting	6	7	8 Board Strategic Planning Retreat	9
10	11	12 No Meeting Lincoln's Birthday Holiday	13	14	15	16
17	18 President's Day Holiday	19 No Meeting	20			23
24	25	26 8:30 a.m. Board Meeting	27	28		

County of Sonoma Board of Supervisors 2013 Meeting Calendar

March 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 <i>No Meeting</i>	6	7	8	9
10	11	12 <i>8:30 a.m. Board Meeting</i>	13	14	15	16
17	18	19 <i>8:30 a.m. Board Meeting</i>	20	21	22	23
24	25	26 <i>8:30 a.m. Board Meeting</i>	27	28	29	30
31						

County of Sonoma Board of Supervisors 2013 Meeting Calendar

April 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 <i>No Meeting</i>	3	4	5	6
7	8	9 <i>8:30 a.m. Board Meeting</i>	10	11	12	13
14	15	16 <i>8:30 a.m. Board Meeting</i>	17	18	19	20
21	22	23 <i>8:30 a.m. Board Meeting</i>	24	25	26	27
28	29	30 <i>No Meeting</i>				

County of Sonoma Board of Supervisors 2013 Meeting Calendar

May 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 8:30 a.m. Board Meeting	8	9	10	11
12	13	14 8:30 a.m. Board Meeting	15	16	17	18
19	20	21 8:30 a.m. Board Meeting	22	23	24	25
26	27 Memorial Day Holiday	28 No Meeting	29	30	31	

County of Sonoma Board of Supervisors 2013 Meeting Calendar

June 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 8:30 a.m. Board Meeting	5	6	7	8
9	10 Budget Hearings	11 8:30 a.m. Board Meeting Budget Hearings	12 Budget Hearings	13 Budget Hearings	14 Budget Hearings	15
16	17 Budget Hearings	18 8:30 a.m. Board Meeting Budget Hearings	19 Budget Hearings	20 Budget Hearings	21 Budget Hearings	22
23	24	25 8:30 a.m. Board Meeting	26	27	28	29
30						

County of Sonoma Board of Supervisors 2013 Meeting Calendar

July 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 <i>No Meeting</i>	3	4 <i>Independence Day Holiday</i>	5	6
7	8	9 <i>No Meeting</i>	10	11	12	13
14	15	16 <i>No Meeting</i>	17	18	19	20
21	22	23 <i>No Meeting</i>	24	25	26	27
28	29	30 <i>8:30 a.m. Board Meeting</i>	31			

County of Sonoma Board of Supervisors 2013 Meeting Calendar

August 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 8:30 a.m. Board Meeting	7	8	9	10
11	12	13 8:30 a.m. Board Meeting	14	15	16	17
18	19	20 8:30 a.m. Board Meeting	21	22	23	24
25	26	27 No Meeting	28	29	30	31

County of Sonoma Board of Supervisors 2013 Meeting Calendar

September 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Holiday	3 No Meeting	4	5	6	7
8	9	10 8:30 a.m. Board Meeting	11	12	13	14
15	16	17 8:30 a.m. Board Meeting	18	19	20	21
22	23	24 8:30 a.m. Board Meeting	25	26	27	28
29	30					

County of Sonoma Board of Supervisors 2013 Meeting Calendar

October 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 No Meeting				
6		8 8:30 a.m. Board Meeting				12
13	14 Columbus Day Holiday	15 8:30 a.m. Board Meeting				19
20		22 8:30 a.m. Board Meeting				26
27		29 No Meeting				

County of Sonoma Board of Supervisors 2013 Meeting Calendar

November 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 8:30 a.m. Board Meeting	6	7	8	9
10	11 Veterans' Day Holiday	12 8:30 a.m. Board Meeting	13	14	15	16
17	18	19 No Meeting	20	21	22	23
24	25	26 No Meeting	27	28 Thanksgiving Day Holiday	29 Thanksgiving Day Holiday	30

County of Sonoma Board of Supervisors 2013 Meeting Calendar

December 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 8:30 a.m. Board Meeting	4	5	6	7
8	9	10 8:30 a.m. Board Meeting	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas Holiday	26	27	28
29	30	31				



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Jim Leddy, 565-2190

Supervisorial District(s):

All

Title: Sonoma County Local Agency Formation Commission (LAFCO) Executive Officer Contract Extension

Recommended Actions:

Authorize the County Administrator to amend the employment contract with Richard Bottarini for the position of LAFCO Executive officer to:

- 1) Extend the term by 15 months from April 1st, 2013 to June 30th, 2014;
- 2) Require Annual Performance reviews by LAFCO;
- 3) Allow Incumbent Executive Officer to voluntarily reduce pay in new term through submission of irrevocable waiver.

Executive Summary:

Sonoma Local Agency Formation Commission was created by State law in 1963 to regulate the boundaries of cities and special districts. There is a LAFCO in each of the 58 counties of California. Each LAFCO is an independent public agency. The objectives of Sonoma LAFCO are: To encourage the orderly formation of local government agencies and promote the efficient provision of public services; Preserve agricultural land and open-space resources and to promote orderly growth and discourage urban sprawl.

A memorandum of understanding (MOU) was established in 2001 between the County of Sonoma and Sonoma LAFCO whereby the County Administrator provides professional support staff, facilities, equipment, and supplies to support LAFCO operations. In addition, County Counsel provides legal services. These costs are included in the LAFCO Annual Budget.

The current Executive Officer of LAFCO, Richard Bottarini, entered into a five year personal services contract which was Board approved in March 2008 and expires on April 1st, 2013. Executive Officer Bottarini has requested a 15 month extension to his contract setting the expiration date as June 30, 2014.

The three proposed changes to the existing contract are:

- 1) Term - Extended by 15 months, expiring on June 30, 2014;
- 2) Performance review – Annual performance evaluations during the remainder of the term of the Agreement shall be conducted by the LAFCO Personnel Commission on an annual basis;
- 3) Compensation – The Executive Director took a pay decrease in FY 2012-2013 by executing an Irrevocable Waiver to designate his annual base salary for the period beginning August 7, 2012 and ending June 24, 2013. This action reduced base salary of \$99,424 from \$109,991.22. The Salary would return to its previous I Step of \$109,991.22. However, the proposed contract language amendment would allow Executive Director Bottarini to extend the pay reduction by submitting another irrevocable waiver on a later date.

Executive Officer Bottarini has expressed his intent to retire at the end of the new proposed term should the contract be extended.

Prior Board Actions:

In March 2008, the Board authorized the County Administrator to execute a five year personal services contract with Richard Bottarini for services as the Executive Officer of Sonoma LAFCO.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Sonoma LAFCO is an intergovernmental body which address jurisdictional service and boundary issues which occur between the County, the cities and special districts of Sonoma County. Proper staffing ensures productive discussions and a forum for effective policy making around issues including annexation, shared service agreements and delivery of services.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0	Select an item.	\$
Add Appropriations Req'd.	\$ 0	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 0	Total Sources	\$ 0

Narrative Explanation of Fiscal Impacts (If Required):

There is no County Fiscal Impact in 2012-2013. The Contract extension will be a factor in the Sonoma LAFCO 2013-2014 Budget approved for and paid for by Sonoma LAFCO. Further, all LAFCO expenses are borne by Sonoma LAFCO and the LAFCO Budget adopted by the Commission annually before being submitted to the Board of Supervisors for review during County budget hearings.

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
(A) Proposed Contract Amendment (B) Original Personal Services Contract (C) Copy of March 18, 2008 Board item approving Personal Services Contract			
Related Items "On File" with the Clerk of the Board:			

AMENDMENT TO AGREEMENT FOR PERSONAL SERVICES
LAFCO EXECUTIVE OFFICER

This Amendment to the Agreement for Personal Services between the County of Sonoma, a political subdivision of the State of California (hereinafter "COUNTY" and Richard Bottarini (hereinafter "EMPLOYEE"), dated March 18, 2008 (hereinafter "the Agreement"), is made and entered into this date of January 9, 2013 (hereinafter, "the Amendment to the Agreement").

RECITALS

WHEREAS, on or about March 18, 2008, the COUNTY entered into a five (5) year personal services agreement with the EMPLOYEE to perform the services of LAFCO Executive Officer commencing on April 2, 2008 and ending April 1, 2013; and,

WHEREAS, the COUNTY and EMPLOYEE desire to extend the Agreement to June 30, 2014, subject to the LAFCO Board concurrence; and,

WHEREAS, the COUNTY and EMPLOYEE further desire to amend the Agreement to allow the LAFCO Personnel Committee to perform performance reviews; and,

WHEREAS, EMPLOYEE's salary is established by the COUNTY Salary Resolution 95-0926; and

WHEREAS, EMPLOYEE had attained the I step within the salary range set forth in the County Salary Resolution 95-0926; and,

WHEREAS, EMPLOYEE executed an irrevocable waiver of designated salary payment ("Irrevocable Waiver"), which designated his annual base salary for the period beginning August 7, 2012 and ending June 24, 2013 to be irrevocably reduced to the salary range E step with a base salary of \$99,424;

WHEREAS, the COUNTY and EMPLOYEE desire to amend the Agreement to further memorialize the Irrevocable Waiver and to allow for future extension of the Irrevocable Waiver;

NOW, THEREFORE, in consideration of the recitals set forth above and the covenants contained herein, the COUNTY and the EMPLOYEE hereby agree as follows:

1. Paragraph 2 of the Agreement entitled "Tenure" is hereby amended to extend the term of the agreement to June 30, 2014;

2. Paragraph 5 of the Agreement entitled "Performance Review" is hereby amended to provide that performance evaluations during the remainder of the term of the Agreement shall be conducted by the LAFCO Personnel Commission on an annual basis.

3. Paragraph 6 of the Agreement entitled "Compensation" is hereby amended to add the following: EMPLOYEE has executed an Irrevocable Waiver to designate his annual base salary for the period beginning August 7, 2012 and ending June 24, 2013 to be irrevocably reduced to the E step with a base salary of \$99,424. Upon the expiration of the Irrevocable Waiver period set forth above, EMPLOYEE's gross annual base salary will be at the I step of \$109,991.22, and including any increase that may be in effect as of the expiration date. EMPLOYEE may extend the irrevocable waiver to a later date by executing and submitting another irrevocable waiver setting forth the period of the reduced step in salary.

Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement is and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the Agreement as set forth below.

ATTEST:

CLERK OF THE BOARD

COUNTY OF SONOMA

By: _____
County Administrator

EMPLOYEE

Richard Bottarini

#36 March 18, 2008

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT			Clerk of the Board Use Only Meeting Date Held Until ___/___/___ ___/___/___ Agenda Item No: Agenda Item No: _____ _____	
Department: County Administrator's Office			() 4/5 Vote Required	
Contact: Chris Thomas	Phone: 565-2431	Board Date: 3/18/08	Deadline for Board Action:	
<p>AGENDA SHORT TITLE:</p> <p>LAFCO Executive Officer Contract, MOU and related CAO Allocation Change</p> <p>REQUESTED BOARD ACTION:</p> <p>Authorize the County Administrator to enter into an employment contract with Richard Bottarini for the position of LAFCO Executive Officer</p> <p>Authorize the County Administrator to amend the Memorandum of Understanding for the Sonoma Local Agency Formation Commission (LAFCO) for Fiscal Year 2007-08 to reflect the change in appointment of Executive Officer.</p> <p>Resolution amending the Departmental Allocation List for the County Administrator's Office adding 1.0 LAFCO Executive Officer effective April 2, 2008.</p>				
CURRENT FISCAL YEAR FINANCIAL IMPACT				
<u>Expenditures</u> Estimated Cost \$ 40,000 Amount Budgeted \$ Other Avail Approp \$ 40,000 (Explain below) Additional Requested: \$ 0			<u>Add'l Funds Requiring Board Approval</u> Contingencies \$ (Fund Name:) Unanticipated Revenue \$ (Source:) Other Transfer(s) \$ (Source:) Add'l Funds Requested: \$ _____	
<p>Explanation (if required): The current year estimate includes salary related benefit costs associated with this change. The CAO budget includes appropriations sufficient for these costs. Financing will come from Sonoma LAFCO.</p>				
<p>Prior Board Action(s): January 2008 approved the Job Class of LAFCO Executive Officer and exempted the position from Civil Service, June 2007 approved the FY 07-08 MOU with Sonoma LAFCO</p>				
<p>Alternatives – Results of Non-Approval: A different employment contract might be negotiated, LAFCO might have to procure staffing services under a different arrangement.</p>				

Background : Employment Agreement is on file with the Clerk.

This item requests the Board to authorize various changes associated with the provision of staffing services to the Sonoma Local Agency Formation Commission (LAFCO).

As your Board is aware, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 expanded LAFCO functions and operations, authorizing greater independence for the Commission, including appointing its Executive Officer, hiring staff, and approving and maintaining a separate budget. A Memorandum of Understanding (MOU) between LAFCO and the County was established in 2001 wherein the County Administrator provides professional and support staff, facilities, equipment, and supplies to support LAFCO operations. County Counsel provides legal services. The costs are included in the LAFCO annual budget.

The current Executive Officer, Steven Sharpe, retired from regular employment and works under a short-term extra-help employment agreement while the County Administrator's Office (CAO) reviewed the current staffing services structure and conducted a recruitment for a new, department head level position. This position, consistent with that of other department heads, was established as exempt from civil service by your Board in January 2008. The recruitment concluded in February with input from members of the LAFCO. The CAO has negotiated an employment agreement with Richard Bottarini, a former planning director for the cities of Napa and Pleasant Hill. The agreement calls for him to begin employment on April 2, 2008.

The current MOU between LAFCO and the County, refers to Mr. Sharpe by name, and will need to be amended to reflect the LAFCO appointment of a new Executive Officer, recommended to be the County Administrator by title, and to adjust staffing costs as necessary. LAFCO meets next on April 8, 2008 and will be presented with the recommended amendments at that time.

The remaining action is to amend the departmental allocation list to reflect the addition of the new position. Among the first efforts to be performed by Mr. Bottarini will be a review and projection of LAFCO workload. When that is complete he will provide a recommendation to the LAFCO regarding staffing levels and that may result in additional allocation changes in the future, as long as the CAO continues to provide staffing services.

RECOMMENDATIONS:

Authorize the County Administrator to enter into an employment contract with Richard Bottarini for the position of LAFCO Executive Officer

Authorize the County Administrator to amend the Memorandum of Understanding for the Sonoma Local Agency Formation Commission (LAFCO) for Fiscal Year 2007-08 to reflect the change in appointment of Executive Officer.

Approve a resolution amending the Departmental Allocation List for the County Administrator's Office adding 1.0 LAFCO Executive Officer effective April 2, 2008.

Attachments: Resolution

On File With Clerk: Employment Contract

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")	Vote:	MOTION		
		AYE	NO	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

CAO

CORRECTED RESOLUTION

ATTEST: MAR 27 2008

#36
Resolution No. 08-0245
Sonoma County Administration Building
Santa Rosa, CA 95403

ROBERT DEIS, Clerk of the Board of Supervisors of the State of California, in & for the County of Sonoma

BY [Signature] DEPUTY

Date: March 18, 2008

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, AMENDING THE DEPARTMENTAL ALLOCATION LIST FOR THE COUNTY ADMINISTRATOR'S OFFICE, EFFECTIVE APRIL 2, 2008.

WHEREAS, at their January 8, 2008 meeting, the Board of Supervisors established the new classification of LAFCO Executive Officer; and

WHEREAS, a recruitment for such position has been completed to provide services to the Sonoma Local Agency Formation Commission (LAFCO) through the County Administrator's Office;

NOW, THEREFORE BE IT RESOLVED, that the Department Allocation List for the County Administrator's Officer be amended as follows:

Budget Index	Job Class	Class Title	Existing Positions in Class	Change in Position Allocation	New Total Allocation for Class	Duration/End Date	Salary Range
County Administrator's Office							
002014		LAFCO Executive Officer	0.0	1.0	1.0	Ongoing	4209
Total Position Changes			1.0				

Supervisors:

Brown: _____ Smith: _____ Reilly: _____ Kelley: _____ Kerns: _____

Ayes: 5 Noes: _____ Absent: _____ Abstain: _____

SO ORDERED



AGREEMENT FOR PERSONAL SERVICES
LAFCO EXECUTIVE OFFICER

This Agreement is made this 18th day of March 2008, by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "COUNTY") and Richard Bottarini (hereinafter called "EMPLOYEE").

WITNESSETH:

WHEREAS, EMPLOYEE acknowledges that by accepting the position of LAFCO Executive Officer, he will be an at-will employee, that as such, his position will be in the unclassified service under the Sonoma County Civil Service System and that he will retain no right of restoration to any previously held classified position with COUNTY under said system other than as provided in Rule 8.9 of the Rules of the Sonoma County Civil Service Commission;

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

1. Employment. COUNTY hereby employs EMPLOYEE in the position of LAFCO Executive Officer for a period of five (5) years, commencing on April 2, 2008, and ending on April 1, 2013, subject, however, to termination as hereinafter provided.

2. Tenure. EMPLOYEE shall serve at the will and pleasure of the COUNTY Administrator, who has been appointed by the Sonoma Local Agency Formation Commission (hereinafter "Sonoma LAFCO") as its Executive Officer and who provides staff services including those delegated to EMPLOYEE under contract to Sonoma LAFCO, and EMPLOYEE expressly waives and disclaims any right to any pre-termination or post-termination notice and hearing.

3. Termination.

(a) Notwithstanding anything else contained herein to the contrary, COUNTY may terminate EMPLOYEE's employment with or without cause.

(b) Termination of EMPLOYEE's employment without cause may be effected by COUNTY giving sixty (60) days' prior written notice to EMPLOYEE. Upon such termination, EMPLOYEE shall be entitled to additional salary and deferred compensation equal to that which would accrue during ninety (90) calendar days following termination and to be computed by the COUNTY's Auditor-Controller at the rate applicable on the day of termination plus the cash equivalent of all accumulated vacation as of the day of termination. In addition to the foregoing, EMPLOYEE shall also be entitled to be compensated for one-fourth (1/4) of unused sick leave; one hundred percent (100%) of EMPLOYEE's floating holiday balance, converted and accrued as compensatory time pursuant to the Sonoma County Salary Resolution; and EMPLOYEE's deferred compensation balance. EMPLOYEE's health benefits and the COUNTY's portion of the premium contribution shall continue to remain in effect for a period of ninety (90) calendar days

from date of termination. EMPLOYEE's acceptance of said severance pay shall constitute a final settlement and satisfaction of all claims of EMPLOYEE against COUNTY arising out of his employment.

(c) At the expiration of the term of this Agreement, EMPLOYEE's employment shall automatically cease and terminate, and the COUNTY shall have no further obligation to compensate or employ EMPLOYEE in any manner or capacity of any nature whatsoever. Such expiration shall be effective regardless of whether EMPLOYEE had or had not performed satisfactorily during the term of this Agreement. EMPLOYEE acknowledges that, other than as provided herein, there is no provision for automatic renewal. COUNTY agrees to give written notice of its intention of non-renewal at least sixty (60) calendar days in advance of the expiration of this Agreement; provided, however, that failure to give sixty-day notice of non-renewal shall cause this Agreement to be extended for an additional period of sixty (60) calendar days from date of notice of non-renewal. Notice is accomplished by COUNTY depositing a written notice in the United States mail that is addressed to EMPLOYEE at his last known address. EMPLOYEE shall be entitled to additional salary and deferred compensation equal to that which would accrue during ninety (90) calendar days after the final termination date plus the cash equivalent of all accumulated vacation, compensating time off, and sick leave (as provided in section 25.5 of the Sonoma County Salary Resolution) computed by COUNTY's Auditor-Controller as of the day of final termination as described in Section 3(b) above. EMPLOYEE's health benefits and the COUNTY's portion of the premium contribution shall continue to remain in effect for a period of ninety (90) calendar days from date of termination. EMPLOYEE's acceptance of the above shall constitute a final settlement and satisfaction of all claims of EMPLOYEE against COUNTY arising out of his employment. In no event shall this Agreement be construed to extend beyond the three year term provided in Section 1 or the additional sixty (60) days as provided herein.

(d) COUNTY may terminate EMPLOYEE's employment for just cause at any time by giving notice of employment discrepancies and an opportunity to respond to such discrepancies prior to termination. Notice is accomplished by COUNTY depositing a written notice in the United States mail that is addressed to EMPLOYEE at his last known address. After termination for just cause has been effected, EMPLOYEE shall have no further rights under this Agreement or to continued employment with the COUNTY. Just cause includes, but is not limited to, unauthorized absence; conviction of a felony or of any criminal act involving moral turpitude; conduct which brings discredit to the County; disorderly conduct; incapacity due to mental or physical disability to the extent permitted by law; willful concealment or misrepresentation of material facts in applying for or securing employment; willful disregard of a lawful order from a duly constituted authority; willful disregard of a departmental policy and/or laws regarding the confidentiality of records; using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on County property or in vehicles during working hours or reporting to work under such conditions, or abuse of alcohol or drugs while in County uniform (possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this section); negligence or willful damage to public property or waste or theft of public supplies or equipment; refusal to comply with a proper directive to undergo a

medical examination as issued by an appointing authority; falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related statements to other employees at work or committing perjury; unauthorized use of County vehicles and equipment; conviction of driving under the influence, reckless driving, or hit-and-run driving whether on or off the job, in a County vehicle; unauthorized possession of weapons or explosives on County premises; willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to County property; and sexual harassment of or unlawful discrimination against another employee or applicant for employment. Any other just cause not set forth above, must be of similar egregious conduct.

(e) The COUNTY and EMPLOYEE will, within a reasonable period of time, not to exceed 10 working days, attempt to agree on a mutually acceptable statement as to the reasons for termination. If the parties cannot mutually agree to an acceptable statement of the reasons for termination within the time period set forth above, the COUNTY Administrator may, in its sole discretion, publish its reasons for termination. In such event, publication shall consist of filing the reasons with the Clerk of the Board at a regular or special meeting following the disclosure required by Section 54957.1 of the Government Code. A copy of the statement shall be made for EMPLOYEE and kept for him in the office of the Board's Clerk. Within ninety (90) days following the announcement of termination, EMPLOYEE may present a written response to the Board at a public meeting during which it will be read aloud and maintained as a public record. The parties agree that other than as provided above, they will not make any other public statement concerning EMPLOYEE's termination.

(f) EMPLOYEE agrees that concerns that the COUNTY Administrator has concerning EMPLOYEE's performance are not "specific complaints or charges brought against an employee by another person or employee" as that phrase is used in Government Code §54957 and that the notice requirement of that section is, under those circumstances, inapplicable.

(g) EMPLOYEE may terminate his employment at any time by delivering to the COUNTY Administrator his written resignation. Such resignation shall be irrevocable and shall be effective not earlier than ninety (90) calendar days following delivery.

(h) From the date upon which EMPLOYEE either resigns or learns of the COUNTY's intention to terminate the Agreement to the actual date upon which the resignation, termination or expiration becomes effective, EMPLOYEE shall continue to devote his full time, attention and effort to the duties anticipated hereunder and shall perform the same in a professional and competent manner. If requested, EMPLOYEE shall assist COUNTY in orienting EMPLOYEE's replacement and shall perform such tasks as are necessary to effect a smooth transition in the leadership of the COUNTY. These tasks may also include providing information or testimony regarding matters which arose during EMPLOYEE's term as LAFCO Executive Officer.

(i) EMPLOYEE acknowledges, understands and warrants that EMPLOYEE shall have no further right or claim to employment after the expiration of the term of this Agreement,

and that no other document, handbook, policy, resolution or oral or written representation, of any nature whatsoever, shall be effective or construed to be effective to extend the term hereof or otherwise grant EMPLOYEE any right or claim to continued employment with COUNTY. This warranty has been relied upon by COUNTY as a material inducement to enter into this Agreement and, in the absence thereof, COUNTY would not have entered into this Agreement. COUNTY agrees to give EMPLOYEE written notice of non-renewal at least sixty (60) days in advance of expiration of the term of this Agreement. Failure to give notice or timely notice shall not cause a renewal of this Agreement.

4. Administrative Leave. Upon receiving a specific complaint or charge brought against EMPLOYEE by another person or employee, the County Administrator, may place EMPLOYEE on administrative leave when, in the sole opinion of the County Administrator, EMPLOYEE's temporary removal from office would be in the best interests of COUNTY. The administrative leave will commence on the County Administrator's delivery to EMPLOYEE's office of a written notice to that effect. The County Administrator shall also deliver a copy of the notice to the employee, determined by the County Administrator, to be next in authority. Upon the delivery of the notice to EMPLOYEE's office, EMPLOYEE's duties under paragraph 7 of this Agreement are suspended but all other provisions of this Agreement shall remain in full force and effect. Thereafter, EMPLOYEE's duties under paragraph 7 of this Agreement shall be performed by the employee next in authority until further written notice by the County Administrator. COUNTY and EMPLOYEE agree that COUNTY will incur damages, if, during the period of administrative leave, EMPLOYEE performs or attempts to perform any of the duties provided in paragraph 7, or in any other way interferes with the administration or operation of the County Administrator's office or Sonoma LAFCO. COUNTY and EMPLOYEE agree that the measurement of these damages would be difficult and speculative and accordingly further agree that if EMPLOYEE performs or attempts to perform any of the duties provided in paragraph 7, or in any other way interferes with the administration or operation of the Department, that COUNTY's duties under paragraph 6 of this Agreement are discharged for each day during which EMPLOYEE engages in such non-cooperation and/or interference. The administrative leave and the suspension of the duties set forth in paragraph 7 shall terminate on the County Administrator's delivery to EMPLOYEE's office of a written notice to that effect.

5. Performance review.

The schedule for the performance reviews will be: (1) one will be performed at the close of the first six months; (2) subsequent reviews will be conducted in accordance with County performance review policy. Nothing in this section shall be construed to prevent additional, informal reviews and the above schedule may be changed if extenuating circumstances warrant it.

6. Compensation.

(a) EMPLOYEE's initial salary shall be \$87,547.20 per annum. Thereafter, the EMPLOYEE's salary shall be as established by the Sonoma County Salary Resolution.

(b) Except as herein provided, EMPLOYEE shall be entitled to the same fringe benefits generally available to COUNTY department heads, as specified in the Salary Resolution.

(c) EMPLOYEE shall accrue vacation at the rate applicable for management employees with ten (10) years of County service as set forth in the Sonoma County Salary Resolution.

(d) EMPLOYEE will be compensated for documented moving expenses after receiving three (3) bids. The County will pay for the lowest bid. If EMPLOYEE voluntarily leaves County employment before completing two (2) years of employment with the County, EMPLOYEE agrees to reimburse the County for moving expenses.

(e) EMPLOYEE will receive two (2) weeks of vacation and sick leave available for his use on the first day of County employment.

7. Professional Performance. EMPLOYEE shall perform the duties of LAFCO Executive Officer as set forth in the position job description, as it now provides or may hereafter be amended.

8. Nonassignability. EMPLOYEE shall not during the term of this Agreement make any assignment or delegation of any of its provisions without the prior written consent of COUNTY.

9. Compliance with Law. EMPLOYEE shall, during his employment hereunder, comply with all laws and regulations applicable to such employment. Any act or omission of EMPLOYEE constituting a public offense involving moral turpitude or a withholding of labor is a material breach of this Agreement relieving COUNTY of any and all obligations hereunder. Such act or omission shall constitute sufficient grounds for EMPLOYEE's termination with cause pursuant to Section 3(d) of this Agreement.

10. Definition of Sonoma County Salary Resolution. The Sonoma County Salary Resolution, as defined within this Agreement, shall be COUNTY's Board of Supervisors' Salary Resolution 95-0926 as amended or until superseded by further resolution(s) of the Board of Supervisors.

11. 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 Section 1856 of the Code of Civil Procedure. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

ATTEST:

Robert DeSoy S. H.
Clerk of the Board

COUNTY OF SONOMA

By [Signature]
County Administrator

EMPLOYEE

[Signature]
Richard Bottarini

#36 March 18, 2008

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT

Clerk of the Board Use Only
Meeting Date: / / Held Until: / /

Agenda Item No: _____ Agenda Item No: _____

Department: County Administrator's Office

() 4/5 Vote Required

Contact:
Chris Thomas

Phone:
565-2431

Board Date:
3/18/08

Deadline for Board Action:

AGENDA SHORT TITLE:

LAFCO Executive Officer Contract, MOU and related CAO Allocation Change

REQUESTED BOARD ACTION:

Authorize the County Administrator to enter into an employment contract with Richard Bottarini for the position of LAFCO Executive Officer

Authorize the County Administrator to amend the Memorandum of Understanding for the Sonoma Local Agency Formation Commission (LAFCO) for Fiscal Year 2007-08 to reflect the change in appointment of Executive Officer.

Resolution amending the Departmental Allocation List for the County Administrator's Office adding 1.0 LAFCO Executive Officer effective April 2, 2008.

CURRENT FISCAL YEAR FINANCIAL IMPACT

Expenditures

Estimated Cost \$ 40,000

Amount Budgeted \$

Other Avail Approp \$ 40,000
(Explain below)

Additional Requested: \$ 0

Add'l Funds Requiring Board Approval

Contingencies \$
(Fund Name:)

Unanticipated Revenue \$
(Source:)

Other Transfer(s) \$
(Source:)

Add'l Funds Requested: \$

Explanation (if required): The current year estimate includes salary related benefit costs associated with this change. The CAO budget includes appropriations sufficient for these costs. Financing will come from Sonoma LAFCO.

Prior Board Action(s): January 2008 approved the Job Class of LAFCO Executive Officer and exempted the position from Civil Service, June 2007 approved the FY 07-08 MOU with Sonoma LAFCO

Alternatives - Results of Non-Approval: A different employment contract might be negotiated, LAFCO might have to procure staffing services under a different arrangement.

Background : Employment Agreement is on file with the Clerk.

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Approve a resolution amending the Departmental Allocation List for the County Administrator's Office adding 1.0 LAFCO Executive Officer effective April 2, 2008.

Attachments: Resolution

On File With Clerk: Employment Contract

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Votes:

	MOTION	AYE	NO
BROWN		✓	
SMITH		✓	
HENLEY		✓	
REMLAY		✓	
KENNS		✓	



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: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: 4/5

Department or Agency Name(s): County Counsel

Staff Name and Phone Number:

Supervisorial District(s):

Verne Ball – (707) 565-2495

Title: Approval of First Amendment to Professional Services Agreement with Perkins Coie.

Recommended Actions:

1. Authorize the Chair to execute a first amendment to the professional services agreement with Perkins Coie (an increase from \$25,000 to \$60,000), for legal services related to the Enterprise Financial System negotiations. (4/5 vote required)

Executive Summary:

A team of staff from the County Administrator's Office, the Auditor-Controller-Treasurer-Tax Collector, the Information Systems Department, and General Services are in the process of negotiating a contract, with the assistance of County Counsel, to implement a new Enterprise Financial System. On November 20, 2012, County Counsel executed a legal services agreement with Perkins Coie, with a contract limit of \$25,000, to assist in negotiating and drafting contracts with Ciber and Oracle for the project. Perkins Coie was selected after extensive research into various firms' qualifications, and after contacting three law firms. Perkins Coie has a substantial practice focusing on technology transactions, and extensive experience with implementation of large scale software implementation projects. Perkins Coie has provided County Counsel with extremely valuable assistance to date, and the increase in the contract limit will ensure that Perkins Coie continues to be available as the negotiations progress. County Counsel requests that the contract limit with Perkins Coie be increased from \$25,000 to \$60,000. This is one of a series of actions related to the Enterprise Financial System project, and Staff intends to return to your Board with a contract in early 2013.

Prior Board Actions:

On September 18, 2012, your board provided direction to staff to proceed with contract negotiations with CIBER, Inc. and directed staff to return with a contract for purchase and implementation, along with a Statement of Work which defines project scope, timeline and budget.

Strategic Plan Alignment: Invest in the Future

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 60,000	County General Fund	\$ 60,000
Add Appropriations Req'd.	\$	State/Federal	\$ 0
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
Total Expenditure	\$ 60,000	Total Sources	\$ 60,000

Narrative Explanation of Fiscal Impacts (If Required):

\$3.9 million dollars were appropriated for the Enterprise Financial System in the Auditor-Controller-Treasurer-Tax Collector fiscal year 12-13 budget. \$100,000 has been allocated for consultant services related to contract negotiations.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

First Amendment to Professional Services Agreement with Perkins Coie.

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

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES AGREEMENT**

THIS FIRST AMENDMENT (“AMENDMENT”) dated as of _____ 2012, is by and between the COUNTY OF SONOMA, a political subdivision of the State of California, and sometimes hereinafter referred to as “COUNTY,” and PERKINS COIE, hereinafter referred to as “CONTRACTOR.”

RECITALS

WHEREAS, County and Contractor entered into that certain Professional Services Agreement which was approved by County on November 20, 2012 (“Original Agreement”) and is attached as Exhibit A; and

WHEREAS, County and Contractor desire to amend the Agreement in order to increase the contract limit from \$25,000 to \$60,000.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

A G R E E M E N T

1. Compensation (Section 4). Section 4 of the Existing Agreement is hereby deleted and replaced with the following language:

“4. COMPENSATION. Compensation to Contractor shall be made at the rates set forth in Exhibit A attached hereto. Contractor shall also be reimbursed for expenses which have been approved in advance by the County Counsel. Total compensation under this Agreement shall not exceed \$60,000.”

2. Except to the extent the Original Agreement is specifically amended or supplemented hereby, the Original Agreement, together with exhibits is, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or shall be construed to modify, invalidate or otherwise affect any provision of the Original Agreement or any right of County arising thereunder.

3. This Amendment shall be governed by and construed under the internal laws of the State of California, and the parties agree to the extent allowed by law, that any action to enforce the terms of this Amendment or for the breach thereof shall be brought and tried in the County of Sonoma.

COUNTY AND CONTRACTOR HAVE CAREFULLY READ AND REVIEWED THIS AMENDMENT AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS AMENDMENT, SHOW THEIR INFORMED VOLUNTARY CONSENT THERETO.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment.

PERKINS COIE

By: _____
Marcelo Halpern, Partner
"Perkins Coie"

Approved as to form:

COUNTY OF SONOMA, a political
subdivision of the State of California

Verne Ball
Deputy County Counsel

By: _____
David Rabbit, Chairperson
Sonoma County Board of Supervisors
County of Sonoma

ATTEST:
Clerk of the Board of Supervisors

By:

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of November 20, 2012, by and between the COUNTY OF SONOMA, a political subdivision of the State of California, and sometimes hereinafter referred to as "COUNTY," and PERKINS COIE LLP, hereinafter referred to as "CONTRACTOR."

RECITALS

WHEREAS, COUNTY wishes to obtain specialized legal services, as authorized by Government Code section 31000, related to intellectual property, contract terms, and other legal issues arising out of Enterprise Resource Planning contract negotiations; and

WHEREAS, CONTRACTOR is willing to provide such specialized legal services to COUNTY under the terms and conditions set forth herein; and

TERMS

NOW, THEREFORE, COUNTY hereby engages the services of CONTRACTOR, and CONTRACTOR agrees to serve COUNTY in accordance with the terms and conditions set forth herein:

- 1. Term of the Agreement.** The term of this Agreement shall be effective as of November 20, 2012 and shall expire on December 31, 2014, unless terminated earlier in accordance with this Agreement; except that the obligations of the parties under Paragraph 8 (Insurance) shall continue in full force and effect after said expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement.
- 2. Scope of Services.** CONTRACTOR shall provide COUNTY with legal services in connection with intellectual property, contract terms, and other legal issues arising out of Enterprise Resource Planning contract negotiations. All direction and control of CONTRACTOR's work for COUNTY will be the County Counsel of Sonoma County.
- 3. Key Personnel.** The CONTRACTOR's attorneys identified in Exhibit "A" are key persons whose services are a material inducement to COUNTY to enter into this Agreement, and without whose services COUNTY would not have entered into this Agreement. CONTRACTOR shall assign no other personnel not identified in Exhibit "A" to provide services hereunder without the approval of COUNTY.
- 4. Compensation.** The maximum payments under this Agreement shall be a total of \$25,000.00 for professional services and expenses; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and expenses actually incurred. Such maximum amount may be increased only through approved written amendments to this Agreement.

5. **Method of Payment.**

(a) **Invoices.** All payments for compensation and reimbursement for expenses shall be made only upon presentation by CONTRACTOR to COUNTY of an itemized billing invoice in a form acceptable to COUNTY that indicates, at a minimum, CONTRACTOR's name, address, Social Security or Taxpayer Identification Number, itemization of the hours worked or, where compensation is on a per-task basis, a description of the tasks completed during the billing period, the person(s) actually performing the services and the position(s) held by such person(s), and the approved hourly or task rate. Invoices shall specify the date and time spent by each person performing services, a description of services performed with a separate time allocation for each function (e.g., telephone calls, research, drafting), separate itemization of non-legal costs by type, and total fees and costs on the matter to date. Minimum billing time shall be one tenth of an hour. Requests for reimbursement shall also describe the nature and cost of the expense and the date incurred.

(b) **Legal status.** So that COUNTY may properly comply with its reporting obligations under federal and state laws pertaining to taxation, if CONTRACTOR is or becomes a corporation during the term of this Agreement, proof that such status is currently recognized by and complies with the laws of both the state of incorporation or organization and the State of California, if different, shall be provided to the Sonoma County Counsel upon request in a form satisfactory to COUNTY. Such proof shall include, but need not be limited to, a copy of any annual or other periodic filings or registrations required by the state of origin or California, the current address for service of process on the corporation or limited liability partnership, and the name of any agent designated for service of process by CONTRACTOR within the State of California.

6. **Independent Contractor.** CONTRACTOR shall perform this Agreement as an independent contractor. CONTRACTOR and the officers, agents and employees of CONTRACTOR are not, and shall not be deemed, employees of any of COUNTY for any purpose, including workers' compensation and employee benefits. CONTRACTOR shall, at CONTRACTOR's own risk and expense, determine the method and manner by which duties imposed on CONTRACTOR by this Agreement shall be performed; provided, however, that COUNTY may monitor the work performed by CONTRACTOR. COUNTY shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR, including, but not limited to amounts required to be withheld for state and federal taxes. As between the parties to this Agreement, CONTRACTOR shall be solely responsible for all such payments.

7. **Specific Performance.** It is agreed that CONTRACTOR, including the agents or employees of CONTRACTOR, shall be the sole providers of the services required by this Agreement.

8. **Insurance.** CONTRACTOR shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

(a) Workers' Compensation insurance. To the extent required by law during the term of this Agreement, CONTRACTOR shall provide workers' compensation insurance for the performance of any of CONTRACTOR's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

(b) Liability insurance. CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better or equivalent self-insurance:

1. General Liability. Commercial general liability [CGL] insurance coverage (personal injury and property damage) of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONTRACTOR or any officer, agent, or employee of CONTRACTOR under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

2. Professional Liability/Errors and Omissions. Professional liability [or errors and omissions] insurance for all activities of CONTRACTOR arising out of or in connection with this Agreement in an amount not less than FIVE MILLION DOLLARS (\$5,000,000) per claim.

3. Comprehensive Automobile Liability Insurance. Comprehensive automobile insurance (Bodily Injury and Property Damage) on owned, hired, leased, and non-owned vehicles used in conjunction with CONTRACTOR's business of not less than THREE HUNDRED THOUSAND DOLLARS (\$300,000) combined single limit per occurrence.

(c) Certificates. All insurance coverages referenced in 8(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by CONTRACTOR with the Sonoma County Counsel prior to commencement of performance of any of CONTRACTOR's duties; shall reference this Agreement by its number or title and department; shall be kept current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability. For the commercial general liability insurance coverage referenced in 8(b)(1) and, where the vehicles are covered by a commercial policy rather than a personal policy, for the comprehensive automobile liability insurance coverage referenced in 8(b)(3) CONTRACTOR shall also file

with the evidence of coverage an endorsement from the insurance provider naming COUNTY, their officers, employees, agents and volunteers as additional insureds and waiving subrogation, and the certificate or other evidence of coverage shall provide that if the same policy applies to activities of CONTRACTOR not covered by this Agreement then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of CONTRACTOR under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94. Upon request by COUNTY's Risk Manager, CONTRACTOR shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(d) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be subject to approval by, COUNTY's Risk Manager, which approval shall not be denied unless COUNTY's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this Agreement and the risks of liability associated with the activities required of CONTRACTOR by this Agreement. At the option of and upon request by COUNTY's Risk Manager, if the Risk Manager determines that such deductibles or retentions are unreasonably high, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COUNTY, its officers, employees, agents and volunteers or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

9. **Hold Harmless/Defense/Indemnification.**

(a) In General. CONTRACTOR shall defend, indemnify and hold harmless COUNTY, its officers, agents and employees from any claim, loss or liability including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by CONTRACTOR, or its officers, agents, or employees, of activities required under this Agreement, which performance is negligent or is in breach of this agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

(b) Employee Character and Fitness. CONTRACTOR accepts responsibility for determining and approving the character and fitness of its employees (including volunteers, agents or representatives) to provide the services required of CONTRACTOR under this Agreement, including completion of a satisfactory criminal/background check and period rechecks to the extent permitted by law. Notwithstanding anything to the contrary in this Paragraph, CONTRACTOR shall hold COUNTY and its officers, agents and employees harmless from any liability for injuries or damages resulting from a breach of this provision or CONTRACTOR's actions in this regard.

10. **Termination for Cause.** If any party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement and fail to cure such failure or breach within fifteen (15) days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving fifteen (15) days prior written notice to the defaulting party in the manner set forth in Paragraph 14 (Notices). COUNTY hereby authorizes its County Counsel or County Administrator to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of COUNTY for cause.

11. **Other Termination.** This Agreement may be terminated by any party for any reason and at any time by giving prior written notice of such termination to the other parties specifying the effective date thereof at least thirty (30) days prior to the effective date, as long as the date the notice is given and the effective date of the termination are in the same fiscal year; provided, however, that no such termination may be effected by COUNTY unless an opportunity for consultation is provided prior to the effective date of the termination. COUNTY hereby authorizes its County Counsel or County Administrator to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of COUNTY, for the convenience of COUNTY.

12. **Disposition of, Title to and Payment for Work upon Expiration or Termination.**

(a) Upon expiration or termination of this Agreement, all finished or unfinished documents and other materials, if any, shall be promptly returned to COUNTY, and CONTRACTOR may retain copies of such work for its business purposes.

(b) CONTRACTOR shall be entitled to receive compensation for any satisfactory work completed prior to receipt of the notice of termination or commenced prior to receipt of the notice and completed satisfactorily prior to the effective date of the termination; except that CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by such COUNTY by virtue of any breach of the Agreement by CONTRACTOR whether or not the Agreement expired or was otherwise terminated, and COUNTY may withhold any payments not yet made to CONTRACTOR for purpose of setoff until such time as the exact amount of damages due to any COUNTY from CONTRACTOR is determined.

(c) CONTRACTOR shall be available to consult with COUNTY or with COUNTY's new attorneys with respect to the work undertaken pursuant to this Agreement for a reasonable time following termination of this Agreement.

13. **No Waiver.** The waiver by any party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

14. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person, by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested, or by overnight courier (e.g., Federal Express). Any mailed or

overnighted notice, demand, request, consent, approval or communication that any party desires to give the other party shall be addressed to the other party at the address set forth below. Any party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier. Any notice sent by overnight courier shall be deemed to have been received on the date following the date on which the notice was sent.

COUNTY

Verne Ball, Deputy County Counsel
Office of Sonoma County Counsel
575 Administration Drive, Room 105A
Santa Rosa, CA 95403-2815

CONTRACTOR

Marcelo Halpern, Partner
Perkins Coie LLP
131 South Dearborn St., Suite 1700
Chicago, IL 60603

15. **Experts.** CONTRACTOR shall engage no expert consultants without having first consulted with COUNTY's authorized representatives, both as to the identity and task of the consultants and the amount to be paid for their work and receiving written authorization.

16. **Compliance with Policies on Waste, Harassment, Drug/Alcohol-Free Workplace, and Computer Use.** CONTRACTOR hereby agrees to comply, and require its employees and subcontractors to comply, with COUNTY non-discrimination policies, copies of which are on file with the Clerk of the Board of Supervisors of COUNTY, and which are incorporated by reference herein. CONTRACTOR also agrees that it shall not engage in any activities, or permit its officers, agents and employees to do so, during the performance of any of the services required under this Agreement, which would interfere with compliance or induce violation of Chapter 19, Article II of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

17. **Confidentiality.** Confidential information is defined as all information disclosed to CONTRACTOR which relates to COUNTY's past, present, and future activities, as well as activities under this Agreement. Except as otherwise provided herein (see e.g., Paragraph "6" hereof) CONTRACTOR shall hold all such information as CONTRACTOR may receive, if any, in trust and confidence, except with the prior written approval of COUNTY, expressed through its Board of Supervisors. Upon cancellation or expiration of this Agreement, CONTRACTOR shall return to COUNTY all written and descriptive matter which contains any such confidential information, except that CONTRACTOR may retain for its files a copy of CONTRACTOR's work product if such product has been made available to the public by COUNTY.

18. **No Assignments or Subcontracts.**

(a) In general. A consideration of this Agreement is the personal reputation of CONTRACTOR; therefore, CONTRACTOR shall not assign any interest in this Agreement or subcontract any of the services CONTRACTOR is to perform hereunder without the prior written consent of COUNTY, which shall not be unreasonably withheld. The inability of the

assignee to provide personnel equivalent in experience, expertise, and numbers to those provided by CONTRACTOR, or to perform any of the remaining services required under this Agreement within the same time frame required of CONTRACTOR shall be deemed to be reasonable grounds for COUNTY to withhold its consent to assignment. For purposes of this subparagraph, the consent of COUNTY may be given by the Sonoma County Counsel.

(b) Effect of Change in Status. If CONTRACTOR changes its status during the term of this Agreement from or to that of a corporation, limited liability partnership, limited liability company, general partnership, or sole proprietorship, such change in organizational status shall be viewed as an attempted assignment of this Agreement by CONTRACTOR. Failure of CONTRACTOR to obtain approval of such assignment under this Paragraph shall be viewed as a material breach of this Agreement.

19. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

20. **Interpretation; Venue.**

(a) Interpretation. The headings used herein are for reference only. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts.

(b) Venue. This Agreement is made in Sonoma County, California. The venue for any legal action in state court filed by any party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Sonoma. The venue for any legal action in federal court filed by any party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this Agreement shall be Sonoma County, California; however, nothing in this sentence shall obligate any party to submit to mediation or arbitration any dispute arising under this Agreement.

21. **Compliance with Laws.** CONTRACTOR shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes. Such laws shall include, but not be limited to, the following, except where prohibited by law:

(a) Non-Discrimination. During the performance of this Agreement, CONTRACTOR and its subcontractors shall not deny the benefits thereof to any person on the basis of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age, mental disability, physical disability or medical condition (including cancer, HIV and AIDS), or political affiliation or belief nor shall they discriminate unlawfully against any employee or applicant for employment because of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age, mental disability, physical disability or medical condition (including cancer, HIV and AIDS), use of family care leave or political affiliation or belief. CONTRACTOR shall ensure

that the evaluation and treatment of employees and applicants for employment are free of such discrimination or harassment. In addition to the foregoing general obligations, CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated thereunder (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time. To the extent this Agreement subcontracts to CONTRACTOR services or works required of COUNTY by the State of California pursuant to agreement between COUNTY and the State, the applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a) through (f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are expressly incorporated into this Agreement by reference and made a part hereof as if set forth in full, and CONTRACTOR and any of its subcontractors shall give written notice of their obligations thereunder to labor organizations with which they have collective bargaining or other agreements.

22. **Taxes.** CONTRACTOR agrees to file federal and state tax returns or applicable withholding documents and to pay all applicable taxes or make all required withholdings on amounts paid pursuant to this Agreement and shall be solely liable and responsible to make such withholdings and/or pay such taxes and other obligations including, without limitation, state and federal income and FICA taxes. In the event that COUNTY is audited for compliance regarding any withholding or other applicable taxes or amounts, CONTRACTOR agrees to furnish COUNTY with proof of payment of taxes or withholdings on those earnings.

23. **Access to Records/Retention.** COUNTY shall have access to any books, documents, papers and records of CONTRACTOR that are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. Except where longer retention is required by any federal or state law, CONTRACTOR shall maintain all required records for at least seven (7) years after COUNTY makes final payment for any of the work authorized hereunder and all pending matters are closed, whichever is later.

24. **Authority to Contract.** CONTRACTOR and COUNTY each warrant hereby that they are legally permitted and otherwise have the authority to enter into and perform this Agreement.

25. **Conflict of Interest.**

(a) **Covenant of No Undisclosed Conflict.** The parties to the Agreement acknowledge that they are aware of the provisions of California Government Code section 1090, et seq., and section 87100, et seq., relating to conflict of interest of public officers and employees. CONTRACTOR hereby covenants that it presently has no interest not disclosed to COUNTY and shall not acquire any interest, direct or indirect, which would conflict in any material manner or degree with the performance of its services or confidentiality obligation hereunder, except as such as COUNTY may consent to in writing prior to the acquisition by CONTRACTOR of such conflict. CONTRACTOR further warrants that it is unaware of any financial or economic interest of any public officer or employee of any of COUNTY relating to this Agreement. CONTRACTOR agrees that if such financial interest does exist at the inception of this

Agreement, COUNTY may terminate this Agreement immediately upon giving written notice without further obligation by COUNTY to CONTRACTOR under this Agreement.

(b) Statements of Economic Interest. CONTRACTOR acknowledges and understands that COUNTY has developed and approved a Conflict of Interest Code as required by state law which requires CONTRACTOR to file with the Elections Division of the Sonoma County Assessor-Clerk Recorder "assuming office", "annual", and "leaving office" Statements of Economic Interest as a "consultant", as defined in section 18701(a)(2) of Title 2 of the California Code of Regulations, unless it has been determined in writing that CONTRACTOR, although holding a "designated" position as a consultant, has been hired to perform a range of duties so limited in scope as to not be required to fully comply with such disclosure obligation.

26. **Non-Solicitation of Employees.** Each party agrees not to solicit for employment the employees of the other party who were directly involved in the performance of the services hereunder for the term of this Agreement and a period of six (6) months after termination of this Agreement except with the written permission of the other party, except that nothing in this Paragraph shall preclude any party from publishing or otherwise distributing applications and information regarding that party's job openings where such publication or distribution is directed to the public generally.

27. **Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.

28. **Attorney's Fees.** In the event that any party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the parties shall bear their own costs and attorney's fees incurred in connection with such action.

29. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

30. **Entirety of Contract.** This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

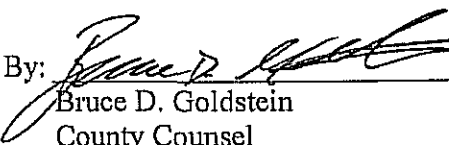
IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

PERKINS COIE LLP

By: 

Marcelo Halpern, Partner
"CONTRACTOR"

COUNTY OF SONOMA, a political
subdivision of the State of California

By: 

Bruce D. Goldstein
County Counsel

EXHIBIT "A"

KEY PERSONNEL AND COMPENSATION RATES

I. Rates.

COUNTY shall compensate CONTRACTOR for the legal services rendered for the term of this Agreement in accordance with the following rates:

	<u>2012 Rate</u>	<u>2013 Rate</u>
Marcelo Halpern, Partner	\$580/hour	\$605/hour
Lauren Matecki, Associate	\$300/hour	\$335/hour

II. Expense Reimbursement.

All out-of-pocket costs and expenses will be billed by CONTRACTOR and paid by COUNTY at CONTRACTOR's cost, consistent with Paragraph 5 of the Agreement.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Fire and Emergency Services

Staff Name and Phone Number:

Mark Aston, 565-1157

Supervisorial District(s):

All

Title: Approval of Volunteer Fire Assistance Grant

Recommended Actions:

Adopt a Resolution approving grant and authorizing the Chair to execute the agreement between the County of Sonoma and the State of California Department of Forestry and Fire Protection for the Volunteer Fire Assistance Program Award #7FG12025 in the amount of \$13,303, through August 31, 2013.

Executive Summary:

The California Department of Forestry and Fire Protection (CAL FIRE) has a Volunteer Fire Assistance grant program for local volunteer fire departments. The main purpose of the grant program is to provide matching funds to volunteer fire departments for the purchase of fire equipment to enhance their fire suppression abilities and to provide greater safety for the volunteers who serve them.

The Fire and Emergency Services Department (County Fire) has applied for, and has been approved to receive funds from CAL FIRE's Volunteer Fire Assistance Program to assist with our fire suppression equipment needs.

Only 7% of County Fire response areas are protected by hydrants, making water shuttle necessary on most fire responses. To help insure adequate water supplies for our volunteers this grant requested equipment for each volunteer fire company that does not have hydrants. The grant project includes the purchase of 13 portable pumps, portable tanks, hose and required accessories to assist with the delivery of fire suppression water.

This investment in fire suppression equipment will allow County Fire volunteers to have access to water in locations that apparatus cannot efficiently access because of distance to the scene, narrow access, limited turnarounds and the like. Responding apparatus can establish the portable tank near the scene and utilize the portable pumps to fill the tank from available water resources. This equipment allows for

quick and efficient water shuttle.

The equipment will be procured in conjunction with Sonoma County General Services Purchasing Division.

The total cost of the project is \$26,606. The grant funding will provide 50% of the project cost on a matching fund basis in the amount of \$13,303, and the matching County Fire - CSA #40 portion of the project will be \$13,303 from currently budgeted appropriations.

This item requests that your Board approve the receipt of the Volunteer Fire Assistance Program grant and execute the agreement with the State of California Department of Forestry and Fire Protection to receive the grant funds to carry out the provisions of the grant project.

Prior Board Actions:

Board approved similar contracts for grants, resolutions 11-0614, 09-1065a, 05-0784, 04-0895 and 04-0896.

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

More efficient fire suppression enhances the safety of the citizens and community.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 13,303	Select an item.	\$
Add Appropriations Req'd.	\$ 13,303	State/Federal	\$ 13,303
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	CSA #40 Budge	\$ 13,303
Total Expenditure	\$ 26,606	Total Sources	\$ 26,606

Narrative Explanation of Fiscal Impacts (If Required):

\$13,303 will be funded from CSA#40 Service and Supplies FY12-13 Service and Supplies Appropriations, and \$13,303 will be received from California Department of Forestry and Fire Protection grant funds. The budget adjustment for this item will be included in the second quarter consolidated budget adjustment requests.

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 and agreement.			
Related Items "On File" with the Clerk of the Board:			
Five (5) copies of the agreement.			

Resolution No.

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

Date: 1/8/2013

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Approving the Agreement Between the County of Sonoma Fire and Emergency Services Department - County Fire CSA #40 and the State of California Department of Forestry and Fire Protection for the Volunteer Fire Assistance Program Award Agreement #7FG12025

Whereas, the Fire and Emergency Services Department was awarded a grant for water pumping equipment; and

Whereas, proper equipment for efficient and timely suppression of fires contributes to the safety of the citizens, community and firefighters;

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma, State of California does hereby approve the Agreement with the California Department of Forestry and Fire protection dated as of the last signatory date on page 6 of the Agreement and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2012-2013 up to and no more than the amount of \$13,303.

Be It Further Resolved that David Rabbitt, Chair of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the County of Sonoma Fire and Emergency Services Department, County Fire CSA #40.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of Sonoma County, at a regular meeting thereof, held on the 8th day of January 2013 by the following vote:

Supervisors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.

VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 1 OF 6

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered into **ON THE LAST SIGNATORY DATE ON PAGE 6**, by and between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and Sonoma County Fire and Emergency

Services - County Fire CSA #40 hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as an agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, United States Code, Title 16, Chapter 41, Section 2010 et seq., Volunteer Fire Assistance Program), hereinafter referred to as "VFA", and
2. The VFA has made funds available to STATE for redistribution, under certain terms and conditions, to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability, and
3. LOCAL AGENCY desires to participate in said VFA.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **TIMELINESS:** Time is of the essence in this Agreement.
6. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the address specified in paragraph 11, with a postmark no later than December 1, 2012 or LOCAL AGENCY will forfeit the funds.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 2 OF 6**

7. **GRANT AND BUDGET CONTINGENCY CLAUSE:** It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2012-13 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed \$13303. on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Exhibit(s) A, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 6 and JUNE 30, 2013.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE, in triplicate, at the address specified in paragraph 11, with a postmark no later than August 31, 2013 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice or proof of payment to vendor(s) must be included for items purchased.

9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.

10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Exhibit(s) A". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 3 OF 6**

11. ADDRESSES: The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:

LOCAL AGENCY: Sonoma County Fire and Emergency Svcs. - County Fire
2300 County Center Drive, 221A CSA #40
Santa Rosa, CA 95403-3010
Attention: Terri Bolduc
Telephone Number(s): 707-565-1152
FAX Number: 707-565-1172
E-mail Terri.Bolduc@sonoma-county.org

STATE: **Department of Forestry and Fire Protection**
Cooperative Fire Programs, Room 1653-2A
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 653-6179
FAX (916) 653-9708

12. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY.
13. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
14. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
15. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Exhibit A application, made by STATE, will be in writing and will require an amendment.
16. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 4 OF 6**

The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE Sacramento Property Office of the disposal of such items.

17. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE Sacramento Property Office. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE Sacramento Property office will advise the appropriate STATE Unit and LOCAL AGENCY contact of the VFA Property Number assigned.
18. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
21. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 5 OF 6**

- b. Establish a Drug-Free Awareness Program to inform employees about:
- 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

22. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 6 and continue through August 31, 2013.
23. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
24. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
25. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 6 OF 6**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signatory date below.

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION

LOCAL AGENCY
Sonoma County Fire and Emergency
Services - County Fire CSA #40

By: _____
Signature

By: _____
*Signature

Dan Sendek
Printed Name

David Rabbitt
Printed Name

Staff Chief
Title
Cooperative Fire Programs

Chair
**Title
Sonoma County Board of Supervisors

Last Signatory Date

***Date

*Ensure that the officer signing here for LOCAL AGENCY IS THE SAME Officer authorized in the Resolution to execute this Agreement.

**Ensure that the title entered here IS THE SAME title used in the Resolution for the Officer who is executing this Agreement.

***Ensure that the date LOCAL AGENCY signs IS THE SAME DATE as the Resolution date OR LATER.

FOR STATE USE ONLY

AMOUNT ENCUMBERED BY THIS DOCUMENT \$13,303	PROGRAM/CATEGORY (CODE AND TITLE) Support			FUND TITLE Federal
	(OPTIONAL USE) Vendor #			
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0	ITEM 3540-001-0001	CHAPTER 21	STATUTE 2012	FISCAL YEAR 12/13
TOTAL AMOUNT ENCUMBERED TO DATE \$13,303	OBJECT OF EXPENDITURE (CODE AND TITLE) 12-9214-418.99-92512			
<i>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.</i>		T.B.A. NO.	B.R. NO.	
SIGNATURE OF CDF ACCOUNTING OFFICER X		DATE		

**Department of General Services
Use Only**

DGS APPROVAL NOT
REQUIRED PER SAM 1215

CONTRACTOR

STATE AGENCY

DEPT. OF GEN. SER.

CONTROLLER



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 13
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): General Services / Sheriff

Staff Name and Phone Number:

General Services – Teryl Phillips 565-2143
Sheriff – Sgt. Dennis Smiley 565-2411

Supervisorial District(s):

All

Title: Mt. Jackson Lookout Communication Site Lease Amendment No. 1

Recommended Actions:

Ratify Amendment No. 1 to Lease Agreement L-0986, executed between the State of California and the County of Sonoma providing for replacement of communications tower and equipment vault improvements at the Mt. Jackson Lookout communications site near Guerneville, and offset of the \$18,634 annual rent value of the lease by contribution of County vault space and other in-kind services to the State.

Executive Summary:

General. Board ratification of the lease amendment for the Mt. Jackson Lookout communication site is requested in order to install new tower and equipment vault improvements needed for County radio system facilities, and the proposed BayWEB emergency communications equipment.

The County operates the Mt. Jackson communication facility for all of the County's radio users, such as the Sheriff, Public Works, Public Health, Regional Parks, Emergency Services, General Services and local fire districts. Numerous other governmental agencies also utilize this facility. Mt. Jackson provides coverage for a broad geographical range throughout the County. The East to West coverage extends from Sonoma to the Russian River area while the North to South coverage extends from Cloverdale to Cotati. The site is critical to the County's ability to provide a reliable communication network for emergency response.

Mt. Jackson is one of the County's primary radio sites and requires the proposed improvements for several reasons. The existing tower is 30 years old and overloaded with user equipment. The tower's foundation will not support any enhancements to the existing tower. Therefore, a new tower must be built to accommodate the County's growing telecommunications needs at this location. The proposed tower and vault improvements will establish a better location for the tower, increase the size of the

tower, and allow telecommunications staff to safely operate and maintain the equipment located at this facility. In addition, a larger tower will allow for the addition of BayWEB equipment. If the County does not proceed with building a new tower, some existing users will need to remove their equipment to address the overloading issue.

Lease Amendment. The Mt. Jackson site has been leased from the State of California since 1984. The current lease agreement was executed in 2008, and the term extends through June 30, 2032. Lease Amendment No. 1 contains the following key provisions, with no modification to the lease term:

1. Expansion of the lease area from 1,250 s.f. to 1,450 s.f., to accommodate a new 180' tower, equipment vault and generator pad, together with appurtenant electrical easement and non-exclusive use of the existing access road.
2. Waiver of rent payments valued at \$18,634 per year plus 5% annual increases, in exchange for County contribution of in lieu benefits to State, including maintenance of facilities and the access road, reservation of two racks in the equipment vault for State use, provision of utilities at no cost to State, and collocation of cooperative emergency communications services.

This amendment to the lease would typically be brought to the Board for authorization to publish a notice of intent to execute the amendment and subsequent approval for execution by the Board Chair or the General Services Director after the required notice period. However, in this case, the amendment was inadvertently signed by the State and General Services in advance of notice publication due to constrained project delivery timelines associated with the BayWEB project. Therefore, Board ratification of the signed lease amendment is requested, to fully comply with legal requirements pertaining to the public notice and authority for execution. Following ratification of the lease amendment, County staff will return to the Board in the next few months for award of construction contracts to build the tower and equipment vault.

General Plan Conformity and CEQA. PRMD staff has determined that the proposed communications site improvement project and lease amendment are consistent with the General Plan Public Facilities and Services Element contingent on conformance to the applicable criteria set forth in Section 26-88-130 of the Zoning Code Regulations pursuant to Policy PF-2u. This policy stipulates that public telecommunication facilities must meet the standards and site design criteria of the applicable zoning district. Section 26-02-070 of the Zoning Ordinance specifically exempts public projects of the County from these zoning regulations.

The project was determined categorically exempt from the requirements of the California Environmental Quality Act (CEQA) under Section 15301© of the CEQA Guidelines because it is a minor alteration of an existing publicly owned facility involving negligible expansion of use. The Notice of Categorical Exemption was posted on November 14, 2012.

Notice of Intent. Government Code Section 25350 requires the Board to publish a notice of its intention to enter into a lease agreement valued at more than \$50,000 for three (3) consecutive weeks before consummation of the agreement. The required notices were published by the Clerk of the Board in accordance with Government Code Section 25350, with the first notice published on November 30,

2012. No public comments regarding the lease amendment have been received by General Services staff.

Prior Board Actions:

11/20/12 – Board declared intent to ratify Amendment No 1 to Lease Agreement L-0986 between the State of California and the County and directed the Clerk of the Board to publish a Notice of Intention.
 09/25/12 – Board authorizations to execute contracts for architectural design and special inspection services pertaining to various communications sites, including the Mt. Jackson Lookout site.
 1/10/12 – Board approval of the BayWEB Systems Funding Plan, and authorization for the County’s BayRICS Board Director to approve the BayWEB Build Own Operate Maintain Agreement between BayRICS and Motorola Solutions, Inc.
 12/13/11 – Board approval of the Site Access and Use Agreement with Motorola Solutions, Inc. providing access and use of telecommunications sites controlled by the County for implementation of the BayWEB project.
 9/9/08 – Board adoption of Resolution No. 08-0766 authorizing the General Services Director to execute a lease agreement with the State of California for premises at the Mt. Jackson Lookout telecommunications site.

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

The new tower and equipment vault at the Mt Jackson site will provide the infrastructure needed to accommodate the County’s growing telecommunication needs and the Bay Area-wide BayWEB emergency communications system network, improving the ability of first responders to maintain critical radio communications in remote coastal and wooded areas of the County. Implementation of these facilities further aligns with the goal to Invest in the Future, by ensuring timely improvements to the County’s communication network that promote the safety and connectivity of the community at nominal cost to the County.

Fiscal Summary - FY 12-13

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

Narrative Explanation of Fiscal Impacts (If Required):

No fiscal impacts associated with payment of rent are anticipated for FY 12-13 as a result of the lease amendment. The County provides in-kind services to the State to offset the annual rental value of the lease (valued at \$18,634 in FY 12-13).

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None.			
Attachments:			
None.			
Related Items “On File” with the Clerk of the Board:			
Amendment No. 1 to Lease L-0986 between the State of California and County of Sonoma pertaining to the Mt Jackson Communication Site			



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 14
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County, Board of Supervisors of the Sonoma County Water Agency, Board of Commissioners of the Community Development Commission, Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, and the Board of Directors of the Northern Sonoma County Air Pollution Control District.

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Human Resources

Staff Name and Phone Number:

Marcia Chadbourne, Risk Manager
565-2473

Supervisorial District(s):

Title: Amendment to Agreement with The Segal Company

Recommended Actions: Authorize the Chair to execute a contract amendment with The Segal Company for benefit consulting and actuarial services, extending the term of the agreement for six months from January 1, 2013 to June 30, 2013, and increasing the agreement by \$150,000, for a total agreement amount not to exceed \$1,466,000.

Executive Summary: The Segal Company (Segal) has provided employee benefit and actuarial consulting services to the County of Sonoma since January, 2008. Segal was selected through a widely circulated Request for Proposal (RFP) process and was chosen from twelve proposals received from top national benefits consulting firms.

Your Board previously extended the current agreement through 12/31/2012 to allow time for staff to conduct a RFP selection process for benefits consultants. Due to staffing constraints with the Employee Benefits Manager vacancy since June and time critical labor negotiation matters, staff is seeking an extension of this agreement. This will provide continuity of support to labor negotiations as Segal has developed knowledge and expertise of the County's benefit programs, and will provide staff sufficient time to complete a comprehensive RFP process.

The initial agreement with Segal was approved by the Board for the period January 1, 2008 through June 30, 2011 for a total maximum agreement amount not to exceed \$969,000. As part of the Vendor Reduction Program, Segal agreed to a 10% reduction in their rates for the term July 1, 2010 through June 30, 2011. In December 2010, the Board extended the term of the agreement from July 1, 2011 through June 30, 2012, increasing the contract amount by \$215,000 to \$1,184,000. And most recently, the Board authorized a six month amendment in May 2012, for an additional contract amount of \$132,000 through December 31, 2012. In order to continue benefit consulting and labor negotiation support through June

30, 2013 Segal has agreed to extend the agreement for an additional six months with no increases in current hourly rates or changes in terms.

The recommendation is to amend the agreement to extend the term and increase the maximum fees payable by \$150,000, through June 30, 2013, for a total contract maximum of \$1,466,000, (annual average of \$266,500) over the six year contract term. Costs associated with these services are allocated through Benefit Administration rates charged countywide based upon the number of full time equivalent (FTE) allocated to each department and agency.

Prior Board Actions:

- 05/22/2012 Approved amendment extending term for six months and additional \$132,000
- 12/14/2010 Approved amendment extending term and additional \$215,000
- 02/26/2008 Approved amendment for additional \$65,000 actuarial services
- 01/08/2008 Approved initial agreement term 1/1/08 through 6/30/11, total contract \$904,000

Strategic Plan Alignment Goal 3: Invest in the Future

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 150,000	County General Fund	\$ 150,000
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 150,000	Total Sources	\$ 150,000

Narrative Explanation of Fiscal Impacts (If Required): Sufficient appropriations have been included in the FY 12/13 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:			
Fourth Amendment to Agreement for Consulting Services, Exhibit B Fee Schedule			
Related Items “On File” with the Clerk of the Board:			
Initial Agreement, all prior Agreement Amendments, and proposed 4 th amendment			

**FOURTH AMENDMENT TO
AGREEMENT FOR CONSULTING SERVICES**

This Fourth Amendment (the "Amendment"), made this 8th day of January, 2013, is by and between the County of Sonoma, a political subdivision of the State of California ("County"), and The Segal Company, a Delaware corporation, (hereinafter "Consultant"). All capitalized terms used herein shall, unless otherwise defined, have the meaning ascribed to those terms in the existing agreement.

RECITALS

WHEREAS, Consultant represents that it is a duly qualified in the area of employee and retiree benefits consulting, brokerage, and actuarial services; and

WHEREAS, the County entered into an initial agreement with Consultant to provide professional consulting services in the above areas for County's employee and retiree benefit plans, and other related services for the period January 1, 2008 through June 30, 2011; and

WHEREAS, the First Amendment to the Agreement was executed on March 1, 2008 to amend the scope of work to include actuarial services related to retiree medical and increase the contract amount by \$65,000; and

WHEREAS, the Second Amendment to the Agreement was executed on December 14, 2010 to extend the term of the agreement for twelve months through June 30, 2012, and increase the contract amount by \$215,000 to a contract maximum of \$1,184,000; and

WHEREAS, the Third Amendment to the Agreement was executed on May 22, 2012 extending the term of the Agreement for an additional six months from July 1, 2012 through December 31, 2012, and to increase the contract amount by \$132,000 for a total contract amount of \$1,316,000 for the period January 1, 2008 through December 31, 2012; and

WHEREAS, the County continues to be satisfied with the services of the Consultant and finds that it in the best interests of the County to amend the Agreement extending the term of the Agreement for an additional six months from January 1, 2013 through June 30, 2013, and to increase the contract amount by \$150,000 for a total contract amount of \$1,466,000 for the period January 1, 2008 through June 30, 2013.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

1. Section 2. Payment of the Agreement is amended to reflect that consultant shall be paid in accordance with the invoicing and payment terms set forth in updated Exhibit B attached hereto and incorporated herein, and total payments to Consultant for services provided under the Agreement for the period January 1, 2008 through June 30, 2013 shall not exceed \$1,466,000 and for the period January 1, 2013 through June 30, 2013 shall not exceed \$150,000 without the prior written approval of the County.

2. Section 3. Term of Agreement. The term of this Agreement is amended to reflect the termination date of the Agreement shall be June 30, 2013, unless terminated earlier in accordance with the terms of the Agreement.

3. Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement and previous amendments, together with exhibits are, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or shall be construed to modify, invalidate or otherwise affect any provision of the Agreement, as amended, or any right of County arising thereunder.

4. This Amendment shall be governed by and construed under the internal laws of the State of California, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.

COUNTY AND CONSULTANT HAVE CAREFULLY READ AND REVIEWED THIS AMENDMENT AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS AMENDMENT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment the day and year first above written.

DATED: _____

THE SEGAL COMPANY

By: _____

Name: _____

Title: _____

COUNTY OF SONOMA

DATED: _____

By: _____

Wendy Macy Human Resources Director

CERTIFICATES OF INSURANCE ON
FILE WITH AND APPROVED AS TO
SUBSTANCE BY DEPARTMENT:

DATED: _____

By: _____

Wendy Macy, Human Resources Director

APPROVED AS TO FORM:

DATED: _____

By: _____

Greg Dion, Deputy County Counsel

Amendment #4
Exhibit B
The Segal Company
Fee Schedule
1/1/2013 to 6/30/2013

For the period 1/1/08 through 6/30/11:

The maximum fees payable under this agreement will not exceed \$969,000 for the period 1/1/08 to 6/30/11 according to the following terms:

1. For all baseline services anticipated under sections 1 (General Services), 2 (Consulting Services), 3 (Brokerage Services), and 4 (Actuarial Services) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

The County will pay the following all inclusive maximum annual fees for baseline services of:

- a) \$110,000 for 2008
- b) \$114,000 for 2009
- c) \$107,100 for 2010*
- d) \$55,800 for 1/1/11 to 6/30/11*

Invoicing will itemize actual time based upon hourly rate charges listed below, which vary by professional. Should the actual time spent providing these services multiplied by the applicable hourly rates be more than the maximum annual fee, Consultant will bill for the lesser amount.

2. For all services anticipated under section 5 (Additional Projects) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

Position	Segal Hourly Rates			
	2008	2009	2010*	2011*
Principal, SVP	\$400.00	\$416.00	\$390.00	\$405.00
Consulting Actuary, VP	\$350.00	\$364.00	\$341.00	\$355.00
Health Benefits Manager, VP	\$335.00	\$348.40	\$326.00	\$339.00
Health Benefits Advisor	\$265.00	\$275.60	\$258.00	\$268.00
Communications Project Manager	\$325.00	\$338.00	\$317.00	\$329.00
Communications Snr Consultant	\$275.00	\$286.00	\$267.00	\$278.00
Communications Consultant	\$225.00	\$234.00	\$219.00	\$228.00

*Reduced by 10% from original agreement commencing 6/1/10.

3. For consultant's site visits to the County, over an above the six visits included in section 1 (Consulting Services) of the Scope of Work (Exhibit A), consultant will be paid a per diem fee of \$1,500.
4. For all services anticipated under section 6 (OPEB – GASB Valuation) of the Scope of Work (Exhibit A), County will be charged \$25,000 per valuation. Iterations of the valuation will not exceed \$1,500. Attendance at meetings will not exceed \$1,500 per meeting. Segal does not bill for travel or other ordinary expenses such as express delivery or administrative charges.
5. All hourly billing rates and per diem amounts are all inclusive. County will not be charged for travel, postage, telephone, computer, or stationary expenses.
6. If consultant is required to assist in the preparation of employee communications documents for distribution to employees and retirees, printing and graphics charges will be paid directly to printers and/or graphic designers.

For the period 7/1/11 through 6/30/12:

The maximum fees payable under this agreement will not exceed \$215,000 for the period 7/1/11 to 6/30/12 according to the following terms:

1. For all baseline services anticipated under sections 1 (General Services), 2 (Consulting Services), 3 (Brokerage Services), and 4 (Actuarial Services) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

The County will pay the following all inclusive maximum annual fees for baseline services of:

- a) \$110,300 for 7/1/11 to 6/30/12*

Invoicing will itemize actual time based upon hourly rate charges listed below, which vary by professional. Should the actual time spent providing these services multiplied by the applicable hourly rates be more than the maximum annual fee, Consultant will bill for the lesser amount.

2. For all services anticipated under section 5 (Additional Projects) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

Position	Segal Hourly Rates	
	2011	2012*
Principal, SVP	\$405.00	\$415.00

Consultant	\$345.00	\$355.00
Consulting Actuary, VP	\$355.00	\$365.00
Health Benefits Manager, VP	\$339.00	\$350.00
Health Benefits Advisor	\$268.00	\$275.00
Communications Project Manager	\$329.00	\$340.00
Communications Snr Consultant	\$278.00	\$285.00
Communications Consultant	\$228.00	\$235.00

*Increased by 3% from the 2010 and 2011 10% reduction.

3. For consultant's site visits to the County, over and above the six visits included in section 1 (Consultant Services) of the Scope of Work (Exhibit A), consultant will be paid a per diem fee of \$1,500.
4. For all services anticipated under section 6 (OPEB - GASB Valuation) of the Scope of Work (Exhibit A), County will be charged \$25,000 per valuation. Iterations of the valuation will not exceed \$1,500. Attendance at meetings will not exceed \$1,500 per meeting. Segal does not bill for travel or other ordinary expenses such as express delivery or administrative charges.
5. All hourly billing rates and per diem amounts are all inclusive. County will not be charged for travel, postage, telephone, computer, or stationery expenses.
6. If consultant is required to assist in the preparation of employee communications documents for distribution to employees and retirees, printing and graphics charges will be paid directly to printers and/or graphic designers.

For the period 7/1/12 through 12/31/12:

The maximum fees payable under this agreement will not exceed \$132,000 for the period 7/1/12 to 12/31/12 according to the following terms:

1. For all baseline services anticipated under sections 1 (General Services), 2 (Consulting Services), 3 (Brokerage Services), and 4 (Actuarial Services) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

The County will pay the following all inclusive maximum annual fees for baseline services of:

- a) \$55,000 for 7/1/12 to 12/31/12*

Invoicing will itemize actual time based upon hourly rate charges listed below, which vary by professional. Should the actual time spent providing these services multiplied by the applicable hourly rates be more than the maximum annual fee, Consultant will bill for the lesser amount.

2. For all services anticipated under section 5 (Additional Projects) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

Position	Segal Hourly Rates	
	2011	2012*
Principal, SVP	\$405.00	\$415.00
Consultant	\$345.00	\$355.00
Consulting Actuary, VP	\$355.00	\$365.00
Health Benefits Manager, VP	\$339.00	\$350.00
Health Benefits Advisor	\$268.00	\$275.00
Communications Project Manager	\$329.00	\$340.00
Communications Snr Consultant	\$278.00	\$285.00
Communications Consultant	\$228.00	\$235.00

*Increased by 3% from the 2010 and 2011 10% reduction.

3. For consultant's site visits to the County, over and above the six visits included in section 1 (Consultant Services) of the Scope of Work (Exhibit A), consultant will be paid a per diem fee of \$1,500.
4. For all services anticipated under section 6 (OPEB - GASB Valuation) of the Scope of Work (Exhibit A), County will be charged \$25,000 per valuation. Iterations of the valuation will not exceed \$1,500. Attendance at meetings will not exceed \$1,500 per meeting. Segal does not bill for travel or other ordinary expenses such as express delivery or administrative charges.
5. All hourly billing rates and per diem amounts are all inclusive. County will not be charged for travel, postage, telephone, computer, or stationery expenses.
6. If consultant is required to assist in the preparation of employee communications documents for distribution to employees and retirees, printing and graphics charges will be paid directly to printers and/or graphic designers.

For the period 1/1/2013 through 6/30/2013:

The maximum fees payable under this agreement will not exceed \$150,000 for the period 1/1/2013 to 6/30/2013 according to the following terms:

2. For all baseline services anticipated under sections 1 (General Services), 2 (Consulting Services), 3 (Brokerage Services), and 4 (Actuarial Services) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

The County will pay the following all inclusive maximum annual fees for baseline services of:

- a) \$55,000 for 7/1/2013 through 6/30/2013

Invoicing will itemize actual time based upon hourly rate charges listed below, which vary by professional. Should the actual time spent providing these services multiplied by the applicable hourly rates be more than the maximum annual fee, Consultant will bill for the lesser amount.

- 2. For all services anticipated under section 5 (Additional Projects) of the Scope of Work (Exhibit A), County will be charged on an hourly basis, according to the hourly rate charges listed in the chart below.

Position	Segal Hourly Rates	
	2012*	2013*
Principal, SVP	\$415.00	\$415.00
Consultant	\$355.00	\$355.00
Consulting Actuary, VP	\$365.00	\$365.00
Health Benefits Manager, VP	\$350.00	\$350.00
Health Benefits Advisor	\$275.00	\$275.00
Communications Project Manager	\$340.00	\$340.00
Communications Snr Consultant	\$285.00	\$285.00
Communications Consultant	\$235.00	\$235.00

*Increased by 3% from the 2010 and 2011 10% reduction.

- 7. For consultant's site visits to the County, over and above the six visits included in section 1 (Consultant Services) of the Scope of Work (Exhibit A), consultant will be paid a per diem fee of \$1,500.
- 8. For all services anticipated under section 6 (OPEB - GASB Valuation) of the Scope of Work (Exhibit A), County will be charged \$25,000 per valuation. Iterations of the valuation will not exceed \$1,500. Attendance at meetings will not exceed \$1,500 per meeting. Segal does not bill for travel or other ordinary expenses such as express delivery or administrative charges.
- 9. All hourly billing rates and per diem amounts are all inclusive. County will not be charged for travel, postage, telephone, computer, or stationery expenses.
- 10. If consultant is required to assist in the preparation of employee communications documents for distribution to employees and retirees, printing and graphics charges will be paid directly to printers and/or graphic designers.



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: Board of Supervisors of Sonoma County

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Regional Parks

Staff Name and Phone Number:

Supervisory District(s):

Betty Tenret (707) 875-3535

5th District

Title: RP Spud Point Marina Oil Collection Site

Recommended Actions:

Approve the Memorandum of Understanding between the County and Sonoma County Waste Management Agency (SCWMA) setting forth the terms and conditions for the use of SCWMA Oil Payment Program funds (up to \$15,210) to improve the existing oil collection site at Spud Point Marina.

Executive Summary:

Spud Point Marina currently offers a free waste pump-out station for boaters to dispose of used oil, oily water and filters. The existing pump-out station including the oil collection tank is exposed to the elements and is in close proximity to Bodega Bay. Sonoma County Waste Management Agency (SCWMA) has been awarded funds from the Oil Payment Program from CalRecycle, which can be used to upgrade and make public this oil collection site. The funds would be used to purchase a shipping container to enclose the entire area, a recycled oil holding tank with containment, and would cover all supplies and labor costs to create a safer public oil and filter collection center.

The department is pursuing all necessary permits required for the enhanced collection site and estimates the permit costs to be between \$1500 and \$3000. No on-site work will occur until necessary permits have been acquired. The permitting process is anticipated to be completed in early FY 13-14 at which time the oil collection site would be upgraded and the associated costs (\$2500 labor, \$12,710 supplies) paid with SCWMA Oil Payment Program funds in the amount of \$15,210.

The MOU establishes the terms for utilization of these funds. SCWMA will purchase and/or reimburse Regional Parks (Spud Point Marina Enterprise Fund) for the purchase of components and the labor cost to assemble the site. SCWMA will provide signage and advertise the site to the public in the Sonoma County Recycling Guide and on the SCWMA's website at www.recyclenow.org. This MOU was approved by the SCWMA Board during

their 9/19/2012 meeting.

Regional Parks (Spud Point Marina Enterprise Fund) would continue to pay for the waste removal by a licensed oil disposal company and would accept ownership of the oil containment site and responsibility for disposal. Disposal costs are expected to rise due to increased utilization, but are expected to be minimal. In addition, the improved facility will provide the benefit of facilitating disposal of used oil and filters in an environmentally safe manner. The MOU contains an indemnification clause whereby the County would indemnify SCWMA for County's performance. The County RISK department and County Counsel have reviewed and approved the indemnification language contained in the MOU.

Prior Board Actions:

On December 2nd 2009 the County and SCWMA entered into an MOU outlining the SCWMA agreement to reimburse the County for a dock side pump out machine, currently in use by boaters.

Strategic Plan Alignment:

Goal 2: Economic and Environmental Stewardship – This action supports our goals of protecting our public lands and contributing to the economic vitality of our community.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 3000	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 3000
Salaries	\$	Use of Fund Balance	\$
Supplies	\$	Contingencies	\$
20% contingency	\$	SCWMA grant funds	\$
Total Expenditure	\$ 3000	Total Sources	\$ 3000

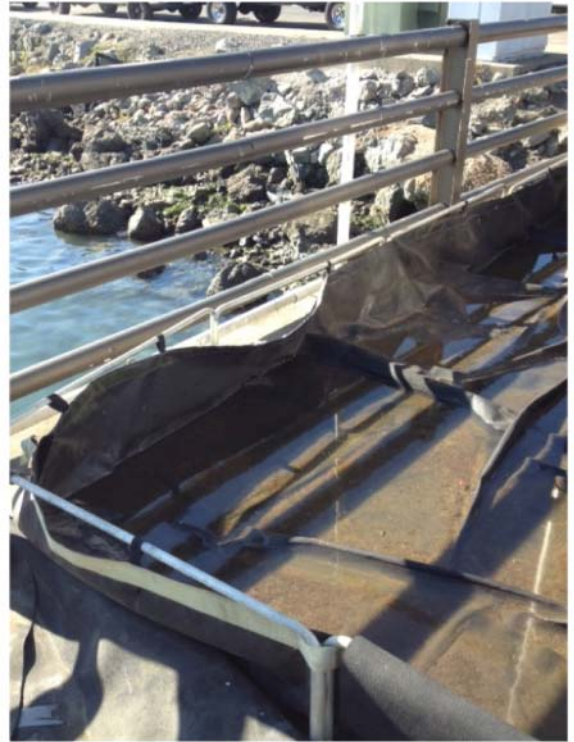
Narrative Explanation of Fiscal Impacts (If Required):

Impact to the FY 12-13 budget will be up to \$3000 to cover the permits necessary to proceed with the oil collection site. Future impacts: The cost of \$15,210 and associated grant revenue for the upgrade of the oil collection site will be included in the FY 13-14 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:			
Attachment 1 Existing oil collection site, Attachment 2 Proposed oil collection site.			
Related Items "On File" with the Clerk of the Board:			
Memorandum of Understanding			



Attachment 1
Existing Oil Collection Site



Proposed Oil Collection Container*

*this container is twice the length of the 20 ft container Spud Point Marina will purchase.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 16
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors and Board of Directors, Agricultural Preservation and Open Space District

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Elizabeth Tyree 565-2575
Stuart Martin 565-7362

Supervisorial District(s):

1st and 4th

Title: Recreational Trails Program grant for Mark West Creek acquisition

Recommended Actions:

Adopt a concurrent resolution approving an application for grant funds from the Recreational Trail Program grant in the amount of \$250,000 to fund land acquisition for the Mark West Creek Regional Park and Open Space Preserve.

Executive Summary:

Regional Parks Department (Regional Parks), in partnership with the Agricultural Preservation and Open Space District (District) and the Sonoma Land Trust, is seeking funding to acquire the remaining Cresta and McCullough ranchland needed for a future regional park and open space preserve, currently referred to as the "Mark West Creek Regional Park and Open Space Preserve." The acquisition of 297 acres in the Mark West Creek watershed will create a 1,100-acre park that will provide recreational and educational opportunities and protect scenic and natural resources. This acquisition would add to the Phase 1 properties already acquired by the District. The properties to be acquired include the remaining 275.5 acres of the McCullough Ranch and 21.5 additional acres of the Cresta Ranch.

The timeline to complete the acquisition is Summer of 2013. An estimated \$8 million is needed to acquire the second phase of Mark West Creek properties. Grant funding from public sources will be the largest portion of acquisition funding and multiple grant opportunities are being explored. The partners have secured \$5.1 million in recommended funding from sources such as the Wildlife Conservation Board (\$2.5 million), California River Parkways grant program (\$1.0 million), District (\$1.1 million) and private donations (\$500,000). Grant applications have been submitted to four other funding sources requesting approximately \$2.2 million and the partners will continue to seek the additional funding needed to complete the acquisition.

In partnership with the Sonoma Land Trust and the District, Regional Parks is applying for a \$250,000 Recreational Trails Program grant administered by State Parks. The grant requires an authorizing resolution to apply for funding. The \$1 million River Parkways grant, which was awarded in November,

and up to \$500,000 of Sonoma County Regional Parks Foundation funding, received from the McCullough donation, will be leveraged as matching funds for this grant.

This competitive grant could be awarded early summer of 2013. Regional Parks and the District will return to the Board at a later date as part of the acquisition process, which will include a proposal for funding the ongoing operations and management of the future Regional Park and Open Space Preserve.

Prior Board Actions:

October 23, 2012, concurrent resolution 12-0501 approved Acres for America grant application; September 27, 2011, concurrent resolutions 11-0522, 23 and 24 approved Habitat Conservation Fund, River Parkways, and Land and Water Conservation Fund grant applications. August 18, 2009, resolution 09-0790 approved fee title acquisition of the McCullough property. October 23, 2007, resolution 07-0895 approved fee title acquisition of the Cresta property.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Fiscal Summary - FY 12-13

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

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:
Concurrent resolution
Related Items "On File" with the Clerk of the Board:

Resolution No.

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

Date: 1/8/2013

Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma And The Board Of Directors Of The Sonoma County Agricultural Preservation And Open Space District, State Of California, Approving The Application For Grant Funds From The Recreational Trail Program.

Whereas, the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail Projects; and

Whereas, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing Project Application under the program; and

Whereas, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of Application(s) before submission of said Application(s) to the State; and

Whereas, the Applicant will enter into a Contract with the State of California to complete the Project;

Now, Therefore, Be It Resolved that the Board of Supervisors and the Board of Directors of the Agricultural Preservation and Open Space District hereby:

1. Approves the filing of an Application for the Recreational Trails Program; and
2. Certifies that the Project is consistent with the Applicant's general plan or the equivalent planning document; and
3. Certifies that said Applicant has or will have available prior to commencement of any work on the Project included in this Application, sufficient funds to operate and maintain the Project; and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
5. Appoints the Director of Regional Parks as agent to conduct all negotiations, execute and submit all documents, including, but not limited to Applications, agreements, amendments, payment requests and so on,

which may be necessary for the completion of the Project.

6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Supervisors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.



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 of Sonoma County

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sheriff's Office

Staff Name and Phone Number:

Supervisorial District(s):

Monique Chapman – 565-2872

All Supervisorial Districts

Title: Agreement for Helicopter Maintenance Services

Recommended Actions:

Authorize the Sheriff to execute the Agreement with Kaiser Air, Inc. for helicopter maintenance services for the period of January 1, 2013 through June 30, 2015, in an amount not to exceed \$319,639.

Executive Summary:

The Sheriff's Office is requesting authorization to execute an agreement with Kaiser Air, Inc. for helicopter maintenance services for the term of January 1, 2013 to June 30, 2015. The Sheriff's Office anticipates expenditures will be \$319,639 for helicopter maintenance services for the term of this 2-1/2 year agreement.

On January 15, 2008, the Board of Supervisors approved the Sheriff's Office proposal to bring the helicopter program in-house as a County-owned, County-operated program. The proposal included a County-owned helicopter, a Bell BH407 (Henry-1). The Sheriff's Office selected Rotorcraft Support, Inc. (RSI) as a provider of helicopter maintenance services through a Request for Proposal (RFP) process. The Board authorized the Sheriff-Coroner to sign an Agreement for Helicopter Maintenance Services with RSI on March 11, 2008 for the term of March 16, 2008 through June 30, 2011. On June 22, 2010, as part of the County's Voluntary Vendor Cost Reduction Initiative, the Agreement with RSI was amended to extend the term through June 30, 2012 and reduce the rate for helicopter equipment parts by 10%. On June 12, 2012, the Board authorized a second amendment to the Agreement with RSI to extend the term through December 31, 2012 so that a RFP process could be completed to procure a vendor for ongoing maintenance services.

Henry-1 has provided law enforcement and search and rescue services throughout Sonoma County as a County-owned, County-operated program since 2008. Regular maintenance is an essential component of continued operation of the helicopter. The helicopter maintenance program ensures the aircraft is airworthy and in compliance with Federal Aviation Administration directives and regulations. Historically, budget appropriations

to support approximately 500 annual flight hours have been requested and approved by the Board. For FY 12-13, a reduction in flight hours was necessary as part of the Sheriff's budget reductions and budget appropriations sufficient to support approximately 300 flight hours were approved. The Sheriff's Office anticipates that a part-time mechanic will be adequate to provide necessary maintenance services for the Helicopter Unit.

A RFP was released on February 8, 2012 to solicit proposals for part-time helicopter mechanic services. Neither of the two proposals submitted met the needs of the Helicopter Unit; therefore, no proposed vendor was selected, and the Sheriff's Office cancelled and re-wrote the RFP. On April 20, 2012, a second RFP was released to 20 California-based providers, as well as published on the Sonoma County Purchasing Request for Proposals website. Three vendor proposals were submitted, evaluated, and scored based on the following criteria: ability to perform the required services; experience and expertise of key personnel performing maintenance; quality of work; cost; ability to comply with the terms of the County's standard agreement; demonstrated history of providing similar services; and location.

As a result of the RFP, the evaluation committee recommends that the Board approve an agreement with Kaiser Air, Inc. Kaiser Air, Inc. is a privately held California corporation with offices in Santa Rosa and Oakland. In July, 2011, Kaiser Air moved its principle base of maintenance from Oakland to Santa Rosa. The Sheriff's Office anticipates that working with this local provider will ensure prompt maintenance services and assist in shortening Henry-1 down time. If approved, the agreement will provide for part-time helicopter maintenance services for a term of 2-1/2 years. In addition to maintenance services, the proposed agreement also establishes rates for the purchase of helicopter parts when needed. Major parts and components for Henry-1 are maintained on a progressive maintenance schedule. Parts are purchased based on the maintenance schedule and/or when necessary to ensure the safety and airworthiness of the aircraft.

Prior Board Actions:

6/12/12: Board approval of Amendment No.2 to Agreement for Helicopter Maintenance Services.

3/11/08: Board Resolution authorizing the Sheriff to execute a 3-year Agreement for Helicopter Maintenance Services with RSI.

1/15/08: Board approval of Sheriff's Office proposal to bring Helicopter program in-house, including a County-owned helicopter, County-employed paramedics, and contractually provided helicopter maintenance services.

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

The Agreement for Helicopter Maintenance Services will help achieve a safer community by providing for a part-time mechanic to perform regular maintenance to help ensure Henry-1 is airworthy, operational, and able to provide law enforcement and rescue services in the community.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 146,574	County General Fund	\$ 146,574
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 146,574	Total Sources	\$ 146,574

Narrative Explanation of Fiscal Impacts (If Required):

The total amount budgeted in FY 12-13 for helicopter maintenance services is \$146,574. The Sheriff's Office anticipates that expenditures for helicopter maintenance services will be \$124,918 in FY 13-14, and \$128,880 in FY 14-15. Total anticipated expenditures for helicopter maintenance services for the term of this 2-1/2 year agreement are \$319,639. Helicopter parts are budgeted separately from these services. The Sheriff included \$355,465 in the FY 12-13 budget for parts.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Attachment A: Scope of Services and Attachment B: Fee Schedule

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

Agreement for Helicopter Maintenance Services

ATTACHMENT 1

Exhibit A

Scope of Services

A. Description of Work

Contractor shall provide a part-time, dedicated mechanic, back-up mechanics (as needed), materials, tools, supplies, and certificates necessary to maintain and operate aircraft owned or leased by the Sonoma County Sheriff's Office (SCSO) at the Sonoma County Sheriff's hangar located at the Sonoma County Airport.

B. Maintenance and Repair Services

1. Contractor shall maintain the SCSO aircraft in accordance with all appropriate FAA, manufacturers, and SCSO requirements (including, but not limited to, an approved maintenance schedule and specifically requested maintenance/repairs). Contractor shall perform other maintenance/repair services approved by the SCSO as necessary to ensure that the SCSO aircraft is safely maintained and is airworthy at all times. Contractor shall comply with all Airworthiness Directives and mandatory Service Bulletins issued by the FAA and/or manufacturers.
 - a. Contractor may enter into subcontracts for the purpose of obtaining outside services to repair or overhaul the aircraft only upon the prior written approval of the SCSO.
 - b. County shall reimburse Contractor for all pre-approved costs of such subcontracts. Each repair performed by a subcontractor shall be itemized and clearly labeled as a subcontracted repair/overhaul on the Contractor's invoice and shall reflect the subcontracted labor and materials separately. The subcontractor's invoice shall accompany the Contractor's invoice.
2. At the request of SCSO, and based on Contractor's abilities, Contractor shall install all parts, avionics and law enforcement equipment, regardless of source of supply, unless doing so would compromise the safety of the aircraft.
3. If contractor believes that the aircraft may not be airworthy at any point in time, Contractor shall immediately notify the SCSO Helicopter Lieutenant or Sergeant, and the designated aircraft pilot.
4. Contractor shall order parts only at the request and with prior approval of the SCSO Helicopter Lieutenant, Sergeant, or designee.

5. Contractor shall obtain the written approval of the SCSO Helicopter Lieutenant, Sergeant, or designee prior to performing specialized or optional services not covered or required under Section B(1), above.
6. When repairs must be completed at Contractor's own facility, the SCSO aircraft shall be kept in a hangar. Contractor shall be responsible for the security of the aircraft while in its possession.
7. Notwithstanding other provisions of this Agreement, County reserves the right to have other outside vendors perform installations and/or repair of specialized equipment installed on the aircraft (e.g., avionics, law enforcement equipment, etc.) if required or recommended by the equipment vendor or manufacturer. Contractor may charge the County reasonable labor costs to inspect work done by these vendors before certifying the aircraft as airworthy. Contractor shall communicate anticipated costs with the SCSO Helicopter Lieutenant, Sergeant, or designee for review
8. Previously used aircraft parts purchased for installation, may only be used on the SCSO aircraft with prior approval from the SCSO Helicopter Lieutenant, Sergeant, or designee. Used parts shall have wear and tolerances closely inspected, and shall have a complete history available for review by the SCSO.
9. Any SCSO parts loaned to another helicopter unit must have proper FAA paperwork showing that such part is serviceable. The SCSO Helicopter Lieutenant, Sergeant, or designee, must approve the loan and ensure that the loan is documented. Any parts borrowed from another helicopter unit must have the same documentation. While loaning and borrowing parts is not the preferred method, it could be authorized when the transaction assists in returning the SCSO aircraft to service.

C. Documentation and Evaluation

1. Contractor shall compile and maintain a complete maintenance log for the aircraft. This log shall be available for County's review at any time. This log shall show service times due on all service time components, as well as required inspection times and service due dates. Contractor shall maintain an accurate and up-to-date listing of all schedules, parts, and components coming due for the duration of this Agreement. This listing shall be utilized by Contractor to notify the County of the expected maintenance no later than thirty (30) days prior to the expected time-life expiration of the component or part. This list shall also be utilized by Contractor to ensure timely ordering of parts and scheduling for component changes.
2. Contractor shall provide SCSO with a time and expense tracking form in a format approved by the SCSO Helicopter Lieutenant, Sergeant, or designee prior to implementation. This form shall include all labor and materials costs. All costs shall be recorded in one of the following five categories: (1) scheduled maintenance; (2) unscheduled maintenance; (3) miscellaneous maintenance (time expended to effect

- repairs as a result of an accident or incident); (4) accident maintenance (time expended to effect repairs as a result of an accident or incident; and (5) other (time not accounted for in one of the preceding four categories). At the end of the month, the mechanic(s) shall total his/her time for each of these categories and submit his/her time tracking sheet to the SCSO Helicopter Lieutenant, Sergeant, or designee for review prior to submitting to Contractor.
3. SCSO shall perform an on-site evaluation of the mechanic(s) assigned to perform services under this Agreement at the discretion of the SCSO Helicopter Lieutenant. The purpose of the evaluation shall be to ensure compliance with FAA regulations, airworthiness directives, manufacturers' bulletins, and compliance with the terms of this Agreement. The SCSO Helicopter Lieutenant will communicate any findings with the Contractor. The evaluation shall include, but not be limited to:
 - a. A thorough inspection of the aircraft;
 - b. A review of aircraft and engine logbooks to ensure timely, complete, and accurate entries are being made;
 - c. A review of time tracking forms to ensure timely, complete and accurate entries are made;
 - d. A review of logs to ensure life-limited component use times are accurately recorded; and
 - e. A review to ensure any spare components are properly tagged (serviceable, non-serviceable, repairable) and identified.

D. Mechanic Duties

All mechanics who perform services under this Agreement shall also comply with the following:

1. When conducting aircraft inspections, mechanics shall perform the inspection(s) utilizing the appropriate manufacturer's checklist. After completion of the scheduled maintenance, mechanics shall provide the checklist to the on-duty pilot prior to the operation of the helicopter.
2. Mechanics shall maintain a parts inventory list that shall be updated regularly and account for all SCSO aircraft parts.
3. Mechanics are required to comply with OSHA safety requirements pertaining to the SCSO aircraft, including hazardous waste procedures.
4. Mechanics shall pre-order required replacement parts to ensure that replacement parts are available at the time of scheduled maintenance. Mechanics shall also maintain a small number of replacement parts on hand to be used in case of unscheduled maintenance needs. While mechanics are expected to assist SCSO in managing unit costs, consideration should be given to keeping the aircraft in service to perform

missions. The SCSO Helicopter Lieutenant, Sergeant, or designee shall pre-approve all parts to be ordered.

5. The SCSO maintains a limited inventory of spare parts. Whenever provided, serviceable parts and/or supplies furnished by SCSO shall be utilized by the Contractor. Prior to ordering a replacement part, the primary mechanic shall first check the SCSO inventory. If inventory is not checked prior to the purchase of a serviceable component and a component of that type is in the SCSO inventory, SCSO has the right to return that component for a full refund and shall not be subject to any restocking or shipping fees. If overnight or costly deliveries are required to return the aircraft to service more quickly, mechanic shall obtain prior authorization for the shipment from the SCSO Helicopter Lieutenant, Sergeant, or designee.
6. Should mechanic(s) be required to travel to a location other than the SCSO hangar, or when additional mechanic(s) are authorized by SCSO, actual out-of-pocket expenses (not to exceed the current SCSO rates for meals, lodging, etc.) shall be reimbursed when supported by receipts. Contractor shall be reimbursed for mileage at the current IRS Mileage Rate. Authorization for any travel must be obtained and pre-approved by the SCSO Helicopter Lieutenant, Sergeant, or designee.
7. Mechanics shall comply with all SCSO policies, procedures, and directives regarding safety, security, and protection of County property applicable to the provision of services under this Agreement.

E. Mechanic Schedule

1. The part-time mechanic assigned to perform services under this Agreement shall be available to respond to the SCSO hangar within thirty (30) minutes from Monday through Friday between the hours of 8:00 am and 5:00 pm.
2. In emergency situations on Saturday, Sunday, and holidays, the mechanic shall be available to respond to the SCSO hangar within sixty (60) minutes.
3. Should mechanic overtime be necessary, prior approval shall be obtained from the SCSO Helicopter Lieutenant, Sergeant, or designee. SCSO shall not be liable for payment of any unauthorized overtime costs.

F. Additional or Back-up Mechanics

1. In the event the primary mechanic assigned to perform services under this Agreement is temporarily unavailable due to illness, vacation, etc., Contractor shall provide a back-up mechanic at the rate set forth in "Exhibit C." If a back-up mechanic is not immediately available, Contractor shall communicate availability with the SCSO Helicopter Lieutenant.

2. Any mechanics working under this Agreement shall have attended the manufacturer's school and/or have sufficient experience to work competently under the direction of the primary mechanic.
3. SCSO reserves the right to require documentation of certifications and experience for any back-up or temporary mechanic.
4. In the event that scheduled or unscheduled maintenance requires assistance of additional mechanic(s), Contractor shall provide the required mechanic(s) at the request of SCSO. If an additional mechanic is not immediately available, Contractor shall communicate availability with the SCSO Helicopter Lieutenant.

G. Mechanic Qualifications

1. Contractor shall ensure that all mechanics assigned to perform services under this Agreement have been trained and have expertise in the current maintenance requirements of a Bell 407 helicopter, and have, at a minimum, successfully completed the BH 407 Bell Factory school within the last five years. Any costs associated with such training shall be the responsibility of the Contractor.
2. All mechanics assigned to perform services under this Agreement shall have and maintain an FAA Airframe and Powerplant (A&P) certificate.
3. Prior to performing services under this Agreement, Contractor shall submit to the SCSO a resumé for each mechanic who may perform services under this Agreement. The resúmes shall include work experience, school/courses attended, copies of current certificates, manufacturer's courses attended, and ratings held.

ATTACHMENT 2

Exhibit B

Payment

A. RATES

1. Definitions

Assigned Mechanic:	The mechanic assigned to provide the primary mechanic services under this Agreement.
Back-up Mechanic:	A mechanic who performs services when Assigned Mechanic is unavailable.
Additional Mechanic(s):	Any mechanic(s) who works with the Assigned Mechanic or Back-up Mechanic to expeditiously effectuate specific repairs or maintenance.
Overtime:	Any mechanic hours exceeding 40 hours in a given work week.

2. Mechanic Rates

Assigned Mechanic:	\$99.00 per hour
Assigned Mechanic Overtime:	\$130.00 per hour
Back-up Mechanic:	\$99.00 per hour
Back-up Mechanic Overtime:	\$130.00 per hour
Additional Mechanic:	\$99.00 per hour*
Additional Mechanic Overtime:	\$130.00 per hour*

*Plus any related expenses with prior approval from the SCSO Helicopter Lieutenant, Sergeant, or designee.

Mechanic rates may increase by up to 3% per year beginning on July 1, 2013

3. Parts Cost

Airframe	5% off Manufacturer's Suggested List Price (MSLP)
Aeronautical Accessories	10% off MSLP
Engine Parts	10% over MSLP

If Contractor is unable to provide any of the above listed rates for helicopter parts, then Contractor shall communicate available rates to the SCSO Helicopter Lieutenant, Sergeant, or designee prior to ordering parts.

B. INVOICING

All payments are based on County's acceptance of Contractor's performance of services as evidenced by successful completion of the deliverable scope of services. County shall have no obligations to pay unless Contractor has successfully completed and County has approved the services for which payment is due.

Extra charges, such as shop supplies, liability insurance, current hazardous waste disposal fees, etc., shall not be invoiced or paid separately. These charges are considered to be part of, and included in, the quoted rates. Any environmental fees that may be assessed after the start date of this Agreement shall be negotiated with the SCSO. A written request shall be submitted by Contractor to SCSO before the additional fees shall be due or owing.

Contractor shall submit monthly invoices to County covering the services performed and costs incurred in the previous month (in arrears). Such invoices shall include the following line items, and shall record costs in the five categories described in "Exhibit A," Section C2, with supporting documentation as described below:

- a) **Salaries:** Invoices shall include a summary of total hours worked by each mechanic performing services under this Agreement. Time cards shall be maintained on file at the SCSO hangar.
- b) **Overtime:** Invoices shall include the total number of overtime hours worked by each mechanic. Time cards illustrating overtime worked shall be maintained on file at the SCSO Hangar.
- c) **Parts and Materials:** Invoices shall detail the quantity, description, part number, serial number (if applicable), list price, and extended price for each item billed. The appropriate contracted parts/materials discount or fee shall be reflected on the invoices and be applied to the grand total.
- d) **Additional tools and equipment:** Invoices shall detail the approved cost of renting or purchasing tools or special equipment requested by the SCSO. Documentation supporting the cost shall be attached to the invoice.
- e) **Sub-contracting:** Approved sub-contracting costs shall be itemized on the invoice. Documentation from the sub-contractor evidencing costs shall be attached to the invoice.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 18
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sheriff's Office

Staff Name and Phone Number:

Monique Chapman 565-2872

Supervisorial District(s):

All Supervisorial Districts

Title: Agreement for Law Enforcement Canine Training Services

Recommended Actions:

Authorize the Sheriff to execute the Agreement with Golden Gate K9, LLC, for law enforcement canine training services for the period of January 1, 2013 through June 30, 2014, in an amount not to exceed \$120,000.

Executive Summary:

The Sheriff's Office is requesting authorization to execute an agreement with Golden Gate K9, LLC for canine law enforcement training services for the term of January 1, 2013 to December 31, 2014. We anticipate expenditures will be \$120,000 for canine training services for the term of this two year agreement.

The Sheriff's Office has had a Patrol master protection canine program for over 30 years, and currently has six canine teams (canine and handler). In addition, the Sheriff's Office also maintains a narcotics canine program, in which canines assist deputies in locating hidden narcotics during patrol stops and execution of search warrants. The County has contracted with canine trainers for the purpose of training both the canines and their respective deputy handlers. Canines, handlers, and trainers are not interchangeable. Different trainers have different police dog training philosophies and their own unique training style and methods. Handlers are responsible for developing a successful relationship with their assigned canines. A handler and canine train together as a canine unit; trainers teach the handler and canine to respond to law enforcement scenarios as a canine unit.

There are very few qualified providers of police canine training in our general area. The Sheriff's Office has, in the past, issued Request for Proposals (RFP) for such training providers. In 2006, no response was received in connection with a RFP for the canine narcotics training program, and only limited responses were received for the master protection training program. The Sheriff's Office entered into an interim agreement with Golden Gate K9 in February, 2012, for law enforcement canine training services until a new provider could be selected through a RFP process. The interim agreement with Golden Gate K9 will

expire on December 31, 2012.

A RFP was released on September 14, 2012, to solicit proposals for a new agreement for canine law enforcement training services. The RFP was issued to seven California-based providers of canine training services. Four vendor proposals were received, evaluated, and scored based on the following criteria: ability to perform the required services; experience and expertise of key personnel performing training; quality of work; cost; demonstrated history of providing similar services; ability to comply with the terms of the County's standard agreement; and location.

As a result of the RFP, the evaluation committee recommends that the Board approve an agreement with Golden Gate K9, LLC. Golden Gate K9 is a Santa Rosa based company currently contracting with other local law enforcement agencies for similar law enforcement canine training services. The Sheriff's Office has been satisfied with the training services that have been provided by Golden Gate K9 since entering the interim contract in February 2012. The proposed agreement provides for ongoing monthly proficiency training of the Sheriff's Office existing canine teams, and establishes rates for the purchase and initial training of new canines, and canine boarding services.

Prior Board Actions:

Board approved Agreement for Law Enforcement Canine Training Services with Golden Gate for the term of February 28, 2012 through December 31, 2012.

Board approved agreements for narcotics and law enforcement canine training services with Master K-9 on 9/26/07, 11/06/07, and 9/22/09. The agreement with Master K-9 was terminated on 1/16/12.

Board approved an agreement for patrol canine training services with Jamarck on 9/30/03, and authorized up to two, one-year extensions to the Agreement on 6/15/06.

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

The Agreement for Law Enforcement Canine Training Services will help achieve a safer community by providing essential training services to the Sheriff's Office canine teams. This training will ensure the quality of the narcotic detection and master protection services provided within the community.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 40,000	County General Fund	\$ 40,000
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 40,000	Total Sources	\$ 40,000

Narrative Explanation of Fiscal Impacts (If Required):

The Sheriff's Office anticipates expenditures \$40,000 on this agreement in FY 12-13; \$40,000 in FY 13-14; and \$40,000 in FY 14-15 for a total of \$120,000.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Attachment 1: Scope of Services, Attachment 2: Fee Schedule

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

Agreement for Law Enforcement Canine Training Services

Exhibit A - Scope of Services

The Contractor shall perform the services below under this Agreement.

1. Guidelines. Contractor shall adhere to the California Narcotic Canine Association guidelines and the certification standards set forth in those guidelines for acceptable performance of a canine team. Contractor shall be knowledgeable in all available current information on the trafficking, concealment, manufacturing and scent masking techniques utilized by persons involved in the narcotics trade. Contractor shall provide County's handler with written material covering applicable current case law, concealment techniques, canine first aid for drug intoxication, general first aid, and other related materials.
2. Specific Training Services. Training service provided by the Contractor shall include the following:
 - a. Contractor shall submit a training plan to the Sheriff's Canine Sergeant for approval. The plan shall specify the recommended hours of training each month and include a description of training scenarios to be covered during each training session.
 - b. Contractor will design training scenarios to train the canine teams in the most effective use of the canine. The Contractor shall strive to recreate actual law enforcement problems and situations as closely as possible for training purposes.
 - c. Training sites shall be varied throughout the County and shall be determined in advance of the scheduled training session. The Contractor shall coordinate with the Sheriff's Office to identify potential training sites.
 - d. Narcotics detection training must be specifically designed to enable the narcotic detection canines to be utilized for the detection of methamphetamines, cocaine, heroin, and marijuana.
 - e. Contractor shall limit the number of teams being trained at each session to an amount approved by the Canine Lieutenant or Canine Sergeant in order to maximize the quality of training.
3. Proficiency Training Schedule. Contractor shall conduct a minimum of monthly proficiency training for designated canines and their handlers. Training sessions shall normally take place during the on-duty time for the Sheriff's Office Canine Unit members. Training sessions may be in a group or with individual canines/canine teams. Proficiency training sessions shall be supplemented with additional corrective training sessions as deemed necessary by the Contractor, Canine Lieutenant or Canine Sergeant. Occasionally, upon approval of the Canine Lieutenant or Canine Sergeant, a regular session may be skipped or re-scheduled.

4. Canine Unit Training Records. Contractor shall prepare Canine Unit Training Records for each canine team in a format approved by the Sheriff's Office (which may be subsequently revised by the Office). Canine training records shall document the Contractor's evaluation of each canine and canine handler's training progress, each Canine's capability to perform, and other information deemed necessary for evaluation of the Sheriff's Canine Program and future training needs by the Canine Lieutenant or Canine Sergeant.
5. Performance Concerns. Contractor shall immediately notify the Canine Lieutenant or Canine Sergeant of any actual or potential performance concerns with respect to each canine team. Any such performance concerns regarding a canine team, as well as recommended or completed actions to correct such concerns, shall be fully explained in writing on the canine unit training records.
6. New Canines. Upon the Sheriff's Office request, Contractor shall be able to provide a new law enforcement canine to the County and shall conduct initial training for new canines and/or new handlers. Contractor and the Canine Lieutenant or Canine Sergeant shall identify in writing, the tasks and objectives of the new canine team, the price of the initial training and cost of a new canine, and number of training hours required, prior to the purchase of the new canine.
 - a. County shall have seventy-two (72) hours to test and evaluate any canine considered for purchase under this Agreement.
 - b. County shall have the opportunity to request the sex and breed of any canine considered for purchase under this Agreement. County shall also have the opportunity to provide input into the canine selection process.
 - c. Contractor shall replace any canine accepted by the County if the canine becomes incapacitated and/or is unable to perform its intended duties due to a non-training issue or genetic defect, such as hip dysplasia for a period of two (2) years from the date of purchase of any canine provided through this Agreement.
 - d. Contractor guarantees that any canine provided through this Agreement will be free of illness and in good overall health for a period of two (2) years from the date of purchase. Contractor specifically guarantees that the hips and elbows of any canines purchased under this Agreement will be free of illness and in good overall health for a period of two (2) years from the date of purchase.
 - e. Training sessions for new canines and/or new handlers shall continue until the new canine and/or new handler reach the level of proficiency that will allow them to satisfactorily perform the tasks agreed upon by the Canine Sergeant and Contractor.
 - f. Contractor shall provide monthly written assessments of the new canine and/or handler's training progress to the Canine Lieutenant or Canine Sergeant in a format approved by the Sheriff's Office.

- g. Contractor shall certify to the Canine Lieutenant or Canine Sergeant that the new canine and/or handler are capable of independently performing the above outlined tasks in writing to the satisfaction of Contractor within an identified period of time after the initial training. In the event Contractor is unable to make such a certification, Contractor shall notify the Canine Lieutenant or Canine Sergeant, in writing, that the canine and/or the handler should be terminated from the program or will require additional training, and the reasons for the recommendation.
- 7. Good Faith Meeting. Upon the request of the Sheriff's Office, Contractor shall meet with the Sheriff's Office to discuss training program issues and seek to resolve them in good faith.
- 8. Responsibilities of the County. County shall provide the following:
 - a. Canine Teams. County is responsible for providing the canine teams and all necessary supplies for the teams, including medical care for the canines.
 - b. Supervising Sergeant. County is responsible for providing a Sheriff's sergeant responsible for supervising the handlers and managing the canine teams. At the direction of the Canine Lieutenant, the designated Canine Sergeant shall act as the primary liaison to the Contractor.

**Exhibit D
Fee Schedule**

1. Monthly Proficiency Training. County shall pay Contractor \$125 per canine and handler team for each monthly proficiency training. Contractor shall limit the number of teams being trained at each session to an amount approved by the Canine Lieutenant or Canine Sergeant in order to maximize the quality of training.

1. Canine Purchase

- a. Started Dogs. For the purposes of this Agreement, Started Dogs shall be defined as canines which Contractor deems suitable for law enforcement use and which are well-adjusted to the work environment they will be working in. Started Dogs will have received basic training in online obedience and bite/hold; will have a fanatical hunt, prey, defense, fight and play drives; and will not be handler aggressive.
 - i. Contractor shall be paid \$6,000 for a Single Purpose narcotics or explosives canine.
 - ii. Contractor shall be paid \$7,500 for a Single Purpose patrol canine.
 - iii. Contractor shall be paid \$8,500 for all other Dual Purpose patrol/narcotics canines.
 - iv. Contractor shall be paid \$8,500 for a Dual Purpose patrol/explosives canine.
- b. Fully Trained Dogs. For the purposes of this Agreement, Fully Trained Dogs shall be defined as canines from a working breed bloodline which are between the ages of 16 months and 36 months. Dog breeds will include Belgian Malinois, German Shepherd and Dutch Shepherd. Other breeds are available upon request. The hips, elbows, and throats of Fully Trained Dogs will be evaluated and medically certified and canines will have current vaccinations. Fully Trained Dogs include a two week Team Course and Certification after a bonding period.
 - i. Contractor shall be paid \$13,000 for a Narcotic Detection canine.
 - ii. Contractor shall be paid \$14,500 for a Patrol canine.
 - iii. Contractor shall be paid \$17,000 for an Explosive Detection canine.
 - iv. Contractor shall be paid \$19,500 for a Patrol/Narcotic Detection canine.
 - v. Contractor shall be paid \$23,500 for a Patrol/Explosive Detection canine.

Canine purchase prices do not include sales tax. County shall pay all applicable sales tax for all canines purchased, upon Contractor's submission of invoice.

2. Canine/Handler Training Courses. The cost of each course below includes canine and handler team training, and canine certification by a disinterested party. If the purchased

canine receives all three training course listed, a \$1,500 discount shall be applied to the total cost.

- a. Patrol Dog Course. Contractor shall be paid \$4,000 for the two hundred (200) hour Patrol Dog Course provided the canine is purchased under this Agreement.
 - b. Narcotic Detention Dog Course. Contractor shall be paid \$4,000 for the two hundred (200) hour Narcotic Dog Course.
 - c. Explosive Detection Dog Course. Contractor shall be paid \$7,000 for the three hundred twenty (320) hour Explosive Detection Dog Course.
3. Other Training. Additional training services not mentioned herein shall be paid at a rate agreed upon in writing by the Sonoma County Sheriff's Office designee and the Contractor prior to the commencement of such training.
 4. Boarding Services and Use of Facilities. With proper notification to Contractor, all canine/handler teams receiving monthly proficiency training under this Agreement shall have free access to the Contractor's swimming pond, training field, and obstacle course seven (7) days a week. Contractor shall be paid \$20 per night per canine for boarding services. County canine/handler teams shall have twenty four hour access to boarding facilities.
 5. Court Appearances. In the event the Contractor is required to make a Court appearance in connection with services rendered under Exhibit "A" of this Agreement, County shall pay Contractor at a rate of \$150 per hour for actual time spent in the courtroom. Contractor shall provide proper notification to County prior to such appearances.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 19
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Susan R. Klassen, 707-565-2440

Supervisorial District(s):

Fourth

Title: Airport Grant Application for Tire-Derived products

Recommended Actions:

Adopt Resolution authorizing the Director of Transportation and Public Works Department to submit a \$150,000 grant application to California Department of Resources Recycling and Recovery (CalRecycle) and authorizing the Director to execute the grant agreement and any related documents upon approval from the State.

Executive Summary:

The Department of Transportation and Public Works Airport Division (Airport) is requesting the Board of Supervisors adopt a resolution authorizing the Director to submit an application for a \$150,000 grant from the California Department of Resources Recycling and Recovery (CalRecycle) and authorizing the Director to execute the grant agreement upon approval for the State.

The Airport maintains the landscaping around the terminal and the administrative office building. Each year the Airport replaces mulch that has deteriorated. CalRecycle has \$2.8 million dollars available for the FY 12-13 grant cycle to eligible agencies for tire-derived products. The Airport would like to submit an application to CalRecycle for the maximum award amount of \$150,000 with 100% funding for the purchase of mulch derived from recycled tires.

If the grant is awarded, it would provide the Airport with enough mulch to cover 106,944 square feet, 2 inches deep (17,824 cubic feet). The tires are 100% California-generated and this project will divert approximately 38,500 passenger tire equivalents from traditional disposal methods. The wasted tire material must be processed and manufactured into a final product in California. The tire-derived mulch does not deteriorate, so the Airport will be using less landscape materials that would be harvested from other sources. The material will be put in place by Airport personnel, these costs are not covered by the grant. Upon completion of installation of mulch, signs will be installed informing the public of the diversion of this from landfills.

Prior Board Actions:			
No Prior Board Actions			
Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship			
The Airport desires to continually find environmentally friendly alternatives in order to be a good example for our community as well as demonstrate to visitors Sonoma County is environmentally conscious.			
Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 150,000	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 150,000
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 150,000	Total Sources	\$ 150,000
Narrative Explanation of Fiscal Impacts (If Required):			
If the grant application is approved by the State, expenditures related to grant activity will be reimbursed by the Department of Resources Recycling and Recovery. The grant is 100% funded, there is no local match requirement. The purchase of the tire-derived mulch will only occur if the grant is approved. The Airport has appropriations for landscape maintenance budgeted; however, if needed, staff will return at consolidated budget adjustments to request appropriation changes.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None			
Attachments:			
Resolution			
Related Items "On File" with the Clerk of the Board:			

Resolution No.

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

Date: 1/8/2013

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing Submittal Of Application(s) For The Calrecycle Tire-Derived Product Grant Program Fiscal Year 2012/2013 For Which The Charles M. Schulz- Sonoma County Airport Is Eligible.

Whereas, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, to administer various Grant Programs (grants) in furtherance of the state of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

Whereas, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

Whereas, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma, authorizes the submittal of application(s) to CalRecycle for the Tire-Derived Product Grant Program; and

Be It Further Resolved that the Director of Transportation and Public Works, or his/her designee is hereby authorized and empowered to execute in the name of the County of Sonoma all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and .

Be It Further Resolved that these authorizations are effective for five (5) years from the date of adoption of this resolution

Supervisors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 20
(This Section for use by Clerk of the Board Only.)

To: County of Sonoma Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: 4/5

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Thomas F O'Kane, Jr. (707) 565-3585

Supervisorial District(s):

All

Title: Equipment Purchases for Striping Operations

Recommended Actions:

Adopt resolution appropriating \$140,000 from Road Maintenance Fund Balance and transferring \$390,000 from Road Maintenance to Heavy Equipment Replacement Fund.

Executive Summary:

On October 23, 2012, the Board approved the Road Ad-Hoc committee's recommendations to provide funding in the amount of \$1,500,000 for demonstration projects, rural safety, road inspection, and the establishment of a revolving loan fund. \$800,000 of that allocation has been set aside for rural road safety projects. A portion of the safety funding (\$250,000) was designated for the purchase of a striping truck and support vehicle. Striping rural roads adds several safety elements for drivers. Fog lines help drivers avoid accidents by allowing drivers to see the edge of pavement at night and in inclement weather. Center line striping helps drivers avoid entering the opposite lane of traffic and warns drivers when it is unsafe to pass.

The appropriations for the safety funds were placed in the Road Maintenance Budget. However, road equipment is purchased within the Heavy Equipment Replacement Fund and the appropriations will need to be transferred to the replacement fund for the purchase.

General Services - Fleet Operations is developing vehicle specifications, and estimates the cost of the striping truck to be approximately \$310,000 and the support vehicle (which carries additional paints, traffic control equipment, and crew) is estimated to be \$80,000.

The department is requesting approval to appropriate from Road Maintenance Fund Balance the additional funds (\$140,000) required to complete the purchase. There is now sufficient fund balance for the division to move forward with equipment purchases that had been delayed, as well as, to fund road maintenance operations for several months should HUTA payments again be delayed.

Prior Board Actions:			
October 23, 2012: Board approved Ad Hoc Committee’s Roads project list and financed a one-time General Fund allocation of \$8M - \$6.5M for Pavement Preservation and \$1.5M for demonstration projects, rural safety, road inspection, and the establishment of a revolving loan fund in FY 12-13.			
Strategic Plan Alignment		Goal 1: Safe, Healthy, and Caring Community	
The purchase of the striper truck and support vehicle will enable road crews to make the roads of Sonoma County safer for drivers by delineating lanes and giving drivers a visual aid for end of pavement.			
Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 250,000	County General Fund	\$ 250,000
Add Appropriations Req’d.	\$ 140,000	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$ 140,000
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 390,000	Total Sources	\$ 390,000
Narrative Explanation of Fiscal Impacts (If Required):			
Funds are budgeted in Road Maintenance (\$250,000 of the One-Time General Fund Contribution is budgeted in 6500 Professional Services) and needs to be transferred to the Heavy Equipment Replacement Fund. Additionally, \$140,000 of Road Maintenance Fund Balance is requested to be transferred to the Heavy Equipment Replacement Fund.			
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:			
Specifications			

Resolution No.

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

Date: 1/8/2013

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing Additional Appropriations Of \$140,000 From Road Maintenance Fund Balance And Transferring Appropriations In The Amount Of \$390,000 From Road Maintenance To Heavy Equipment Replacement Fund – Mobile Equipment.

Whereas, On October 23, 2012, the Board of Supervisors of the County of Sonoma, approved the purchase of a striping truck and support vehicle in order to enhance the safety of County roadways.

Whereas, the Board of Supervisors made available \$250,000 in appropriations from the General Fund to the Fiscal Year 2012-2013 Adopted Budget for Road Maintenance for the purchase;

Whereas, additional funding is required in order to complete the purchase of the mobile equipment;

Whereas, there are sufficient funds available within the Road Maintenance Fund Balance to make \$140,000 in appropriations available for the purchase;

Whereas, for accounting purposes, mobile equipment should be purchased from within the Heavy Equipment Replacement Fund;

Now, Therefore, Be It Resolved that the County Auditor-Controller is hereby authorized and directed to adjust the Fiscal Year 2012-2013 Adopted Budget for the Road Maintenance Index and the Heavy Equipment Replacement Fund Index, including \$140,000 from Road Maintenance - undesignated fund balance, as follows:

FROM	TO	AMOUNT
035063 Undesignated Fund Balance	587022-8573 Mobile Equipment	\$140,000
035063-6500 Road Professional Services	587022-8573 Mobile Equipment	\$250,000

Supervisors:

Resolution #
Date: 1/8/2013
Page 2

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.



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: January 8, 2013

Vote Requirement: 4/5

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Supervisory District(s):

Thomas F. O'Kane, Jr., 707-565-2231

Fifth

Title: County Service Area 41 Small Water System Improvements for the Salmon Creek Water District.

Recommended Actions:

Approve the Resolution for an increase of \$150,000 to a total loan amount of \$400,000 with an extension to the current bridge loan from the Small Water Systems Loan Assistance Fund, to be repaid by November 30, 2014, at 3.0% interest, from funds secured from the United States Department of Agriculture, and approve a budgetary adjustment in the amount of \$215,000. (Fifth Supervisory District)

Executive Summary:

Staff is requesting approval of a resolution to increase the total bridge loan from the Small Water Systems Grant Program to CSA#41 Salmon Creek Water District ("District") by \$150,000, to \$400,000, and to extend the terms of repayment of the bridge loan to November 30, 2014. The loan comes from the Special Projects-Water Fund ("Fund"), established by the Board in 1992 to assist small water districts that have documented deficiencies in State drinking water standards with specific costs such as feasibility studies, design, and engineering support. The loan is recommended by the Small Water Systems Loan Committee (ACTTC, CAO, and TPW representatives) that considers and makes recommendations on use of the Fund.

Staff is also requesting that the Board waive the Special Project Water Fund criteria that a loan shall not exceed twenty percent (20%) of the available fund balance within the loan fund for a short-term loan and shall not exceed forty percent (40%) the remaining available fund balance for a long-term loan so that the additional funds can be loaned the Salmon Creek Water District. At this time, there are no other funding alternatives available to the District. The approval of this recommendation will reduce the available fund balance of the Special Project Water Fund to \$119,613 until the District repays the loan.

There have been significant delays in the CSA #41 Salmon Creek Water District system improvements project ("Project") due to the extensive requirements of the environmental documents necessary to comply with California Environmental Quality Act (C.E.Q.A.), National Environmental Permitting Act (NEPA), the Coastal permit, and the use permit. These environmental and permitting documents are required as part of the application submitted to the United States Department of Agriculture (U.S.D.A.) for the loan/grant funding for the District water system improvements. The environmental process in turn delayed the start of the final design and bid documents for the construction of the project. Brelje and Race Consulting Engineers ("Consultant") continues to design the project and anticipates that a bid package will be available for circulation in April 2013 with a bid award in May/June 2013.

The U.S.D.A. has approved and obligated a grant/loan package of \$792,000 in loan funds and \$512,000 in grant funds that will be available once the construction bid has been awarded. Thus, the \$400,000 loan to the District is anticipated to be repaid, with interest, once the construction contract is awarded and the project begins at which point Staff can submit a claim to the U.S.D.A. for reimbursement of expenses incurred. Funding for the District's system improvements is budgeted in the Salmon Creek Water District construction index (632810) in the FY 12-13 budget. The cash balance of the Special Projects Water Fund, after subtracting the Salmon Creek loan, would be \$119,613.

The resolution has been reviewed by the Auditor-Controller-Treasurer-Tax Collector and County Counsel as to form.

Prior Board Actions:

4/17/12: Board approved Resolution No. 12-0180 extending the term of the loan to June 30, 2013. 2/21/12: Board held a public hearing to consider a use permit and coastal permit for the Salmon Creek Water Collection and Treatment System Improvement Project ("Project") and approved a resolution adopting the mitigated negative declaration and approving the use permit and coastal permit for the Project. 1/25/11: Proposition 218 public hearings to increase fees to fund additional expenses in Salmon Creek, including the system wide improvements. 09/28/10: Board authorized the submittal of an application to USDA for a grant/loan for system improvements. 5/18/10: Board approved a resolution authorizing a budgetary adjustment of \$20,000 from the Salmon Creek Water District operations index to the construction index for the professional services agreement to submit the USDA pre-application.

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

System wide improvements are necessary to continue to provide drinking water that meets the State of California safe drinking water standards to the Salmon Creek Water District community.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 39,000	Select an item.	\$
Add Appropriations Req'd.	\$ 215,000	State/Federal	\$
	\$	Fees/Other	\$ 254,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 254,000	Total Sources	\$ 254,000

Narrative Explanation of Fiscal Impacts (If Required):

Additional appropriations of additional funds from the Special Projects Water Fund and the remaining cash balance in the Salmon Creek Construction Index (632810) is requested to continue to pay expenses for the Project. Once the Project has a bid award, a reimbursement request will be completed for submittal to the U.S.D.A.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
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Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Resolution extending the bridge loan from the Small Water Systems Loan Assistance Fund to CSA 41 Salmon Creek Zone of Benefit; Small Water Systems Loan Assistance Fund Loan Committee Recommendation; Location Map.			
Related Items "On File" with the Clerk of the Board:			
None.			

Resolution No.

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

Date: 1/8/2013

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing Additional Funds in the Amount of \$150,000 and The Extension Of The Existing Loan to November 30, 2014, From The Small Water Systems Loan Assistance Fund For Use By County Service Area 41, Salmon Creek Zone Of Benefit, According to the Existing Terms And Conditions For Repayment And Appropriate \$150,000 in the Salmon Creek Water District Construction Index. (4/5 vote required)

Whereas, in 1992 the Sonoma County Water Agency and the County of Sonoma agreed to the establishment and funding of a Small Water Systems Loan Assistance Fund; and

Whereas, in Resolutions No. 92-1009 and No. 92-1010 this Board established criteria for applicants for assistance from the Fund; and

Whereas, County Service Area (“CSA”) 41 administers a small water system for the Salmon Creek community; and

Whereas, CSA #41 - Salmon Creek Water District qualifies for assistance from the fund because (1) it has documented public health deficiencies; (2) CSA 41 has applied for financing from the United States Department of Agriculture (“U.S.D.A.”) for upgrades and improvements to the Salmon Creek water system; (3) bridge financing is necessary because the loan cannot be accessed until reimbursable expenses have been incurred; (4) the loan would be repaid by the funds from U.S.D.A.; (5) the community has agreed to additional fees to repay the U.S.D.A. loan; and (6) no reasonable alternative funding sources exist for this bridge loan; and

Whereas, Resolution No. 11-0149, approved by the Board on March 23, 2011, amended the Agreement between the County of Sonoma and the Sonoma County Water Agency Establishing Small Water Systems Grant Program (“Agreement”) allowing for repairs to a county service area No. 41 zone small water system, an expenditure that otherwise meets all of the criteria of this Agreement and Board of Supervisors Resolution No. 92-1009 may be repaid by a zone over a period not to exceed 10 years and stating that any such expenditure/loan shall not exceed twenty percent (20%) of the available fund balance within the loan fund and the total of all outstanding loans with a payback term in excess of one year shall not exceed forty percent (40%) of the remaining available fund balance; and

Whereas, the Board approved Resolution No. 12-0180 on April 17, 2012, extending the term of the loan to June 30, 2013, at 3.0% interest, and extending the first payment of \$124,069.48 from the Small Water Systems Loan Assistance Fund; and

Whereas, the loan committee established by Resolution No. 92-1009 met on November 28, 2012 and is recommending the request for an increase of \$150,000 to the existing loan from the Small Water Systems Loan Assistance Fund and an extension of the first loan payment to November 30, 2014.

Now, Therefore, Be It Resolved all facts set forth above are found and determined to be true and correct.

Be It Further Resolved that the Board does hereby waive the criteria that a loan shall not exceed twenty percent (20%) of the available fund balance within the loan fund for a short-term loan and shall not exceed forty percent (40%) the remaining available fund balance for a long-term loan of the Special Project Water Fund for the existing loan made to the Salmon Creek Water District.

Be It Further Resolved that the Board hereby approves the request for an additional \$150,000 to be added to the current loan, for a total loan package of \$400,000, at 3.0% interest, to the CSA #41 Salmon Creek Water District.

Be It Further Resolved the Board hereby approves the request for an extension to the current loan to be repaid no later than November 30, 2014, with funds secured from the U.S.D.A.

Be It Further Resolved that the County Auditor-Controller is hereby authorized and directed to adjust the Fiscal Year 2012-2013 Adopted Budget for the Salmon Creek Water District Construction Index to budget additional funds, including the \$150,000 in additional loan funds and \$65,000 from undesignated fund balance, as follows:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
037036 Undesignated Fund Balance - Water Fund	037036-9210/9219 (Advances)	\$150,000
037036-9210/9219 Water Fund - Salmon Creek Water	632810-4210/4219 (Advances)	\$150,000
632810 Undesignated Fund Balance – Salmon Creek	632810-7930 (Interest-Notes/Warrants)	\$ 5,000
632810 Undesignated Fund Balance – Salmon Creek	632810-8500 (Land)	\$ 5,000
632810 Undesignated Fund Balance– Salmon Creek	632810-8510 (Building Improvements)	\$25,000

632810 Undesignated Fund Balance– Salmon Creek	632810-8515 (Engineer Costs)	\$15,000
632810-4210/4219 - Salmon Creek Advances	632810-8522 (Consultants)	\$150,000
632810 Undesignated Fund Balance– Salmon Creek	632810-8522 (Consultants)	\$15,000

Supervisors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:
Ayes: Noes: Absent: Abstain:

So Ordered.



SMALL WATER SYSTEMS LOAN ASSISTANCE FUND
LOAN COMMITTEE RECOMMENDATION

District Name: Salmon Creek Water District

Recommend to Board of Supervisors Deny Other _____

Comments:

Amount recommended as loan proceeds \$ _____

Administrative fee (if any) \$ _____

Total Loan \$ _____

TERMS Rate: _____% Life (years): _____

First payment due date: _____ Payment Schedule: Annual Semi-Annual

The Water Loan Committee recommends 1) extending the Salmon Creek Water loan for a period of two years; and 2) increasing the amount by \$150,000. One lump sum payment shall be due at the end of the term; however, there are no pre-payment penalties. All other terms of the loan shall remain the same.

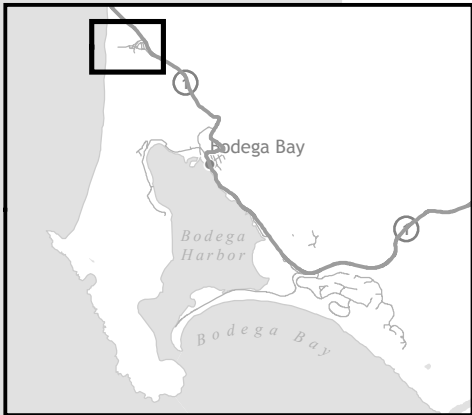
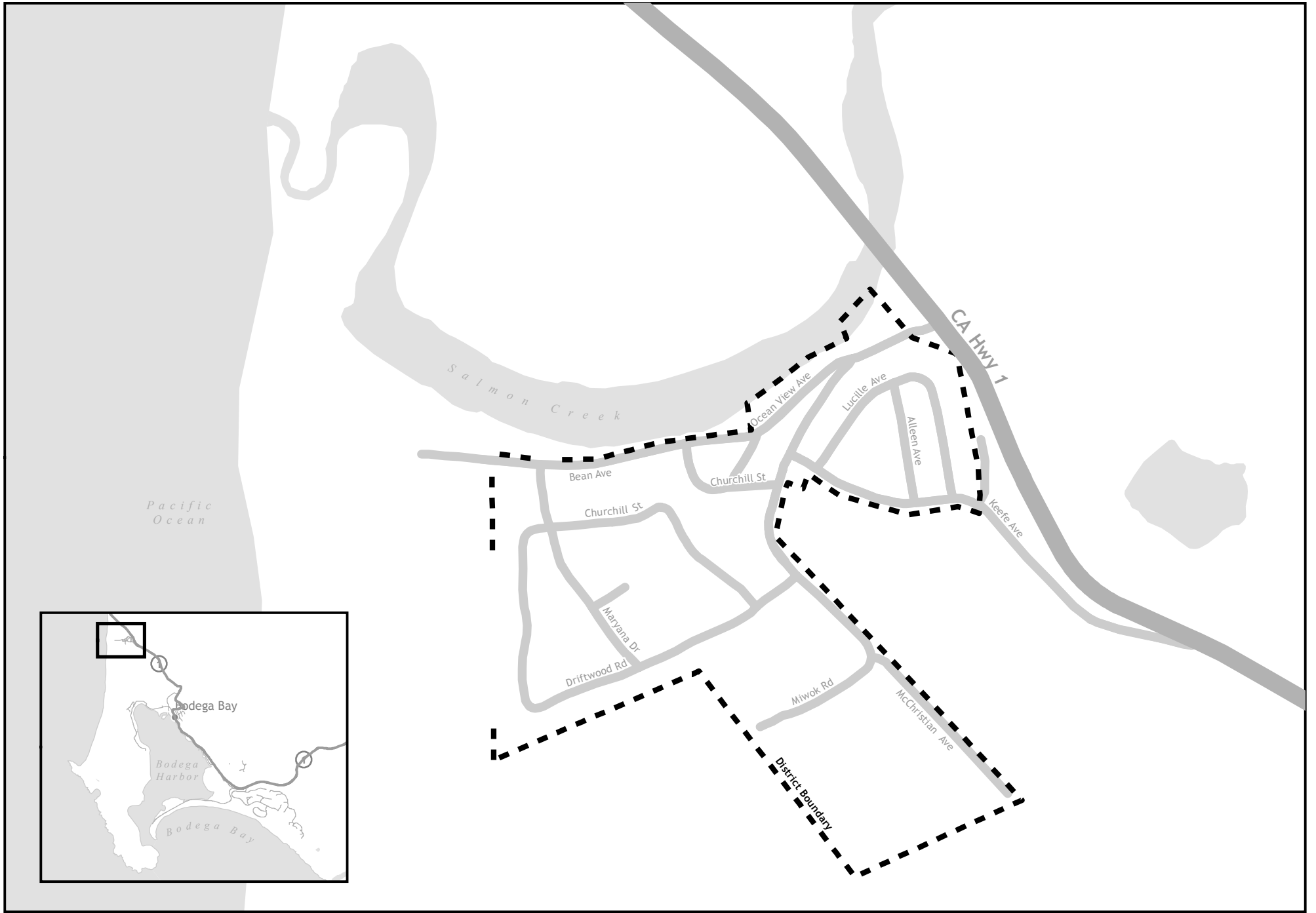
Approval by: Thomas F. O'Kane, Jr. Date: 28 Nov. 2012

Committee: TPW Thomas F. O'Kane

CAO Christina Rivera

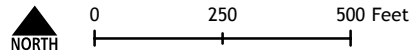
AC Blaine Joliff

TTC Jonathan Kadlec



Location Map

 Salmon Creek Water District



Transportation and Public Works, County of Sonoma
November, 2012



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 22
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Counsel / Transportation and Public Works

Staff Name and Phone Number:

Joshua Myers (707) 565-3737
Susan Klassen (707) 565-2440

Supervisorial District(s):

Third Supervisorial District

Title: Legal Services Agreement with Atkinson, Andelson, Loya, Ruud and Romo

Recommended Actions:

Authorize the Chair to execute the fifth amendment to the legal services agreement with the law firm Atkinson, Andelson, Loya, Ruud and Romo for outside counsel assistance regarding a construction dispute over the County's leachate pipeline construction project. Amendment increased amount by \$150,000, increasing the total compensation not-to-exceed amount to \$550,000, and extending the contract term through January 31, 2014. (Third Supervisorial District)

Executive Summary:

On April 18, 2011, the County was sued by North Bay Construction regarding its work as a general contractor on the County's leachate pipeline construction project. On May 3, 2011, the Board authorized County Counsel to file a cross complaint against North Bay Construction for liquidated damages due under the construction contract as a result of a 4-year delay in completing the project. The Board also authorized County Counsel to sue the County's design engineer for the project, Winzler and Kelly, for indemnification since Winzler & Kelly designed the specifications for the project, and one of the contractor's claims that the design was defective.

This matter has been going on since 2007 when the County first retained outside counsel to assist with the construction dispute. The proposed amendment is needed to cover the anticipated outside legal expenses for the on-going litigation.

The fifth amendment to this agreement would increase the contract amount by \$150,000, for a total not-to-exceed amount of \$550,000 and would extend the term through January 31, 2014. Additional funding will need to be appropriated from the Refuse Enterprise Fund balance to provide sufficient appropriations for this amendment.

Prior Board Actions:			
6/26/12: Board approved the fourth amendment to the legal services agreement with Atkinson, Andelson, Loya, Ruud & Romo ("Agreement") for an additional \$150,000 and extending the agreement to March 31, 2013. 5/3/11: Resolution No. 11-0233 authorized County Counsel to amend the Agreement for an additional \$60,000. 10/26/10: Resolution No. 10-0776 authorized County Counsel to amend the Agreement for an additional \$65,000. 3/10/10: Board approved the first amendment to the Agreement extending the term to 12/31/10. 10/7/08: Resolution No. 08-0864 authorized County Counsel to enter into a new legal services agreement with Atkinson, Andelson, Loya, Ruud & Romo in the amount of \$125,000.			
Strategic Plan Alignment		Not Applicable	
Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 120,400	Select an item.	\$
Add Appropriations Req'd.	\$ 150,000	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$ 150,000
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 270,400	Total Sources	\$ 150,000
Narrative Explanation of Fiscal Impacts (If Required):			
Additional appropriations will be necessary from the Refuse Enterprise Fund balance for this amendment.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
None.			

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

Legal Services Agreement with Atkinson, Andelson, Loya, Rund & Romo; First Amendment to Legal Services Agreement; Second Amendment to Legal Services Agreement; Third Amendment to Legal Services Agreement; Fourth Amendment to Legal Services Agreement. Draft Fifth Amendment to Legal Services Agreement.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 23
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors 565-2241

Supervisorial District(s):

Title: Approval of Minutes

Recommended Actions:

- (A) Approve the Minutes of the Meeting of December 4, 2012 for the following: Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Sonoma County Water Agency, and Board of Supervisors
- (B) Approve the Minutes of the Meeting December 4, 2012 of the Sonoma Valley County Sanitation District.
- (C) Approve the Minutes of the Meeting of December 11, 2012 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Sonoma County Water Agency, Sonoma Clean Power Authority, and Board of Supervisors
- (D) Approve the Minutes of the Meeting December 11, 2012 of the Sonoma Valley County Sanitation District.

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	\$	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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:

Minutes of 12-4-12 and 12-11-12

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

DECEMBER 4, 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.

8:34 A.M. CALL TO ORDER

8:34 A.M. Chairwoman Zane called the meeting to order.

Supervisors Present: Brown, Rabbitt, Zane, McGuire, and Carrillo
(All Supervisors Were Present)

Present: Veronica A. Ferguson, County Administrator and Bruce Goldstein, County Counsel

Chairwoman Zane presiding

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA (Items may be added or withdrawn from the agenda consistent with State law)

Chairwoman Zane announced that Regular Item #29 Legislative Presentation from Senator Noreen Evans would be postponed until a later date.

II. PRESENTATION OF RETIREMENT CERTIFICATES

III. BOARD MEMBER ANNOUNCEMENTS

Supervisor Brown announced she attended the California State Association of Counties (CSAC) Annual Conference in Long Beach; acknowledged District Attorney Jill Ravitch and Senator Leno for the Assembly Bill requiring state facilities to inform local law enforcement agencies about sexual assaults, assaults with a deadly weapon, and deaths; officially announced that Susan Gorin will be the new First District Supervisor; and announced that the University of California Cooperative Extension granted the North Bay Food Systems funds to hire an adviser. She congratulated County Administrator Veronica Ferguson for having been awarded the CSAC Circle of Service Award, and acknowledged Supervisor Carrillo for his election as the second Vice President of California State Association of Counties and asserted that in two years, Supervisor Carrillo will be the first Latino CSAC President. She asked the Board to adjourn in memory of Patty Westerbeke.

Chairwoman Zane announced and acknowledged Supervisor Brown for receiving the Distinguished Service Award to County, State and Federal government and for her role as the National Association of Counties president.

Supervisor McGuire acknowledged the Transportation and Public Works Department for their efforts in North County during the storm. He announced he attended the Library Joint Powers Agreement Advisory Committee.

Supervisor Rabbitt recognized Petaluma City Council member Gabe Kearney; attended the Association of Bay Area Government Financing and Personnel Committee meetings; attended the Sonoma County Employees Retirement Association Board meeting; and

BOARD ANNOUNCEMENTS (Continued)

attended meetings in Washington D.C. on behalf of the North Bay Water Reuse Authority. He asked the Board to adjourn in memory of Florence Padron.

Supervisor Carrillo thanked the staff of Transportation and Public Works Department, Fire and Emergency Services, Sonoma County Water Agency, Sheriff's Office, and PG&E for responding to the storm and flood of the past weekend. He reported that he attended the California State Association of Counties Annual Conference and asked the Board to adjourn in memory of Rosa Maria Greco-Ortega.

Chairwoman Zane clarified that County Administrator Veronica Ferguson's CSAC Award recognized her work on pensions at the State level; she attended the California State Association of Counties Annual Conference; attended Sonoma County First 5 Commission meeting; and will be hosting a seminar on December 6th with Rohnert Park City Councilmember Gina Belforte regarding coping with loss and grief during the holidays. She announced the transformation of fish, for the record breaking pawning increase count of 6,348. She asked the Board to adjourn in memory of Karen Haig.

IV. CONSENT CALENDAR (Items 1 through 26)

PRESENTATIONS/GOLD RESOLUTIONS (Items 1 through 6)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution honoring Dick Fogg for his years of generous and outstanding community service to the County of Sonoma. (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0546

2. Adopt three Gold Resolutions commending (1) Elece Hempel for her recognition by the North Bay Leadership Council for "We're All in this Together" leadership award; (2) Enphase Energy for recognition by the North Bay Leadership Council recognizing the company as a leader and innovator in developing clean/green technology; (3) Herman Hernandez for his recognition by the North Bay Leadership Council for Empowering Leadership within the Latino Community. (Second and Fifth Districts)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0547, 12-0548, 12-0549

3. Adopt a Gold Resolution honoring the Hispanic Chamber of Sonoma County on the occasion of its 25th Anniversary (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0550

CONSENT CALENDAR (Continued)

PRESENTATIONS AT DIFFERENT DATE

4. Adopt a Gold Resolution honoring the career of Miles Ferris, Director, Public Utilities Department, City of Santa Rosa. (Sonoma County Water Agency)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0551

5. Adopt a Gold Resolution recognizing Petaluma Elks Lodge 901 for 100 years of service and congratulating the organization for retiring their mortgage debt. (Second District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0552

6. Adopt a Gold Resolution recognizing Janet Orchard for her public service to the City of Cotati. (Second District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0553

SONOMA COUNTY WATER AGENCY

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

7. Authorize the Chair to execute the contract with Arnold Construction Company of Fulton, CA, in the amount of \$236,176, for construction of the Airport-Larkfield-Wikiup Sanitation Zone Treatment Plant Emergency Gas Scrubber System, and delegate authority to the General Manager of the Sonoma County Water Agency to execute agreement and release of any and all claims, if required, and to waive escrow bid document requirements. (Fourth District) Board Action: Approved as Recommended

UNANIMOUS VOTE

8. Adopt a Resolution in support of electing Mr. Alderon Laird, Director, Humboldt Bay Municipal Water District, for Chair of the Region One Board of Directors of the Association of California Water Agencies, and to nominate Mr. Efren Carrillo, Director, Sonoma County Water Agency, for appointment to the Region One Board of Directors and as Vice-Chair of Region One of the Association of California Water Agencies.

Speaker: Colleen Fernald

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0554

9. Adopt a Resolution authorizing the General Manager to: (1) file a grant application for the Lower Adobe Creek Habitat Enhancement and Restoration Project under the Environmental Enhancement and Mitigation Program (\$450,000); (2) certify that the Water Agency will

CONSENT CALENDAR (Continued)

Item #9 Continued

make adequate provisions for operation and maintenance of the project; (3) execute a grant agreement with the State of California; and (4) take all actions necessary to carry out the project and implement the grant agreement. (Second District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0555

SONOMA COUNTY WATER AGENCY
OCCIDENTAL COUNTY SANITATION DISTRICT
RUSSIAN RIVER COUNTY SANITATION DISTRICT
(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)
AND
SONOMA VALLEY COUNTY SANITATION DISTRICT
(Directors: Brown, Zane, Sanders)

10. Authorize the Chair to execute an agreement with AQUA-Science, to provide biotoxicity monitoring and related services for the amount of \$810,000 (\$270,000 per year for 3 years); agreement terminates on June 30, 2015.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Sonoma Valley County Sanitation District

AYES: Brown, Zane

ABSENT: Ken Brown (alternate)

SONOMA COUNTY WATER AGENCY
(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)
AND
SONOMA VALLEY COUNTY SANITATION DISTRICT
(Directors: Brown, Zane, Sanders)

11. Adopt a Concurrent Resolution amending the Conflict of Interest Code of the Sonoma County Water Agency and the Sonoma Valley County Sanitation District.

Speaker: Grant Davis, Sonoma County Water Agency

Board Action: Approved as Recommended

UNANIMOUS VOTE

Sonoma Valley County Sanitation District

AYES: Brown, Zane

ABSENT: Ken Brown (alternate)

Approved by Resolution No. 12-0556

CONSENT CALENDAR (Continued)

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

12. Review and accept the audit report of the First 5 Sonoma County Commission for the fiscal year ended June 30, 2012.

Board Action: Approved as Recommended
UNANIMOUS VOTE

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

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)

13. Adopt a Concurrent Resolution authorizing the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Water Agency, the Board of Directors of the Sonoma County Agricultural and Open Space District, and the Board of Directors of the Northern County Air Pollution Control District to each enter into a Memorandum of Understanding with the County to participate in the County Replacement Benefit Program; approve draft Memorandum of Understanding as to form.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 12-0557

BOARD OF SUPERVISORS

14. Adopt a Resolution allowing the Board of Supervisors to exercise original jurisdiction over applications submitted by Syar Industries, Inc. to revise its use permit conditions of approval and consider additional information regarding a floodplain bench enhancement, consistent with the October 2, 2012 settlement agreement between Syar, the County, and petitioners Russian Riverkeeper and Redwood Empire Chapter of Trout Unlimited for the Alexander Valley reach of the Russian River, Geyserville. (Fourth District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 12-0558

15. Disbursement of 2012-2013 Discretionary Advertising Funds (Fourth District) - Approve Advertising Program grant awards to the following entities and authorize the County Administrator to execute contracts with the following entities: Healdsburg Chapter, Future Farmers of America (FFA), Country Fair: \$1,000.

Board Action: Approved as Recommended
UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

COUNTY ADMINISTRATOR

16. Extend the date of resignation of the Chief Probation Officer, Robert Ochs, from December 21, 2012 to January 3, 2014.

Board Action: Approved as Recommended
UNANIMOUS VOTE

17. Temporarily appoint/promote Susan Klassen and Tom O’Kane as Interim Directors of Transportation and Public Works pursuant to Salary Resolution Section 7.11, effective November 22, 2012; and delegate the appointing authority responsibility to the County Administrator during the interim period.

Board Action: Approved as Recommended
UNANIMOUS VOTE

COUNTY ADMINISTRATOR

AND

OCCIDENTAL COUNTY SANITATION DISTRICT
RUSSIAN RIVER COUNTY SANITATION DISTRICT
SOUTH PARK COUNTY SANITATION DISTRICT

SONOMA COUNTY WATER AGENCY
(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT
(Directors: Brown, Zane, Sanders)

18. Adopt a Resolution approving and making findings related to the AB 1600 Development Fees Annual Reports for Fiscal Year 2011/12 for the Regional Parks Department, Department of Transportation and Public Works, and affected agencies under each of the department’s control for the Board of Supervisors; and Adopt a Concurrent Resolution approving and making findings related to the AB 1600 Development Fees Annual Reports for Fiscal Year 2011/12 for the Sonoma County Water Agency including: Airport-Larkfield-Wikiup Sanitation Zone, Geyserville Sanitation Zone, Penngrove Sanitation Zone, Sea Ranch Sanitation Zone, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, and the Sonoma Valley County Sanitation District.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Sonoma Valley County Sanitation District

AYES: Brown, Zane

ABSENT: Ken Brown (alternate)

Approved by Resolution No. 12-0559 and 12-0560

CONSENT CALENDAR (Continued)

ECONOMIC DEVELOPMENT BOARD

19. Adopt a Resolution approving and confirming the Annual Report for 2012 and the 2013 Marketing Plan prepared by the Sonoma County Tourism Business Improvement Area Advisory Board, contingent upon presentation and concurrence in February 2013; and Levy of the Annual assessment for the Sonoma County Tourism Business Improvement Area.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0561

HUMAN RESOURCES

20. Authorize the Human Resources Director to execute agreements with Bickmore and Associates, California Industrial Hygiene Services, Environmental, Health, Safety, and Sustainability Consulting, Ergo Concepts, Ergocation, Harris and Lee Environmental Sciences, Kathy Burwell Consulting, The Cohen Group, and SCS Engineers, to provide occupational safety, industrial hygiene, ergonomic and environmental safety consultation services for a thirty-six (36) month term from December 1, 2012 through December 1, 2015 in amounts ranging from \$30,000 to \$420,000 per contract.

Board Action: Approved as Recommended

UNANIMOUS VOTE

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

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

21. Adopt a Resolution authorizing the Air Pollution Control Officer to: (1) file an application with the California Air Resources Board (CARB) for \$200,000 in Carl Moyer - Year 15 Funds; (2) execute any funding agreements with California Air Resources Board and other necessary actions to receive allocated funds; and (3) implement and expend the funds through a grant program in accordance with State guidelines, including the execution of grant funding agreements, subject to approval of County Counsel as to form.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0562

PROBATION

22. Authorize the Chief Probation Officer of the Probation Department to execute an agreement with PRIDE Industries for janitorial services at the Sonoma County Juvenile Hall, for the period of December 20, 2012 to December 19, 2015, in an amount not to exceed \$519,423.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

TRANSPORTATION AND PUBLIC WORKS

23. Approve the tenth amendment to the three-party agreement for organics 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 July 15, 2013. (Second District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

MISCELLANEOUS

24. Approval of Minutes - (1) Approve the Minutes of the Meeting of November 13, 2012 for the following: Community Development Commission, Sonoma County Water Agency, Sonoma County Water and Wastewater Financing Authority, and Board of Supervisors and (2) Approve the Minutes of the Meeting of November 13, 2012 of the Sonoma Valley County Sanitation District.

Board Action: Approved as Recommended
UNANIMOUS VOTE

APPOINTMENTS/REAPPOINTMENTS

(Items 25 through 26)

25. Approve the following appointments and reappointments to the Southern Sonoma County Resource Conservation District Board: Appoint Garry Mahrt effective February 21, 2012, ending December 31, 2014, replacing Mitch Mulas; Appoint Vickie Mulas effective October 23, 2012, ending December 31, 2016; Reappoint Patricia (Tish) Ward effective January 1, 2013, ending December 31, 2016; and Reappoint Tom Scott effective January 1, 2013, ending December 31, 2016. (County-wide)

Board Action: Approved as Recommended
UNANIMOUS VOTE

26. Appoint Don McEnhill as the Environmental Representative to the Agricultural Preservation and Open Space District Advisory Committee, for a term of two years effective January 1, 2013 and ending December 31, 2014. (County-wide)

Board Action: Approved as Recommended
UNANIMOUS VOTE

10:08 A.M. The Board recessed

10:26 A.M. The Board reconvened

V. REGULAR CALENDAR (Items 27 through 32)

AGRICULTURAL COMMISSIONER

27. Adopt Resolution introducing, reading the title of and waiving further reading of a proposed ordinance to amend Sonoma County Code Chapter 30 to update device registration fees to levels recently authorized by the California State Legislature to better recover the actual costs of enforcing weights and measures laws, and to make a minor clarification to the ordinance regarding the device fee for Certified Producers. (First Reading)

10:26 A.M.

Present: Tony Linegar, Agricultural Commissioner

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0563

AGRICULTURAL COMMISSIONER / HEALTH SERVICES

28. Accept a program update for Approved Produce Gardener Certification, Cottage Food Operations, and Online Certified Producer Certification. Waive 50% of Certified Producer Certification application fees for producers who submit their application online from the date the online system is launched through June 30, 2013.

10:32 A.M.

Present: Tony Linegar, Agricultural Commissioner, and Christine Sosko, Interim Director of Environmental Health and Safety

10:34 A.M. Supervisor Carrillo left the meeting

10:36 A.M. Supervisor Carrillo rejoined the meeting

Speaker: Melita Love

Board Action: Approved as Recommended

UNANIMOUS VOTE

COUNTY ADMINISTRATOR

29. 10:00 A.M. - Receive a presentation on the State Legislative Session from Senator Noreen Evans, Chair of the Senate Judiciary Committee.

Item #29 was continued to a future date.

REGULAR CALENDAR (Continued)

SONOMA COUNTY WATER AGENCY
(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)
AND
BOARD OF SUPERVISORS

30. 10:30 A.M. - Sonoma Clean Power Joint Powers Authority -
- (1) Authorize the Chair of the Board of Supervisors and the Chair of the Board of Directors of the Sonoma County Water Agency to sign a Joint Powers Agreement creating the Sonoma Clean Power Authority, and authorize County Counsel to file the notice required by Government Code section 6503.5 with the Secretary of State.
 - (2) Appoint the five members of the Board of Supervisors and Board of Directors of the Water Agency as directors of the Sonoma Clean Power Authority.
 - (3) Adopt a Resolution introducing, reading the title of, and waiving further reading of an Ordinance of the Board of Supervisors and the Board of Directors of the Sonoma County Water Agency, authorizing the implementation of a Community Choice Aggregation Program.
 - (4) Approve a funding agreement (\$50,000, through December 31, 2014) between the Sonoma County Water Agency and Marin Energy Authority for consulting services during the start up phase of Sonoma Clean Power.
 - (5) Approve a professional services agreement (\$100,000 over 2 fiscal years, through June 30, 2014) between the Sonoma County Water Agency and Geof Syphers for consulting services related to the Sonoma Clean Power and other Water Agency sustainability issues.

10:56 A.M.

Present: Cordel Stillman, Chief Deputy Engineer, Sonoma County Water Agency; Grant Davis, General Manager, Sonoma County Water Agency; and Steve Shupe, Deputy County Counsel

Speakers:

John Dalessi, Dalessi Management Consultants
Jeff Mathias, Solar Sonoma County
John Lloyd
Bob Williamson
Dick Donald and Ann Hancock, Climate Protection Campaign
Frank Mayhew
Bob Anderson
Brian Ling, CEO, Sonoma County Alliance
Larry Mead
Debra Fudge, Mayor, Town of Windsor
Bryan Cooper
Alan Strachaw
Jasin Jackson
Keith Woods, North Coast Builders Exchange
Henry Adams, President, Western Pacific Solar

REGULAR CALENDAR (Continued)

Item #30 Continued

Larry Robinson
Willard Richards
Chris Crisco

Board Action: Approved as Recommended
UNANIMOUS VOTE
Approved by Resolution No. 12-0564

COUNTY ADMINISTRATOR

31. Receive report on County Fund account balances, and direct staff to return during the Budget Policy Workshop with recommended financial policies.

1:02 P.M.

Present: Chris Thomas, Assistant County Administrative Officer, and Mike Gossman, County Administrator Analyst

1:03 P.M. Chairwoman Zane passed the gavel to Supervisor Rabbitt and exited the meeting.

1:05 P.M. Chairwoman Zane rejoined the meeting. Supervisor Rabbitt passed the gavel to Chairwoman Zane.

Speaker: Bob Williamson

Board Action: Approved as Recommended
UNANIMOUS VOTE

BOARD OF SUPERVISORS

32. Waive fees in the amount of \$899 to Sonoma Ecology Center for an encroachment permit to reduce sediment and improve water quality in Sonoma Creek between Glen Ellen and Kenwood. (First District)

1:25 P.M.

Board Action: Approved as Recommended
UNANIMOUS VOTE

1:25 P.M. The Board recessed to Closed Session.

Chairwoman Zane announced that the Board would reconvene from Closed Session at 2:30 P.M.

VI. CLOSED SESSION CALENDAR (Items 33 through 38)

33. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Initiation of Litigation (Govt. Code Section 54956.9(c)).

Direction given to staff.

34. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Scuitto, Roger Worker's Compensation Appeals Board #ADJ64338833 (Govt. Code Section 54956.9(a)).

Board Action: Approve the Compromise and Release settlement of Roger Scuitto's workers' compensation case in the amount of \$60,000, plus statutory vocational rehabilitation training voucher in the amount of \$6,000, with future medical benefits for the accepted injury retained. Direction was also given to the Risk Manager to execute all documents necessary to effectuate the settlement.

UNANIMOUS VOTE

35. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: In re Shahani (Govt. Code Section 54956.9(a)).

Board Action: The Board gave direction to staff to take steps necessary to participate in a settlement with Mr. Shahani.

UNANIMOUS VOTE

36. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Anticipated Litigation or Significant Exposure to Litigation - Name of Case: Richard Kahn (Govt. Code Section 54956.9(b)).

Board Action: Authorize the Risk Manager to resolve the personal injury claim of Richard Kahn in the amount of \$20,000, for injuries sustained in an automobile collision on March 28, 2011 involving an employee of the Health Services Department. Direction was given to proceed with payment and to execute all documents related to settlement of the claim.

UNANIMOUS VOTE

37. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Anticipated Litigation or Significant Exposure to Litigation - Name of Case: West County Transportation (Govt. Code Section 54956.9(b)).

Board Action: Authorize the Risk Manager to resolve the property damage claim of West County Transportation Authority in the amount of \$24,918.41, for damage to a bus following a vehicle collision on February 17, 2012 involving an employee of the Regional Parks Department. Direction was given to proceed with payment and to execute all documents related to settlement of the claim.

UNANIMOUS VOTE

CLOSED SESSION CALENDAR (Continued)

38. 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 given to the Labor Negotiator.

VII. REGULAR AFTERNOON CALENDAR (Items 39 through 43)

2:35 P.M. - RECONVENE FROM CLOSED SESSION

Supervisors Present: Brown, Rabbit, McGuire, Carrillo

Supervisors Absent: Zane

Present: Veronica A. Ferguson, County Administrator and Sheryl Bratton, Assistant County Counsel

Vice Chair Rabbitt reconvened the meeting.

2:38 P.M. Chairwoman Zane joined the meeting. Supervisor Rabbit handed the gavel to Chairwoman Zane.

39. Report on Closed Session.

2:37 P.M. Sheryl Bratton, Assistant County Counsel reported on Items 33 through 38. See Section VI. Closed Session Calendar for report.

40. 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.)

2:43 P.M. Public Comment Opened

Jennifer Delany
Deborah Taveras

2:43 P.M. Public Comment Closed

41. 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.

2:44 P.M.

PERMIT AND RESOURCE MANAGEMENT

42. UPE07-0008 - (FIRST DISTRICT)

- a) APPLICANT: Guy Davis, Cornell Farms
- b) APPELLANT: New Old Ways Wholistically Emerging (NOWWE)
- c) LOCATION: 245 Wappo Road, Santa Rosa

REGULAR AFTERNOON CALENDAR (Continued)

Item #42 Continued

- d) ASSESSOR'S PARCEL NO.: 028-250-007, 028-260-041, 028-260-047, 028-260-023 and 028-260-025
- e) ENVIRONMENTAL DOCUMENT: Environmental Impact Report
- f) REQUEST: Consider the adequacy of the Final Environmental Impact Report, and conduct a public hearing on the appeal and the merits of the project, and at the conclusion of the hearing, Adopt a Resolution to certify the Final Environmental Impact Report, and a Resolution to deny the appeal and approve the Use Permit for a 10,000 case winery in a 6,700 square foot winery complex with 10,200 square feet of caves located on a 40-acre parcel

2:44 P.M.

Present: David Hardy, Project Planner, Permit and Resource Management Department; Paul Mitchell, ESA; Pete Parkinson, Director, Permit and Resource Management Department; and David Hurst, County Counsel

Appellant: Stephen Volker, Attorney, NOWWE

Applicant: John Holdredge

3:50 P.M. Public Hearing Opened

Peter Hudson
Rio Molina
Pat Waldow
Betty Doerksen
Jim Doerksen
Steve Krimel
Janice Holt Matthes
Jane Nielson
Wendy Krupnick
Ed Lin
Guy Davis
Nick Frey
Laura Waldbaum (SP-1)
Ray Waldbaum
Stephen Fuller-Rowen
Deborah Taveras
Stephen Volker

4:33 P.M. Public Hearing Closed

REGULAR AFTERNOON CALENDAR (Continued)

Item #42 Continued

Straw Vote: Motion to certify the Final Environmental Impact Report, and deny the appeal and approve the Use Permit. Add Additional Conditions: No events or vacation rentals to be held at the property located on 100 Wappo Road and that during the course of construction any damages to the road will be repaired.

UNANIMOUS VOTE

Board Action: Adopt a Resolution continuing the decision for final action certifying the Environmental Impact Report for the Henry Cornell Winery, and denying the appeal of the Board of Zoning Adjustments decision approving the Use Permit for the Henry Cornell Winery, to December 11, 2012, on the Consent Calendar.

UNANIMOUS VOTE

Approved by Resolution No. 12-0565

4:46 P.M. the Board recessed

5:09 P.M the Board reconvened

TRANSPORTATION AND PUBLIC WORKS

43. Watmaugh Road Bridge Replacement Project Final Environmental Impact Report - Conduct a public hearing and:

- (1) Review the Draft Environmental Impact Report (DEIR) and the Response to Comments Document (RTC), together which comprise the Final Environmental Impact Report (FEIR);
- (2) Receive testimony on the merits of the proposed project;
- (3) Take a straw vote on certifying the Final EIR and approving a project; and
- (4) Direct staff to return on December 11, 2012 with all of the appropriate resolutions for final vote on certifying the Final EIR and approving a project. (4/5 vote required) (First District)

5:09 P.M.

Present: Tom O'Kane, Interim Director, Transportation and Public Works; Jennifer Barrett, Permit and Resource Management Department, Rich Stabler; Permit and Resource Management Department; and Sue Gallagher, County Counsel

5:23 P.M. Public Hearing Opened

Yvonne Bowers
Johanna M Patri, AICP
Pamela Stephens
Ken Niles
Gail Johnson (SP-1)
Patty Daffurn
Gary Helfrich
Rose Zoia
Vicky Mulas

REGULAR AFTERNOON CALENDAR (Continued)

Item #43 Continued

5:51 P.M. Public Hearing Closed

Straw Vote: Motion to certify the Watmaugh Road Bridge Replacement Project Final Environmental Impact Report and approve the project.

UNANIMOUS VOTE

Board Action: Adopt a Resolution continuing the final approval to certify the Watmaugh Road Bridge Replacement Project Final Environmental Impact Report and approve a project to December 11, 2011 on the Consent Calendar.

UNANIMOUS VOTE

Approved by Resolution No. 12-0566

6:05 P.M. the Board adjourned the meeting in memory of Patty Westerbeke, Florence Padron, and Karen Haig. The meeting was adjourned to December 11, 2012 at 8:30 A.M.

Respectfully submitted,
Michelle Arellano, Chief Deputy Clerk of the Board

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

TUESDAY

DECEMBER 11, 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.

8:37 A.M. CALL TO ORDER

8:37 A.M. Chairwoman Zane called the meeting to order.

Supervisors Present: Brown, Supervisor, Rabbitt, Zane, McGuire, and Carrillo.
(All Supervisors Were Present)

Present: Veronica A. Ferguson, County Administrator and Bruce Goldstein, County Counsel

Chairwoman Zane presiding

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA (Items may be added or withdrawn from the agenda consistent with State law)

Chairwoman Zane made the following announcements:

1. Agenda Addendum - the matter on the Addendum is Closed Session Item #52A Conference with Legal Counsel - Existing Litigation - Name of Case: Rafael Mateos-Sandoval and Simeon Avendando Ruiz v. County of Sonoma.
2. Correction to Consent Item #21 -Tyler Technologies, Inc. Software License and Support Agreement. The Recommended Action should state that cost of living adjustments annually equal to the California Consumer Price Index, after the first year of the agreement, are in addition to the total contract amount of \$180,000.
3. Consent Item #29 was pulled from the agenda.

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor Brown announced she attended the Fall National Association of Counties (NACo) Board meeting and provided the Board with an update. She also provided an update of the Sonoma Transit Authority's purchase of two more rail cars for full service to Guerneville.

Supervisor McGuire made a request on behalf of the Economic Development Board Ad hoc Committee and Supervisor Carrillo that the Chairwoman draft a letter addressed the United States Fish and Wildlife Service expressing the County's desire to move forward with the Sonoma County Airport Safety and Improvement project. Counsel Goldstein clarified that because the Airport project is part of the legislative platform no official board action is required to send the letter. He asked the Board to adjourn in memory of Jim Kline, Antoinette Netta Lisoni, and Frank Citti.

Supervisor Rabbitt reported he attended the Local Agency Formation Commission meeting with Supervisor Carrillo.

BOARD MEMBER ANNOUNCEMENTS (Continued)

Supervisor Carrillo announced two upcoming meetings scheduled for December 20th, the Public Policy Facilitating Committee meeting and the California Public Utilities Commission hearing on SMART meters. He also announced he will attend a Coastal Commission County workshop; participated on the NACo Board of Directors meeting; and expressed his support for letter from the Chair of the Board in support of the Sonoma County Airport Safety and Improvement project. He asked the Board to adjourn in memory of Jay Halcomb and Roger Wishard.

Chairwoman Zane announced that she participated on a conference call with Vice President Biden regarding a fiscal cliff update and will be submitting a letter to the White House outlining which County programs would be worse to cut; and she attended the Sonoma County Transit Authority Regional Climate Protection Board meeting. She announced the transformation of County Supervisors, who while in office, will be able to perform marriage ceremonies under state law effective January 1, 2013. She asked the Board to adjourn in memory of Ben Pardell and Donna Koch.

III. CONSENT CALENDAR (Items 1 through 40)

Speaker: Laura Strand spoke on Regular items #46 and #47

PRESENTATIONS/GOLD RESOLUTIONS (Items 1 through 5)

PRESENTATIONS AT BOARD MEETING

1. Recognition of First District Supervisor Valerie Brown on the occasion of her retirement.

Board Action: Approved as Recommended

UNANIMOUS VOTE

2. Adopt a Gold Resolution honoring Cynthia Scarborough for her first fourteen years as Executive Director of the Vintage House (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0567

3. Adopt a Gold Resolution acknowledging and honoring Quincey Tompkins Imhoff for her extraordinary leadership and contributions to West Side Union School District and West Side School. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0568

4. Adopt a Gold Resolution honoring and celebrating Glenda Castelli on her retirement from the Windsor Farmer's Market, marking 12+ years of serving Northern Sonoma County with

CONSENT CALENDAR (Continued)

Item #4 Continued

fresh, locally-grown produce and directly contributing to Sonoma County's goal of being the healthiest County by the year 2020. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0569

PRESENTATIONS AT DIFFERENT DATE

5. Adopt a Gold Resolution honoring retired Air Force Colonel Dave Pinsky for his many years of service and dedication to the Pacific Coast Air Museum and for increasing awareness in the field of aviation in Sonoma County and throughout California. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0570

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

6. Adopt a Resolution approving the conveyance of a portion of the District's conservation easement interests over the Laguna de Santa Rosa to the State of California for highway safety improvements (Highway 12 Bridge), authorizing the District's General Manager to execute the documents necessary to complete the conveyance, and making certain findings in connection therewith. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0571

7. Authorize the General Manager to execute a fifth amendment to a professional services agreement with Lisa Bush, Certified Rangeland Manager, increasing the amount by \$12,000, for rangeland management consultation services and extending the contract term from December 31, 2012 to December 31, 2015. Amended contract total is \$28,500.

Board Action: Approved as Recommended

UNANIMOUS VOTE

SONOMA COUNTY WATER AGENCY

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

8. Adopt a Resolution adopting the Sonoma County Water Agency's Local Hazard Mitigation Plan 2012 Update.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0572

CONSENT CALENDAR (Continued)

9. Authorize the Chair to execute an agreement with Steve Grinnell, P.E., to provide engineering services related to Russian River hydrologic index, modeling, environmental compliance, and regulatory approval for the amount of \$76,500; agreement terminates on December 31, 2014.

Board Action: Approved as Recommended
UNANIMOUS VOTE

10. Authorize the Chair to approve the first amended agreement with Mary Luttrell Management Consulting Services with an added amount not to exceed \$124,000, expanding the scope of work to include additional implementation, development, and training tasks and extending the agreement term by two years for a new not-to-exceed agreement total of \$172,750 and new termination date of December 31, 2014.

Board Action: Approved as Recommended
UNANIMOUS VOTE

11. Federal Legislative Advocacy Agreements -

- (A) Authorize the Chair to execute an agreement with Alcalde & Fay to provide advocacy services related to flood control, sanitation, water supply, water recycling, and related projects for the amount of \$193,200; agreement terminates on December 31, 2014.
- (B) Authorize the Chair to execute an agreement with Natural Resource Remedies to provide advocacy services related to energy and resource programs and planning and related outreach, and coordination with California advocacy for the amount of \$151,800; agreement terminates on December 31, 2014.
- (C) Authorize the Chair to execute an agreement with Van Ness Feldman to provide advocacy services related to restoration, planning, research, monitoring, and related programs, and environmental regulatory watch for the amount of \$169,200; agreement terminates on December 31, 2014.

Chairwoman Zane announced she would be recording a No Vote on Item #11 (A).

Board Action: (A) Authorize the Chair to execute an agreement with Alcalde & Fay to provide advocacy services related to flood control, sanitation, water supply, water recycling, and related projects for the amount of \$193,200; agreement terminates on December 31, 2014.

AYES: Brown, Rabbitt, McGuire, Carrillo
NOES: Zane

Board Action: (B) Authorize the Chair to execute an agreement with Natural Resource Remedies to provide advocacy services related to energy and resource programs and planning and related outreach, and coordination with California advocacy for the amount of \$151,800; agreement terminates on December 31, 2014; (C) Authorize the Chair to execute an agreement with Van Ness Feldman to provide advocacy services related to restoration, planning, research,

CONSENT CALENDAR (Continued)

Item #11 Continued

monitoring, and related programs, and environmental regulatory watch for the amount of \$169,200; agreement terminates on December 31, 2014.

UNANIMOUS VOTE

12. Adopt a Resolution amending the department allocation list for the Sonoma County Water Agency adding 1.0 FTE Water Agency Environmental Resources Coordinator, 2.0 FTE Principal Environmental Specialists, and 2.0 FTE Principal Program Specialists effective December 11, 2012.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0573

13. Authorize the Chair to certify Annual Report for Term 3, Year 3 (2011-2012) for the National Pollutant Discharge Elimination System Discharge Permit No. CA0025054 for Storm Water Discharges from the Santa Rosa Area and approving the submittal of annual report package to the North Coast Regional Water Quality Control Board; and Authorize the Chair to certify Annual Report for Phase II Year 9 (2011-2012) for the National Pollutant Discharge Elimination System Discharge Permit No. CAS000004 for Storm Water Discharges from the urbanized unincorporated areas around the City of Sonoma and the City of Petaluma and approving the submittal of annual report package to the San Francisco Bay Regional Water Quality Control Board.

Board Action: Approved as Recommended

UNANIMOUS VOTE

PERMIT AND RESOURCE MANAGEMENT

14. Adopt a Resolution authorizing the Chair to Certify the Annual Report for Phase I Term 3 Year 3 (2011-2012) for the National Pollutant Discharge Elimination System (N.P.D.E.S.) Discharge Permit No. CA 0025054 for Storm Water Discharges, and directing the submittal of Annual Report package to the North Coast Regional Water Quality Control Board (N.C.R.W.Q.C.B).

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0574

15. Adopt a Resolution to certify the Environmental Impact Report and adopt a Resolution to deny the appeal of the Board of Zoning Adjustment's decision and approve the Use Permit for a 10,000 case winery in a 6,700 square foot winery complex with 10,200 square feet of caves located on a 40-acre parcel at 245 Wappo Road and adjacent properties owned by Henry Cornell; Assessor's Parcel Numbers (APNs) 028-250-007, 028-260-041, 028-260-047, 028-260-023 and 028-260-025 (File No. UPE07-0008). (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0575, 12-0576

CONSENT CALENDAR (Continued)

SONOMA COUNTY WATER AGENCY
AND
SONOMA CLEAN POWER AUTHORITY
(Directors: Brown, Rabbitt, Zane, McGuire, Carrillo)
AND
BOARD OF SUPERVISORS

16. Adopt an Ordinance of the Board of Supervisors and the Board of Directors of the Sonoma County Water Agency, authorizing the implementation of a Community Choice Aggregation Program (Second Reading - Ready for Adoption); and Approve and authorize the Chair to execute the Memorandum of Agreement for interim services among the County of Sonoma, Water Agency, and Sonoma Clean Power Authority; and Authorize the Sonoma Clean Power Authority to issue Request for Proposals for electrical power and other services necessary to implement a community choice aggregation program.

Speaker: Woody _____

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Ordinance No. 6016

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Valerie Brown, Shirlee Zane, Ken Brown)

17. Napa Salt Marsh Pipeline Project - Acceptance of Easements - (1) Authorize the Chair to execute agreements for Purchase and Sale of Property Rights with the property owners listed in Attachment A for the Napa Salt Marsh Pipeline Project; (2) Delegate authority to the General Manager to execute agreements for Purchase and Sale of Property Rights with the property owners listed in Attachment A in substantially the form provided to the Board following consultation with County Counsel; (3) Authorize the General Manager to accept easements and following consultation with County Counsel, to execute such other documents and take such other actions necessary to close purchase transactions and acquire easements required for the Sonoma Valley County Sanitation District Napa Salt Marsh Restoration Pipeline Project; (4) Authorize the General Manager to execute recycled water agreements in substantially the form provided to the Board following consultation with County Counsel; and (5) The Auditor and Treasurer are hereby authorized and directed to issue and honor warrants for payment of the agreements listed in Attachment A together with any funds necessary to close purchase transactions. (First District)

Board Action: Approved as Recommended

AYES: Director Valerie Brown, Director Shirlee Zane

ABSENT: Director Ken Brown

CONSENT CALENDAR (Continued)

AGRICULTURAL COMMISSIONER

18. Adopt an Ordinance amending Sonoma County Code Chapter 30 to update device registration fees to levels recently authorized by the California State Legislature to better recover the actual costs of enforcing weights and measures laws, and to make a minor clarification to the Ordinance regarding the device fee for Certified Producers. (Second Reading - Ready for Adoption)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Ordinance No. 6017

BOARD OF SUPERVISORS

19. 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: Council on Aging: \$1,000; Hispanic Chamber of Commerce: \$500; Sonoma County Farm Bureau: \$500.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CLERK-RECORDER-ASSESSOR

20. Adopt a Resolution adopting the official canvass of the vote for the November 6, 2012, Consolidated Presidential General Election.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0577

21. Authorize the County Clerk-Recorder-Assessor to execute an agreement with Tyler Technologies, Inc., to provide licensing, maintenance and support for the Residential Computer Aided Mass Appraisal (CAMA) system for the period of January 1, 2013 to December 31, 2015 for a total contract amount of \$180,000 plus cost of living adjustments annually equal to Consumer Price Index, after the first year of the agreement.

Board Action: Approved as Recommended

UNANIMOUS VOTE

COUNTY COUNSEL / COUNTY ADMINISTRATOR / HUMAN RESOURCES

22. Adopt a Resolution to (1) Authorize the County's Risk Manager to supervise delegated authority and to allow, compromise or settle claims or pending lawsuits initiated against or brought by the County, including but not limited to, workers' compensation actions, for an amount not to exceed \$25,000 per claim or lawsuit; (2) Authorize the Risk Manager, the County Administrator, and County Counsel to jointly allow, compromise or settle claims or pending lawsuits initiated against or brought by the County, including but not limited to workers' compensation actions, for an amount over \$25,000, but not to exceed \$50,000 per claim or lawsuit, in such instances where Risk and/or the County Administrator, in

CONSENT CALENDAR (Continued)

Item #22 Continued

conjunction with County Counsel, approve the proposed settlement; (3) Authorize County Counsel to: a) file cross-complaints, cross-claims, subrogation or collection actions; b) enter into tolling agreements; c) waive potential conflicts of interest in retaining outside counsel; d) participate in class action lawsuits; and e) enter into settlement agreements of disciplinary appeals pending before the Civil Service Commission where such settlement is less than \$25,000 and both County Counsel and the Department Head determine it is in the best interests of the County to resolve the appeal in such manner.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0578

DISTRICT ATTORNEY

23. Authorize the Chair to execute an amendment to the agreement for professional services with Legal Aid of Sonoma County and Verity, Inc., for the term of July 1, 2011, through September 30, 2013, for an overall increase of \$10,000 to the two agreements and total contracts amounting to \$150,462.

Board Action: Approved as Recommended

UNANIMOUS VOTE

GENERAL SERVICES

24. Authorize the Chair to execute a consulting contract with Stantec Architecture, Inc. for design and construction documents and construction administration services for the Sonoma Raceway Radio Tower & Vault project. Total lump sum cost \$49,550. (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

25. Authorize the Chair to: (1) Execute an agreement with Pacific Gas and Electric Company (P.G. & E.) extending the Sonoma County Energy Watch Local Government Partnership for 2013-2014. (2) Authorize the Director of General Services to execute amendments with P.G.&E., in a form approved by County Counsel, to receive additional funds that may become available.

Board Action: Approved as Recommended

UNANIMOUS VOTE

HEALTH SERVICES

26. Adopt a Resolution establishing a prescription medication repository and distribution program for low-income Sonoma County residents.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0579

CONSENT CALENDAR (Continued)

27. Authorize the Director of Health Services to execute an agreement with YWCA Sonoma County to provide domestic violence intervention and treatment services at the YWCA Safe House for the period January 1, 2013 through December 31, 2017 in an amount not to exceed \$125,000.

Board Action: Approved as Recommended
UNANIMOUS VOTE

HUMAN SERVICES

28. Human Services Response to Unmet Needs: Position, Contract and Contract Amendments –
- (1) Adopt a Resolution adjusting the Fiscal Year 2012/13 Budget to recognize unanticipated revenue of \$22,323 from one time realignment payback, and \$22,322 from federal matching funds to increase expenditure appropriation by \$44,645 (4/5 vote required).
 - (2) Adopt a Resolution amending the Human Services Department’s departmental position allocation list increasing full time equivalent positions by 1.0 for a Veterans Claims Worker II (4/5 vote required).
 - (3) Authorize the Interim Director of the Human Services Department to execute four contract and nine contract amendments to provide increased services to Human Services Department clients. This will increase 13 contracts by \$1,296,174 from \$2,645,634 resulting in a new total not-to-exceed amount of \$3,941,808 with a term from July 1, 2012 to June 30, 2013, except for 3 senior services contracts which will end September 30, 2013.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 12-0580, 12-0581

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)

29. Adopt a Concurrent Resolution approving the Memorandum of Understanding (MOU) between the County of Sonoma and the SEIU, bargaining units 1, 5, 10, 25, 80, and 95, for the period of September 1, 2012 through August 31, 2015.

Item #29 was pulled from the agenda.

CONSENT CALENDAR (Continued)

INFORMATION SYSTEMS

30. Ratify Agreement for professional services with Government Finance Officers Association for software and implementation service agreement negotiation and scope of work development services and approve the amount of \$47,250.

Board Action: Approved as Recommended

UNANIMOUS VOTE

PROBATION

31. Adopt a Resolution endorsing the contractual relationship between the State, local governmental agencies, non-profit organizations and other private entities and the Sonoma County Probation Department Camp Supervised Adult Crews (SAC) programming in 2013, as required by the State; and Authorize the Chief Probation Officer to execute agreements and enter into product orders with the State, local government agencies, and non-profit organizations and other private entities in an amount not to exceed \$100,000 for the Supervised Adult Crews Program and \$25,000 for the Probation Camp Program for 2013.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0582

PUBLIC DEFENDER

32. Adopt a Resolution implementing and increasing the existing Public Defender Registration Fees for Juveniles from \$25 to \$50 pursuant to W & I Code 903.15.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0583

RETIREMENT

33. Adopt a Resolution approving and adopting Sonoma County Employees' Retirement Association employee and employer contribution rates for new members pursuant to pension reform legislation (CalPEPRA), effective January 1, 2013 for the remainder of Fiscal Year 2012-2013.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0584

TRANSPORTATION AND PUBLIC WORKS

34. Adopt a Resolution (1) Accepting traffic signal easements from Sutter West Bay Hospitals totaling approximately 4,491 square feet; and (2) Authorizing the Chair of the Board of Supervisors to execute an agreement with Sutter West Bay Hospitals whereby Sutter agrees to pay Sonoma County the cost of operating, maintaining, and repairing the traffic signal

CONSENT CALENDAR (Continued)

Item #34 Continued

located at the intersection of Mark West Springs Road and the main Sutter Hospital/Wells Fargo Center entrance. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0585

35. Authorize the Airport Manager to (1) execute two agreements for purchase of conservation acreage for mitigation relating to the Charles M. Schulz-Sonoma County Airport Runway Safety improvement Project - the first agreement (totaling \$1,040,000) will be between the County of Sonoma and the Alton Preserve for 1.03 acres of Burke's Goldfields and 1.03 acres of California Tiger Salamander credits, and the second agreement (totaling \$1,301,310) will be between the County of Sonoma and the Kerry Preserve for 1.43 acres of Burke's Goldfields; and (2) execute any other documents related to the purchase of these mitigation credits for the Charles M. Schulz - Sonoma County Airport runway safety improvement project. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

36. Approve plans and specifications for 2012 Lakeville Road Tree Pruning and Removal; and Award contract to low bidder, Mountain F. Enterprises, in the amount of \$220,000 and authorize Chair to execute construction contract M07010. (Second District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

37. Watmaugh Road Bridge Replacement Project - (1) Adopt a Resolution certifying the Final Environmental Impact Report for the Watmaugh Road Bridge Replacement Project; and (2) Adopt a Resolution making and adopting a Statement of Overriding Considerations, adopting a Mitigation Monitoring and Reporting Program, and approving the Watmaugh Road Bridge Replacement Project. (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0586, 12-0587

MISCELLANEOUS

38. Approval of Minutes - (1) Approve the Minutes of the Meeting of November 20, 2012 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Sonoma County Water Agency, and Board of Supervisors.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

APPOINTMENTS/REAPPOINTMENTS
(Items 39 through 40)

39. Adopt a Resolution adopting the election results for the seventh trustee position (safety member) of the Sonoma County Employees' Retirement Association (SCERA) Board.
(Retirement)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0588

40. Reappoint Tamara Davis to the Marin/Sonoma Mosquito and Vector Control District, as the Sonoma County at Large representative for a term of two years effective January 1, 2013 through December 31, 2014. (County-wide)

Board Action: Approved as Recommended

UNANIMOUS VOTE

10:27 A.M. The Board recessed

10:39 A.M. The Board reconvened

IV. REGULAR CALENDAR (Items 41 through 48)

FAIRGROUNDS

41. Adopt a Resolution approving the 2013 Operating Budget and the County Employee Position Allocation List for the Sonoma County Fair and Exposition, Inc.

11:09 A.M.

Present: Tawny Tesconi, Fair Manager

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 12-0589

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

42. Adopt a Resolution (1)) Authorizing the District's General Manager to execute (a) a purchase agreement for fee acquisition of a 198.7-acre property on Fitch Mountain ("Property") for a purchase price of \$1,800,000 with F.R.A.N.C.E.Z., LLC, which purchase remains subject to final approval by the Board of Directors and (b) an agreement with the City of Healdsburg pursuant to which fee title to the Property will be transferred to the City, subject to a conservation easement and recreation covenant held by the District, and up to \$250,000 in District funds will available to the City for initial operations and maintenance costs; and (2) Delegating authority to the District's General Manager to take all necessary and appropriate action to administer the District's rights and obligations under both agreements up to the time of final action by the Board of Directors, including undertaking all due diligence activities contemplated therein and entering into contracts for these purposes, provided such contracts do not exceed \$75,000 individually and \$100,000 cumulatively. (Fourth District)

10:39 A.M.

Present: Bill Keene, Open Space District General Manager, and Misti Arias, Open Space Program Manager

Ms. Arias stated that staff discovered two typos in the Resolution, two Assessor Parcel Numbers were noted incorrectly. She provided the Board with a corrected copy of the Resolution.

Speakers:

David Mickaelian, Assistant City Manager, City of Healdsburg

Sean McCaffrey, Healdsburg City Councilmember

Edwin Wilson

Craig Anderson, Executive Director, Landpaths

Eric Drew

Bob Anderson, United Winegrowers

REGULAR CALENDAR (Continued)

Item #42 Continued

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0590

TRANSPORTATION AND PUBLIC WORKS

43. Resolution of Necessity, Salmon Creek Water Collection and Treatment System Improvement Project - Conduct a public hearing and adopt a Resolution authorizing acquisition and condemnation of real property identified as a portion of the lands of Toledano (Assessor's Parcel Number 101-013-035) for public purposes; Project No. W06724. (4/5 vote required) (Fifth District)

11:27 A.M.

Present: Eric Nelson, Supervising Right of Way Agent, and Bill Adams, County Counsel

11:30 A.M. Public Hearing opened

11:30 A.M. Public Hearing closed

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0591

HUMAN SERVICES

44. Realignment of Public Adoptions - (1) Authorize the Human Services Department to assume responsibility for public adoption functions from the California Department of Social Services effective July 1, 2013. (2) Adopt a Resolution amending the Human Service Department's departmental positions allocation lists increasing full time equivalent positions by 10 associated with planning for and assuming state adoption functions effective April 1, 2013. (3) Authorize the Interim Director of the Human Services Department to execute a one-time agreement with the California Department of Social Services for Fiscal Year 2012-2013 not to exceed \$743,631 for the State to provide public adoptions services for the Human Services Department.

11:31 A.M.

Present: Jerry Dunn, Interim Human Services Department Director, and Nick Honey, Human Services Division Director

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0592

REGULAR CALENDAR (Continued)

COUNTY ADMINISTRATOR

45. Approve \$450,000 in General Fund Contingencies to be used for the planning and design of the Highway 12 former Redevelopment Agency Project; and Direct Community Development Commission staff to return to the Board as part of the Fiscal Year 2013-14 budget process with options for potential use of General Fund dollars received pursuant to dissolution of redevelopment agencies to pay for projects of benefit to the former County redevelopment project areas. (4/5 vote required) (First District)

11:52 A.M.

Present: John Haig, Redevelopment Manager; Jennifer Milligan, County Administrator Analyst; and Tom O'Kane, Co-Interim Director, Department of Transportation and Public Works

Supervisor Carrillo made a recommendation that the Board consider bringing the Russian River and Roseland Redevelopment projects at later date to discuss opportunities to move the projects forward, similar to the Highway 12 improvements project.

Board Action: Approved as Recommended

UNANIMOUS VOTE

46. Receive a report from Bartel Associates conducting an actuary analysis of the effects of the changes to pension benefits as a result of the state law known as the Public Employee Pension Reform Act, effective January 1, 2013.

12:14 P.M.

Present: Chris Thomas, Assistant County Administrative Officer, and Marilyn Oliver, and Mary Beth Redding from Bartel Associates

12:15 P.M. Supervisor Brown left the meeting

12:21 P.M. Supervisor Brown rejoined the meeting

Information Only.

12:21 P.M. The Board recessed

12:35 P.M. The Board reconvened

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)

47. Implementation of New Pension Benefit Formulas, Effective December 31, 2012 -

REGULAR CALENDAR (Continued)

Item #47 Continued

- (1) Adopt a Concurrent Resolution amending the Salary Resolution No. 95-0926 to incorporate County Employee Retirement Law Section 31676.1 for new general members and Section 31664.2 for new safety members hired on or after December 31, 2012 who qualify for reciprocity in order to establish new lower pension benefit formulas for these new members subject to all applicable law and acknowledgement by the Sonoma County Employee Retirement Association that these benefit changes can be implemented consistent with the Internal Revenue Service regulations for tax qualified plans.

- (2) Adopt a Concurrent Resolution amending the Memoranda of Understandings for some or all of the following groups: Deputy Sheriff's Association; Deputy Sheriff's Law Enforcement Management; Engineers & Scientists of California; International Union of Operating Engineers., Stationary Engineers; Sonoma County Deputy Public Defender Attorneys' Association; Sonoma County Public Defender Investigators' Association; Sonoma County Law Enforcement Association; Sonoma County Law Enforcement Manager's Association; Sonoma County Prosecutors' Association; Service Employees' International Union; and Western Council of Engineers, to incorporate County Employee Retirement Law Section 31676.1 for new general members and Section 31664.2 for new safety members hired on or after December 31, 2012 who qualify for reciprocity in order to establish new lower pension benefit formulas for these new members subject to a Memorandum of Understanding or an amendment to its existing Memorandum of Understanding being approved by an employee bargaining organization by December 22, 2012 and; subject to all applicable law and; subject to acknowledgement by the Sonoma County Employee Retirement Association that these benefit changes can be implemented consistent with the Internal Revenue Service regulations for tax qualified plans.

12:35 P.M.

Present: Chris Thomas, Assistant County Administrative Officer, and Carol Allen, Employee Relations Manager

Mr. Thomas provided the Board with revised sets of Concurrent Resolutions and one attachment that incorporated changes as suggested by the Sonoma County Employees' Retirement Association.

Speakers:

Gayle Shirley

Chip Athen

Tim Tuscany

Gary Bei, Sonoma County Employees' Retirement Association

REGULAR CALENDAR (Continued)

Item #47 Continued

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 12-0593, 12-0594

BOARD OF SUPERVISORS

48. Waive fees in the amount of \$726 for the Russian River Sister's free Christmas dinner at the Guerneville Veteran's Memorial Building on December 25, 2012. (Fifth District)

12:49 P.M.

Board Action: Approved as Recommended

UNANIMOUS VOTE

12:40 P.M. The Board recessed to Closed Session. Chairwoman Zane announced that the Board would reconvene from Closed Session at 2:10 P.M.

V. CLOSED SESSION CALENDAR (Items 49 through 52)

49. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Barella-Geney Corp., a California corporation dba North Bay Construction, Inc. vs. County of Sonoma, et al.; Sonoma County Superior Court Case No. SCV-249432 (Govt. Code Section 54956.9(a)).

Direction 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: City of Alhambra v. County of Los Angeles, Superior Court No. 5185457. (Sonoma County tolling agreements with various cities.) (Govt. Code Section 54956.9(b)).

Direction given to Counsel and staff.

51. 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 given to Counsel and Labor Negotiator.

52. The Board Commissioners of the Community Development Commission will consider the following in closed session: Public Employee Performance Evaluation - Title: Executive Director, Community Development Commission (Govt. Code Section 54957).

Direction given to staff.

- 52A. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Rafael Mateos-Sandoval and Simeon Avendando Ruiz v. County of Sonoma, et al. (Govt. Code Section 54956.9(b)).

Board Action: Approve an interlocutory appeal to the Ninth Circuit on the issue of 11th Amendment immunity.

AYES: Rabbitt, Zane, McGuire, Carrillo

ABSENT: Brown

VI. REGULAR AFTERNOON CALENDAR (Items 53 through 58)

2:31 P.M. - RECONVENE FROM CLOSED SESSION

Supervisors Present: Valerie Brown, David Rabbitt, Shirlee Zane, Mike McGuire, Efren Carrillo
Present: Bruce Goldstein, County Counsel and Veronica A. Ferguson, County Administrator

53. Report on Closed Session.

2:31 P.M.

Chairwoman Zane announced that continued Closed Session on Items 49-52A would recess after the afternoon items were heard and report out at that time.

54. 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.)

2:33 P.M. Public Comment Opened

Mark Tantarelli
Peter Tscherneff
Rio Molina
Rick Pollio
RG Bob Williamson
Harvey Goldberg
Magick

2:50 P.M. Public Comment Closed

55. 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

2:50 P.M.

No Acts or Determinations were reviewed or acted upon.

PERMIT AND RESOURCE MANAGEMENT

56. Conduct a public hearing and adopt a Resolution to vacate right-of-way over a portion of Labath (Labatt) Avenue west of Rohnert Park specifically described on the attached Exhibit A. (Second District)

REGULAR AFTERNOON CALENDAR (Continued)

Item #56 Continued

2:51 P.M.

Present: Nathan Quarles, Division Manager, Permit and Resource Management Department; and David Hurst, Chief Deputy County Counsel

2:56 P.M. Public Hearing Opened

2:56 P.M. Public Hearing Closed

Board Action: Adopt a Resolution to approve the petition to vacate a portion of Labath Avenue (Created As Labatt Avenue) As Shown On "Subdivision Of Santa Rosa Farms No. 2," Book 21 Of Maps, Page 14, Sonoma County Records and more specifically described in Exhibit A.

UNANIMOUS VOTE

Approved by Resolution No. 12-0595

57. PLP09-0004 - (SECOND DISTRICT)

- a) APPLICANT: Stony Point Rock Quarry Inc.
- b) LOCATION: 7171 Stony Point Road, Cotati
- c) ASSESSOR'S PARCEL NO.: 024-050-015, -and -016
- d) ENVIRONMENTAL DOCUMENT: Mitigated Negative Declaration
- e) REQUEST: Conduct a public hearing on the Mitigated Negative Declaration, and at the conclusion of the hearing, Adopt a Resolution and Ordinance approving a Mitigated Negative Declaration, a Surface Mining Use Permit, Revised Reclamation Plan, and Zone Change for expansion of the existing Stony Point Rock Quarry.

2:57 P.M.

Present: Amy Lyle, Project Planner, Permit and Resource Management Department; and Jennifer Barrett, Deputy Director, Permit and Resource Management Department

Speakers:

Mike Morrison, Common Ground Land Planning Services, representing the applicant addressed the board.

Mike Delmanowski, Hydrogeologist

3:30 P.M. Public Hearing Opened

Manfred Gruener

William Hayner

Jackie Martens, Esq.

Maria Martens

Kim Martens

Jack Martens

Jason Merck

Ron Nagy

Peter Tscherneff

REGULAR AFTERNOON CALENDAR (Continued)

Item #57 Continued

3:58 P.M. Public Hearing Closed

Board Action: Adopted a Mitigated Negative Declaration, revised Reclamation Plan and granted a Use Permit to Stony Point Rock Quarry, for property located at 7171 Stony Point Road, Cotati; APNs 024-050-015 and -016.

UNANIMOUS VOTE

Approved by Resolution No. 12-0596.

Board Action: Adopted an Ordinance amending the official zoning database of the County of Sonoma, adopted by reference by Section 26-02-110 of the Sonoma County Code, by reclassifying certain real property to reflect a 45.61 acre expansion of the MR (Mineral Resource) combining district on APN 024-050-016, located at 7171 Stony Point Rd, Cotati, split-zoned: DA (Diverse Agriculture), B6-40 acre density, Z (Second Dwelling Unit Exclusion), and RRD (Resources and Rural Development), B6-40 Acre density, Z (Second Dwelling Unit Exclusion), MR (Mineral Resource).

UNANIMOUS VOTE

Approved by Ordinance No. 6018.

BOARD OF SUPERVISORS

58. Ad Hoc Committee on Medical Marijuana Phase 2 Report out on Marijuana Cultivation - (1) Adopt a Resolution repealing Board of Supervisors Resolution 06-0846 reverting the cultivation and possession limits to the lower level under state law; (2) Establish an ordinance prohibiting the use of unoccupied residential buildings for marijuana growing. (3) Direct staff to establish a Marijuana Taskforce, modeled on the Methamphetamine Taskforce, to develop a set of strategies to strengthen enforcement and education efforts.

4:32 P.M.

Present: Jim Leddy, Community and Governmental Affairs Manager; Debbie Latham, Deputy County Counsel; and Peter Rumble, Director Health Policy Planning & Evaluation

Counsel Goldstein joined the Board at the dais.

Speakers:

Peter Rumble, Director, Health Policy Planning & Evaluation

Sheriff Steve Freitas

Steve _____

Jill Ravitch, District Attorney Robert Jacob

Michael O'Grady

Paul Hansbury

Tim Ritter

Lia Trocano

Chris Andrian

REGULAR AFTERNOON CALENDAR (Continued)

Item #58 Continued

Shepherd Blies
Karen _____
Kumari Siradas
Lisa L Gugax
David Harris
Kenneth Walter
A.B. Mactarlar
Mary Schwoebel
Stacy Sincheff
Rich Holmer
Robert Bulwa
Carolyn Maroney
Lawrence Brooke
Bruce Buckner
Wanda Hohmer
Michael Wagner
Patsy Muckinhaupt
Chet Jenkins
Roberta Minea
Zace Harp
Omar Figueroa (SP-1)
Tim Ryan
Martin Hamilton
Cole Harrison
Angie Monette
Robin Reynolds
Joe D. William
Jose Gutierrez
Robin Latham-Punnode
Nichole Sotille

Board Action: (1) Direct staff to work with the Ad hoc Committee to create an ordinance prohibiting the use of unoccupied residential buildings for marijuana growing. (2) Direct staff to convene a collaborative working group designed to engage the community and stakeholders to address medical marijuana cultivation issues.

UNANIMOUS VOTE

6:57 P.M. The Board recessed to continued Closed Session.

7:13 P.M. The Board reconvened from continued Closed Session.

Absent: Supervisor Brown

Counsel Goldstein reported on Closed Session Items #49-52A. See Section V. Closed Session Calendar for report.

REGULAR AFTERNOON CALENDAR (Continued)

7:14 P.M. The Board adjourned the meeting in memory of Jim Kline, Antoinette (Netta) Lisoni, Frank Citti, Jay Halcomb, Roger Woshard, Ben Pardell, and Donna Koch. The meeting was adjourned to January 8, 2013 at 8:30 A.M.

Respectfully submitted,

Michelle Arellano, Chief Deputy Clerk of the Board



County of Sonoma
Agenda Item
Summary Report

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

Agenda Item Number: 24
(This Section for use by Clerk of the Board Only.)

To:

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): BOS

Staff Name and Phone Number:

Supervisorial District(s):

Supervisor Efren Carrillo

Fifth

Title: Appointment

Recommended Actions:

Approve Appointment of Elizabeth McCarthy to the Community Development Committee beginning January 8, 2013, at the pleasure of the Board. (Fifth District)

Executive Summary:

n/a

Prior Board Actions:

n/a

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

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

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):			
none			
Attachments:			
none			
Related Items “On File” with the Clerk of the Board:			
n/a			



County of Sonoma
Agenda Item
Summary Report

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

Agenda Item Number: 25
(This Section for use by Clerk of the Board Only.)

To:

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): BOS

Staff Name and Phone Number:

Supervisorial District(s):

Supervisor Efren Carrillo

Fifth

Title: Appointment

Recommended Actions:

Approve Appointment of Tony Anello to the Spud Point Advisory Committee beginning January 8, 2013 at the pleasure of the Board. (Fifth District)

Executive Summary:

n/a

Prior Board Actions:

n/a

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

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

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):			
none			
Attachments:			
none			
Related Items “On File” with the Clerk of the Board:			
n/a			



County of Sonoma
Agenda Item
Summary Report

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

Agenda Item Number: 26
(This Section for use by Clerk of the Board Only.)

To:

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s):

Staff Name and Phone Number:

David Rabbitt (707)565-2241

Supervisorial District(s):

Countywide

Title: Reappointment

Recommended Actions:

Reappoint Dennis Murphy to the Sotoyome Resource Conservation District Board of Directors, representing the County of Sonoma for a four year term from December 7, 2012 through December 2, 2016.

Executive Summary:

Prior Board Actions:

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	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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



County of Sonoma
Agenda Item
Summary Report

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

Agenda Item Number: 27
(This Section for use by Clerk of the Board Only.)

To:

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s):

Staff Name and Phone Number:

David Rabbitt (707)565-2241

Supervisorial District(s):

Countywide

Title: Reappointment

Recommended Actions:

Reappoint Ron Rolleri to the Sotoyome Resource Conservation District Board of Directors, representing the County of Sonoma for a four year term from December 7, 2012 through December 2, 2016.

Executive Summary:

Prior Board Actions:

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	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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



County of Sonoma
Agenda Item
Summary Report

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

Agenda Item Number: 28
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

David Rabbitt (707)565-2241

Supervisorial District(s):

All

Title: Reappointment

Recommended Actions:

Reappoint Brian Sobel to serve as a public member-at- large of the Golden Gate Bridge, Highway and Transportation District Board of Directors.

Term: 2 years 1/1/2013 through 1/1/2015

Executive Summary:

Prior Board Actions:

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	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

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



County of Sonoma
Agenda Item
Summary Report

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

Agenda Item Number: 29
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): BOS

Staff Name and Phone Number:

Supervisorial District(s):

Board of Supervisors 565-2241

All

Title: Amendment to Appointment Term

Recommended Actions:

Amend the term end date for the appointment of Stephanie Hulbert to the Developmental Disabilities Board (Area IV), as Sonoma County representative, extending the term end date to December 31, 2015. Appointment was approved by the Board of Supervisors on November 20, 2012, for a three year term, with an incorrect term end date of November 20, 2015. (Countywide)

Executive Summary:

Prior Board Actions:

Appointed on 11/20/12.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

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

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

none

Attachments:

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

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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: January 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Supervisory District(s):

Jim Leddy, 565-2190

1,2,3,4,5

Title: Legislative Presentation by Senator Noreen Evans, Second Senate District

Recommended Actions:

Receive a presentation on the State Legislative Session from Senator Noreen Evans, Chair of the Senate Judiciary Committee.

Executive Summary:

The second year of the state 2011-2012 Legislative session has concluded. In an effort to provide additional information about ongoing legislative actions, starting in 2011 all of the County's legislators have been invited to come and provide an update to the Board. In late 2011, Senator Mark Leno, Senator Lois Wolk, Assembly Members Wesley Chesbro and Jared Huffman made presentations before the Board. Senator Evan's presentation continues this effort.

Senator Evans has been the County's leading legislator on one of the Board's top legislative priorities, preventing the conversion of Mobile Home Parks. Senator Evans has twice authored this County sponsored bill, first when she served in the Assembly with AB 1485 in 2006 and again in the Senate in 2011 as SB 444. Although the bills have yet to be successful, the Senator continues to be a top advocate for County interests.

In addition to her work on the County's behalf regarding mobile home conversions, Senator Evans has worked with the Water Agency in forming the Russian River Compact. Senator Evans Chief of Staff, Tom Roth, being the prime author of the Compact which is a pledge to work cooperatively to restore and enhance the 1,500 square mile Russian River watershed. Working together, signatories of the Compact will benefit the watershed, themselves, partners and the public.

Senator Evans was also a key ally working with the County through Regional Parks to assume management of Annadel State Park, sparing it from closure. Senator Evans' support for legislation that keeps state parks open and accessible was critical and the Governor recently signed a bill Senator Evans co-authored, AB 1478, which appropriates \$20 million for parks targeted for closure and establishes a two-year moratorium on state park closures.

Senator Noreen Evans serves on the following policy committee:

- Senate Judiciary Committee (Chair);
- The Select Committee on Wine Industry (Chair);

- Select Committee on Food: Local, Organic and Sustainable Systems (Chair);
- Women's Caucus (Chair);
- Agriculture;
- Banking & Financial Institutions;
- Budget & Fiscal Review;
- Governmental Organization;
- Natural Resources & Water;
- Subcommittee on Olive Oil Production and Emerging Products;
- Subcommittee on Invasive Species;
- Select Committee on Autism & Related Disorders;
- Select Committee on Procurement;
- Joint Committee on Fisheries and Aquaculture;
- Conference Committee on Foreclosure Issues;

Attachment A is a list of Senator Evans 2011-2012 Bill package.

Prior Board Actions:

The Board has previously heard from other members of the Legislative delegation in 2011.

Strategic Plan Alignment: Goal 4: Civic Services and Engagement

Although being actively engaged with all of state and federal policy makers impacts the County’s ability to deliver high quality services, this item is most closely aligned by Goal 4: Civic Services and Engagement. In addition, the Board has been leading numerous efforts at both the State and Federal levels to build impactful relationships with policy makers to ensure the County’s interests are representing by the County’s legislative delegation. In early 2012, the Board adopted as one of their annual Goals a State Involvement Plan which supports Board member led and staff supported advocacy and relationship building with the state and federal governments.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

There are no costs associated with Senator Evans presentation before the Board.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

(A) Senator Noreen Evans 2011-2012 Legislative Bill Package.

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

Senator Noreen Evans Legislation for 2011

- [SB 10](#) - Veteran's Home Allied Council - Permits the Veterans' Home Allied Council to represent in matters before the Legislature the veterans who reside in the Home for which the council was established.
- [SB 60](#) - Napa State Hospital - In response to the escalating violence at Napa State Hospital, this bill overhauls the safety procedures and precautions for both patients and workers at California mental health facilities.
- [SB 155](#) - Maternity Coverage - Ensures access to comprehensive maternity health coverage in California by requiring health insurance plans marketed to individuals to provide maternity coverage. Recently the availability of this coverage has dropped at an alarming rate. Group insurance plans are already required to carry this coverage; this legislation extends the requirement to individual plans.
- [SB 163](#) - State Bar Act - Authorizes the State Bar of California to collect active membership dues of up to \$410 for the year 2012, which would continue the current active dues amount of \$410.
- [SB 299](#) - Maternity Leave Coverage - Ensures women in California do not lose their employer-provided health insurance coverage while on maternity leave. Unlike other California leave laws that ensure health insurance coverage during leave, continued health care coverage is not required by California's Pregnancy Disability Leave.
- [SB 369](#) - Dungeness Crab Task Force - An historic majority of crab fishermen, sportsmen and processors have come together to ask the legislature to stop the "race for crab," which gluts the market and creates safety hazards, such as lost crab pots, which ensnare and tangle marine life. This bill will put a limit on the number of traps, known as "crab pots," that can be used in California waters.
- [SB 470](#) - Salmon - Since the late 70's commercial Salmon Fishermen have invested in restoration of salmon habitat through the purchase of Salmon Stamps, a funding mechanism that is supplemented by a state contribution. SB 470 extends the life of this industry-supported program until 2016 in order to bring back healthy runs of salmon.
- [SB 474](#) - Subcontractor Duty to Defend - Provides protections for construction parties from bearing liability for the negligence or design defects of other parties engaged in a construction project.
- [SB 584](#) - Oil Spills & Wildlife Act - Extends the authority to use money in the Oil Spill Prevention and Administration Fund to fully fund the Oiled Wildlife Care Network, which will help ensure this vital organization continues to be ready to respond quickly and effectively in the event of an oil spill.
- [SB 588](#) - Coastal Commission - This bill allows the Commission the option of imposing limited penalties for violations of the Coastal Act to use as a basic enforcement tool and allow the Commission to resolve their backlogged enforcement cases. This will save litigation costs to the state and provide a strong deterrence to prevent future illegal actions that destroy valuable coastal resources.
- [SB 631](#) - Insurance Commissioner Restitution Authority - Provides the California State Insurance Commissioner express authority to order restitution to consumers who suffer financial loss because of an insurer's or other insurance licensee's violation of insurance law as part of an administrative enforcement action.
- [SB 668](#) - Williamson Act Land Trust - Ensures the viability of local agriculture and protect open space by encouraging counties to remain in the Williamson Act program. SB 668 provides a way to replace state contributions for Williamson Act subventions, so that landowners who sign up to 10-year contracts to keep their land in agriculture can continue to pay reduced property taxes.
- [SB 840](#) - CO Poisoning Prevention - Protect the lives of Californians residing and working in nursing homes from carbon monoxide poisoning by requiring these facilities to install carbon monoxide monitors.
- [SB 907](#) - Infrastructure Master Plan Creates the Master Plan for Infrastructure and Finance Development, which will provide policymakers with the information needed to use resources in a more prudent, cost effective manner and ensure our infrastructure is able to support California's people and businesses for decades to come.

Senator Noreen Evans Legislation for 2012

- [SB 491](#) – Clarifies procedural issues when someone objects to the probate of a will.
- [SB 738](#) – Extends the due date of the Department of Alcoholic Beverage Control's (ABC) annual report to the Legislature.
- [SB 822](#) – Requires the Governor to include the Treasurer in circulation of its annual infrastructure report.
- [SB 974](#) – Would require the Department of Parks and Recreation (DPR) to annually and formally review state park closures and revise the closure list if closures are unwarranted, unnecessary or illegal. Criteria would include public hearings, legality, economic impacts on local communities, and costs in terms of deferred maintenance. The measure also requires DPR to develop a specific plan to reopen each park closed that takes into account the involvement of the local community and the potential for the reduction of environmental and economic costs.
- [SB 982](#) – Would require any corporation that has shareholders who live in California and engages in political activity to issue a report to shareholders on the planned political expenditures of the corporation in the forthcoming fiscal year as well as expenditures in the previous fiscal year and post that report on the corporation's website.
- [SB 1078](#) – Would establish a new unit in the Department of Parks and Recreation, the Innovation Team, which would examine and initiate new revenue generation ideas and would assist the local Innovation Working Groups in developing business plans for individual parks and districts. Also directs the Department to provide technical assistance to non-profits with operating agreements to form or join insurance risk pools to reduce the cost of insurance.
- [SB 1113](#) – When police officers, firefighters and other union workers receive much-deserved raises, an unfortunate consequence can be that salaries for non-represented personnel, such as chiefs and essential managers, don't keep pace and actually fall below the salaries of those they supervise. This results in fewer applicants for critical leadership positions, especially in emergency personnel. This measure would enhance the state's commitment to equity by requiring new MOUs (a.k.a. employee contracts) to include an analysis how job classification or salary restructuring would affect this "compaction."
- [SB 1192](#) – Would give the state's renowned volunteer-driven Oiled Wildlife Care Network more stable funding by allowing the state's Oil Spill and Administration Fund (OSPAF) to cover volunteer training and preparedness. This vital organization would continue to be ready to respond quickly and effectively in the event of an oil spill.
- [SB 1251](#) – Would convene a statewide Aquatic Invasive Species Task Force of scientists and experts to develop recommendations on how to stop the invasion of quagga mussels, zebra mussels and other foreign organisms that threaten to clog the state's drinking water sources and destroy Lake Tahoe, Clear Lake and other natural waterways.
- [SB 1291](#) – Would allow teachers that have been laid off to receive unemployment benefits when they are obtaining certification training and intense test preparation in much-needed areas of math, science and special education. This measure will reduce the number of unemployed teachers in California.
- [SB 1345](#) – Would restore to the Commission on the Status of Women baseline funding that was cut by the Governor. The measure also narrows the Commission's mission to concentrate on the disparate impacts of the State budget on women.
- [SB 1429](#) – Clarifies the law governing those who serve wine for educational purposes.
- [SB 1511](#) – A measure to help California's State Parks stay open to the public.
- [SB 1574](#) – Would further integrate provisions relating to the discovery of electronically stored information into the existing framework of the Civil Discovery Act and related statutes pertaining to the production of evidence, in order to increase consistency with the Electronic Discovery Act (Chapter 5, Statutes of 2009 – Evans).
- [SCR 20](#) – A resolution authored by Senator Evans on behalf of the California Legislative Women's Caucus that calls on Congress to reauthorize the Violence Against Women Act and to ensure the sustainability of vital programs designed to keep women and families safe from violence and abuse.
- [SCR 61](#) – A resolution recognizing January 2012 as Cervical Cancer Awareness Month, and encourages prompt access to preventive services and medical care in order to overcome barriers to care and treatment for cervical cancer.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 31
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors 565-2241

Supervisorial District(s):

Title: Selection of Officers

Recommended Actions:

1) Adopt a Resolution appointing the Chair, Vice-Chair and Chair Pro-Tem for the year 2013 for the Board of Supervisors, Directors and Commissioners, 2) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Corporation, 3) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Authority, and 4) Adopt a Resolution naming the officers of the Sonoma County Water and Wastewater Financing Authority.

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	\$	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

(4) Resolutions

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

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Resolution No.

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

Date: 1/8/13

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Appointing Chair, Vice Chair And Chair Pro Tem For The Year 2013 For The
Board Of Supervisors, Board Of Directors, Commissioners.**

Be It Resolved, that the Board of Supervisors of the County of Sonoma hereby appoints:

Supervisor _____ Chair

Supervisor _____ Vice Chair

Supervisor _____ Chair Pro Tem

Supervisors:

Gorin: McGuire: Carrillo: Zane: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.

Resolution No.

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

Date: 1/8/2013

Resolution Of The Board Of Directors Of The Sonoma County Public Financing Authority, Approving The Appointments Of The Chair, Vice Chair, Secretary, Assistant Secretaries, Treasurer, Assistant Treasurer And Legal Advisor Of The Authority.

Whereas, Article II Section 2.04(a) of the Joint Exercise of Powers Agreement for the County of Sonoma Public Financing Authority requires that an annual meeting be held for the purpose of organization, election of officers and the transaction of other business;

Now, Therefore, Be It Resolved that David Rabbitt, Chair of the Board of Supervisors is hereby elected Chair of the Authority; Mike McGuire, Vice-Chair of the Board of Supervisors is hereby elected Vice Chair of the Authority; Veronica Ferguson, Clerk of the Board of Supervisors is hereby appointed as Secretary of the Authority; Chris Thomas, Assistant County Administrator, Lori Norton and Jennifer Murray, Deputy County Administrators as Assistant Secretaries of the Authority; David Sundstrom, Auditor-Controller-Treasurer-Tax Collector of the County of Sonoma, is hereby appointed Treasurer of the Authority; Jonathan Kadlec, Assistant Treasurer-Tax Collector of the County of Sonoma, is hereby appointed Assistant Treasurer of the Authority; and Bruce Goldstein, County Counsel of the County of Sonoma is hereby appointed Legal Advisor of the Authority.

Directors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.

Resolution No.

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

Date: 1/8/2013

Resolution Of The Board Of Directors Of The Sonoma County Public Financing Corporation, Approving The Appointments Of President, Secretary, Assistant Secretaries And Treasurer Of The Corporation.

Whereas, Article 3.05 of the By-Laws for the County of Sonoma Public Financing Corporation requires that an annual meeting be held for the purpose of organization, selection of officers and the transaction of other business; and

Now, Therefore, Be It Resolved that David Rabbitt, Chair of the Board of Supervisors of the County of Sonoma is hereby appointed the President of the Corporation; Veronica Ferguson, County Administrator of the County of Sonoma, is hereby re-appointed as Secretary of the Corporation; Chris Thomas, Assistant County Administrator of the County of Sonoma, Lori Norton and Jennifer Murray, Deputy County Administrators of the County of Sonoma are hereby appointed as Assistant Secretaries; and David Sundstrom, Auditor-Controller-Treasurer-Tax Collector of the County of Sonoma is hereby re-appointed Treasurer of the Corporation.

Directors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

So Ordered.

Resolution No.

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

Date: 1/8/2013

Resolution Of The Board Of Directors Of The Sonoma County Water and Wastewater Financing Authority (Authority) Confirming Officers of the Authority.

Whereas, the First Amended Joint Exercise of Powers Agreement between the Sonoma County Water Agency, the Russian River County Sanitation District, and the Sonoma Valley County Sanitation District requires that the Board of Directors of the Authority hold at least one regular meeting each year; and

Whereas, the Bylaws of the Authority require confirmation of officers to be the first order of business at the first meeting of the Authority held in each calendar year; and

Whereas, the Bylaws of the Authority specifically identify that the officers of the Authority shall be a Chair, Vice-Chair, Executive Director, Secretary, Treasurer, and Controller; and

Whereas, the Bylaws state that the Chair of the Authority shall be the Chair of the Board of Supervisors; the Vice-Chair shall be the Vice-Chair of the Board of Supervisors; the Executive Director shall be the person who is the General Manager of the Agency; the Secretary shall be the person who is the Clerk of the Board of Supervisors; the Treasurer of the County shall be the Treasurer of the Authority; and the Auditor-Controller of the County shall be the Controller of the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Water and Wastewater Financing Authority hereby finds, determines, and declares as follows:

1. All of the above recitals are true and correct.
2. The above-named individuals shall be the officers of the Sonoma County Water and Wastewater Financing Authority.

PASSED AND ADOPTED on January 8, 2013, by the following vote:

Directors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 32
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors 565-2241

Supervisorial District(s):

All

Title: Board Assignments

Recommended Actions:

Establish assignments for members of the Board of Supervisors and the Board of Directors of the Sonoma County Water Agency for the year 2013.

Executive Summary:

At the first meeting of each year, the Board approves assignments and department liaison responsibilities for the upcoming year. Special assignments include committees, governing boards of independent government entities, etc. for which Board members serve as part of the official duties associated with the office of Sonoma County Supervisors, Directors, and Commissioners.

Attached are copies of the assignment listing for 2012. Once the Board has approved 2013 assignments, a completed list will be placed on file with the Clerk of the Board, and will be posted on the Board's website.

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

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

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

2012 List of Special Assignments

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

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2012 Board of Supervisors Assignments Updated 10/22/12

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Board Committees							
Ad-Hoc							
AB 811/SCEIP			X		X		
Sonoma Clean Power	5/10/2011	Ad hoc formed to continually engage the Board through the CCA efforts.				X	X
Economic Development	2/2011	Development and implementation of a comprehensive economic development strategy for job creation/business retention, economic development/sustainability, and improving the perception with the business community as one of its priorities to strengthen the Sonoma County Economy				X	X
Medicinal Marijuana	4/5/2011	Address concerns, cultivation, dispensaries and revenue generating options for Sonoma County.	X		X		
Mentorship Ad-Hoc	2/7/2012	Develop recommendations to integrate collaboration between the County and the educational community as a 2012 Board goal.				X	X
Mitigation Banks Policy	1/24/2012	Explore issues of mitigation banks best use and how to benefit other County Departments and projects.		X			X
Pension Reform Ad-Hoc	2/22/2011	Study pension and benefit issues specific to reform.		X	X		
Regional Food Hub	1/10/2012	New Committee formed.	X		X		

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Redevelopment Successor Agency Oversight Board	1/31/2012	Develop recommendations and guidelines for appointments to the Successor Agency Oversight Boards.	X				X
Roads Ad-Hoc	2/7/2012	Find additional dollars to address cost deferred maintenance; Look for long term and short term solutions; Review the use of prioritization; and put more General Fund dollars into Sonoma County roads.		X	X		
Sierra Youth Center	3/20/2012	Look at the different options with focus on cost, quality, and community involvement to continue the program at reduced financial alternative.	X				X
Williamson Act		Consider options for local program in response to elimination / reduction in State subvention		X			X
Standing – Subject to Brown Act							
Advertising Program (2)		Reviews multi-year financial projections and provides feedback on funding designations for the new year as recommended by staff. Assures that staff's work plan is in alignment with the full Board's priorities regarding the program.				X	X
Appointments to County Initiated Committees							
Joint Roseland Subcommittee (2)		Reviews and makes recommendations to the County Board and Santa Rosa Redevelopment Agency on the annual budget for the Southwest Redevelopment Project Area. Comprised of two members of the Santa Rosa City Council and two members of the County Board of Supervisors.			X		X

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Water Advisory Committee (Appointed by Water Agency Board of Directors) (1 + alt)		Advises the Agency's Board of Directors on policy and fiscal matters affecting the Water Contractors, and helps make decisions regarding water supply issues in the Agency's service area. Members of the WAC are appointed by their respective city council or board, and represent the major cities and water districts that receive water via the Sonoma County Water Agency's aqueduct system.			A		P
Health Action (1 + alt)		Identifies priority health and health care issues and develops specific recommendations on local approaches to promote the health of our community and improve the health care delivery system.	P				A
Solid Waste Advisory Group (2)		The Sonoma County/City Solid Waste Advisory Group makes recommendations on solid waste system planning and operations, such as, appropriate regional solid waste projects, priorities, schedules and funding sources to be considered by the Member Jurisdictions.		X	X		
Upstream Investments (2)		Chartered by the Board of Supervisors to understand the antecedents to criminal behavior and to identify upstream interventions that reduce downstream criminal justice costs.			X		X
Appointments to External Boards and Committees							
Countywide							
Library Joint Powers Agreement (JPA) Review Advisory Committee (1P + 1 Alt)	8/9/12	Established by the Sonoma County Mayors & Council members' Board of Directors. Composition of a committee to be made up of 11 members: 9 members representing one from each city; 1 member from the County; and 1 member from the Library Commission. Appointments can be an elected official, staff member, or other individual as designated by each of the jurisdictions. The committee's objective is to develop recommendations for the approval of				P	A

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
		Councils and Board of Supervisors to update the JPA Library System governing document.					
Local Agency Formation Commission (2 + alt)		A separate government agency established by state law to oversee orderly development of the county related to the boundaries of local governments. LAFCO can approve or deny annexations or changes to these boundaries and can make determinations allowing the provision of services by a local government outside of its boundary.		P		A	P
North Coast Air Basin Control District (1P + 1 Alt)		Air districts are grouped by air basins which represent an air shed. Northern Sonoma County belongs to the North Coast Air Basin along with Mendocino County Air Quality Management District (AQMD) and the North Coast Unified AQMD. By statute, these Districts are members of the North Coast Air Basin Control Council (BCC). A representative from Lake County Air Pollution Control District also participates through an MOU. The purpose of the BCC is to work with the Districts to coordinate all air pollution control activities and programs to best serve the public and ensure that the North Coast Air Basin is, or will be, in compliance with the requirements of State and Federal law.	A			P	
Remote Access Network Board (1)		The Remote Access Network Board (RAN) board shall determine the placement of RAN equipment within the county or counties, and coordinate acceptance, delivery, and installation of RAN equipment. The board shall also develop any procedures necessary to regulate the ongoing use and maintenance of that equipment, adhering to the policy guidelines and procedures adopted by the department. ⁹ California Penal Code Sections 11112.1-11112.7)					X

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Solid Waste Hearing Panel (1)		The hearing panel consists of three persons for the purpose of considering various appeals related to the Sonoma County Local Enforcement Agency Solid Waste Hearing Panel (LEA) actions, such as, denial, suspension, or revocation of a permit, recommended permit conditions, or enforcement actions and the LEA's failure to act as required by law or regulation.			X		
SCERA(1 member - 3 Year Term)		Sonoma County Employee Retirement Association		X			
Sonoma County Indian Gaming Local Community Benefit Committee (2P + 1 Alt)		Established by State statute, the LCBC is comprised of representatives from the County Board of Supervisors, the City of Healdsburg, and the Dry Creek Band of Pomo Indians, and is charged with selecting grants to be funded through the local Tribal Casino Account. LCBC meets one or two times per year, when funds are allocated by the State.		P	A	P	
Sonoma County Transportation Authority (3)		Serves as the coordinating and advocacy agency for transportation funding for Sonoma County and is governed by a twelve member Board of Directors who work to maintain and improve the transportation network.	X (Chair)		X	X	
Sonoma Valley County Sanitation District (2 + 1 Alt)		Board Chair and 1 st District Supervisor required members	X	A	X		
Regional							
Association of Bay Area Governments (1P + 1 Alt) 2 year term 7/1/12-6/30/14		Acts as the official planning agency for the SF Bay region, with a mission to strengthen cooperation among local governments.		P		A	

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Bay Area Air Quality Management District (1) 4 year term 1/6/13-1/13/17		Committed to attaining and maintaining air quality standards, increasing public awareness of positive air quality choices, developing and implementing protocol and policies for environmental justice.			P		
Bay Conservation Development Commission (1P + 1Alt)		Dedicated to the protection and enhancement of San Francisco Bay and its responsible use. Primary activities are planning the protection, enhancement, and restoration of wetlands; protecting wetlands, and balancing the protection of wetlands against other often high priority objectives.	P				A
Community Advisory Board of the San Francisco Bay Water Transit Authority (1)		Assists and advises the WETA Board of Directors in carrying out its functions as a regional agency with responsibility for establishing and operating a comprehensive public water transportation system that connects communities, reduces congestion, and provides an emergency response capability. Members are primarily elected officials from around the bay area.		X			
Eel Russian River Commission (1P + 1 Alt)		Promotes proper watershed conservation and flood control measures, and promotes public and private economic development activities in the Eel and Russian River watersheds for the general benefit of the citizens in the participating counties of Humboldt, Mendocino and Sonoma.				P	A
FishNet 4C (1P + 1 Alt)		A County-based salmon protection and restoration program that brings together the Central California Coastal Counties of Mendocino, Sonoma, Marin, San Mateo, Santa Cruz and Monterey. Focus is on implementing on-the-ground restoration projects, employing best management practices during maintenance activities, and incorporating aquatic habitat protections into land use regulations and policies.			A		P
Golden Gate Bridge District (1)		Operates the Golden Gate Bridge and two public transit systems with a mission to provide safe and reliable operation, maintenance and enhancement of the Golden Gate Bridge and to provide transportation services, as resources allow, for customers within the U.S. Highway 101 Golden Gate Corridor.		P			

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Northbay Watershed Association (1P + 1 Alt)		A group of 15 regional and local public agencies located throughout Marin, Sonoma, and Napa counties whose mission is to facilitate partnerships across political boundaries that promote stewardship of the North Bay watershed resources.	P	A			
North Bay Water Reuse Authority - Sonoma County Water Agency Representative (1P + 1 Alt)	2/8/2011	Cooperative program in the North San Pablo Bay region that promotes sustainability and environmental enhancement by expanding use of recycled water.	P	A			
North Bay Water Reuse Authority – Sonoma Valley County Sanitation District Representative (1P + 1 Alt)	2/8/2011	Cooperative program in the North San Pablo Bay region that promotes sustainability and environmental enhancement by expanding use of recycled water.	P				A
Northern California Counties Tribal Consortium (1P + 1Alt)		The Board of Supervisors for Napa, Solano, and Sonoma Counties formed this consortium to develop a common approach and strategy to address the off-reservation impacts of tribal gaming.			A	P	
Public Policy Facilitating Committee (3)		Created when the Sonoma County Water Agency, the National Marine Fisheries Service, the United States Army Corps of Engineers and the Mendocino Russian River Flood Control and Water Conversation Improvement District began a Section 7 consultation-a federal process, spelled out in the Endangered Species Act – on the Russian River project. The agencies were consulting on three listed fish species and meet annually or biannually to receive updates and information as the Biological Opinion is implemented.			X	X	X

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Russian River Watershed Association (1P+ 1 Alt)		An association of nine cities, counties and special districts in the Russian River Watershed that have come together to coordinate regional programs for clean water, fisheries restoration and watershed enhancement, and to promote cooperation and implementation of projects that protect watershed resources, restore fisheries and improve water quality at reduced cost to taxpayers.				P	A
Sonoma/Marin Area Rail Transit II Board of Directors (2)		A passenger rail project located in San Francisco's North Bay providing rail service along 70 miles of the Northwestern Pacific Railroad alignment. Provides an alternative to Highway 101 traffic by upgrading the existing rail line and building a new bicycle/pedestrian pathway linking the 14 rail stations.	X		X		
State							
CSAC Board of Directors (1P + 1 Alt)		Committed to representing county government before the California Legislature, administrative agencies and the federal government. Places a strong emphasis on educating the public about the value and need for the programs and services of California's 58 counties.	P				A
Department Liaisons							
Economic & Informational Services		County Clerk/Recorder/Assessor/ Registrar of Voters Fire and Emergency Services Economic Development Board General Services Human Resources Information Systems Library				X	

Assignment	Creation Date	Description	Brown	Rabbitt	Zane	McGuire	Carrillo
Agriculture and Recreational Services		Agricultural Commissioner Agricultural and Open Space District Fairgrounds Regional Parks UCCE	X				
Development Services		Community Development Commission Permit and Resource Management Retirement (SCERA) Transportation and Public Works Water Agency		X			
Criminal Justice Services		Child Support Services Courts Interface District Attorney Grand Jury Law Library Probation & Juvenile Halls Public Defender Sheriff/Coroner					X
Health and Human Services & County Administration		Auditor-Controller-Treasurer-Tax Collector In-Home Supportive Services (IHSS) Health Services Human Services Board of Supervisors County Administrator County Counsel			X		

X = Member, P = Primary, A = Alternate



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 33
(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: January 8, 2012

Vote Requirement: Majority

Department or Agency Name(s): Economic Development Board

Staff Name and Phone Number:

Supervisorial District(s):

Ben Stone (707) 565-7170

All

Title: Sonoma County Innovation Action Council Taskforce Recommendations

Recommended Actions:

Accept the recommendations of the Innovation Action Council Taskforces and direct staff to proceed with recommendations as presented.

Executive Summary:

In 2010 the Economic Development Board and the Innovation Action Council conducted extensive research, funded by a grant from the Morgan Family Foundation, to identify the primary drivers of Sonoma County's economy. From this work, five industry "clusters" were identified as "vital" to local economic prosperity, social progress, strong communities, and quality of life. The clusters identified were:

1. Professional and Innovation Services
2. Advanced Manufacturing
3. Construction/Green Business
4. Sonoma Specialties (wine, agriculture and tourism)
5. Health Care

In 2011, focus groups were tasked by the Innovation Action Council with identifying barriers to growth and employment in the above clusters. From this work, three common themes arose:

1. The need to simplify and improve permitting processes.
2. The need to connect marketing efforts to help drive greater demand for Sonoma County goods and services; and
3. The need to develop an employer-driven workforce development strategy;

As directed by the Sonoma County Board of Supervisors 2011 Jobs Plan, the Innovation Action Council assembled three taskforces to address the above issues.. Each volunteer taskforce was comprised of individuals and stakeholders knowledgeable in the topics at hand and met six times, beginning in May 2012 and finishing in early September 2012. In addition, each taskforce heard from a variety of "Subject Matter Experts," who helped to identify problems and solutions.

Subsequent to the conclusion of the taskforce meetings, a report outlining the recommendations of each group was developed by the taskforce groups and reviewed by the Innovation Action Council; with the final draft attached here. Below is a summary of the recommendations:

Identity and Branding Taskforce

The Taskforce recommends creating a program that connects Sonoma County businesses, trade groups, educational institutions, government, and others, to identify opportunities for cross-promotion of goods and services, as well as to drive the usage of the new "Sonoma County" brand mark, developed by Sonoma County Vintners, Sonoma County Tourism, and Sonoma County Winegrowers. The Taskforce recommends the following short and long-term goals:

Short-term

1. Designate Sonoma County BEST as the county-wide champion of a new "Marketing Alliance," consisting of voluntary membership from more than 30 trade groups and other promotional entities.
2. Convene the "Marketing Alliance" to connect marketing efforts and create an action plan for broad adoption of the new brand mark, and identify methods of conjunctive labeling and opportunities for cross-promotion of goods and services.
3. Initiate discussion with the partners responsible for the new Sonoma County brand mark to define usage parameters.

Long-term - If appropriate, the Marketing Alliance could create a campaign including the following:

1. Identification of funding sources;
2. Maximizing the visibility of Sonoma County goods and services *outside* of the county;
3. Expanding the scope of the identity program to ensure that every possible business in Sonoma County utilizes the brand mark; and
4. Creating metrics to ensure goals and objectives are met.

The taskforce has recommended that Sonoma County BEST champion and coordinate the actions of the "Marketing Alliance." No board direction is necessary at this point. If further action or direction is required, staff will return to your Board at that time.

Permit Process Improvement Taskforce

The taskforce recommends the creation of a county-wide, inter-governmental, public-private partnership designed to create a collaborative, customer-centric culture promoting timely, more efficient, and accountable permit processing through the implementation of new technology. Central to these improvements would be the creation of a committee by the EDB and County Administrator's Office, composed of representatives from each participating agency/jurisdiction and private stakeholders with process and technology expertise to provide guidance and input. This group would serve to identify actions related to the implementation of the following recommendations:

1. A single technology solution, employed by each participating agency, allowing for the online application and tracking of development permits. A platform such as this would allow for the same application and tracking process regardless of agency, increase transparency, and yet would allow each jurisdiction to preserve its own unique codes.
2. Create "compliance assistance" programs that help both applicants and agencies alike by making clear the documentation required for successful submittals and reasonable expectation of timeline and fees prior to initiation of a permit, and provide a process for resolving conflicts quickly and consistently.
3. Create metrics to determine the progress of these actions, and assess future needs with respect to customer service and process improvement.
4. In addition to the above, the public/private committee should consider the following:
 - a. Creation of a "Customers' Bill of Rights";
 - b. Methods of promoting the perception that Sonoma County is a good place to do business; and
 - c. Incentives for job creation.

Staff recommends the Board direct the EDB, CAO staff, and PRMD Ombudsman to develop a working committee, which would include representation and actively solicit input from other interested jurisdictions, to review potential options for building permit-related technology improvement, process improvement, and/or compliance assistance programs. The working committee would return to the Board by Spring 2013 to present its findings including: proposed solutions to the taskforce recommendations and other opportunities identified by the committee, benefits of proposed solutions, and potential costs of implementation.

Workforce Strategy Taskforce:

The Taskforce recommends a common *employer-driven* workforce strategy, inclusive of all major regional educational institutions, and workforce development efforts to address the needs of local employers. To this end, a number of initiatives should be reviewed, prioritized and coordinated by the Sonoma County Workforce Investment Board (WIB), and the taskforce further recommends the development of regional business and education roundtables (BERTS), partnering with existing BERTS and other interested parties to work in partnership with the Workforce Investment Board to create an results-based collaborative, working together toward common workforce goals. On pages 29 and 30 of the attached report, a partnership agreement that

includes Cradle to Career, local colleges, Sonoma County Office of Education, the Professional Association of Sonoma County, workforce development providers, and labor groups demonstrates the initial steps of a connected effort to achieve the following five recommended initiatives:

1. Address the “skills gap” – Better align the skills of our workforce with the needs of our employers
2. Develop “soft-skills” – Make sure employees are ready to enter the workforce; arrive on time, work well with others and customers
3. Implement a “work-based learning” initiative – Leverage internships, job shadowing and apprenticeships
4. Address the needs of an emerging labor population that includes, but is not limited to: Latinos, Disconnected youth, Veterans, and others at risk of long-term unemployment.
5. Monitor Success – Utilize metrics, aligned with other community initiatives, that determine return on investment, and the need for programming changes

Staff recommends the Board direct the Workforce Investment Board to develop a common strategy among educational institutions, workforce provides, and employers to achieve the above objectives. A report outlining proposed action would be presented to the Board of Supervisors in May.

Implementation:

Each of the above groups will begin plan implementation in January 2013, and present a progress report at the June 2013 Economic Conference with Steve Cochrane.

Prior Board Actions:

Formation of the Innovation Action Council in 2010 and approval of the Sonoma County Economic Development and Jobs plan in November of 2011.

Strategic Plan Alignment: Goal 2: Economic and Environmental Stewardship

The work discussed above will provide a better developed local workforce to contribute to business development and success as well as provide increased efficiencies for local businesses, increasing economic development throughout the county.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 0	Total Sources	\$ 0

Narrative Explanation of Fiscal Impacts (If Required):
 This action provides direction to staff to pursue various activities. Should any actions arise requiring additional resources or funding, staff will return to the Board at that time.

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

Narrative Explanation of Staffing Impacts (If Required):
 None.

Attachments:
 Taskforce Report: *Improving our Local Economy: Action Plans from the Taskforces on Workforce Development, Permit Process Improvement, and Identity Development*

Related Items “On File” with the Clerk of the Board:
 None.

Improving our Local Economy:

Action Plans from the Taskforces on
Workforce Development, Permit Process
Improvement, and Identity Development



December 2012

Bill Carson, Windsor Golf Club

Oscar Chavez, Sonoma County Community Action Partnership

Co-Chairs, Innovation Action Council

Innovation Action Council 2011-12

Bill Carson (Co-chair)	Windsor Golf Club
Oscar Chavez (Co-chair)	CAP Sonoma
Brian Ling	Sonoma County Alliance
Chris Snyder	Operating Engineers Local #3
Cynthia Murray	North Bay Leadership Council
Gabe Gonzalez	City of Rohnert Park
Gus Pina	Dry Creek Rancheria
Jack Buckhorn	IBEW Local 551
John Sawyer	City of Santa Rosa
John Webley	Innovative Labs
Jonathan Coe	Santa Rosa Chamber
Laurie Decker	City of Sonoma/Sonoma Valley Chamber
Libby FitzGerald	FitzGerald Consultants
Lisa Amador	Sutter Medical Center
Lisa Schaffner	John Jordan Foundation
Lorraine Wilson	Santa Rosa Junior College
Mark Inman	Volcafe Specialty Coffee
Marlene Soiland	Soiland Management Co., Inc.
Peter O'Brien	Wright Engineered Plastics
Randy DeCaminada	PG&E
Scott Kincaid	First Community Bank
Scott Kirk	Spaulding, McCullough and Tansil LLP
Steve Herrington	Sonoma County Office of Education
Tanya Narath	Leadership Institute for Ecology and the Economy

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December 7, 2012

This report is the outcome of the voluntary efforts of several community leaders who have spent much time and effort working to enhance economic vitality and job creation in Sonoma County.

The work outlined within is the culmination of work that began in 2009 when the Innovation Action Council convened business owners and representatives from Sonoma County's five "Clusters of Opportunity," outlined below:

1. Sonoma Specialties
2. Health Services
3. Professional Services
4. Manufacturing
5. Construction/Green Business

Individuals from these Cluster Groups assembled in focus groups to identify the most pressing needs faced in their respective industries. The three most commonly identified needs were: 1) workforce development, 2) permit process improvement, and 3) methods of increasing demand for Sonoma County goods and services.

To identify solutions that address these issues, the Innovation Action Council assembled three Taskforces, each a cross-section of local industries, public and private institutions, first meeting in May 2012. Each group met six times, wrapping up in the fall. Each meeting was facilitated by Scott Ormerod and Chuck McPherson of Leap Solutions, and this report, outlining the recommendations of each Taskforce, has been prepared by Don Bennett.

Many thanks are due to all who have lent their time and expertise, including members of the Innovation Action Council, and the Taskforce participants. A list of Innovation Action Council members can be found on the inside cover of this report, and a roster for each Taskforce group is included at the beginning of each Taskforce report.

Additionally, we would like to note, with gratitude, that these ongoing efforts would not have been possible without generous funding from the Morgan Family Foundation. Finally, we would like to thank the Sonoma County Board of Supervisors for guiding and supporting the Council's work as we seek to enhance the local climate for job creation and economic vitality.

Yours sincerely,

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

Bill Carson
Co-chair, Innovation Action Council and
Director of Operations, Windsor Golf Club

A handwritten signature in blue ink, appearing to read "Oscar Chavez".

Oscar Chavez
Co-chair, Innovation Action Council and
Executive Director, Community Action

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Innovation Action Council: Taskforce Recommendations Summary

Three Task Forces, formed at the direction of the Innovation Action Council, have addressed a major challenge facing Sonoma County; unifying our diverse resources in an effort to revive our economy and provide jobs for all who need them.

Three aspects of problems facing our economy were addressed. The first is the need for job applicants to have the skills needed for available jobs. The second is for narrowing the time gap from the time new projects are proposed and the time they are approved by making the permitting process more efficient. The third is to create a unified identity for Sonoma County that will facilitate the marketing of Sonoma County products and services, creating greater demand and therefore more jobs.

In each case, the Task Forces have found, greater success can be achieved through unity. Over the range of issues covered by all three Task Forces, it was learned that whether it be work force training, permitting, or marketing, local groups and jurisdictions were attempting to resolve problems independently.

Following is a summary of the recommendations of the three Taskforces.

A. Workforce Development Task Force Recommendations

The Taskforce recommends that a number of initiatives be reviewed, prioritized and coordinated by the Sonoma County Workforce Investment Board (WIB), and further recommends the development of regional business and education roundtables (BERTS), partnering with existing BERTS and other interested parties to work in partnership with the WIB to create an effective collaborative, working together toward common workforce goals. Following are five recommended workforce initiatives:

1. Employee Gap

Align business, education and workforce investment needs to develop an understanding of the gap between unfilled jobs and unemployed/underemployed workers, and to align and address the gap challenge through the following:

2. Soft Skills

It is a serious concern that a great many people entering the workforce are simply not equipped with basic skills such as being to work on time, getting along with others, or being ready for a full day's work. The Taskforce recommends creating a comprehensive soft skills development program.

3. Work-Based Learning

Implement a work-based learning initiative for youth and adults.

4. Emerging Labor Trends

Develop a model program to address the training and retraining needs for the rapid pace of change of the emerging labor trends in the workplace, with further study and prioritization

5. Metrics

Develop metrics to show that the alignment between employers, education and workforce development is happening.

B. Permit Process Improvement Task Force Recommendations

The Task Force recommends the creation of a customer-centric culture via the creation of a county-wide, intergovernmental public/private partnership designed to create timely, more efficient, and accountable permit processing in all jurisdictions.

This effort would include:

1. Utilizing existing, up-to-date technology to create a standardized on-line portal for uniform building permit applications, tracking, and approval across all jurisdictions.
2. Asking each participating agency to appoint lead contacts responsible for follow through.
3. Create compliance assistance programs to help applicants succeed in each of the governmental jurisdictions in Sonoma County, including a process for resolving contradictory decisions from staff members within a single department or agency
4. Create metrics for accountability and monitoring to assure that change is indeed happening, and that change is effective and impactful.
5. Each participating governmental body should consider other job-creating incentives for new business.
6. Promote the perception that Sonoma County is a good place to do business.
7. Task Force recommends that the County of Sonoma and the other local permitting agencies adopt a Customers' Bill of Rights.

C. Sonoma County Identity Task Force

The Task Force reviewed an identity program introduced by Sonoma County Vintners, Sonoma County Tourism, and Sonoma County Winegrowers known as "We are Sonoma County." Based on that group's willingness to expand their program Countywide, is considering the following:

Recommendation:

Create a program which, working with “We are Sonoma County,” can expand the effort to include additional Sonoma County businesses, trade groups, educational institutions, government, and others in its application, creating higher levels of coordinated activity amongst marketing efforts in the county.

Short Term

Open serious talks with the Vintners, Tourism and Winegrowers to define parameters of usage and guidelines for this identity program and other issues of concern to all parties.

Convene trade groups and other interested parties as a “Marketing Alliance” to evaluate an approach to an action plan for broad adoption - by their members, of the new brand mark.

Study and analyze steps that need to be taken to successfully introduce this program, promote conjunctive labeling and cross-promotion.

Longer Term – If appropriate, the Marketing Alliance could create a campaign, with staff, to implement objectives of this program.

Implementation of Task Force Recommendations:

In each case, the Task Forces recommended that one single agency be designated as having the responsibility to oversee implementation of recommendations. They were:

Workforce Development – Workforce Investment Board
Permit Processing Improvement – Economic Development Board
Identity Program -- BEST

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Report from the Workforce Strategy Taskforce

December 2012

Cynthia Murray, North Bay Leadership Council
Steven Jackson, Sonoma County Office of Education
Co-Chairs

ROSTER
WORKFORCE STRATEGY DEVELOPMENT TASKFORCE

<u>Name</u>	<u>Organizations/Representing</u>
Stephen Jackson (Co-Chair)	SCOE
Cynthia Murray (Co-Chair)	North Bay Leadership Council
Yale Abrams	Abrams Consulting
Robin Bartholow	North Coast Builders Exchange
Kelly Bass	Santa Rosa Chamber of Commerce
Percy Brandon	Vintners Inn
Jack Buckhorn	North Bay Labor Council/IBEW
Laurie Decker	Sonoma Valley Economic Development Partnership
Fran Elm	City of Santa Rosa
Libby Harvey FitzGerald	FitzGerald Consulting
Mishel Kaufman	Redwood Credit Union
Chris Paige	California Human Development
Sylvia Proctor	Clover Stornetta, PASCO
Debbie Raike	LEMO USA, Inc.
Andrew Rogerson	Sonoma State University
Cathy Sewell	Dal Pogetto & Company LLP
Karen Shimizu	Community Action Partnership of Sonoma County
Chris Snyder	Operating Engineers
Penny Snyder	Becoming Independent
Maria Solarez	Community Action Partnership of Sonoma County
Lynn Stauffer	Sonoma State University
Steve Thomas	Tickler and Thomas
Stephanie Thompson	Santa Rosa Junior College
Dory Timko	Kaiser Permanente
Pedro Toledo	Redwood Community Health Coalition
Carol T. Waxman	Petaluma Adult School/Petaluma City Schools
Jason Weiss	Boys & Girls Clubs of Central Sonoma County
Lorraine Wilson	Santa Rosa Junior College
Anastasia Zita	SCOE

Staff:

Facilitation: Scott Ormerod
 Chuck McPherson

Logistics: Sherry Alderman
 Karen Fies

Report Writing: Don Bennett

Overview

Maintaining economic viability and stability in Sonoma County is a difficult and dynamic goal requiring continual examination and review of our local, state, national and global economy as well as broad-based community discussions and initiatives to revitalize and sustain our economy.

In 2009, Sonoma County's Innovation Council report on economic development listed "Striving to build a world-class workforce based on educational achievement, career training and exploration" as a key recommendation. Since 2010, the Board of Supervisors continues to highlight workforce development as a major goal for their work. The need for workforce development come as Sonoma County is experiencing an unacceptably high unemployment rate. At the same time, some jobs go unfilled because the skills of available workers do not match the skills sought by employers. Government, business, education, labor and other groups have undertaken efforts to address this disconnect with varying degrees of success. However, it has become obvious that there needs to be a serious effort to align the various workforce development efforts to enable Sonoma County to match the local workforce with employers.

The Sonoma County Board of Supervisors, at the recommendation of the County's Innovation Action Council, approved the creation of a Workforce Strategy Taskforce to devise a plan that aligns workforce development efforts. The Taskforce comprised a cross-section of business, education, workforce and economic development, labor, non-profits, and other groups involved with workforce issues. The Task Force focused on the need to have employer-driven training programs that would benefit employers by providing a workforce with desired skills and abilities. The Task Force also addressed the needs of all job seekers, not just youth.

By undertaking efforts to align systems to fill existing and future job vacancies with qualified workers, we expect to demonstrate to job-seekers that there is renewed hope that the current job shortage is indeed short-term, and that we place a high priority on providing a highly skilled workforce for Sonoma County employers.

The Taskforce addressed the status of applicant's job-readiness at the K-12 level, higher education, and adult retraining.

Recommendation: The Taskforce recommends that a number of initiatives be reviewed, prioritized and coordinated by the Sonoma County Workforce Investment Board (WIB), and further recommends the development of regional business and education roundtables (BERTS), partnering with existing BERTS and other interested parties to work in partnership with the WIB to create an effective collaborative, working together toward common workforce goals. Following are five recommended workforce initiatives:

1. Employee Gap

Align business, education and workforce investment needs to develop an understanding of the gap between unfilled jobs and unemployed/underemployed workers, and to align and address the gap challenge through the following:

- Explore the need for local trade or vocational schools that focus on developing technical knowledge and soft skills
- Have more pre-apprenticeships and apprenticeships available
- Provide additional English as a second language classes
- Encourage studies in science, technology, engineering and mathematics (STEM)
- Develop a relationship between educators and employers
- Create stronger partnership between the WIB, employers and educational institutions and others interested in workforce development.

2. Soft Skills

It is a serious concern that a great many people entering the workforce are simply not equipped with basic skills such as being to work on time, getting along with others, or being ready for a full day's work. The Taskforce recommends creating a comprehensive soft skills development program including:

- Create a marketing campaign
- Develop soft skills curriculum
- Promote increased internships and mentoring
- Get families involved

3. Work-Based Learning

Implement a work-based learning initiative for youth and adults with the following components:

- Create a critical connection to employers
- Design a model program, based on best practices, which include a wide variety of work-based learning opportunities including, but limited to:
 - Internships
 - Job shadowing
 - Subsidized employment
 - Preapprenticeships and apprenticeships
- Expose individuals to diverse career opportunities

4. Emerging Labor Trends

Develop a model program to address the training and retraining needs for the rapid pace of change of the emerging labor trends in the workplace, with further study and prioritization. The following emerging labor populations should be considered:

- Latino
- Disconnected youth (aged 16-24), not in school or working
- Older workers
- Veterans

- Re-entry/Re-training
- Ex-offenders
- Injured/Disabled
- Long-term unemployed

5. Metrics

Develop metrics to show that the alignment between employers, education and workforce development is happening. The metrics should include the following:

- Develop a logic model prior to selecting the metrics
- Develop the metrics and benchmarks to be measured annually in partnership with education, workforce development and employers
- Use available useful data that has integrity
- Use data to determine the return on the investment
- Align the metrics with other community initiatives, including Upstream Investments and Cradle to Career
- Include comparisons with other like locations
- Develop a feedback mechanism, including:
 - Reporting out at various employer-based meetings or events
 - Holding an annual workforce conference

The Taskforce also recommends that a Partnership Agreement (See Appendix A-1) be signed by leading agencies, institutions, and government bodies working to improve workforce development.

County-wide Coordination and Communication

The goal is to align the various systems currently being conducted doing workforce development, and to have all interested parties working towards common goals, including sharing information and ideas about effective programs. To do this, the WIB would meet with regionally-based business and education roundtables (BERTs) which include representation from existing BERTs, business, labor, non-profit employers, county and city governments, education, chambers, leadership associations, industry sector associations, and others involved in workforce development.

The Employee Gap

The mismatch between available workers and available jobs is a serious concern, and there are diverse reasons for this disconnect. The causes include a shortage of students entering the fields of science, math and technical studies, a shortage of trade and vocational education programs, language barriers, and a lack of communication and collaboration among the various agencies, educational institutions and groups engaged in workforce training, to name a few.

At the same time, studies have shown that employers' practices and expectations can add to the problem – see attachment – Appendix A-2: “Why Good People Can’t Get Jobs: Chasing After the Purple Squirrel.”

The Taskforce has concluded that first and foremost, there needs to be a stronger partnership between workforce development, employers, education, and other workforce development systems, and the best way to achieve this is through a coordinated effort led by the WIB to implement needed changes, including:

1. There needs to be an ongoing relationship between educators and employers.
2. People need to be exposed to the variety of careers available.
3. More apprenticeship and internship programs are needed.
4. Additional English as a second language programs are needed.
5. More trade or vocational programs/schools are needed.

Soft Skills

One of the most common concerns voiced by employers is that a distressingly large number of young people are unprepared to enter the workplace, not having even the basic skills needed to cope with an entry-level job. Attributes such as dependability, accountability, tolerance, language usage, appropriate dress, courtesy, and grooming skills are just a few short-comings noted by employers.

The Taskforce recommends the development of a soft skills curriculum targeting students and adults combined with a marketing program which would stress the vital importance of gaining and using these skills.

Work-Based Learning

While classroom instruction occupies much of the discussion about workforce readiness, some of the most valuable preparation can take place in the workplace itself. The Taskforce recommends creation of a model program, based on best practices, to promote and make possible on-the-job exposure to career opportunities. These programs could be equally applicable to high school students or adults reentering the workforce.

For young people, this program could be a major asset in helping them answer the universal question “What do I want to be when I leave school?” Internships, job shadow programs, and subsidized employment could be components of such a program.

Emerging Labor Trends

Sonoma County's labor pool is changing due to changes in Sonoma County's demographics. To align education, workforce and employer needs, the workforce system needs to prepare for and respond to changing demographics, including but not limited to changes in the following populations: Latinos, disconnected youth, older workers,

Veterans, re-entry students, ex-offenders, injured or disabled workers, and the long-term unemployed.

The Taskforce recommends development of a model program to address training and retraining to accommodate these changes.

Metrics

As these proposed model programs and systems are modified, created and implemented, there will need to be a way to know if the alignment among education, employers and workforce development is working, whether the needs of both job-seekers and employers are being met, and that our training programs are relevant. The Taskforce recommends that a system of measurement be in place to evaluate the effectiveness of our efforts.

Survey

Please see the Summary of the 2012 Human Resource Directors Survey on the Workforce, Appendix A-3.

Attachments:

- 1. Appendix A-1:** Workforce Partnership Agreement
- 2. Appendix A-2:** “Why Good People Can’t Get Jobs: Chasing After the ‘Purple Squirrel’
- 3. Appendix A-3:** Summary of the 2012 Human Resource Directors Survey on the Workforce

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Report from the Permit Process Improvement Taskforce

December 2012

Bill Arnone, Merrill Arnone and Jones, LLP
Jim Henderson, Henderson Architect
Co-Chairs

ROSTER
PERMIT PROCESS IMPROVEMENT TASK FORCE

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Introduction

The Permit Process Improvement Task Force was created to address issues surrounding the consistency, predictability, time and cost of permit processing amongst local jurisdictions, one that has been of great concern to architects, engineers, contractors and business owners for years.

The Task Force's focus, and the resulting recommendations deal not with land use, regulatory agencies, or other aspects of development, but only with the processes involved with the building or business-related activities for which permitting is necessary. Furthermore, there is no intent to circumvent any existing rules and regulations for environmental protections. Also, it is not the intent of this report to support cutbacks in staffing at any local jurisdiction, but instead to strengthen staff-customer relationships.

In addition, the Task Force recognizes that various jurisdictions are implementing efforts to improve permitting processes, and applauds those efforts. This report is intended not to pinpoint weaknesses in any jurisdiction, but instead to depict an optimum culture of customer service which can be attained through collaborative effort involving all the jurisdictions of Sonoma County.

A study undertaken by PricewaterhouseCoopers LLP, funded by the American Institute of Architects, found that delays in permitting have a negative impact on the local economy. At the same time, the study concluded that efficient permit processing increases government tax revenues through accelerated development.

The study found that delays in permitting also reduce returns on investment, and cause investors to seek opportunities elsewhere. These delays discourage investment. On the other hand, an efficient permitting process is seen as an inducement for attracting new business to an area.

Expediting permit approval by even one month means not just savings for the applicant, but people going to work one month sooner, construction supplies being sold one month earlier, and all the tax revenues associated with accelerated development being generated that much sooner.

Accordingly, the Task Force heard from people on both sides of the permitting process, and reviewed best practices from communities nationwide that have successfully implemented expedited permitting policies.

The Task Force considered this issue to be relevant to jurisdictions throughout the county, and made its recommendations accordingly.

We believe that the business community and local agencies should work together to transform the permitting culture into one that puts a premium on efficient and timely processing of permits and recognizes that this approach is in the best interests of both the business community and local government.

The function of this report is not to assess the efficiency of any one local governmental jurisdiction, but instead to make recommendations, based on successful programs in other communities, for the development of a model program.

Accordingly, the Task Force makes the following recommendations:

Recommendations

The Task Force recommends the creation of a county-wide, intergovernmental public/private partnership designed to create a collaborative, customer-centric culture that promotes timely, more efficient, and accountable permit processing in all jurisdictions.

There is an opportunity for the cities and county to work together through a newly-formed public-private group (with exact form to be determined, e.g. a joint powers authority, an ad hoc committee, a newly formed non-profit agency, etc.) to guide the implementation of customer-centric changes in the permitting culture. This group composed of elected officials, administrators, and permitting customers, would recommend practices and programs to all participating governing bodies.

By pooling the efforts and resources of multiple agencies, considerable cost savings can be achieved. Working together and sharing expenses, the group may be able to afford investments that are beyond the reach of any agency acting alone.

As a starting point, the Task Force recommends that the governing bodies of the County of Sonoma and each incorporated city adopt resolutions expressing their support of this initiative.

This effort would include:

- 1. Utilizing available, up-to-date technology to create a standardized on-line portal for uniform permit application, tracking, and approval across all jurisdictions.***

The Task Force reviewed programs from other areas where multiple jurisdictions have banded together to use on-line technology to create a one-stop portal to get basic permits, with the goal of same-day permitting. Of special interest was an internet video conference with directors of *MyBuildingPermit.com*, a program serving a coalition of multiple cities and counties in the State of Washington, whose program has proven that cooperative efforts can, indeed, lead to improved permitting processes. Such an initiative might include creating standardized forms for different applications, but should not be considered an effort to overrule local plans and policies governing development.

- 2. Ask each participating agency to appoint lead contacts responsible for follow through.***

The change to a customer-centric culture will happen when there is a will to make that change, and when those who are catalysts for change believe that such change represents significant benefit for the entire community. The leadership to create change can be achieved by identifying champions from both the public and private sectors to encourage permitting efficiencies.

- 3. Create compliance assistance programs to help applicants succeed in each of the governmental jurisdictions in Sonoma County, including a process for resolving contradictory decisions from staff members within a single department or agency.***

A vital component of customer service is an attitude of wanting the customer to succeed. This begins at the time of initial contact, when it should be the responsibility of the permitting agency to make clear what is expected of the applicant, including documents, fees, etc. Another difficulty, cited again and again, is that of receiving different advice or decisions from members of the same department, or different departments within the same governing entity. Compliance programs and training can anticipate and resolve these roadblocks in advance.

Greater levels of transparency in all processes are needed. While there are internal checklists to track applications, that information may not normally be available to the applicant.

4. Create metrics for accountability and monitoring to assure that change is indeed happening, and that change is effective and impactful.

As programs are put in place, there need to be metrics developed to see if these programs are meeting expectations. A successful program will have reduced the time to get permits, and thereby reduced the costs involved, and will have met the expectations of the applicant. To accomplish this, there will need to be measurable, specific goals. Each jurisdiction should conduct reviews of departmental performance to be assured that change is indeed happening. The Task Force also recommends that programs to incentivize permitting staff be considered, and that performance evaluations be revised so as to be aligned with the goals of a customer-centric culture.

5. Each participating governmental body should consider other job-creating incentives for new business.

Sonoma County is competing with jurisdictions throughout the United States, many of which offer substantial incentives. Implementation of these proposed programs will be a major first step in the offering of incentives. Task Force also recommends that that fee reduction, fee deferrals, and other incentives be explored.

6. Promote the perception that Sonoma County is a good place to do business.

There is a perception on the part of many that Sonoma County is not a good place to do business. It is also recommended that as permitting improvements are put in place, there should be a program to announce these changes to the regional business community.

7. Task Force recommends that the County of Sonoma and all the cities adopt a Customers' Bill of Rights.

A number of permitting agencies have adopted a Customers' Bill of Rights. See Appendix B-1 for a sample from New York City.

What Can Be Done Now

While meaningful change could take time, there are measures that local governments can take now. First is a determination to seriously address the issue of permitting efficiency. Next is the adoption of a Customers' Bill of Rights, adoption of external checklists, and expanded same day

plan check. Another roadblock frequently encountered is when a small job gets slotted behind a major project, and there is no process to move it forward for quick resolution.

Implementation

The lead agency for the implementation of this program will be the Sonoma County Economic Development Board. Upon approval of these recommendations by the Board of Supervisors, the EDB will present an implementation plan within (90) days.

Survey of Planning Departments (see appendix B-2)

Planning directors of the nine incorporated cities and the County of Sonoma were surveyed about their department's practices in regards to the permitting process. The goal of the survey was to measure the ways in which planning departments interact with their customers, assess the needs of the planning departments, as well as identify successful or unique practices of the departments. The key findings of the survey included:

- In terms of resources, two common needs of planning departments include: **additional funding for hiring of support staff** as well as **improved technology** (both electronic document management and improved electronic permit tracking were cited)
- **80%** of surveyed departments report that **additional online resources for permit processing and document management would be useful.**
- Most departments (83%) report meeting with their customers on a regular basis to discuss new or updated permitting standards.
- When asked about timelines, 100% of respondents reported making timeline goals available to customers, though 75% also report their department does not use a system to monitor internal timelines on the review process.
- Specific services tend to vary by department, with **half** of respondents reporting that they **survey their applicants after the permit process is complete.** **Half** of respondents also report offering a **concierge/permit assistance service to its customers.**

Attachments:

1. **Appendix B-1:** New York City Business Owner's Bill of Rights
2. **Appendix B-2:** 2012 Planner's Survey Graphs
3. **Appendix B-3:** Pricewaterhouse Coopers "Economic Impact of Accelerating Permit Processes on Local Development and Government Revenues" *Executive Summary*

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Report from the Sonoma County Identity Task Force

December, 2012

Carolyn Stark, BEST
Scott Kincaid, First Community Bank
Co-Chairs

ROSTER
IDENTITY DEVELOPMENT TASK FORCE

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Brad	Calkins	Santa Rosa Convention and Visitors Bureau
Beth	Costa	Russian River Wine Road
David	Ebright	Kaiser Permanente
Terry	Garrett	Sonoma County GoLocal
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Gina	Huntsinger	Charles M. Schulz Museum and Research Center
Lucy	Lewand	Camellia Inn
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Introduction

During the community outreach focus sessions conducted by the Innovation Action Council in 2011, one theme that was recurrent throughout was that there is a pressing need for a consistent, uniform identity for Sonoma County. There is a need for an identity that all businesses, local government, and the non-profits can be a part of, an umbrella under which they can all gather as the image of Sonoma County is spread throughout the country.

There was also a realization that different groups, for different purposes, were attempting to forge their own identity of Sonoma County. A few years back, the agribusiness community introduced Sonoma Select to identify local products. More recently, the Sonoma County Tourism Bureau used the tag line “Sonoma Country.” To date, over thirty groups are involved in promotion and marketing Sonoma County in various ways, yet no mechanism exists for them to connect and coordinate their efforts.

What has been missing is the value of the combined resources of all the constituencies of Sonoma County, all projecting the same positive message to create the universal perception that Sonoma County is a good place to have a business, to live, to work, to play, to visit, and to dine, and that consumers will find that Sonoma County products are valued and desirable.

The Task Force

The Task Force began its deliberations by discussing an inventory of Sonoma County assets. The list developed reveals the extraordinary diversity Sonoma County has to offer. Next, the Task Force reviewed best practices from around the country, and an existing program that appears to be most applicable to the needs of Sonoma County was the one for the Greater Louisville Community Branding project in Kentucky. (See Appendix C-1)

That project is a public/private partnership initiative of the Greater Louisville Convention and Visitors Bureau, Greater Louisville Inc., Louisville Metro Government, Louisville Community Branding Alliance and a broad coalition of government, economic development, education, cultural and philanthropic communities. This voluntary association of business people, civic leaders and government representatives allows for greater coordination and cross-promotion, while conveying new opportunities for adoption by members of the community.

The Louisville group’s effort has resulted in a program with four elements:

1. A logo (with various permutations of color).
2. A group that connects the effort to all interested trade groups and members
3. A platform for launching the effort, and ensuring its continued success.
4. Widespread use of the brand marks are encouraged by all members of the community while providing open source use standards and guidelines

Louisville

However, the Task Force also learned that to design a logo and emulate the development protocol of the Louisville effort, Sonoma County could anticipate expenses of upwards of \$2 million, and a time investment of about two years, with no guarantee of final success.

In July, one of the presenters to the Task Force, Honore Comfort of the Sonoma County Vintners, told the group that the Vintners had just completed an identity effort, and was joining forces with Sonoma County Tourism and the Sonoma County Winegrape Commission to facilitate joint usage.



This identity marketing effort is designed to communicate to the world that Sonoma County is genuine, adventurous, and independent.

In addition, she said that the Sonoma County Vintners, Sonoma County Tourism, and Wine Grape Growers would welcome the expansion of this ID use to embrace the entire county and would be willing to work with a group to set standards and parameters for its usage.

A number of Task Force members attended the subsequent unveiling of the new logo and its attendant marketing program in August, and agreed that this identity could well serve all of the relevant Sonoma County constituencies.

A survey released to local trade groups during the Taskforce process confirms that there is substantial interest in adoption of the new logo; 76% of respondents have thus far indicated their interest in using the new brand mark. Only 20% were unfamiliar with the effort, and it has not even been broadly marketed yet.

Additionally, every single respondent has indicated a need for some sort of connected effort that meets periodically to promote the regions products, services and strategic assets.

Recommendation

Create a program which, working with the three partners, can expand their efforts to include Sonoma County businesses, trade groups, educational institutions, government, and others in its application, creating higher levels of coordinated activity amongst marketing efforts in the county.

The Task Force felt that the four major components of the Louisville model were worth implementing, and sees this program as having both short-term and long-term applications. They are discussed separately below.

Short Term – In order to complete the requisite research into the implementation protocols behind the Louisville model, the group feels that the following should be undertaken to expand the three partners’ brand mark to other applications. Our recommended short- term action steps will include:

1. Open serious talks with the three partners and their brand development team to define parameters of usage and guidelines for this identity program and other issues of concern to all parties.
2. Convene trade groups and other interested parties as a “Marketing Alliance” to evaluate an approach to an action plan for broad adoption - by their members, of the new brand mark.
3. Study and analyze steps that need to be taken to successfully introduce this program, promote conjunctive labeling and cross-promotion.
4. Designate BEST as the champion and eventual countywide manager of the ID program and evaluate the need for more staff and funding sources.

Longer Term – If appropriate, the Marketing Alliance could create a campaign, with staff, to implement objectives of this program, which could include the following.

1. Identify potential funding sources.
2. Ensure maximum visibility for promotion of Sonoma County goods and services outside of the county.

3. Utilization of Sonoma County Connections as one platform from which this identity program can be launched. Currently, information on the program can be accessed from each of the Tourism, Vintners, and Winegrape groups' sites.
4. Enlisting the largest possible number of businesses, organizations, trade groups, nonprofits, residents, and government bodies to utilize the County ID.
5. Create a system of metrics to assure that goals and objectives are being met.

Survey

A cross-section of promotional groups from around the county was surveyed. (See Appendix C-2 and C-3) These groups were sent a simple survey with the main goal of creating a matrix depicting how these various groups interact with each other as well as the promotional areas in which they focus. The groups were also asked two questions about ongoing campaigns surrounding branding within Sonoma County. The key findings of this survey included:

- When asked if an ongoing connected effort among local groups and organizations that promote the products, services, business climate, locations, and attributes of the area would be beneficial to promotion of the region as a whole, **100% of respondents** said that an effort such as this would be **beneficial to promotion of Sonoma County**.
- When asked if the group's members would be interested in participating in Sonoma County Vintners conjunctive labeling program, **over three quarters of respondents reported their members would be interested**. Only 4% of respondents were not interested in participating, and the remaining 20% were unaware of the campaign.

Attachments:

1. **Appendix C-1:** Louisville Branding Project PowerPoint as presented to the Taskforce
2. **Appendix C-2:** "Matrix Depicting Local Promotional Group Interfacing Activities
3. **Appendix C-3:** "Matrix Depicting Local Promotional Fields and the Groups that are Involved"

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Partnership Agreement

Sonoma County Strategic Plan for Aligning Workforce and Education with Employer Needs

Note: This agreement is non-financial and does not obligate any of the parties to expend any funds.

The Sonoma County Office of Education, Santa Rosa Junior College, Sonoma State University and Empire College, in conjunction with the Sonoma County Workforce Investment Board, the Board of Supervisors, the Economic Development Board, PASCO, Sonoma County BEST, North Bay Labor Council, North Bay Leadership Council, Cradle to Career, and Operating Engineers agree to share information for the purpose of aligning local education and training with employers' needs. This community collaborative among businesses, public school systems, workforce and economic development, and higher educational institutions throughout the county will enable the design of programs that result in a well-articulated and skilled workforce, opening opportunities for entry and advancement for youth and adults in locally demand-driven careers.

Mission & Purpose

The strategic plan for aligning workforce and education with employer needs envisions a system designed to create a world-class workforce to meet the needs of Sonoma County's employers. The purpose of this collaborative is to develop a strategy to prepare job seekers with relevant skills in demand by local businesses, enabling employers to fill available positions and decrease the gap between low levels of hiring and high levels of unemployment.

Collaborative Members

Cradle to Career, Health Action Partnership
Empire College
North Bay Leadership Council
Operating Engineers
Professional Association of Sonoma County for Human Resources (PASCO)
Santa Rosa Junior College
Sonoma County Board of Supervisors
Sonoma County BEST
Sonoma County Economic Development Board
Sonoma County Office of Education
Sonoma County Workforce Investment Board
Sonoma State University

The organizations above will initiate the strategic planning collaborative, expanding to welcome all possible interested parties which demonstrate common goals of workforce development, over the next several months. As a participating member of the collaborative, organizations agree to share information to align goals to prevent duplication and improve common goals.

In keeping with the efforts already undertaken, the Workforce Investment Board will review the recommendations of the Workforce Strategy Taskforce. Additionally, the Workforce Investment Board will examine the feasibility of partnering with and expanding regional Business Education Roundtables as a means to continue to add employer input.

The outcomes of the strategic planning collaborative will be beneficial to schools, colleges and universities, local employers and industries, workforce development partners and the greater Sonoma County community.

RESOLUTION OF ALIGNMENT

The following individuals and organizations have signed an agreement to share information with the goal to align workforce and education with the needs of employers

<i>First name:</i>	<i>Last name:</i>	<i>Organization:</i>
Shane	Anderies	President, Professional Association of Sonoma County (PASCO)
Dr. Ruben	Arminana	President, Sonoma State University
Pam	Chanter	Chair, Sonoma County Economic Development Board
Oscar	Chavez	Health Action Partnership, Cradle to Career
Dr. Frank	Chong	President, Santa Rosa Junior College
Dr. Steven	Herrington	Superintendent, Sonoma County Office of Education
Roy	Hurd	President, Empire College
Scott	Kincaid	Chair, Sonoma County Workforce Investment Board
Cynthia	Murray	President, North Bay Leadership Council
Chris	Snyder	District Representative, Operating Engineers
Carolyn	Stark	Executive Director, Sonoma County Building Economic Success Together (BEST)
Shirlee	Zane	Chair, Sonoma County Board of Supervisors

Why Good People Can't Get Jobs: Chasing After the 'Purple Squirrel'

Published : June 20, 2012 in [Knowledge@Wharton](#)

Wharton management professor [Peter Cappelli's](#) most recent book -- *Why Good People Can't Get Jobs: The Skills Gap and What Companies Can Do About It* -- has inspired a reaction from just about every group with a stake in today's workforce: employers, employees, recruiters, academics and media commentators. Cappelli debunks the oft-repeated argument from employers that applicants don't have the skills needed for today's jobs. Instead, he puts much of the blame on companies themselves -- including their lack of information about hiring and training costs -- and on computerized applicant tracking systems that can make it harder, not easier, to find qualified job candidates.

Cappelli, who is also director of Wharton's [Center for Human Resources](#), sat down with Knowledge@Wharton to talk about his book. Below is an edited transcript of the conversation.



Knowledge@Wharton: Peter, thanks for joining us. You cover a lot of ground in this book, but one of your themes is that, given the weak economy and bleak job market, companies have a bigger pool of job applicants to choose from and, therefore, can be much more selective in hiring. Yet these companies still claim that they can't find candidates with the requisite skills. Can you talk about that?

Peter Cappelli: I think it's important to remember that employers control everything about the process. They define the job, they create the requirements for the job, then they decide how the word gets out to people, recruiting-wise. They set the rate of pay, which helps determine how attractive the job is, and then they handle the selection part where they look at the applicants and sort them out.

The obvious point is that there just aren't enough jobs to go around right now, so employers can certainly be picky. But we're not really talking about being picky here. It's not surprising that employers might actually search more, and it might take them longer to hire now, because there are so many candidates to look at. Why grab the first one when you have this long queue that you could look at? But the unusual thing, and certainly the negative thing, from everybody's perspective is those employers who say, "Look, we're just not hiring, or we're waiting a very long time to hire, because we can't find what we want." I think the place we have to begin to answer that question is back with the employers who are making all those decisions about the process. Are they doing anything wrong?

Knowledge@Wharton: Well, clearly they are, because there's this mismatch between people looking for jobs and employers saying they can't find people to fill them. I think one of the issues that you raise is what you call the Home Depot view of the hiring process, which basically says that filling a job is like replacing a part in a washing machine. You simply find someone who does the exact same job as that broken part, plug him or her into the wash cycle and that's it. But some companies feel they don't have to fill that vacancy and can put the work on existing employees. So they don't really know when the existence of too many unfilled positions begins to hurt their business -- their expansion, their profitability, their competitiveness, whatever. So, isn't that part of the problem? That companies delay hiring employees and don't realize the hidden costs of doing so?

Cappelli: That's certainly part of the problem -- that the internal accounting systems in most organizations are so poor that they can't tell what it costs them to keep a position vacant. They easily know how much it costs to employ somebody, but they can't measure that employee's contributions. So, in most companies, given their accounting systems, it actually looks like they're saving money by keeping positions vacant. If you think that's the story, then you're obviously in no rush to hire. I think it starts there, and that's clearly not a good thing for society or for employers. But it begins with their own problem: The way their internal accounting is designed encourages them not to hire.

Knowledge@Wharton: You also say part of the problem is that companies aren't paying market wages. They're trying to low ball the job market. But why should they pay market wages when they can get employees cheaply?

Cappelli: Well, the thing is they can't -- that's what they're claiming, right? There's a survey done by Manpower that asks employers if they're having trouble finding people to hire. In that survey, about 11% say the problem they're having is they can't get people to accept the jobs at the wages they're paying. So 11% are saying we're not paying enough. If 11% admit this, my guess is the real number is probably double that. We're not very good at identifying problems that we create ourselves. That's certainly part of it. You know, maybe you can't blame them for trying. But if they're not finding [employees], don't call it a skills gap; don't call it a skills mismatch -- you're just being cheap.

Knowledge@Wharton: One of your chapters in the book is called "A Training Gap, Not a Skills Gap." You have some figures showing that in 1979, young workers received an average of two and a half weeks of training per year. By 1991, only 17% of young employees reported getting any training during the previous year, and by last year, only 21% said they received training during the previous five years. You note that this especially hurts work-based training programs, such as apprenticeships. So, really, a huge part of the so-called "skills gap" comes from the weak employer effort to promote internal training for either current employees or future hires. Is that correct?

Cappelli: Right. I think the story that one hears, particularly around the policy community, is that employers can't find the people they want to hire because schools are failing and kids aren't coming out with the right academic degrees and the right knowledge. If you actually look at the data from employers themselves when they report problems they're having with recruiting, they never talk about academic skills as being near the top of the list. In fact, their complaints have been consistent for the 30 years or so that I've been looking at this. And their complaints are the ones, frankly, that older people always have about younger people -- they're not conscientious enough, their workplace attitudes are not diligent enough, they don't want to work hard enough -- those sorts of things. They're not actually looking for young people out of school at all.

When you look at what they want, they want experience -- everybody wants somebody with three to five years' experience. What they're really after are the skills that you can't learn in a classroom, that you can only learn by doing the job itself. So, the craziness about the hiring requirements is that in most cases, employers are looking for somebody who is currently doing exactly the same job someplace else. That's partly why they don't want to look at an applicant who is currently unemployed.... They want somebody who is currently doing the same job right now. The problem is that nobody wants to give those people right out of school any experience. Nobody wants to take somebody who's never done this job before and train them.

Now, I can understand why it's better, easier, if you're an employer to hire somebody who's already been trained -- or it seems like it's better. But it's creating this skills problem, because nobody wants to give people that initial experience. And again, in many cases, it would pay off to take people who are really qualified in many ways -- except for these quite specific skills -- and help them get training. You can pay them less while you're training them. You can require that they get some of these skills before you engage them. But because of the accounting systems, employers, for the most part, have no idea what it would cost them to train somebody. They have no idea whether they're actually saving money by trying to chase these people who already have jobs and hire them.

Knowledge@Wharton: It's one of the Catch-22s that your book seems to be filled with. Employers don't want to train their employees because they fear they'll leave the company -- which employees are actually doing more and more frequently these days -- which means all the effort and expense of the training process will be wasted. But that means it's increasingly heard for employers to find trained job applicants. It seems like there's an impasse here.

Cappelli: There's certainly a Catch-22 for the employees -- that you can't even get your foot in the door because you have to have experience to get the job. It's worth pointing out that employers used to do all this training. There are ways that you can train and recoup the benefits of it. Apprenticeship programs, for example -- a longstanding approach to have the applicants ... work as they're learning. The way we train doctors is the same, the way we train consultants and accountants, exactly the same. Those firms lose virtually everybody -- the accounting firms and consulting firms -- in five years. But along the way, the people are learning while they're working. So they're getting trained, but the company is still making money off them even though they all learn. It isn't that hard to figure out how almost any employer could do something like this, but there's just a kind of knee-jerk reaction that says, "We're not going to do it at all."

Knowledge@Wharton: You mentioned that there's discrimination against unemployed job applicants for a number of reasons. Maybe companies feel they aren't up to date on their skills, maybe they're older workers. So, is there any way around this, short of federal regulations that bar such discrimination, which would no doubt be difficult to enforce?

Cappelli: The older worker issue is particularly important because for the most part, older workers have everything that those employers say that they want in new hires -- better work attitudes; experience doing the work; they don't need ramp up time; they don't need training -- or they don't need as much -- and yet, there's still widespread discrimination against older workers. There are laws against it and yet, it still seems to happen.

I think the problem begins with employers understanding their own self-interest. I think that's the irony here. I'm not making any argument that employers ought to do something simply for the social good. But it's just not in their interest to do what they're doing now, which is to chase the same small group of people who already are employed someplace else. It makes sense to train people. It makes sense to give people a chance. It makes sense to be more realistic about what your job requirements are so that you can actually fill the positions.

I think that's the real puzzle about all of this -- that employers are not doing what's in their self-interest. So, how could they get better at this? Well, maybe they could get help from people outside, and that includes the academic world, to just point out how expensive it might be to simply chase outside hires all the time. For example, our colleague here, [Wharton management professor] [Matthew Bidwell](#), has done [an interesting study](#) comparing people who were hired from the outside to people who were promoted from within. People who are promoted from within do much better on cost and productivity accounts -- which doesn't mean you should never hire from the outside. But it certainly can pay off to develop from within. So, I think that employers have to begin with better information. And the irony about this is if you look at any other aspect of their business -- such as how much each supplier contributes or what the costs are of having [inadequate] inventory are -- they have incredible detail about it. When it comes to people, they have got no idea about any of these things.

Knowledge@Wharton: Has the role of the typical company HR department been enhanced, minimized, made irrelevant in this hiring process these days?

Cappelli: I think that part of the story is that the HR departments have been gutted over the last 20 years. Particularly in this recession, there's a lot of downsizing, but especially in HR. The training departments are largely gone out of most companies, and a lot of the recruiting functions are gone as well. So, in the old days, you ask a hiring manager to create a job description. There would be an HR person there to help him do it or to push back if they had requirements which were crazy or out of whack with the market. Now those folks are gone, and basically, those wish lists of hiring

requirements get baked right into [applicant tracking software](#). Human eyes rarely see applicants until the very end of the process. So, we're trying to push the automation too far. There's nothing wrong with the automation, per se, and you need to screen all these applicants. But trying to get rid of the people altogether means that we're relying on the machines to make the decisions. Human judgment is still pretty important.

Knowledge@Wharton: Also, a lot of applicants for jobs have learned how to game the system in terms of putting in the key words they need to add to their resumes or cover letters -- whatever. So, it seems like as sophisticated as these software systems are, there are ways to get around them.

Cappelli: Right. I think that's a great point because the people who can game the system, you'll see them make it through the application process, and the people who don't know how to game the system, you never see them. Is that really who you want to be hiring? People who can game the system? I suppose it tells you something about people, but it doesn't tell you much about who has the requisite skills.

Knowledge@Wharton: And it doesn't tell you much about character or the ability to manage yourself or anything like that.

Cappelli: The things that employers say they want.

Knowledge@Wharton: You also blame the press for preferring to write stories with headlines like, "Companies Have Trouble Finding Skilled Workers," as opposed to "Companies Ecstatic over New Hires." But the press isn't likely to change. I don't see them getting any more analytical or in-depth. So, how does one get the true facts out there?

Cappelli: Well, it was a real puzzle to me -- which is partly why I wrote this book -- that you would see so many of these anecdotal stories, and then in Washington, you would see so many people picking up these stories and assuming that this is what's going on in the economy as a whole. Basically what I do in *Why Good People Can't Get Jobs* is look at some of the real data. And when you look at the data, you can see that there's really no truth to any of these claims. You can see that employers are not doing what these anecdotes suggest, for example. What I hoped the reporters would do is just ask a couple of questions. Employers, when they say they've got a skills gap, that there are no applicants out there who meet their needs, they are self-diagnosing the situation. What's really happening is they're just not able to hire, but you don't know why that is, right? And the skills gap story is their diagnosis. It's basically saying there's nobody out there, when in fact, it turns out it's typically the case that employers' requirements are crazy, they're not paying enough or their applicant screening is so rigid that nobody gets through.

Knowledge@Wharton: I was intrigued by a comment in your book that every generation thinks it has experienced this profound technological change. But then, as you point out, imagine witnessing the rise of widely available electricity, telephones and cars all in the same decade. You say that there's no evidence that our current period -- as computer-driven as it is -- is on a different scale. But that seems hard to believe, given recent transformative changes in healthcare, nanotechnology, robotics, etc.

Cappelli: The real question is: Is there something that's happened to jobs that makes the skill requirements go up so much that we would think there's this mismatch? And you know, there are always some jobs that require some new technologies. There are always some jobs that don't. If you look at the array of jobs in the U.S., the ones that are growing and shrinking, you see two poles: There are some high-scale jobs that are increasing in demand, and there are some really low-scale jobs like health care, home health care workers, which are really increasing in demand. Overall, there's just not that much change.

There's nothing systematic that's cutting across all jobs. We talk about computers and IT being so important now. But you know, personal computers came to the office 30 to 35 years ago. So, you

ask, when was the first time anybody can remember not having a PC on their desk? Well, there are people who can. But for most workers now, they can't. Computers have been there for a long time.

I think we're fascinated by the fact that young people seem to be on their BlackBerrys or their iTunes all the time. But if we think about how older folks used technology, it's really the same, right? The difference is just that young people are talking to their friends 24 hours a day, and we talk to our friends kind of rarely. So, it's not that the technology is different; it's just that [young people] are more intensively using the things that we're paying attention to. But we use them, as well.

Knowledge@Wharton: What about the claim that our graduates are less skilled and qualified than foreign counterparts? You cited an OECD report showing that U.S. students are about at the middle of industrialized companies. But you also say that's partly because countries in Asia, for example, are catching up to the U.S. in terms of education and job training. Still, is it something the U.S. should be worried about?

Cappelli: I think this narrative we were talking about earlier -- about skills gap problems because schools are failing -- is powerful because there's a view in the U.S. that schools are failing. That's not true on average. Schools have been slightly better over time for the last 20 years. There are still some terrible schools in the U.S. They get all the attention. But the story in the U.S. is really one about variants. There are terrific schools, and there are terrible schools. When you compare us to countries in the rest of the world, we are about in the middle, and we've been roughly there for a while.

Among the top five countries or cities for student academic achievement in high school are Singapore, Shanghai and Hong Kong. So, if you look at our competitors in Europe, we're about in the middle. The difference is that many more people go to college in the U.S. than in most parts of the world.

So, the typical employee of the U.S. has more education than in most countries. Some people argue that we don't have enough education, and you know, I suppose you could always make those arguments about what is enough. But again, the simple point is that employers are not complaining about a lack of academic skills among job applicants. And employees and students, in particular in the U.S., are killing themselves trying to figure out which career tracks will give them jobs, which majors will give them jobs.

There's this belief that we don't have enough STEM graduates -- science, technology, engineering, math. Some engineering jobs are in hot supply now, but five years ago they weren't.... So if you're entering one of these engineering fields, you're really making a bet about whether it happens to be hot the year you go on the job market. If it's not, you've got the same problem as everybody else, and you've got the additional problem that those skills go out of date very quickly, especially IT degrees.

So, the idea that you're going to have a career as a computer programmer, for example, is probably not true because your skills become obsolete. You're pushed out, and you've got to figure out how to get retooled. It's very difficult for math majors and science majors to get jobs in math or in science. If you look here at Penn, for example, most of our students with those majors end up doing consulting and investment banking. So it's not the case that the industry is clamoring for math majors and biology majors and they just can't find them -- that's not what's going on.

Knowledge@Wharton: The subtitle of your book -- *The Skills Gap and What Companies Can Do About It* -- suggests there are solutions to these issues. You've touched on this already. But if you had to pick two or three things that could alleviate this problem, what would they be?

Cappelli: If I were an employer, I would first begin -- actually, I put this to a group of CEOs just this last week -- to ask if I know what it's costing me to keep a vacancy open. It's got to be costing me something. Do I know what it's costing me to train somebody versus hiring somebody and chasing them on the outside? If you have answers to those questions, you start realizing that it does cost something to keep vacancies open. Searching forever for somebody -- that purple squirrel, as they

say in IT, that somebody who is so unique and so unusual, so perfect, although you never [find] them -- that's not a good idea.

So, maybe we ought to revise our hiring requirements and just get somebody in there and start doing the job. Could we figure out ways to train people so that we could make money on it the same way that accounting firms do and that craft unions used to in terms of trade skills? Can we figure out what makes sense for us rather than just going with our gut? Because our gut is probably wrong. We've just got to keep waiting until we find the purple squirrel that we can't train, so that we can't give people time to get up to speed? Why don't we consider other options? It just doesn't make any sense not to.

Knowledge@Wharton: And lastly -- what would you advise employees?

Cappelli: I think the first thing is to remember that if you're looking for a job, to a large extent it's not your fault that you don't have one. There just aren't enough jobs for the number of people looking for them now; the shortfall is enormous. So, don't take it personally if you can't find a job.

The second thing is, given the way the system seems to work now, and particularly how automated things are, the best advice -- which is not new advice -- is to see if you can get around [the automation], see if you can get to a real person where you can make the case about why you have the skills in ways that may not be completely obvious from your resume. It always helps to put yourself in the shoes of hiring managers who understandably want to minimize their risk -- and want to find somebody who is really motivated to do the job. See if you can make that case to them.

Knowledge@Wharton: Thanks, Peter.

2012 Human Resource Directors Survey on the Workforce

The findings of the 2012 HR Directors Survey point strongly to the tightening of Sonoma County labor markets. While 98 percent of the local HR directors who responded to this survey indicated that they had hired employees during the past 12 months, 69 percent reported having difficulty finding qualified candidates. The data captured in this report provides some insight into the nature of this countywide trend and constructs a basic profile of the applicants local firms are currently struggling to recruit.

Key Findings

- 70 percent feel that Sonoma County needs a common workforce development strategy aligned with employer needs; 37 respondents would be willing to have someone from their organization serve on a workgroup to develop a more connected workforce strategy.
- Respondents indicated that the greatest workforce concern for the future was “a lack of human capital (e.g. the lack of qualified/trained workers).” This opinion was followed closely by “affordability/regulatory costs of doing business in Sonoma County.”
- The most sought after employee skills were “communicating articulately,” “thinking critically” and “solving problems and making decisions.”
- 98 percent of respondents reported having hired employees during the past 12 months. 69 percent had difficulty finding qualified applicants during the past year.
- 55 percent responded to the difficulty of finding qualified applicants by increasing recruiting efforts, while 51 percent simply did not fill the job opening.
- 61 percent reported that their difficulty locating qualified candidates resulted in “lowered overall productivity.”
- The most sought-after level of educational attainment was a Bachelor’s Degree, followed by a three-way tie between a high school diploma, vocational/technical degree, and an Associate’s degree.
- On average, 31 percent of respondents indicated that 10 to 30 percent of their employees will be eligible to retire in the next two years. 28 percent of respondents believe that only 0 to 10 percent of employees will *actually* retire in the next two years.
- The majority of respondents provide internal workshops, seminars or training programs for employees.
- 74 percent utilize industry specific training providers, followed by 49.5 percent who utilize internet resources for training employees.
- 87 percent of respondents have been in Sonoma County for more than ten years.

For more information, please see: “Sonoma County Demographic, Workforce and Education Reports” at SonomaEDB.org.

GREAT SERVICE.

BUSINESS OWNER'S
BILL OF RIGHTS

GREAT CITY.

AS A BUSINESS OWNER, YOU HAVE THE RIGHT TO:

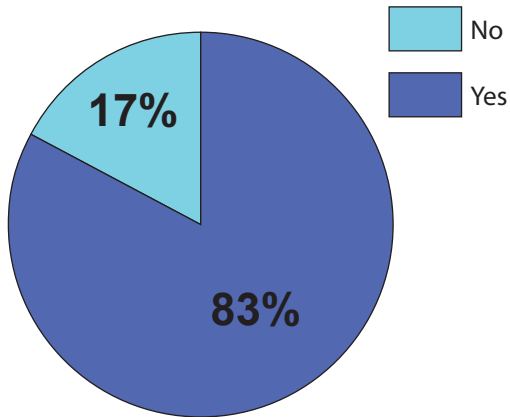
1. Courteous and professional treatment by our employees
2. Inspectors who are polite, professionally dressed and properly identified
3. Information about how long inspections will take and the cost of all related fees
4. Knowledgeable inspectors who enforce agency rules uniformly
5. Receive information about agency rules from inspectors or other employees
6. Contest a violation through a hearing, trial or other relevant process
7. Request a review of inspection results or re-inspection as soon as possible
8. Receive explanation from inspectors (if requested) on violation details and instructions for viewing inspection results
9. Access information in languages other than English
10. Comment, anonymously and without fear of retribution, on the performance or conduct of our employees

New York City is committed to providing New Yorkers with excellent customer service. We want to hear from you. To provide feedback and comments, please visit www.nyc.gov/customersurvey.

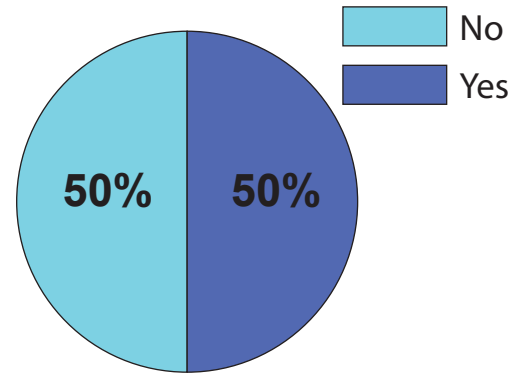
The logo for New York City, consisting of the letters "NYC" in a bold, black, sans-serif font.

Permits Survey - Planners

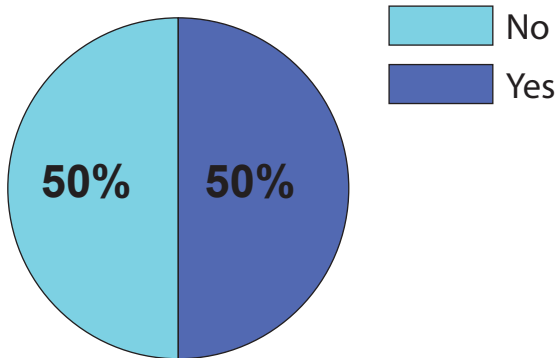
Does your department meet with the business and/or development community on a regular basis to discuss new or updated permitting standards?



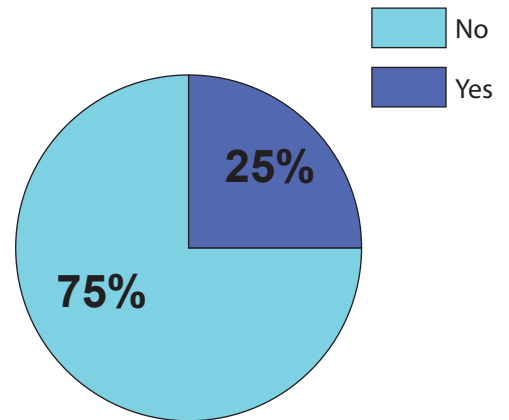
During the review process, does your agency offer a concierge service or other related assistance service?



After the permitting process is complete, does your agency survey applicants about their experience with the process?

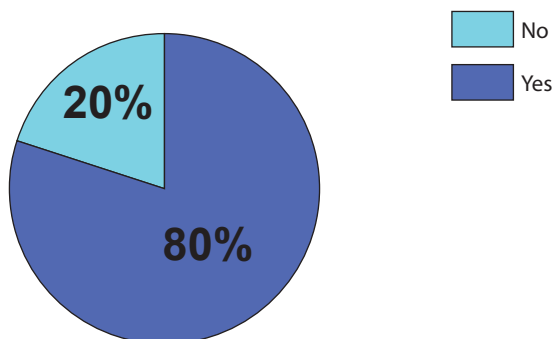


Does your agency currently use a system to monitor internal timelines on the permit/review process?



100% of 'Yes' respondents do not make results public

Would additional online resources/options for permit processes and document management be useful to your agency? (eg. online permit tracking, process improvement assistance, etc.)



100% of respondents say timeline goals are made available to applicant

100% of respondents report their agency offers project meetings with all relevant agencies to discuss the project with the applicant

The Economic Impact of Accelerating Permit Processes on Local Development and Government Revenues

Executive Summary

Delays in local permit processes have been costly and frustrating for architects, engineers, developers, general contractors, local government officials, and building occupants for many years. Numerous budgetary and institutional constraints have limited the ability of government officials to adopt meaningful reforms. In the interest of addressing some of these concerns, the American Institute of Architects funded this ground-breaking report by PricewaterhouseCoopers LLP to study the relationship between permit processes, local economic activity, and government tax revenues. The study finds opportunities to increase local development activity and government tax revenues through the implementation of more efficient permit processes.

- ***Reduced permitting times will encourage economic development.*** Permitting delays increase costs, reduce returns on investment, and cause investors to seek other opportunities. The study finds that shortening permitting processes by 3 months on a 22-month project cycle could make the difference in the decision whether or not to undertake a project.
- ***Permitting delays raise tenant costs both in new buildings and existing buildings.*** When permitting delays are the norm, the increased costs and delayed returns on investment are built into rents paid by all tenants. Permitting delays discourage investment, leading to less construction, fewer buildings, and a tighter real estate market. As a result, rents are higher for all tenants.
- ***With competition between jurisdictions for new development dollars, more efficient permit processes can attract investment from other areas.*** Local governments frequently compete to attract new developments. Improved permit processes can be a cost effective tool in addition to or in lieu of other inducements such as preferential tax rates or regulatory relief.
- ***Accelerating permit processes can permanently increase local government revenues.*** For a single project, accelerating permit processes provides a temporary acceleration of property tax collections. For a series of new projects, these temporary property tax increases accumulate and result in a permanent increase in government tax revenues. For a representative series of projects, the study shows that these increases could be 16.5 percent over a 5 year period.
- ***Increased construction spending provides broader economic benefits.*** The economic benefits of increased construction activity extend beyond employing

more construction workers. Construction-related materials and services will be purchased from local suppliers, local jobs will be created, and these workers will spend the income they earn at local establishments. Based on information from the Department of Commerce, for every 10 jobs directly related to a construction project, another 8 jobs are created locally. These impacts yield not only additional income for the community but also additional tax revenues and investment.

- ***Because of the economic importance of investment in structures, even modest efficiency gains in permitting processes can have large impacts.*** While changes must be considered at the local level, the potential benefit for the nation is substantial. The Bureau of Economic Analysis in the Department of Commerce reports that in 2004, new investment in privately-owned structures totaled \$960 billion, or 8 percent of GDP. Of this amount, \$295 billion was for nonresidential structures and \$665 billion was for residential structures. Seemingly small improvements in permitting processes could lead to more investment and more rapid economic growth.

In conclusion, improvements in permit processes can help a community promote economic development, lower business costs, and create jobs both within the construction sector and throughout the local economy. Increased tax collections can provide a revenue source that can help finance the costs of the systems and procedural improvements needed to accelerate permit approval.

The Greater

Louisville

Branding Project



Somewhere between "anything goes" and "feels like home."

There is a place where hustle co-exists with relaxation, where creativity shakes hands with status quo, and where the arts and commerce tango. It's a place where Fortune 500 companies grow and prosper, nourished by a community infused with can-do. It's a place where individuals and families enjoy a life as rich as their dreams. It's all possible here.

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There's a limit to what you can do in Louisville. It's called the sky.

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The Branding Project

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Samples



Welcome to a brand that lets you be who you want to be.

The Greater Louisville Brand Standards are as open to creativity, imagination, and possibility as you are. Of course, if you simply want a Louisville logo to add to your project, [go to the logo section](#) and download one.

If you're a bit more ambitious and want to really share the love, here are few examples of how we've done it (just click on the images to enlarge them).



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- FAQs
- Brand Standards**
- Home

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Greater Louisville's uniqueness results from the opportunities created by ingenuity, and therefore our messages must always aspire to be rich with inventiveness.

Our brand is not embodied in a single mandated "slogan" or "tag line." That would be counter to the brand itself.

So when you use a slogan, use one you feel reinforces your message in the most authentic and credible way, but pick one that does it with style and imagination.

If you don't find one you like, we say go ahead and write your

own.

Examples

We've come up with a range of slogans that work with our brand — and they can mean different things to different people in different situations. So see if any apply to what you do. And if none of them does — write your own.

Remember — it's possible here.

go for it
come as you are
wowtown
let's go
do-able

loucando
yes, louisville
unlimited
epiphany city
possibilitv city

city without limits
serendipidopolis
let's boogie
dreams within reach
electricity

Easily customized

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Logos



Logomarks + Slogans = Logos

What kind of imaginative brand would this be if you couldn't have a bit of fun with it? So go ahead: create the logo you want that reflects your essence.

Standard Use

In the following examples, we've used the font [Nimbus Sans Novus T \(Regular\)](#) in all-caps, flush right, offset letter-height from the base of the logomark.

Louisville
CITY OF PARKS.

Louisville
IT'S RIGHT HERE.

Louisville
CITY WIDE OPEN.

Louisville
FLOURISH.



Matrix depicting local promotional group interfacing activities

Organization	Organization																																
	Farm Trails	SoCo Winegrape Commission	Farm Link	County Ag Commissioner	SoCo Farm Bureau	SoCo Vintners Assoc.	Wine Appellation Groups	UCCE Coop. Extension Sonoma	Community Alliance with Family Farmers	Restaurant Week	Arts Council Sonoma County	Health/Wellness/Hospital Groups/Health Action	Community Foundation	Volunteer Center	Chambers	Sonoma County Tourism Bureau	SoCo Visitors Centers	SoCo Cities	Sonoma County BEST	Economic Development Board	Share Exchange	Sonoma County Go Local Coop.	Sonoma State University	Santa Rosa Junior College	County Open Space District	County/City/State Parks	North Bay Assoc. of Realtors (NorBAR)	Commercial Real Estate Brokers	101MFG	Council on Aging	Senior's Inc.	Professional Association of Sonoma County	
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Farm Link	●					●		●	●																								
County Ag Commissioner		●			●	●		●								●									●								
SoCo Farm Bureau																																	
SoCo Vintners Assoc.																																	
Wine Appellation Groups		●				●	●									●	●								●								
UCCE Coop. Extension Sonoma																																	
Community Alliance with Family Farmers																																	
Arts Council Sonoma County														●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Health/Wellness/Hospital Groups/Health Action			●	●	●			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
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Volunteer Center																																	
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Sonoma County Tourism Bureau	●	●		●	●	●	●			●	●				●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
SoCo Visitors Centers	●	●				●	●	●	●	●	●			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
SoCo Cities												●			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
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Economic Development Board																																	
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County Open Space District																																	
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Commercial Real Estate Brokers																																	
101MFG															●			●	●	●	●			●	●								
Council on Aging											●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Senior's Inc.																																	
Professional Association of Sonoma County																																	

Note: The matrix above is based on information reported by agency and business representatives for the purposes of this matrix. This is an illustrative graphic and no effort has been made to audit this information. This data should not be used for business decisions.

Matrix depicting local promotional fields and the groups that are involved

Organization	Promotional Area/Focus										
	Tourism/Leisure Promotion	Business Travel Promotion	Retail	Real Estate	Ag, Food, Wine Promotion	Conventions Promotion	Events Promotion	Business Attraction	Product Promotion	Arts/Culture	Talent Attraction
SoCo Winegrape Commision	●				●		●				
Farm Link					●						
County Ag Commissioner					●		●				
SoCo Farm Bureau											
SoCo Vintners Assoc.											
Wine Appellation Groups	●		●		●		●				
UCCE Coop. Extension Sonoma											
Community Alliance with Family Farmers											
Arts Council Sonoma County	●	●					●	●	●	●	●
Health/Wellness/Hospital Groups/Health Action	●		●		●		●	●			
Community Foundation											
Volunteer Center											
Chambers	●	●	●	●	●		●	●		●	
Sonoma County Tourism Bureau	●	●			●	●	●			●	
SoCo Visitors Centers	●	●	●		●	●	●			●	
SoCo Cities				●			●			●	
Sonoma County BEST	●	●	●	●	●	●	●	●	●	●	●
Economic Development Board				●	●			●		●	●
Share Exchange	●	●	●		●		●	●	●	●	
Sonoma County Go Local Coop.			●		●		●		●	●	
Sonoma State University	●						●			●	
Santa Rosa Junior College	●	●		●	●		●	●		●	●
County Open Space District											
County/City/State Parks	●		●				●				
North Bay Assoc. of Realtors (NorBAR)				●							
Commercial Real Estate Brokers				●							
101MFG							●	●	●		●
Council on Aging	●				●						
Senior's Inc.											
Professional Associaiton of Sonoma County											
Total	13	7	8	6	14	3	16	8	5	10	5

Note: The matrix above is based on information reported by agency and business representatives for the purposes of this matrix. This is an illustrative graphic and no effort has been made to audit this information. This data should not be used for business decisions.

Sonoma County Innovation Action Council

Taskforce Recommendations on:
Sonoma County Identity and Branding
Permit Process Improvement; and
Workforce Development

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COUNCIL

Industry Clusters

- 1. Professional and Innovation Services**
- 2. Advanced manufacturing**
- 3. Construction and Green Business**
- 4. Sonoma Specialties (wine, ag, and tourism)**
- 5. Health Care and Wellness**

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Common Cluster Needs

- ***A more connected*** marketing strategy
- **A simplified and improved** permitting process
- **An employer-driven** workforce strategy

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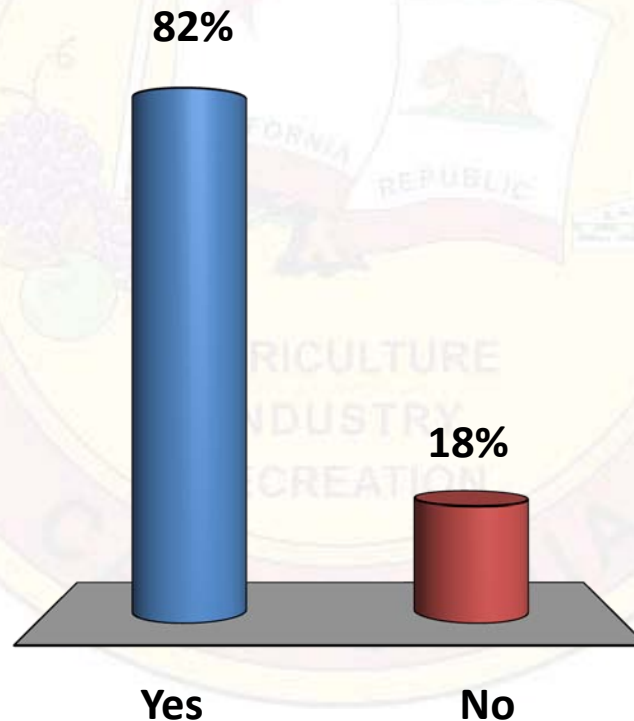
INNOVATION
COUNCIL

Three Taskforces

- **Identity and Branding Development Taskforce**
 - Co-chairs: Scott Kincaid and Carolyn Stark
- **Permit Process Improvement Taskforce**
 - Co-chairs: William Arnone and Jim Henderson
- **Workforce Strategy Taskforce**
 - Co-Chairs: Stephen Jackson and Cynthia Murray

Identity and Branding Taskforce

“Would a connected marketing effort benefit your industry?”



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Identity and Branding Taskforce

Goals:

- **Connect the efforts of many who market Sonoma County Goods and Services**
- **Identify new opportunities for promotion**
- **Drive usage of new “We are Sonoma County” brand mark**

Sonoma County Vintners
Sonoma County Tourism
Sonoma County Winegrowers



Identity and Branding Taskforce

Short-Term Recommendations:

1. **Designate Sonoma County BEST as champion**
2. **Form a “Marketing Alliance”**
 - *30 Local marketing and trade groups*
3. **Initiate discussion with Vintners, Tourism, and Wine Growers**
 - *Usage parameters for new “Sonoma” brand mark*

Identity and Branding Taskforce



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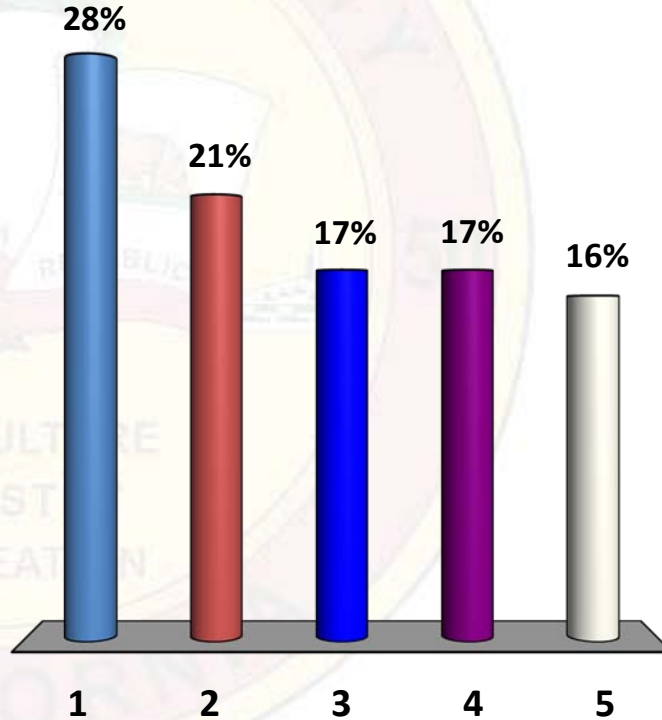
Identity and Branding Taskforce

Long-Term Recommendations:

1. Identify funding sources
2. Maximize visibility of county goods externally
3. Expand scope, include all county businesses
4. Create metrics, ensure goals are met

Permit Process Improvement Taskforce

1. *Customer service improvement*
2. *Online permit tracking*
3. *Compliance assistance*
4. *Online permit application*
5. *Shared services between County and Cities*



Permit Process Improvement Taskforce

Recommendations:

1. **Shared multi-agency technology**
 - *Online application and tracking*
2. **Compliance assistance programs**
 - *Clear timelines, fees and pre-submittal requirements*
3. **Common metrics**
 - *Track success of efforts, assess future needs*
4. **Basic steps; near term**
 - *Customer “Bill of Rights,” perception improvement, possible incentives*

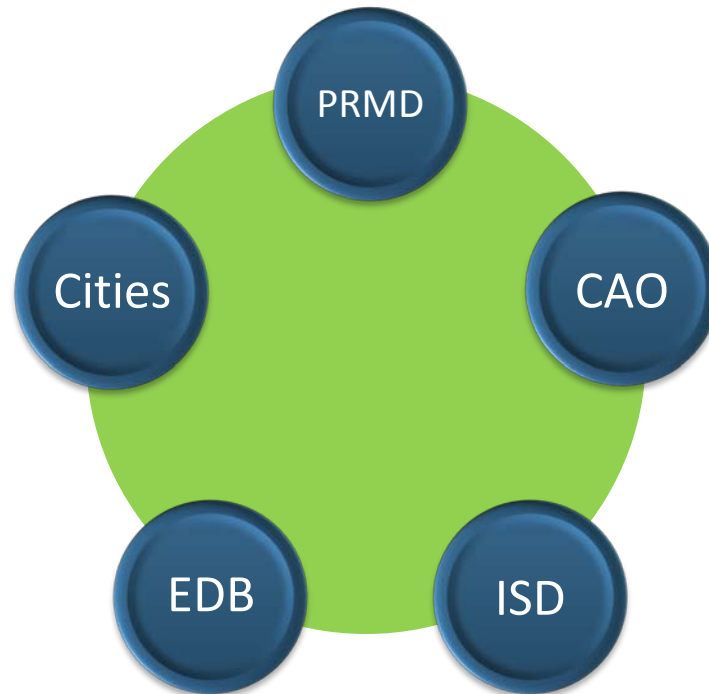
Permit Process Improvement Taskforce

“Must-Haves”

- 1. Maintain our high environmental standards**
 - *Recommendations are not an attempt to weaken standards*
- 2. Retain staff levels**
 - *Staffing cuts have weakened our ability to process and regulate efficiently*
- 3. Engage leadership**
 - *Meaningful changes cannot happen unless leaders support them*

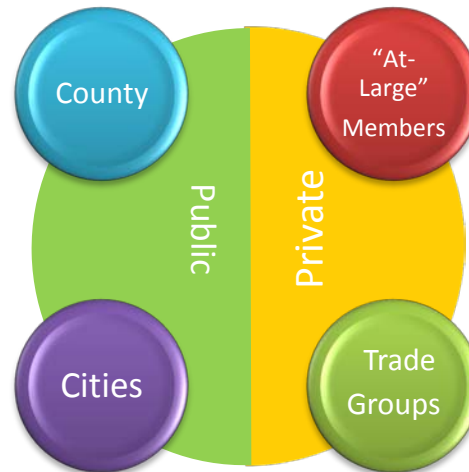
Permit Process Improvement Taskforce

Initial short-term fact-finding group



Permit Process Improvement Taskforce

Foster a “Customer-Centric” culture, and a new, county-wide, public-private partnership



Permit Process Improvement Taskforce

Technology + Compliance Assistance =

Jobs,

A healthy economy,

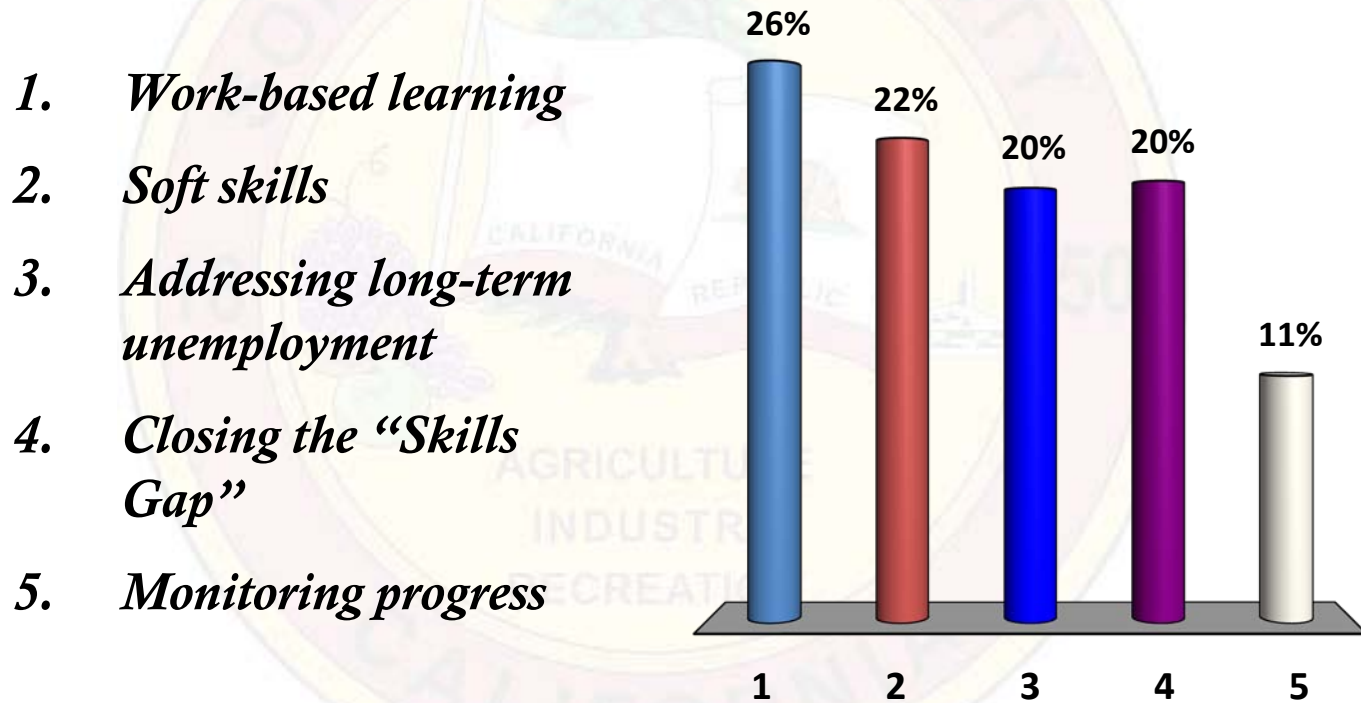
and

Higher levels of compliance

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Workforce Strategy Taskforce



Workforce Strategy Taskforce

Resolution of Alignment

<i>First Name</i>	<i>Last Name</i>	<i>Organization</i>
Dr. Ruben	Armiñana	President, Sonoma State University
Dr. Frank	Chong	President, Santa Rosa Junior College
Dr. Steven	Herrington	Superintendent, Sonoma County Office of Education (SCOE)
Roy	Hurd	President, Empire College
Scott	Kincaid	Chair, Sonoma County Workforce Investment Board (WIB)
Shirlee	Zane	Chair, Sonoma County Board of Supervisors

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Workforce Strategy Taskforce

Five Recommendations:

1. **Soft Skills**
2. **Address the Skills Gap**
3. **Work-Based Learning**
4. **Emerging Labor trends & long-term unemployment**
5. **Metrics/Monitoring progress**

Workforce Strategy Taskforce

By July 2013:

A common implementation strategy among 40+

- **Educational institutions**
- **Workforce providers**
- **Employers**
- **Non-profits; and**
- **Community organizations**

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Thank you!



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 34
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Ad Hoc Committee on Mentoring, Youth and Education

Staff Name and Phone Number:

Jim Leddy, 565-2190

Supervisorial District(s):

1,2,3,4,5

Title: Ad Hoc Committee on Mentoring, Youth and Education recommendation to support local students' educational efforts and workforce investment.

Recommended Actions:

- 1) Launch a county employee program in Schools of Hope;
- 2) Provide funding for three additional Career technical Education classes through the Sonoma County Office of Education for five years;
- 3) Provide one time funding of \$100,000 to Scholarship Sonoma County, and;
- 4) Adopt the Community Pledge for Cradle 2 Career on behalf of the County of Sonoma.

Executive Summary:

In February 2012, the Board of Supervisors created an Ad Hoc Committee on Mentoring, Youth and Education. The charge of the Ad Hoc was to find ways for the County to meaningfully integrate support for youth while aligning with County strategic initiatives including Health Action, Upstream Investments and the Board's Economic Development and Jobs Plan. Throughout 2012, the Ad Hoc met both with staff and stakeholders including representatives of Sonoma State University, the Sonoma County Office of Education, Department of Human Services, the Economic Development Department, Santa Rosa Junior College, Department of Health Services, United Way of the Wine Country, and Community Action Partnership of Sonoma County. This group reviewed the Cradle 2 Career areas where the County could support specific initiatives within the framework.

The Ad Hoc Committee has identified **three opportunities to invest in the Career 2 Cradle Framework:**

- 1) The United Way Schools of Hope Program;**
- 2) Career Technical Education courses administered by the Sonoma County Office Education;**
- 3) Scholarship Sonoma County based at the Community Foundation of Sonoma County.**

Schools Of Hope: The United Way works with school district across the county through the United Way Schools of Hope Program is a volunteer mentoring program whereby volunteers spend a half hour a

week in the classrooms helping those students in greatest need master literacy. The full time commitment for volunteers is one hour per week for the duration of the school year, including travel time and time spent mentoring.

The Ad Hoc is recommending the Board adopt a goal of recruiting 100 new volunteers from county employee ranks to help support this program. Attachment A is a listing of currently participating schools. There are opportunities across the County. The Ad Hoc is also recommending appropriating \$20,000 to support any expenses associated with the recruitment, training and administrative costs to United Way connected with this effort.

Based upon the experiences of other large employers in the county, namely Agilent and Kaiser, the Ad Hoc is recommending a pilot effort directed to salaried employees who may possess the greatest schedule flexibility. In future years, depending on workplace impacts, the program should be explored for expansion to hourly employees as well. The target start date would be Fall 2013. United Way data indicate five county employees currently participate in the Schools of Hope program.

Career Technical Education: Seeing the growing need for a highly skilled and relevantly trained local workforce, the Ad Hoc Committee is recommending the County directly fund Career Technical Education. In particular, the County has an opportunity to fund engineering sections (classes) to support local Regional Occupation Programs (ROP) which are administered by the Sonoma County Office of Education. ROP supports career technical education courses at high schools and off campuses at centrally located facilities. These classes are intended to develop a local workforce most needed to strengthen the County economy and are driven by the Sonoma County Workforce Investment's Board's work with local employers to identify current and future worker skill needs.

Attachment B – *Career Technical Education – Building a World Class Workforce in Sonoma County*) from Steve Jackson, Regional Occupation Coordinators at the Sonoma County Office of Education details an expansion of Career Technical Education as well as a proposed method for matching with private dollars. Each class costs \$17,000 per year. The Ad Hoc recommends committing a total of \$255,000 which would fund three additional sections for five years (or $\$17,000 \times 3 = \$51,000$ per year $\times 5 =$ grand total of \$255,000).

Scholarship Sonoma County: The Ad Hoc is recommending the County invest \$100,000 to support Scholar Sonoma County (SSC) which is administered by the Community Foundation of Sonoma County. On October 1st, staff met with Executive Director, Lisa Carreno, to review the Foundation's effort. Scholarship Sonoma County is a partnership of the Community Foundation of Sonoma County and 10,000 Degrees with the primary goal of helping students graduate college. SSC is working to provide direct financial aid, mentorship and financial aid advice to students throughout the county. SSC is designed to fund students seeking any post-high school education which includes trade schools, four year colleges, and community colleges and seeks to provide 1,500 students with college scholarships annually within the next four years. 2013's target is 115 students. Attachment C provides additional details on Scholarship Sonoma County.

Additionally, Scholarship Sonoma County is providing financial aid counseling to help students tap into the dozens of existing financial aid sources and is leveraging administrative dollars by several fold,

similar to how the County Veterans Services office links constituents with resources.

In this first year of the Scholarship Sonoma County, the Community Foundation has the goal to raise \$500,000. Of this \$500,000, \$200,000 will fund program administration at the Foundation and \$300,000 will fund direct scholarships.

If the Ad Hoc's recommendation is approved, the County would be providing \$100,000. \$25,000 would fund scholarships for students and \$75,000 would provide three years of capacity building within Scholarship Sonoma County to better serve local students. The County's funding would also be utilized to access local private donations for SSC.

The Ad Hoc's recommendation reflects a critical investment in Sonoma County's youth. These limited funds would all be used to bring in additional private dollars, make a strong contribution to other County Strategic Goals such as strengthening the local economy, being the Healthiest County in California by 2020 and increasing the quality of life and opportunity for residents.

The Ad Hoc is requesting the full Board take the following actions:

- 1) Launch a county employee program for Schools of Hope – Cost \$20,000;
- 2) Provide funding for three additional Career technical Education classes through the Sonoma County Office of Education for five years – Cost \$255,000;
- 3) Provide one time funding of \$100,000 to Scholarship Sonoma County, and;
- 4) Adopt the Community Pledge for Cradle 2 Career on behalf of the County of Sonoma (Attachment D)

Prior Board Actions:

In February of 2012 the Board adopted Education and Youth Support as one of its 2012 Goals. The Ad Hoc was also created at that time to better refine and propose an effort to address the Board's goal.

Strategic Plan Alignment Goal 3: Invest in the Future

This recommendation serves many different Goals of the County. Primarily it reflects an investment in the future of the County by funding greater education opportunity and development of a future local, skilled workforce which will support economic development and jobs. These investments also reflect the efforts to build and sustain a Safe, Healthy and caring Community as educated students will become those which sustain and strength the quality of life of Sonoma County.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0	Select an item.	\$
Add Appropriations Req'd.	\$ 120,000	State/Federal	\$
	\$	Fees/Other - TOT	\$ 120,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		
Total Expenditure	\$ 120,000	Total Sources	\$ 120,000

Narrative Explanation of Fiscal Impacts (If Required):

The Ad Hoc is recommending using no General Fund sources for this proposal and instead utilizing Transient Occupancy Tax (TOT) revenues through the Advertising Program as a funding source as this effort reflects an investment in the quality of life and local economic development. The funds requested for FY 12/13 would be appropriated from Advertising Program Fund Balance and included in the mid-year consolidated budget adjustments.

Only \$120,000 is requested in the current FY funding to support Scholarship Sonoma County and Schools of Hope. The additional \$255,000 would be funded through future TOT revenue and incorporated into the Advertising Program budget in FY 2013-2014 at \$51,000/year and annually there forth for a total of five years.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

- (A) Schools of Hope Description
- (B) Career Technical Education proposal from Sonoma County Office of Education
- (C) Scholarship Sonoma County background Information
- (D) Cradle 2 Career Community Pledge.

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

SCHOOLS OF HOPE



A proven, early intervention model for children who struggle with reading.



OUR SITUATION

- **Less than half** of Sonoma County third grade students are reading at or above standard proficiency levels.
- **88%** of third grade students who are also English language learners tested below proficiency in reading.
- **20%** of our students are not completing high school on time.

THE IMPORTANCE OF READING

When kids can't read, they can't succeed. Education is the cornerstone of individual and community success, and is essential for finding and keeping a job with a livable wage and health benefits.

Research shows **third-grade reading proficiency** is a powerful predictor of later academic achievement. From kindergarten to third grade, children learn to read. From the fourth grade on, they read to learn.

A student who is not at least moderately successful in reading by the third grade is unlikely to graduate from high school.



HOW TO GET INVOLVED

Become a tutor and make a difference in a child's life in as little as **1 hour a week**.

Register online for an orientation session by visiting www.unitedwaywinecountry.org/sohsonoma or contact **Gretchen Werner** at the Volunteer Center at **707.573.3399 x121**.



For more information about Schools of Hope visit www.unitedwaywinecountry.org/schoolsofhope

RESULTS

During the 2011-2012 school year, 375 *Schools of Hope* tutors helped 300 students increase their reading proficiency through one-on-one tutoring in nine Sonoma County elementary schools.

GOALS

75% 3rd graders reading at proficiency by 2015

90% 3rd graders reading at proficiency by 2020

SCHOOLS OF HOPE



This is a great program! I've volunteered for years, but this is one of the most satisfying experiences I've ever had. The results are obvious in the children's progress, and their joy in learning to read is a tremendous pay back.

~ Carol Orme
Volunteer Tutor
Spring Creek Elementary

Sometimes it is hard to know how you can make a difference in the community. But, with the Schools of Hope program, you can see the difference in the student week after week.

~ Mary Meuchel
JDSU Volunteer Tutor
R.L. Stevens Elementary

Tutor FAQs

How much time do I need to commit and when?

Tutoring sessions will last 30 minutes during the school day for the duration of the school year (October through the end of May). We ask that you commit to at least one tutoring session per week. In most cases, door-to-door time will be less than one hour. We will match your time availability with the needs of the school.

Can I tutor more than one student?

Yes, but most tutoring sessions will be one-on-one, so you must extend your time commitment. Some tutors may spend several hours a week and work with multiple children.

I'm not a teacher. Can I do this?

We have volunteers from all walks of life and all educational levels. Schools in our program will provide activities and materials for the volunteer. The Schools of Hope Training Session will provide the basic skills that you need to be comfortable and effective as a tutor.

Where will I do the tutoring?

Some schools may have limited space, but will try to provide the best possible setting for the tutor and student. Some tutors are able to meet with their student in the library or at the back of the classroom.

What if I need more training or support?

Each school has a School Site Coordinator assigned to answer any questions or concerns that may arise. In addition, the principals at each school are supportive of the program and want to know if you experience any problems. We also highly encourage volunteers to take advantage of advanced training opportunities, which will be provided throughout the year.

Will I receive progress reports of the students that I tutor?

While you will not receive formal progress reports, as a tutor, you will be informally assessing the students progress through your activities. In addition, teachers may be able to share more information with you when needed to the extent that privacy laws allow.

Frequently Asked Questions

Why is United Way focused on Literacy?

- Education is the cornerstone of individual and community success. It is essential for finding and keeping a job with a livable wage and health benefits.
- Reading is a core building block of education and vital for mastering the skills necessary to thrive.

The Problem/Need: in Sonoma County

- In 2011, less than half of third graders were reading at grade level (or proficiency)*.or above.
- 88% of third graders, who were also English Language Learners, were reading below grade level (or proficiency)*

*as measured by California State Test's English/Language Arts score of "proficient"

Why 3rd grade literacy matters:

- Students learn to read from K-3 and read to learn from 4th grade and on.
- When kids can't read, they can't succeed.
- Research shows that third-grade reading proficiency is a powerful predictor of later academic success. A student who is not at least a moderately successful reader by 3rd grade is unlikely to graduate from high school. (National Research Council)
- Currently 20% of Sonoma County students are not completing high school in four years.
- One economic expert predicts that even a modest rise in graduation rates by 2020, could create 4,800 additional jobs and \$40 million in additional county revenue.

What is the Schools of Hope initiative?

- An early intervention strategy for children (K-3) who struggle with reading.
- This model is based off of best practices from Dane County, Wisconsin, where in 10 years, it virtually eliminated the achievement gap.

- This local version of Schools of Hope has been developed and designed with input from 6 different elementary school districts and community partners. It was launched in the fall of 2010.
- The program has four core components:
 - One-on-one tutoring in the schools
 - Community volunteer recruitment and training
 - Parent engagement
 - Rigorous program evaluation

United Way's Education Goal

- Currently only 46% of third graders are reading at or above proficiency levels. Our goal is to work together with community partners to increase that to 75% by 2015 and 90% by 2020.

Who is participating?

- Currently, there are two schools in Petaluma, five schools in Sonoma Valley, one school in Forestville, one school in Annapolis, and 11 Santa Rosa area elementary schools participating in Schools of Hope. Our goal is to bring this program to every school that needs and wants it.

How you can help

- Volunteer to become a tutor, by committing to a minimum 30 minutes a week.
- Make a financial contribution to United Way's Community Fund, which supports the strategic development and implementation of programs such as Schools of Hope towards achieving community-wide goals in Education, Income, Health and Basic Needs.

How to get started

- Register for an orientation session at the Volunteer Center of Sonoma County by visiting our website at www.unitedwaywinecountry.org/sohsonoma or call or email Gretchen Werner at (707) 573-3399 x121 or gwerner@volunteernow.org with any questions.
- Participate in a 2-hr Tutor Training designed by local teachers and reading specialists. You will be trained on the essential components of reading instruction and working successfully with the teacher in the classroom environment.
- The School Site Coordinator will orient you to the school and match you with one or more children and provide you with tutoring materials.
- Tutoring will start at most school sites in early October.

For more information, please visit our website at:
www.unitedwaywinecountry.org/schoolsofhope

Schools of Hope Sonoma 2012-2013 School Participants

Bellevue Union School District

Bellevue Elementary School
3223 Primrose Avenue, Santa Rosa, CA 95407

Meadowview Elementary School
2665 Dutton Meadow Avenue, Santa Rosa, CA
95407

Taylor Mountain School (K-6)
1210 East Bellevue Avenue, Santa Rosa, CA 95407

Bennett Valley Union School District

Yulupa School (K-3)
2250 Mesquite Dr., Santa Rosa, CA 95405

Forestville Union School District

Forestville Elementary & Academy
6321 Highway 116, Forestville CA 95436
Adopted by Farmhouse Inn and Restaurant

Horicon Elementary School District

Horicon Elementary School
35555 Annapolis Rd., Annapolis CA 95412

Old Adobe Union School District

Miwok Valley Elementary School
1010 St. Francis Dr., Petaluma CA 94954

Petaluma City Schools

McDowell Elementary School (K-3)
421 South McDowell Blvd., Petaluma, CA 94952

Rincon Valley Union School District

Spring Creek School (K-2)
4675 Mayette St., Santa Rosa, CA 95405

Roseland School District

Roseland Elementary School (K-6)
950 Sebastopol Road, Santa Rosa, CA 95407
Adopted by Kaiser Permanente

Santa Rosa City Schools

Brook Hill School (K-6)
1850 Vallejo St., Santa Rosa, CA 95404

James Monroe Elementary (K-6)
2567 Marlow Road, Santa Rosa, CA 95403
Adopted by Agilent Technologies

Luther Burbank Elementary School
203 South A Street, Santa Rosa, CA 95401
Adopted by Kaiser Permanente

Steele Lane Elementary (K-6)
301 Steele Lane, Santa Rosa, CA 95403
Adopted by Medtronic

Sonoma Valley Unified School District

Dunbar Elementary School
11700 Dunbar Rd., Glen Ellen, CA 95442-9611

El Verano School
18606 Riverside Dr., Sonoma, CA 95476

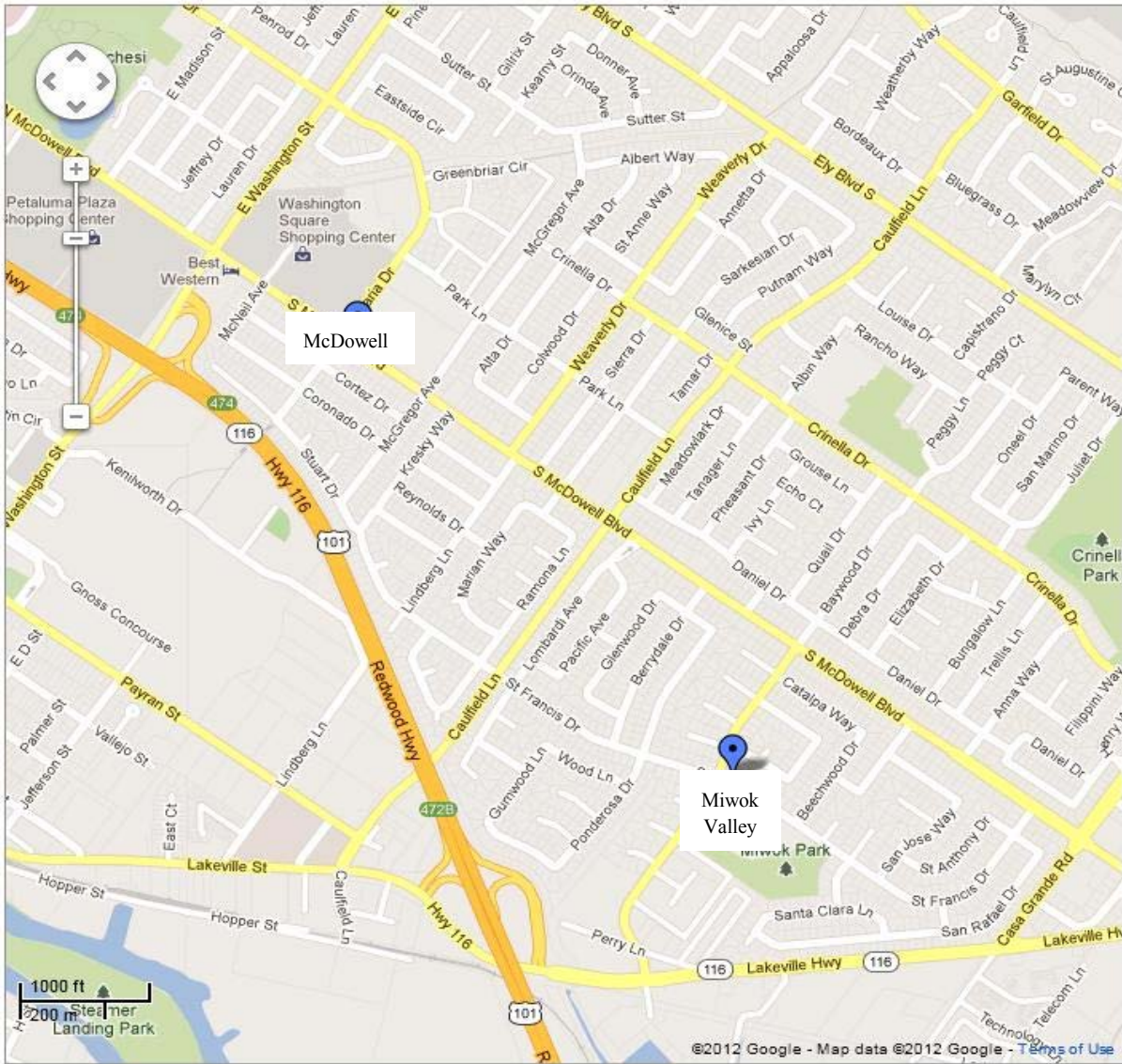
Flowery Elementary School
17600 Sonoma Hwy., Sonoma, CA 95476

Prestwood School
343 E. MacArthur, Sonoma, CA 95476

Sassarini Elementary School
652 Fifth St. West, Sonoma, CA 95476-6803

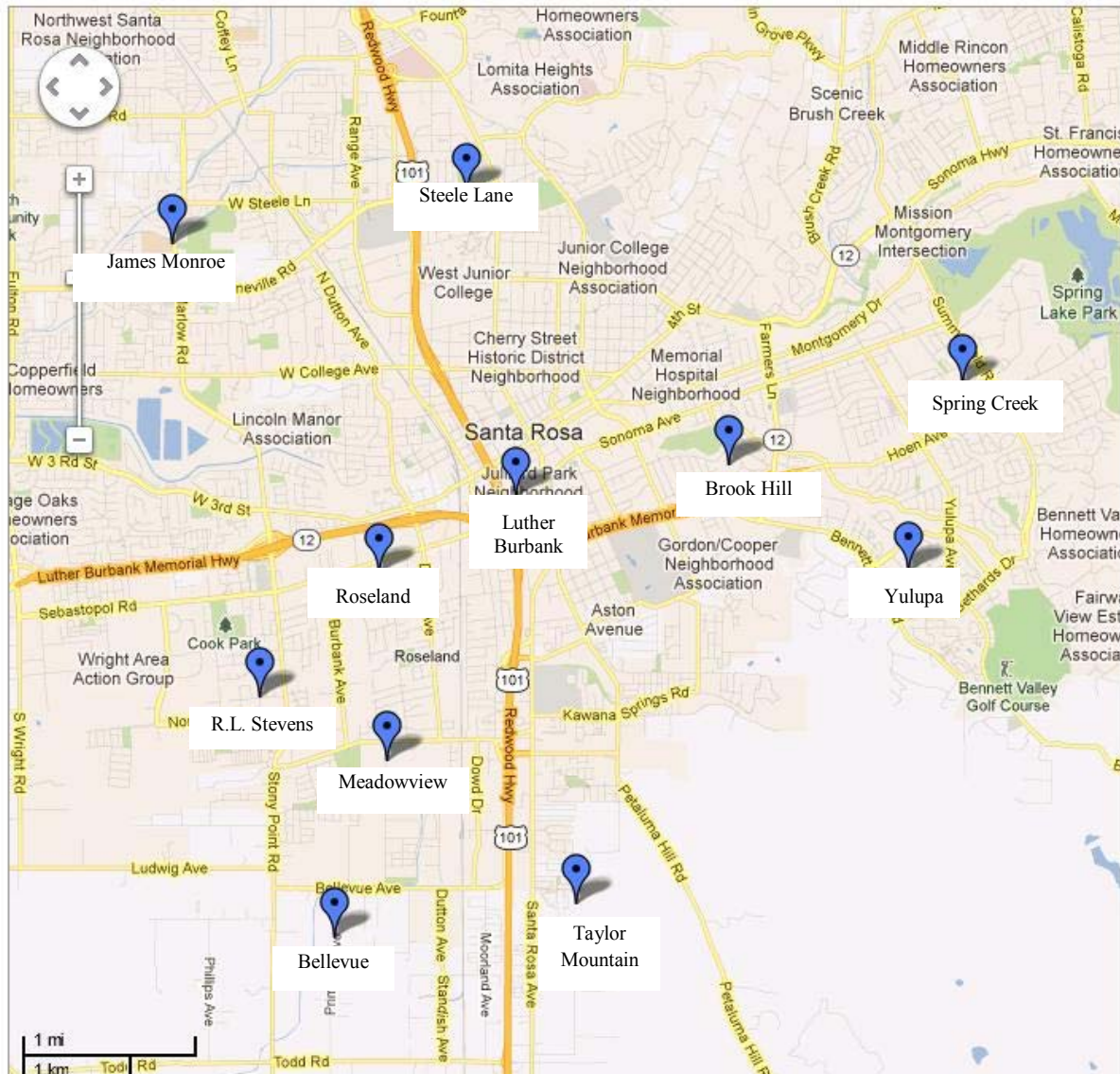
Wright Elementary District

Robert L. Stevens School (K-6)
2345 Giffen Ave, Santa Rosa, CA 95407
Adopted by JDS Uniphase



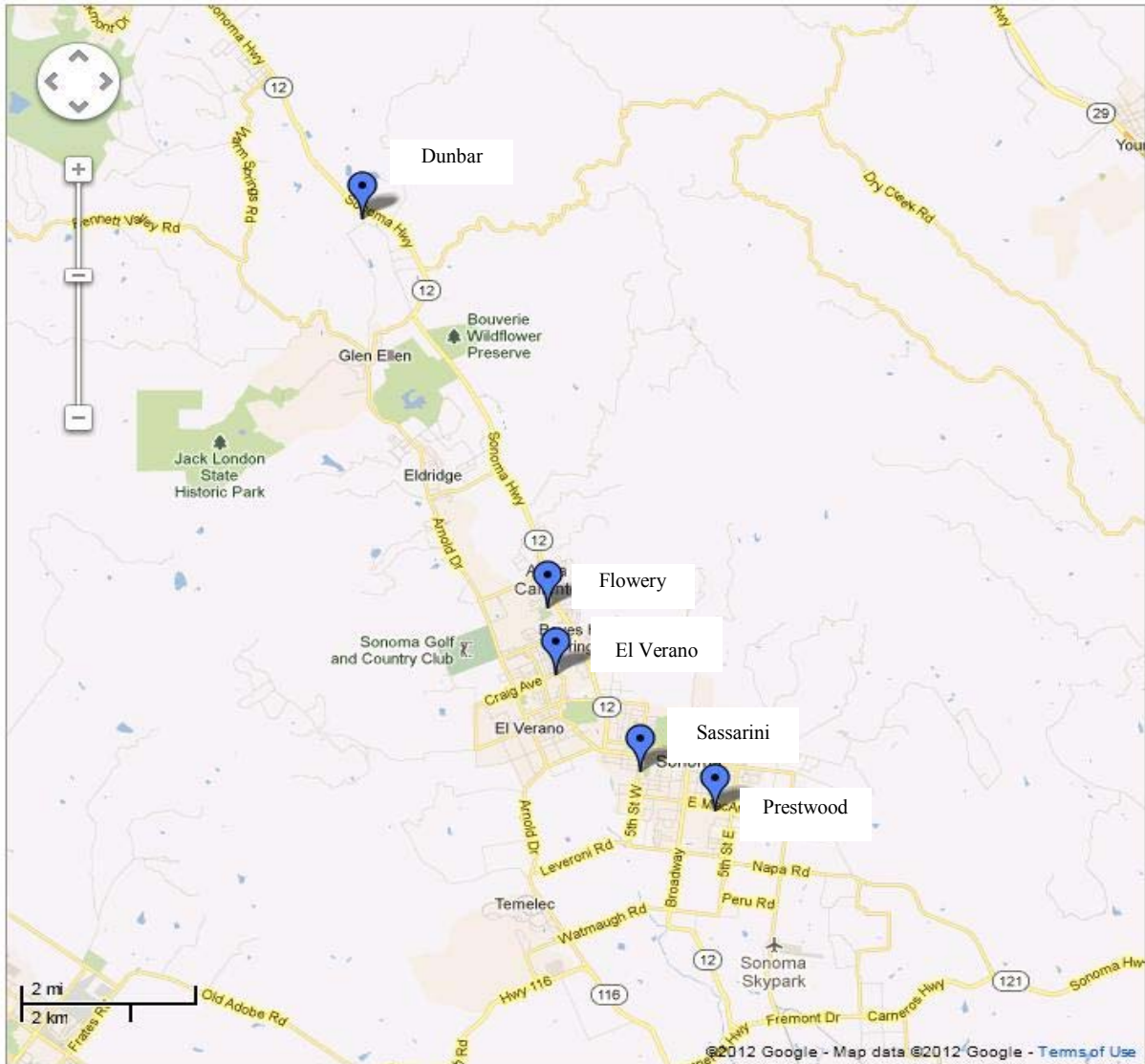
Petaluma Area School Map

Learn more and register for an orientation session by visiting www.unitedwaywinecountry.org/sohsonoma.



Santa Rosa Area School Map

Learn more and register for an orientation session by visiting www.unitedwaywinecountry.org/sohsonoma.



Sonoma Valley Area School Map

Learn more and register for an orientation session by visiting www.unitedwaywinecountry.org/sohsonoma.

Career Technical Education

Building a World Class Workforce

Sonoma County

Introduction:

Broad based investment in educational attainment is a key element of the newly launched Cradle to Career Framework in Sonoma County. In these challenging economic times of volatile and shrinking educational funding Sonoma County can enhance the educational attainment and strengthen its economic growth and stability through workforce development by leading the effort to invest in the education of our youth to become successful citizens in the 21st Century and be truly College and Career Ready. A donor advised fund has been established at the Community Foundation of Sonoma County for Career Technical Education (CTE). This fund will be used to support efforts to enhance and align public and private support for CTE programs and 21st Century learning designed to prepare our youth to benefit from and contribute to the economic vitality of Sonoma County.

Investment over the next five to ten years in this proposal by the Sonoma County Board of Supervisors establishes seed money to realize the goals of this investment strategy and demonstrates leadership from the Board of Supervisors in economic development for our county and educational attainment for our youth. This seed money will focus resources in support of CTE programs and 21st Century learning from K-12 through post-secondary training, certification and degrees that are aligned with the key economic drivers of our county and support efforts to develop a world class workforce and ensure success for all students.

Key Economic Clusters in Sonoma County

A key factor in maintaining a strong economy in Sonoma County is to “preserve Sonoma County’s entrepreneurial spirit by generating and maintaining appropriate job skills among young people entering the workforce”¹. This can be done through public and private investment in education and, specifically, Career Technical Education programs in Sonoma County. Many programs exist to address the workforce needs of our county, but these programs need to be enhanced to reflect a 21st century economy and redesigned to engage students throughout the educational pipeline. Building 21st century skills and providing strong Career Technical Educational pathways prepares students in high school through post-secondary education with the training, certificates and/or baccalaureate degrees needed for success. Based upon economic development data on Sonoma County, resources could be directed to the following programs over the course of the next five to ten years.

1. Expand and Support Quality STEM Programs from Middle School through Post-Secondary Education

Building a successful STEM educational pipeline for Sonoma County that expands the number of students ready to enter the STEM fields is a multi-faceted challenge that requires attention at various educational levels and disciplines. Obviously, it is important to develop high quality STEM education programs that begin with a strong foundation in Math and Science in high school leading to more focused training in post-secondary at SRJC and SSU in Engineering and the Health Sciences. In addition, it’s also important to engage and inform students and families about the various career opportunities in STEM early enough for students to develop the strong science and math foundation in high school to be ready for the rigors of preparing for and obtaining a career in STEM fields. This involves engaging career exploration opportunities at the middle school level and Career Technical Education (Engineering and Health Science) courses linked to math and science curriculum at the high school level. It is also important to enhance this foundation in STEM by developing and sustaining strong industry and community connections through quality and robust work-based learning opportunities at all levels along the pipeline, including post-secondary training. Finally, curriculum and instruction throughout this educational

¹ Steve Cochrane, “Building Momentum for Recovery: An Economic Outlook for Sonoma County, June 2012, Moody’s Analytics, West Chester, PA.

pipeline must be delivered by qualified teachers using 21st Century Learning strategies focused on building 21st Century Skills.

In this proposal, expansion of STEM programs will be focused in two industry sectors, Engineering and the Health Sciences (Biotechnology).

Engineering:

There are programs associated with Science, Technology and Math (STEM) in Sonoma County High Schools as well as Engineering programs at Santa Rosa Junior College and Sonoma State University. Expansion of and greater alignment of these programs between educational levels would benefit and support the promotion of Engineering programs at both the middle and high school levels and expand the number of students entering and completing Engineering programs at SRJC and SSU. Training and education in high tech manufacturing, a key industry in Sonoma County, could be enriched through programs such as Project Make classes and summer camps, individual STEM programs in Geospatial technology, a long-standing high tech manufacturing program in Petaluma, and a newly established Engineering Academy at Sonoma Valley High School. Given the economic trends in the North Bay, Sonoma County and the greater bay area, there's a need to expand our educational focus on engineering and other STEM career opportunities and align the efforts of K-12 education and higher education certificate and degree programs. Therefore, the Sonoma County Office of Education, SRJC, SSU and several industry partners supports this expansion and alignment. We propose the following:

- Support and Expand Engineering programs:
 - Expand, develop and implement STEM Career Exploration programs in county middle schools
 - Support Sonoma Valley High School's Engineering Academy to serve Eastern Sonoma County.
 - Develop Engineering and High Tech Manufacturing Academy at Petaluma High School linked to its nationally recognized High Tech Manufacturing program to serve South County.
 - Support the expansion of the Project Make program at Analy High School.
 - Develop an Engineering Regional program aligned to the Energy and Water Resources program at the Sonoma County Water Agency to serve Central Sonoma County.
 - Explore developing an Engineering core at Windsor High School to serve North County.
 - Establish and strengthen connections between High School programs and SRJC's and SSU's Engineering programs for seamless matriculation
 - Expand support for programs such as MESA (Mathematics Engineering Science Achievement) to assist students through higher level math and science.

Health Sciences/Biotechnology:

Sonoma County is home to several Biotechnology companies and is in close proximity to the larger bay area's biotech industry. There is a strong commitment among industry leaders in biotechnology such as the Buck Institute, Bay Bio, Bio Marin, Redwood Toxicology, and Medtronics to develop students' interest in preparing for careers in the Life Sciences.

- Support industry connections for Biotechnology program at El Molino, Windsor and Piner High Schools
- Explore regional opportunities for high school biotechnology programs.
- Support educational connections to Solano Community College, SSU and UC Davis
- Explore development of a Biotechnology program at SRJC with links to SSU and UC Davis
- Expand support for programs such as the HOPE Center at SRJC to assist all students through health sciences programs

2. Connect, design and support Sustainable Agriculture and Hospitality programs that reflect the strong Hospitality and Tourism (Farm to Table) industry that is a trademark of Sonoma County.

Sustainable Agriculture, Viticulture and Hospitality:

Agriculture and the “Sonoma County Experience” in the Hospitality and Tourism industries continue to sustain our County through challenging economic times and are identified as key industries that will sustain our County through the current economic recovery.² There are several high school agriculture programs throughout Sonoma County along with a strong program at SRJC. These programs are supported with strong industry connections and have served our local Agriculture economy well. There is interest in connecting these agriculture programs to the many hospitality and tourism programs that also exist in high schools and SRJC and enhance training and expand workforce preparation to address and exploit the economic development benefits of the “Farm to Table” environment that we have here in Sonoma County. We suggest the following:

- Link high school Ag , culinary and hospitality programs to support tourism’s steady rate of job growth among all industry clusters in Sonoma County.
- Support educational connections to SRJC, SSU and UC Davis.
- Engage educational partners in “Farm to Table” concept.

Support capacity building efforts in Sonoma County to enhance Career Technical Education, Workforce Development, Cradle to Career and 21st Century Skills

The Cradle to Career initiative launched this fall calls for a broad based approach to “engage community partners to coordinate and align the education efforts in Sonoma County to ensure that all of our youth are prepared to succeed.”³ Ensuring that the young people of Sonoma County are prepared for success in our local and global economy, their educational experience cannot be limited to their classes and programs. It must involve real-world experience that reaches beyond the classroom as well as provide classroom instruction that reflects 21st Century Learning and focuses on 21st Century Skills. These efforts require support beyond funding programs in schools. They require specific efforts to facilitate connections beyond the school such as work-based learning and professional development and support to train teachers around 21st Century Learning and skill development. These are efforts that are the first to see the impact of constrained education budgets and a challenging economy with a slow recovery. Investments in this “capacity building” to support educational innovation will provide long term benefits to the quality of the education of Sonoma County students, ensure a world-class workforce, and provide benefits toward economic development for Sonoma County. The following are key capacity-building efforts:

Work-Based Learning:

“The best way for students to learn to be in the workplace, is to be in the workplace!”⁴ Work-based learning programs can be very effective for students to explore and prepare for careers. Done well and coordinated with educational programs, they can strengthen learning for students and engage them in developing a workplace proficiency and soft skills.⁵ Many opportunities exist for students to engage in the various types of work-based learning support by some very dedicated industry groups, service clubs, private companies, and industry professionals. Coordination of these opportunities is challenging and requires support beyond education to expand and coordinate work-based learning county wide. We propose the following to expand and coordinate work-based learning county wide:

- Build a work-based learning program based on the Marin County model with regional coordinators throughout the county.
- Hire a work-based learning coordinator to build a county wide work-based learning system
- Engage various partners to build a system to sustain funding to support this county wide approach long term.

21st Century Learning and Skill Development:

² Steve Cochrane, “Building Momentum for Recovery: An Economic Outlook for Sonoma County, June 2012, Moody’s Analytics, West Chester, PA.

³ Cradle to Career Sonoma County, September 2012

⁴ Dan Blake, Perfect Storm Presentation, presented to Workforce Strategy Taskforce, June 2012

⁵ Workforce Strategy Taskforce Goal, Sonoma County EDB, Sonoma County BEST, and Sonoma County WIB, October, 2012

The demands of our modern society and a global economy require educators to engage student in developing skills and employ learning strategies that reflect our 21st century work environments. These skills and strategies are new to education and require training and support to ensure that our schools better reflect the world in which our young people will live and work. This training and support is also challenging with current educational budgets. SCOE and several districts in partnership with SSU have begun to train teachers in our County in 21st Century learning strategies. Providing this training and supporting teachers as they employ these new strategies requires additional resources to ensure success and expansion throughout Sonoma County. We propose to provide this training and support by:

- Developing a training and support plan for Sonoma County for 21st Century Learning and Skill development
- Integrating 21st Century Learning strategies in training for Common Core State Standards implementation in Sonoma County
- Hiring a 21st Century Learning resource person to guide the implantation of 21st Century Learning strategies.

Educational Support Sonoma County Board of Supervisors 2013 -2018 DRAFT		
Program	Annual Contribution	Five Year Contribution
High School		
Stem Programs	\$51,000	\$255,000

Budget and Timeline:

Building this level of support for 21st Century Learning and CTE in Sonoma County is a long term process and will require time to strengthen partnerships and focus support for the many county initiatives aligned with Cradle to Career. Many of these proposals are already in progress and the support requested here will assist our educational institutions with existing budgets. Most of these proposals are plans to enhance existing programs and develop and expand others. Addressing these proposals is a 5 to 10 year commitment with annual fund development goals and targets. Using the CTE Fund at the Community Foundation of Sonoma County, we can build broad-based support for 21st Century Learning and Career Technical Education in Sonoma County.

At right is a draft proposal for county funds to support the development and implementation of this proposal. These funds will be used as seed money to generate additional private funds from industry partners and private foundations in support of this proposal. County funds committed to this proposal will be used to support CTE in each of the five Supervisorial districts.

Proposed Implementation Timeline:

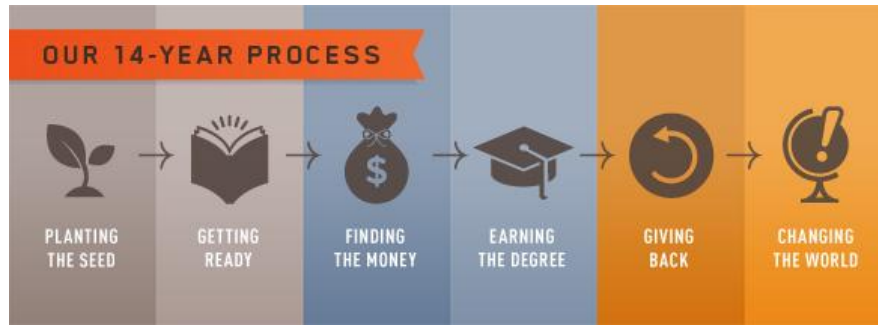
Programs outlined in this proposal will be developed, implemented and funded according to the timeline below:

1. STEM Programs	
Spring 2013	<ul style="list-style-type: none"> • Secure County funding for STEM programs • Solicit funding from John Jordan Foundation (\$34,000) • Develop or identify STEM programs throughout the county for implementation or support in the fall of 2013 (Five) • Solicit funding from industry partners to support additional STEM programs and program growth
Fall 2013	<ul style="list-style-type: none"> • Launch STEM programs
Fall 2013 – Spring 2018	<ul style="list-style-type: none"> • Manage STEM Program growth • Build STEM Educational Pipeline through SRJC and SSU • Continue Fund Development and plans for sustaining programs beyond 2018
2. Develop and Expand “Farm to Table” Educational Programs	
Spring 2013	<ul style="list-style-type: none"> • Develop Plans for 2 high school Farm to Table programs linked to SRJC’s Shone Farms • Solicit financial support from Agriculture and Hospitality industry partners for Farm to Table programs

Fall 2013	<ul style="list-style-type: none"> • Launch Farm to Table programs (Two)
Fall 2013 – Spring 2018	<ul style="list-style-type: none"> • Manage Farm to Table Program growth and possible expansion • Coordinate Farm to Table Educational Pipeline through SRJC • Continue Fund Development and plans for sustaining programs beyond 2018

3. Work-Based Learning & 21st Century Learning	
Spring 2013	<ul style="list-style-type: none"> • Solicit funds from industry partners and foundations to support capacity building in schools in Work-Based Learning and 21st Century Learning • Hire Work-Based Learning Coordinator for the county schools • Hire 21st Century Learning Specialist for county schools
Fall 2013 – Spring 2018	<ul style="list-style-type: none"> • Expand & Institutionalize Work-Based Learning programs in high schools in all five Supervisorial Districts in the County • Expand Sonoma County Work Ready Certification • Expand 21st Century Learning support to schools in all five Supervisorial Districts in the County • Explore developing a 21st Century Learning Certification for schools in Sonoma County • Continue Fund Development and plans for sustaining support beyond 2018

SCHOLARSHIP SONOMA COUNTY | Supportive Programming Description



10,000 Degrees has joined with **Community Foundation Sonoma County** to increase educational equity for Sonoma County students-in-need. We are working together to ensure that every student has the support and the means to earn a college degree and achieve their potential. Together we have launched **Scholarship Sonoma County** — a venture that will provide financial aid advising, mentorship and scholarship funding to students in Sonoma. Here’s how the programming works.

STEP 1 – Early Exposure to College for Students in Grades 3-8

Planting the Seed “College4Kids” Program - College4Kids! was developed by 10,000 Degrees in partnership with Dominican University of California, College of Marin and local school districts. **College4Kids!** offers students an early introduction to the idea of college through campus tours and other activities, an important step in helping children without college-graduate role models envision new possibilities for themselves. It also gives families and educators the resources they need to nurture the aspirations of young students as they begin to make their own.

STEP 2 – Getting Ready for Students in Grades 9-12

CollegeDayTours are day-long explorations of Bay Area colleges and universities for high school students. Through campus tours and access to current college students, admissions and financial aid staff, students learn about the available options for postsecondary opportunities and experience campus life. Students participating in **CollegeDayTours** travel to schools such as Chico State University, Dominican University, California, Saint Mary’s College, Sacramento State University, San Jose State University, Santa Rosa Junior College, Santa Clara University, Sonoma State University, University California Berkeley, University California Davis, and University of California Santa Cruz.

CollegeDayTours are open to high school students who:

- +Come from low income families
- +Have a desire to go to college and pursue their educational goals

10KD Institute propels rising high school juniors and seniors step-by-step toward college. Its centerpiece is a week-long summer intensive at a Bay Area college campus where students participate in a battery of college prep and planning activities. For up to two years, students receive one-on-one guidance from a volunteer mentor. They also get hands-on assistance and support from 10,000 Degrees staff at each stage of the college application and admissions process.

10,000 Degrees Mentoring matches community members, educators and business leaders with students who complete the **10KD Institute**. Some mentors are program alumni. All receive training, coaching and support to ensure meaningful engagement with their students. **Mentors**

- +Read essays and applications
- +Direct students to scholarship resources
- +Give advice about college choices
- +Help students meet deadlines
- +Tell students, “I believe in you!”

STEP 3 – Finding the Money

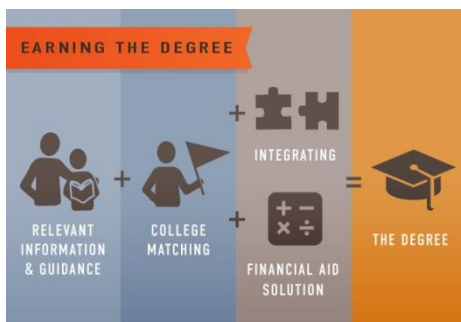


Financial Aid Education and Management through workshops and one-on-one sessions. 10,000 Degrees helps students select the right college with the right financial solution for them. 10,000 Degrees provides comprehensive support with the financial aid process, beginning with financial planning and financial aid workshops during high school and assisting seniors to research and apply for financial aid, including the Cal grants, private grants and scholarships and institutional aid. 10,000 Degrees then supports students by helping to package their financial aid resources to manage their financial aid

solution throughout college. Students enter college with sustainable resources and a thorough plan to pay for college without incurring an insurmountable loan burden and having to work more than part-time.

Meaningful and Renewable Undergraduate Scholarships to assist students with significant financial need with the cost of college. Students submit one application to be considered for most of the scholarships administered by **Scholarship Sonoma County**.

STEP 4 – Earning the Degree



College Success depends on a comprehensive, long-term approach to ensure students cross the "finish line." Key strategies:

- +Ongoing mentoring
- +Access to relevant information and guidance
- +Finding the right college to student match
- +Integrating socially and academically on the new college campus
- +Continued help to navigate the complexities of financial aid

STEP 5 - Giving Back

Alumni Engagement – 10KD alumni stay connected to our movement, serving as role models, mentors, instructors, guest speakers, board members and donors. They are the inspiration for the next generation of students to earn a college degree and change the world.

STEP 6 – Change the World

Each life that is touched touches other lives - 10KD become role models and leaders in our community and the cycle of success continues generation after generation.

Lisa Carreño: 707.303.9612 | icarreno@sonomacf.org | www.sonomacf.org/scholarship

Traci Lanier: 415.451.4005 | tlanier@10000degrees.org | www.10000degrees.org

SCHOLARSHIP SONOMA COUNTY

A PARTNERSHIP BUILT FOR SUCCESS

10,000 Degrees has joined with **Community Foundation Sonoma County** to increase educational equity for Sonoma County students-in-need. We are working together to ensure that every student has the support and the means to earn a college degree and achieves their potential. Together we have launched **Scholarship Sonoma County** – a venture that will provide financial aid advising, mentorship and scholarship funding to students in Sonoma.

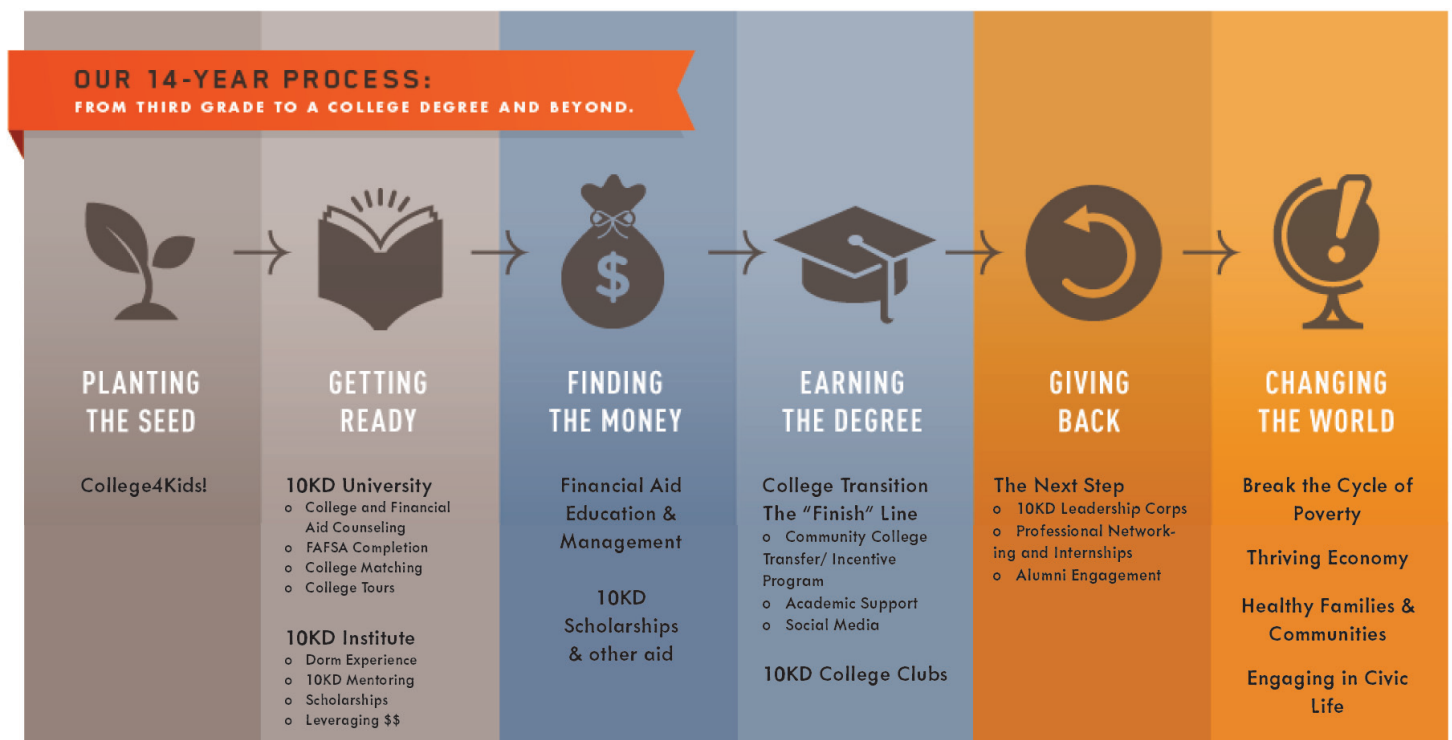
10,000 Degrees is a lean mean college graduate machine with a laser focus on college success. We deliver a 14-year model aimed at low-income youth that combines renewable scholarships and financial aid management with an intensive evidence-based curriculum of coaching and support that doesn't just get students into college – it gets them through. 84% of our students graduate with a baccalaureate degree, as compared to the national average of 54%; 24% for low-income students.

Our approach is based on widespread research that identifies academic rigor, high expectations, relevant information and guidance about college preparation along with persistence and affordability as critical components to college completion.

FLIPPING THE ODDS

84%
24%

Low-income students have a 24% chance of graduating with a baccalaureate degree. We turn that into an 84% chance.





Creating college graduates who change the world

WHO WE ARE

10,000 Degrees now has 2,500 students in our Bay Area pipeline, and we aim to have at least 10,000 students on the path to college degrees in every region where we work. In 2009, we expanded our reach into Sonoma County and brought our nationally recognized 10KD Summer Institute to Sonoma State University. We are currently serving students at five Sonoma County high schools, 50 students are in college and 100 more are enrolled in our intensive high school program. With **Scholarship Sonoma County**, we are about to double these numbers with the goal of reaching 10,000 Degrees.

Our key innovative strategy? It's our Alumni. They are our most powerful asset. They are engaged as staff, Board, volunteers, mentors, donors, and thousands have returned to their communities to pay it forward. They are our teachers, principals, doctors, bankers, civil servants — and they go on to raise 2nd generation college students. They are every community's future.

10,000 Degrees is committed to serving students that need it most. 100% of our students are from low-income households, 83% are first generation college students and 80% are from communities of color. At a time when college costs are increasing and need based aid is decreasing, the importance of helping young people and families find an affordable and supportive path to earn their higher education cannot be overstated. In Sonoma County, with more than 70,000 students enrolled in K-12 grades and 40% from economically disadvantaged backgrounds, there is huge need — and huge promise.

Research shows that college changes everything! Graduates have better access to jobs, pay more taxes, vote, are healthier, happier and live longer lives. There are many ways to get involved with Scholarship Sonoma County! Please contact **Lisa Carreño at Scholarship Sonoma County** or **Traci Lanier at 10,000 Degrees** to find out more. Consider becoming a mentor or supporting a student through college.

Lisa Carreño: 707.303.9612
Traci Lanier: 415.451.4005
10000degrees.org/sonoma



**ALREADY
SERVING
SONOMA**

100

Students enrolled in our intensive high school program

50

Students in college

5

Sonoma County high schools served

Since 1981, 10,000 Degrees has awarded more than \$54 million in scholarships.

SCHOLARSHIP SONOMA COUNTY

Scholarship Sonoma County Fact Sheet

- **Community Foundation Sonoma County** believes in the power of connecting people, ideas and resources to improve the lives of the people who live here. Every day, Community Foundation creates powerful partnerships with donors, organizations and community leaders to invest in the promise of Sonoma County.
- One of the ways Community Foundation Sonoma County is investing in the promise of Sonoma County is by launching a new venture, **Scholarship Sonoma County**.
- **Scholarship Sonoma County** believes all Sonoma County high school students deserve the opportunity to pursue education after high school to fulfill their dreams because a college graduate earns 1.8 times more than a high school graduate, worth more than \$1 million over a lifetime. College graduates have better health, live longer and are more likely to contribute to our community than students who never attend college, but **just 43% Sonoma County high school graduates attend college** – far fewer complete college!
- In partnership with **10,000 Degrees**, Scholarship Sonoma County will provide financial aid advising and advocacy, mentorship and scholarship funding. These resources combined will empower more Sonoma County students **to get to and through** post-secondary school. 10,000 Degrees' approach is proven:
 - 10,000 Degrees Supportive Programming + Scholarship Funding = College Completion
 - 84% of students participating in the 10,000 degrees advocacy, mentorship and scholarship program graduate from college!

Year 1 Primary Goals

Raise \$500,000 to provide scholarship awards and supportive programming to promising school age through post-secondary bound students with high financial need and motivation to their complete higher education goals

Launch interactive online application
www.sonomacf.org/scholarships

Apply January 1 to March 2, 2013

Scholarship Eligibility

- Eligible for admission to accredited 2 year, 4 year or vocational/technical school
- Financial Need

- Essay describing student perseverance through personal difficulty and motivation to attend college

Contact

Lisa Carreño, Executive Director

lcarrreno@sonomacf.org
707.303.9612

Scholarship Sonoma County Just the Statistics!

Poverty

- In 2011, 37% of children under 18 in Sonoma County were living below 200% of the federal poverty level

Students At Risk

- 41% of California 8th graders are not proficient in math
- 36% of California 8th graders are not proficient in reading
- 1 in 5 18-24 year-old youth are “disconnected”, i.e., not in school and not working

Dropping Out

- In 2009, 22% of Sonoma County high school students dropped out – the highest among peer counties.
- Over 45% of Latino students drop out.
- Only 43% of high school graduates attend college – fewer complete it!

Failure to Matriculate

- Just 24% of low income students complete their degree programs
- Just 8.3% of very low income students complete their degree programs
- Just 3% of extremely low income students complete their degree programs
- Only 11% of first-generation students from low-income backgrounds complete their bachelor's degree within six years

Cradle to Career - Nexus Between Completion of High Education and Local Economic Development

Educational attainment is a strong predictor of health, economic and social well-being. While 61% of California’s jobs will require post-secondary education by 2018, just 31.5% of Sonoma County residents report having at least a bachelor’s degree. Planning, collaboration, coordination and mobilization to increase educational attainment in Sonoma County will insure community members have sufficient income and the ability to have control of their life situation.

The Cradle to Career initiative, and strategic partnerships over a long time horizon, such as that between the County of Sonoma and Scholarship Sonoma County will achieve the following:

- | | |
|---|--|
| <ul style="list-style-type: none">→ Increased higher education awareness among elementary and middle school students→ Increased high school academic support, confidence, success and higher education preparedness→ Reduced high school drop-out rates | <ul style="list-style-type: none">→ Increased higher education pursuit, persistence and completion→ Increased college-to-career readiness and skills alignment to match employer needs→ Increased local employment of a highly skilled and well compensated workforce that is contributing to general funds and civic activities |
|---|--|



In order to make a difference in the lives of children, youth and young adults in Sonoma County, we must think differently about the systems that impact them. It's not about simply adding programs or increasing funding. It's about changing the way we prioritize our work – being better partners, setting bolder goals, and making decisions that help more children, youth and young adults succeed.

To provide every child with ample opportunities to succeed and achieve their life potential, we must come together as a community to address barriers and challenges to educational attainment and workforce development. Students who get off to a strong educational start are more likely to graduate from high school, are more likely to attend college, have dramatically higher earning potential over a lifetime, have better health outcomes, and are better able to contribute to the economic, social and cultural life of the community.

Cradle to Career Sonoma County is a historic partnership that connects all segments of the educational continuum – early childhood, K-12, college/technical training, careers – with broad community support to improve the educational, economic, and health outcomes for all Sonoma County youth.

Cradle to Career Sonoma County engages community partners to coordinate and align the education efforts and resources in Sonoma County to ensure that all of our youth are prepared to succeed.

Vision

Strong Families...Successful Students... World-class Workforce...Thriving Economy...Healthy Community

As a public entity committed to improving outcomes and opportunities for all children, youth and young adults in Sonoma County you are pledging to the following:

- We agree to be “Champions” of the Cradle to Career Framework and will work to better align education and workforce development efforts in our community.
- We will Identify a Cradle to Career Sonoma County liaison who will receive communications, review potential funding opportunities, coordinate efforts between Cradle to Career Sonoma County and their organization, and attend monthly virtual Cradle to Career Learning Community meetings.
- We will work collaboratively with Cradle to Career Sonoma County to align our strategic plan/goals (during regular update cycle) and will look for other opportunities for our organization to align our efforts with Cradle to Career Sonoma County.
- We agree to participate in two convenings a year, one in the fall and one in the spring (leader of the organization and liaison).
- We will support coordinated decision making on issues and policies that affect children and youth throughout the community.
- We will advocate for increasing the reach and impact of quality programs, with a focus on improving outcomes for children, youth, their families and their communities.





Name of organization: _____

Signed,

Leader of Organization Print Name Date

President of Board of Directors Print Name Date

Liaison Print Name Date

Please include liaison contact information (name, phone, email):

We recognize there is already great work being done throughout the County. Please briefly describe your work as it relates to the Cradle to Career Framework (include the name of your organization).

For more information, contact Kellie Noe, Department of Health Services at 565-6615 or kellie.noe@sonoma-county.org.
Please email completed pledges to Kellie Noe. Thank you for supporting Cradle to Career Sonoma County!



Sonoma County



CRADLE TO CAREER

OUR VISION: Strong Families... Successful Students... World-class Workforce... Thriving Economy... Healthy Community.

Cradle to Career is a historic partnership that connects all segments of the educational continuum – early childhood, K-12, college/technical training, careers – with broad community support to improve the educational, economic, and health outcomes for all Sonoma County youth.



GROW THE SOLUTION!



CRADLE TO CAREER

We must come together as a community to address barriers and challenges to educational attainment and workforce development. Students who get off to a strong educational start are more likely to graduate from high school, to earn more money over a lifetime, have better health outcomes, and are better able to contribute to the economic, social and cultural life of the community.

It is critical that every child in Sonoma County has ample opportunities to succeed and achieve their life potential.



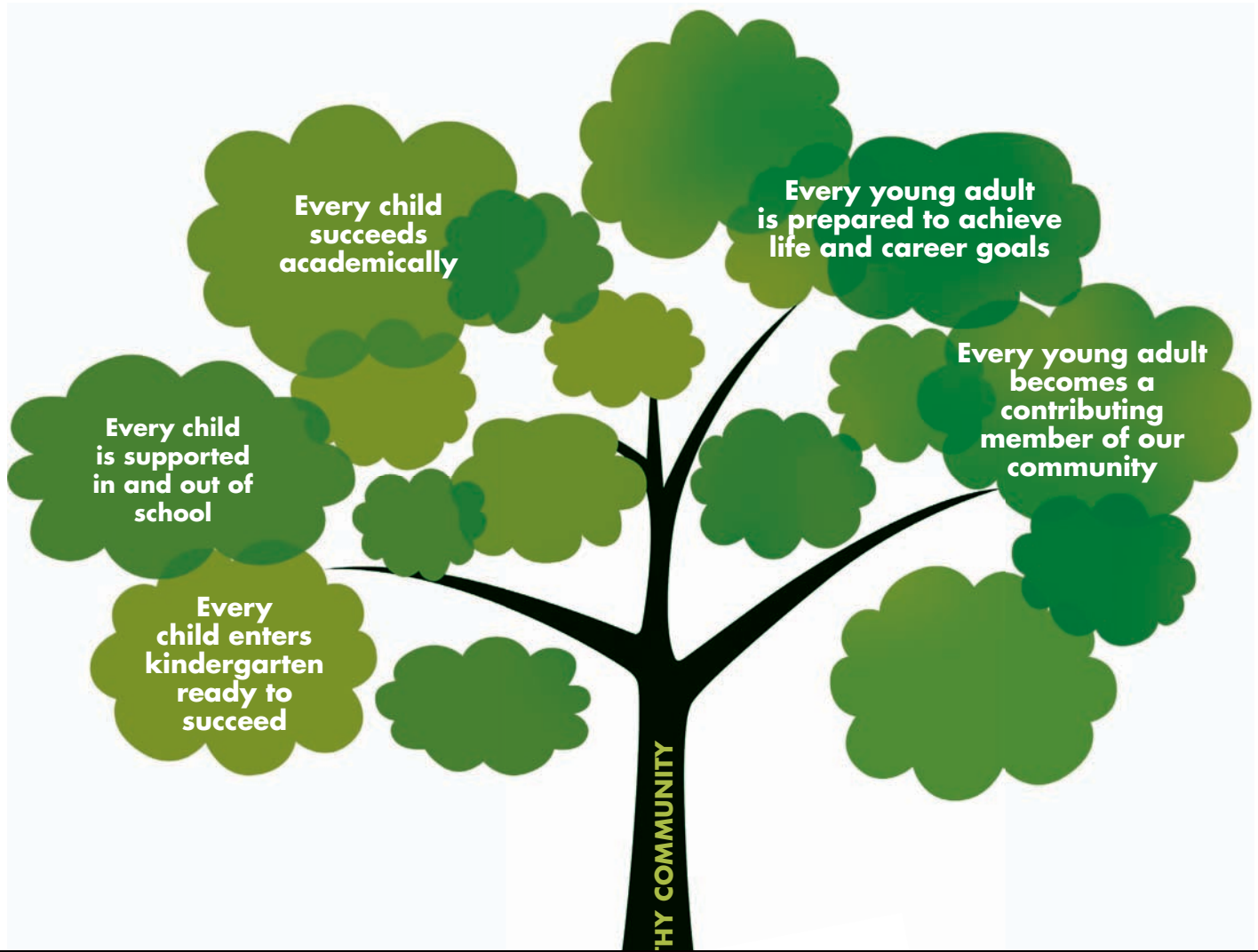
How will we achieve our Vision?

- Facilitate the development of a common agenda, goals and indicators that support the Health Action goals.
- Build commitment to the common agenda: Encourage organizations to align their work to common goals and indicators. Engage parents, families, businesses, local government, and broader community.
- Align funding: Align private and public investments with shared goals, indicators and priority strategies.
- Measure and report results: Compile and transparently report indicator data and progress toward goals. Identify what is working and share best practices throughout the county.

Take action today!

Help us grow the solution and become a champion in your community, school or business. Visit www.C2CSonomaCounty.org for more information about how you can get involved.

GROW THE SOLUTION!





How do we achieve these goals?

For the five goals for Cradle to Career, **evidence-based** recommendations to address the leading barriers to educational attainment and workforce development are presented below. The recommendations align with the Health Action goals.

Goal 1:

Every child enters kindergarten ready to succeed

- 1.1 Improve health and healthy development of children
- 1.2 Provide resources and support for families and caregivers to support literacy and parenting capacity
- 1.3 Improve quality and availability of early care and education

Goal 2:

Every child succeeds academically

- 2.1 Make curricula more hands-on, relevant, and engaging
- 2.2 Provide academic and social support, especially during key transition years (elementary school to middle school, middle school to high school, high school to postsecondary)
- 2.3 Develop and use early warning data systems to prevent failure and help at-risk students
- 2.4 Enhance professional development to build effective teaching skills
- 2.5 Re-engage dropouts in school

Goal 3:

Every child is supported in and out of school

- 3.1 Improve early grade reading proficiency
- 3.2 Increase family involvement and connections
- 3.3 Align school and out-of-school time (OST) programs to reinforce and enhance learning
- 3.4 Engage and mobilize community to create safe environments, support families, and promote youth achievement
- 3.5 Connect youth to extra-curricular and volunteer activities that contribute to the community

Goal 4:

Every young adult is prepared to achieve their life and career goals

- 4.1 Promote better coordination and alignment between the Pre K-12 and postsecondary education systems
- 4.2 Help students begin to connect to careers and develop career-ready skills (linked to Objective 5.2)
- 4.3 Help students plan for, access, and pay for college or other postsecondary training
- 4.4 Provide support to help students succeed in college or other postsecondary training
- 4.5 Provide alternative pathways to graduation and postsecondary training for disconnected youth and those with special needs

Goal 5:

Every young adult thrives and becomes a contributing member of the community

- 5.1 Increase the number of young adults who are work-ready at age 18
- 5.2 Expand training and work-linked learning opportunities for students and youth, beginning with age-appropriate options for secondary students and culminating in paid internships and “education-friendly” job opportunities for postsecondary students (linked to Objective 4.2)
- 5.3 Align training opportunities with identified workforce development needs to assure the skilled and nimble workforce needed to support the Sonoma County economy
- 5.4 Support education, employment and employment training for special needs populations (e.g., older youth, foster youth, probation, disadvantaged, developmentally disabled)
- 5.5 Provide resources and support to increase the financial literacy and stability of young adults and their families

For more information, contact the Department of Health Services at 707-565-6680 or visit www.C2CSonomaCounty.org.



A cross-sector initiative coordinated by the Department of Health Services aligned with the Health Action Framework