

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

TUESDAY

AUGUST 13, 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, 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.

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. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair.

8:30 A.M. CALL TO ORDER

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA

(Items may be added or withdrawn from the agenda consistent with State law)

II. BOARD MEMBER ANNOUNCEMENTS

III. CONSENT CALENDAR

(Items 1 through 19)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 3)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution celebrating the 20th Anniversary of the Living Room. (Third District)
2. Adopt a Gold Resolution proclaiming August 11 through 17, 2013, as National Health Center Week. (County-wide)
3. Adopt a Gold Resolution proclaiming August Child Support Awareness Month. (Child Support Services)

SONOMA COUNTY WATER AGENCY

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

4. Adopt a Resolution in support of electing Grant Davis as Board Member for Region One Association of California Water Agencies for the 2014-2015 term.
5. Authorize the Chair to execute an agreement with the Monte Rio Recreation and Park District for the Sonoma County Water Agency to provide two water tanks and interpretive signage design services in support of a rainwater catchment system to be located at the new Monte Rio Creekside Park (\$20,000; agreement terminates on June 30, 2014). (Fifth District)
6. Authorize the Chair to execute the second amended agreement with Brown and Caldwell in an amount not-to-exceed \$38,909, modifying the scope of work to expand peak demand allocation water supply methodology development, and extending the agreement term by 7 months for a new agreement total of \$139,519 and end date of July 31, 2014.

CONSENT CALENDAR (Continued)

SOUTH PARK COUNTY SANITATION DISTRICT

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

7. Authorize the Chair to execute the contract with Ghilotti Construction Company, Inc. for \$3,083,608.10, through completion date (estimated July 21, 2014), for construction of the South Park County Sanitation District Gloria Drive – Meekland Court Collection System Replacement and Gloria Drive & Valerie Way Water Main Replacement Project, and delegate authority to the General Manager of the Water Agency on behalf of South Park County Sanitation District, to execute agreement and release of any and all claims, if required. (Fifth District)

AUDITOR CONTROLLER-TREASURER-TAX COLLECTOR

8. Accept Agreed-Upon Procedures Report for the Sonoma County Tourism Board Business Improvement Area for the periods January 1, 2011 through December 31, 2011.

CLERK-RECORDER-ASSESSOR

9. Authorize Clerk-Recorder-Assessor to execute agreement for software license, implementation, support and maintenance of a new Recording, Vital Records and Cashiering System with Tyler Technologies, Incorporated, for the period beginning, August 13, 2013 through June 30, 2015, for a total amount of \$560,250 with the option to renew Maintenance and Support services for two additional one (1) year periods.

COUNTY ADMINISTRATOR / AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR / INFORMATION SYSTEMS / GENERAL SERVICES

10. Accept quarterly update on the Enterprise Financial System project implementation.

GENERAL SERVICES/ SHERIFF'S OFFICE

11. Approve the project plans and specifications for the Mt. Jackson Radio Tower and Vault and authorize the Chair to execute a construction contract with AE Nelson Construction for the Mt. Jackson Tower and Vault Project in the amount of \$683,800.

HEALTH SERVICES

12. Authorize the Director of Health Services to execute an agreement with Vavrinek, Trine, Day & Company, LLP for First 5 Sonoma County independent auditing services in an amount not to exceed \$29,000 through August 31, 2014.
13. Authorize the Director of Health Services to execute a Memorandum of Understanding with Sonoma Humane Society to provide Love Me Fix Me spay/neuter pilot program services at the Sonoma Humane Society veterinary clinic through the termination date of the Love Me Fix Me program.

CONSENT CALENDAR (Continued)

HUMAN SERVICES

14. Adopt a Resolution authorizing the Director of the Human Services Department to execute an agreement with the California Department of Education for Human Services to receive up to \$154,442 for the local administration of subsidized child care services for the period of July 1, 2013 through June 30, 2014 as well as execute future amendments that increase revenue but do not significantly alter program requirements.

PERMIT AND RESOURCE MANAGEMENT

15. Approve the request to withdraw the appeal of the Board of Zoning Adjustment's decision to approve a Use Permit. Kenneth Kahn, applicant; Crimson Wine Group, appellant. 24511 Rich Ranch Road, Cloverdale; APNs 118-100-038 and -051 (File No. UPE11-0099). (Fourth District)

SHERIFF'S OFFICE

16. Authorize the Sheriff to execute the agreement with Support Our Students Counseling Services to provide diversion and counseling services to juveniles residing in Windsor, in the amount of \$30,000, funded by the Town of Windsor, for Windsor Youth and Family Services from July 1, 2013 to June 30, 2014. (Fourth District)

TRANSPORTATION AND PUBLIC WORKS

17. Sutter Hospital Agreement – (A) Approve the plans and proposal for the installation of a sidewalk, curb and gutter, drainage modifications, and utility adjustments along the Cricklewood Restaurant frontage on Old Redwood Highway. (B) Authorize Transportation and Public Works Director to sign the agreement with Sutter Hospital for the design and construction of the improvements at a cost of not to exceed \$135,827. (Fourth District)
18. Authorize the Chair to execute on-call emergency engineering services agreements for a not to exceed amount of \$25,000 per fiscal year, with a term ending June 30, 2018 with the following firms: Avila and Associates, BKF Engineering, Blackburn Consulting, Brunsing Associates, Inc., Building Technology Associates, Caltrop, Coastland Engineers, Crawford & Associates, Green Valley Engineering, Harris & Associates, HDR Engineering, Inc., Kleinfelder West, Inc., LACO Associates, Lescure Engineers, Mead & Hunt, MGE Engineering, Inc., Quincy Engineering, Ray Carlson & Associates, TRC Engineers, WRECO, and W-Trans.

MISCELLANEOUS

19. Approval of Minutes – (A) Approve the Minutes of the Meeting of July 30, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Russian River County Sanitation District, Sonoma County Public Finance Authority, Sonoma County Water Agency, and Board of Supervisors and (B) Approve the Minutes of the Meeting of July 30, 2013 of the Sonoma Valley County Sanitation District.

IV. REGULAR CALENDAR

(Items 20 through 22)

CLERK-RECORDER-ASSESSOR

20. Presentation of the 2013-2014 Assessment Roll

COMMUNITY DEVELOPMENT COMMISSION

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

21. Transfer of Rohnert Park Housing Assets –
- (A) Approve and authorize Sonoma County Community Development Commission Executive Director to execute a Letter of Intent with the City of Rohnert Park relating to the transfer of certain housing assets of the City's former redevelopment agency, to negotiate and execute an assignment and assumption agreement consistent with the Letter of Intent following review and approval of County Counsel as to form, and to carry out all tasks necessary to finalize the asset transfer upon the completion of due diligence activities and satisfactory compliance with the terms of the agreement.
 - (B) Authorize Sonoma County Community Development Commission staff to perform all functions associated with ownership of real properties acquired from the City of Rohnert Park, in compliance with the Commission's adopted Procurement Policy and all other applicable laws, regulations and policies. (Third District)

HEALTH SERVICES

22. Animal Services Workgroup and Animal Care and Control Update –
- (A) Accept Animal Care and Control update and approve recommendations in the report titled Sonoma County Animal Services Action Plan.
 - (B) Adopt a Resolution effective August 13, 2013 adding two (2.0 FTE) Animal Control Officer II positions and two (2.0 FTE) Animal Care Assistant positions –to the Department of Health Services' allocation list.

V. CLOSED SESSION CALENDAR

(Items 23 through 27)

23. The Board of Supervisors will meet in closed session for the following: Conference with Labor Negotiator – Agency Negotiator: Fran Buchanan; IEDA Negotiator; Jerry Dunn, Human Services Department Director and Diane Kaljian, Adult & Aging Division Director, Human Services Department (Govt. Code Section 54957.6).
24. The Board of Supervisors will meet in closed session for the following: Initiation of litigation (Govt. Code Section 54956.9(d)(4)).
25. 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 Negotiators: Wendy Macy/Carol Allen/ Janae Novotny, Burke & Associates, Carol Stevens, Burke & Associates, and Janet Cory Sommer, Burke & Associates. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).
26. The Board of Supervisors will meet in closed session for the following: Public Employee Performance Evaluation – Title: Permit and Resource Management Department Director. (Govt. Code Section 54957(b)(1)).
27. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation – Title: Public Defender (Govt. Code Section 54957(b)(1)).

VI. REGULAR AFTERNOON CALENDAR

(Items 28 through 31)

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

28. Report on Closed Session.

29. 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.)

30. 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

31. ADJOURNMENTS

NOTE: The next meeting will be held on August 20, 2013 at 8:30 a.m.

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

1. August 20th (PM) – UPE11-0102; Appeal of Use Permit; 1048 Wild Rose Drive, Santa Rosa
2. September 10th (PM) – ORD11-0005; Renewable Energy Code Amendments
3. September 17th (PM) – PLP11-0042; Appeal of Use Permit, 6445 Highway 12, Santa Rosa
4. September 24th (PM) – UPE11-0034; Appeal of Use Permit



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Zane, 565-2241

Supervisorial District(s):

Third District

Title: Gold Resolution

Recommended Actions:

Adopt a Gold Resolution Celebrating the 20th Anniversary of the Living Room

Executive Summary:

None

Prior Board Actions:

None

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

Fiscal Summary - FY 13-14

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



County of Sonoma
State of California

Date: August 13, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Celebrating the 20th Anniversary Of The Living Room And Recognizing The Living Room's
Many Contributions To The Well-Being Of Homeless Women And Children In Sonoma County.**

Whereas, In 1993, in response to the ever-increasing number of women and children without homes, The Church of the Incarnation in Santa Rosa founded The Living Room to provide a safe place for women and children without homes to go during daytime hours when overnight shelters are usually closed; and

Whereas, The Living Room is the only day center in Sonoma County specifically serving homeless and at-risk women and their children; and

Whereas, The Living Room welcomes 50 to 80 women and their children each day into a safe and comfortable environment; and

Whereas, The Living Room provides a place for homeless women to learn new skills and move towards independence and self-sufficiency; and

Whereas, The Living Room provides referrals, linkages to community resources and use of technology to help homeless women find jobs and more permanent housing; and

Whereas, The Mother and Child program at the Living Room provides a safe, child-friendly environment for mothers and their children where mothers receive vital support from staff, volunteers and other mothers, as well as basic necessities such as bottles, diapers, baby clothing, and strollers; and

Whereas, The Living Room staff provides mothers with resources and referrals for health care, child care/Head Start, parenting support, and counseling, while their children engage with toys and activities carefully chosen to enhance curiosity and support early learning; and

Resolution #

Date:

Page 2

Whereas, The Living Room partners with many organizations in the community to provide education and access to services, including the California Parenting Institute, Catholic Charities, Drug Abuse Alternatives Center, Sutter Family Practice and Residency Program, and the Community Intervention Program of the Sonoma County Department of Mental Health;

Whereas, On June 14, 2013, The Living Room celebrates its 20th anniversary of providing day services to women and children who are homeless;

Now, Therefore, Be It Resolved that the Board of Supervisors of Sonoma County thanks the Living Room for providing homeless women and their children refuge, comfort, and the safety they desperately need during the days when shelters are closed.

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: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Peter Rumble, 565-2431

Supervisorial District(s):

Countywide

Title: Gold Resolution

Recommended Actions:

Adopt a Resolution proclaiming August 11 through 17, 2013, as National Health Center Week.
(Countywide)

Executive Summary:

N/A

Prior Board Actions:

N/A

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

Fiscal Summary - FY 13-14

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):			
N/A			
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:			
Gold Resolution			
Related Items “On File” with the Clerk of the Board:			
N/A			



County of Sonoma

State of California

Date: August 13, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Proclaiming August 11 through 17, 2013, as National Health Center Week.

Whereas, America's community health centers are at the core of our health care system and the nation's safety net, delivering high quality, cost effective, and accessible primary and preventative care to all individuals regardless of their ability to pay; and

Whereas, there are 9 health centers in Sonoma County, which provide 379,154 patient visits to 121,204 people per year; and

Whereas, 34% of health center patients are uninsured in Sonoma County, making health centers one of the primary direct care safety net providers; and

Whereas, health centers employ more than 9,500 physicians and more than 6,300 nurse practitioners, physician assistants, and certified nurse midwives, along with social workers, case managers, and community health workers, as part of a multi-disciplinary clinical team designed to treat the whole patient, coordinating care and managing chronic disease, at the same time reducing unnecessary, avoidable and wasteful use of health resources; and

Whereas, as locally owned and operated small businesses, health centers also serve as critical economic engines helping to power local economies, generating approximately \$20 billion in combined economic impact and responsible for nearly 200,000 jobs; and

Whereas, National Health Center Week offers the opportunity to recognize America's health centers, their staff, board members, and all those responsible for the continued success and growth of the program since its creation almost 50 years ago; and, we recognize the multitude of ways in which America's Health Centers are transforming care in local communities by delivering comprehensive, high quality, cost effective, and accessible health care.

Now, Therefore, Be It Resolved that the Sonoma County Board of Supervisors hereby proclaims August 11 through 17, 2013 as National Health Center Week.

Resolution #

Date:

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: Sonoma County Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Department of Child Support Services (DCSS)

Staff Name and Phone Number:

Julie S. Paik (707) 565-4141

Supervisorial District(s):

All Districts – County-wide

Title: Proclamation – Child Support Awareness Month

Recommended Actions:

Adopt Resolution Proclaiming August 2013 Child Support Awareness Month

Executive Summary:

The annual observance of Child Support Awareness Month began in 1983 when Congress designated the month of August as National Child Support Awareness Month. President Ronald Reagan issued the first proclamation on August 5, 1983. The State of California has also adopted the national recognition. In the State's most recent resolution, the State recognizes "our mission is to collect money owed to families so that children have the security and support they need. Local child support agencies play an important role for parents to make consistent payments." California Governor Jerry Brown proclaimed, "Providing child support is one of the many ways that parents demonstrate their love for their children. Our children need that love and support for the healthy and bright future they deserve." Since 1995, the Sonoma County Board of Supervisors has joined the Department of Child Support Services (DCSS) in proclaiming the month of August as "Child Support Awareness Month" to recognize the contributions of child support professionals and increase public awareness of the importance of providing children with financial and medical support.

Child support professionals work with parents to establish appropriate orders, offer solutions to manage their payments and, when appropriate, provide referrals to other programs for social services, workforce programs and community organizations to address their needs.

Statewide, California collects approximately \$2.3 billion in child support per year. Locally, Sonoma County collects and distributes over \$28 million per year to families. The Sonoma County Department of Child Support Services manages 13,000 cases and over this past year established paternity for 2,139 children and entered 1021 new orders for child support.

Though August is identified as Child Support Awareness Month, throughout the year, the Department is focused on finding new methods to increase child support awareness. The Department has been collaborating with the Family Courts, Family Justice Center, Santa Rosa Junior College and the Family Law Bar to educate and offer services to the community. Child Support Officers are now present in the family law courtrooms to provide child support information and assistance.

From October 2012 through June 2013, this outreach project yielded incredible results: 90 new cases have been opened; \$207,000.00 collected and distributed to families; and 320 parents received child support information and assistance.

Due to the success of the "Get Back on the Road Program" over the past two years, the Department expanded the program in 2013. This year, new tools were developed for child support workers to utilize when negotiating the release of driver's licenses that were suspended as a result of delinquent child support. The new process strengthens the agreements to allow parents an opportunity to get back on track while maximizing the payments distributed to families. The Department partnered with 11 government and community agencies to increase awareness of the license release program, the agencies included: Probation, District Attorney, Public Defender, Main and North County Detention Facilities, Family Law Facilitator, Family Justice Center, Job Link, Legal Aid, California Parenting Institute, Redwood Gospel Mission, and COTS. Last year, the program resulted in 434 license releases and collections exceeded \$413,000.00 in just three months. This year, the Department increased the program to include five months and will strive to collect over \$578,000.00 to distribute to Sonoma County families.

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

Prior Board Actions:

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

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

Fiscal Summary - FY 13-14

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):

None.

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: August 13, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Proclaiming the Month of August 2013 as Child Support Awareness Month

Whereas, Child Support Awareness Month celebrates the investment in providing the bridge to financial security for children and families, providing a reliable source of financial and medical support is key in the emotional and physical growth for children; and,

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

Whereas, the Sonoma County Department of Child Support Services staff manages 13,000 cases and over the last year established paternity for 2,139 children, issued 1021 orders and collected and distributed \$28.5 million dollars in child support; and,

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

Whereas, in recognition of Child Support Awareness Month, the Governor of the State of California, Child Support Directors Association in conjunction with the Federal Office of Child Support Enforcement and State Department of Child Support Services calls upon all communities and leaders to promote the education and outreach of the importance of providing support to families to promote healthy and successful children.

Now, Therefore, Be It Resolved that this Board of Supervisors hereby proclaims August 2013 as **Child Support Awareness Month** in Sonoma County.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

Executive Department
State of California

August 2013

Child Support Awareness Month

Children are our future. Supporting our state's children today will guarantee they have a rewarding and productive future. It is essential that parents contribute to their children's success through child support. Child support is about more than the financial and medical coverage - child support is one of the many ways parents express their love and support for their children.

Child Support Awareness Month serves to remind those parents who are behind in meeting their child support payments, to contact their local child support agency to make a payment, modify their child support order, or work with their local child support professionals to explore options for providing financial and medical support for their children. Local agencies also make referrals to workforce programs or other non-child support programs, as appropriate.

The mission of the California Department of Child Support Services is to enhance the well-being of children and the self-sufficiency of families by providing professional services to locate parents and establish paternity and establish and enforce orders for financial and medical support.

Providing child support is one of the many ways that parents demonstrate their love for their children. Our children need that love and support for the healthy and bright future they deserve. I invite all Californians to recognize that child support is that essential bridge for more than 1.4 million children and their families.

Sincerely,


EDMUND G. BROWN JR.



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 Directors, Sonoma County Water Agency

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Brad Sherwood / 547-1927

Supervisory District(s):

All Districts

Title: Association of California Water Agencies Nomination for Board Member 2014-2015

Recommended Actions:

Adopt a resolution in support of electing Grant Davis as Board Member for Region One Association of California Water Agencies for the 2014-2015 term.

Executive Summary:

This item recommends adopting a resolution in support of electing Grant Davis as Board Member for Region One Association of California Water Agencies for the 2014-2015 term. The Association of California Water Agencies (Association) requires its member agencies to pass resolutions in order to support and vote for candidate(s) for the Association Board positions.

HISTORY OF ITEM/BACKGROUND

The Association is the largest statewide coalition of public water agencies in the country. Its nearly 440 public agency members are collectively responsible for 90% of the water delivered to cities, farms, and businesses in California. The Water Agency is a member of the Association. The Association provides opportunities for members to contribute to water policy and effective water management practices in California. The Association issued a call for nominations for Board members of the Region One Board of Directors. General Manager Grant Davis has expressed a willingness to serve as a Region One Board member. The Association requires that nominees submit an official resolution of nomination from the Water Agency indicating its support for the nomination and signed by an authorized signatory.

If elected, Mr. Davis would serve as a Region One Association of California Water Agencies Board member for two years beginning January 1, 2014, through December 31, 2015.

Prior Board Actions:

12/04/12: Board Resolution supporting nomination of Mr. Efren Carrillo for Region One Board Vice Chair, Association of California Water Agencies

07/14/2009: Board Resolution supporting nomination of Mr. Paul Kelley for President, Association of California Water Agencies
 02/27/2007: Board Resolution supporting nomination of Mr. Paul Kelley for Vice-President, Association of California Water Agencies

Strategic Plan Alignment Goal 4: Civic Services and Engagement

The Association of California Water Agencies works to improve water policies and programs that directly impact the Water Agency’s daily operations and program planning.

Water Agency Organizational Goals and Strategies, Goal 3: Increase outreach to community and employees

Fiscal Summary - FY 13-14

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

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):

None.

Attachments:

Resolution (R1)

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

None.



County of Sonoma

State of California

Date: August 13, 2013

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Directors Of The Sonoma County Water Agency, State Of California, In Support Of Electing General Manager Grant Davis to serve as a Board member of Region One of The Association Of California Water Agencies For The 2014-2015 Term.

Whereas, the Board of Directors of the Sonoma County Water Agency does encourage and support the affairs of the Association of California Water Agencies; and

Whereas, Mr. Grant Davis, General Manager, Sonoma County Water Agency, has indicated a desire to serve on the Region One Board of Directors of the Association of California Water Agencies.

Now, Therefore, Be It Resolved that the Board of Directors of the Sonoma County Water Agency hereby finds, determines, and declares as follows:

1. The Board of Directors of the Sonoma County Water Agency places its full and unreserved support for the election of Mr. Grant Davis as a Board member on the Region One Board of Directors of the Association of California Water Agencies during the 2014-2015 term.

Passed and adopted at a meeting of the Board of Directors, Sonoma County Water Agency on August 13, 2013.

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

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Cary Olin / 521-6211

Supervisorial District(s):

Fifth District

Title: Monte Rio Recreation and Park District Rainwater Catchment System

Recommended Actions:

Authorize Chair to execute an agreement with the Monte Rio Recreation and Park District for the Sonoma County Water Agency to provide two water tanks and interpretive signage design services in support of a rainwater catchment system to be located at the new Monte Rio Creekside Park (\$20,000; agreement terminates on June 30, 2014).

Executive Summary:

This item requests approval to enter into an agreement with Monte Rio Recreation and Park District (\$20,000; through June 30, 2014) to provide two water tanks and interpretive signage design services for a rainwater catchment system demonstration project to be located at the new Monte Rio Creekside Park.

HISTORY OF ITEM/BACKGROUND

In May 2013, Monte Rio Recreation and Park District (District) opened Creekside Park (Park), a four-acre development located on the lower Russian River at the Old Monte Rio School site. Among its amenities, the Park contains an expansive, communal garden and orchard.

Under the proposed agreement, the Sonoma County Water Agency (Water Agency) will purchase water tanks for a rainwater catchment system which will serve as a water conservation public demonstration project. Rainwater will be captured and used to irrigate the gardens and orchard areas of the park, eliminating the use of potable water for landscape purposes. The Water Agency will also provide designs for educational interpretive signage to be placed within the park for public educational purposes

The Water Agency will purchase two 3,400-gallon galvanized steel water tanks and arrange for delivery of the tanks to the District. The District has specified the water tank part numbers and will oversee installation of the tanks. Once the tanks are installed, the rainwater catchment system will capture, store, and filter water from the Old Monte Rio School's gymnasium roof generating approximately 120,000 gallons of water annually during an average-rainfall year. The rainwater catchment system will irrigate the

Park's community farm and orchard and serve as a Water Agency water conservation demonstration project available to Park visitors. The project should receive high visibility given projected park attendance and since this park is adjacent to the Russian River it is an ideal location to educate the public on best management practices and beneficial stormwater management.

The Water Agency will provide design services for four educational interpretive signs that the MRRP District will have fabricated and placed within the Park. Sign topics include: 1) Salmon and steelhead in the Russian River; 2) Dutch Bill Creek Restoration Plan; 3) General Russian River Watershed information; and, 4) Rainwater Harvesting and Best Management Practices for storm water management.

The MRPR District will recognize the Water Agency's support by including the Water Agency's name in electronic and print promotional materials, media, and other public outreach materials.

Prior Board Actions:

None.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

This project supports the County Strategic Plan Goal 2. A new community park and garden will be enhanced by a demonstration project highlighting rainwater harvesting technology while simultaneously reducing potable water use for the community garden and orchard. Interpretive signage will provide the opportunity to educate park visitors on rainwater catchment systems and watershed protection.

Water Agency Organizational Goals and Strategies, Goal 3: Increase outreach to community and employees.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 20,000	Water Agency Gen Fund	\$ -0-
Add Appropriations Req'd.	\$ 0	State/Federal	\$ -0-
	\$	Russian River Projects Fund 1. Flood Control Zone 5A - 2. Water Conservation - Fees/Other	\$ 20,000
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$
Total Expenditure	\$ 20,000	Total Sources	\$ 20,000

Narrative Explanation of Fiscal Impacts (If Required):

One-time cost of \$20,000, which includes rainwater catchment tanks (\$16,000) and design work for educational interpretive signs (\$4,000). This has been budgeted in the Russian Rivers Project Fund.

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:			
Agreement (4 Copies)			

DT:\files\server\data\CL\Agenda\agrees\08-13-2013 WA Rainwater Catchment System_trans.docm

CF/40-5-21 Monte Rio Recreation and Park District (Agree for Monte Rio Recreation and Parks District Rainwater Catchment System) TW 12/13-166 (ID 4715)



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: Board of Directors, Sonoma County Water Agency

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Don Seymour - 547-1925

Supervisorial District(s):

All

Title: Methodologies for Peak Demand Allocation of Water Supply

Recommended Actions:

Authorize Chair to execute the second amended agreement with Brown and Caldwell in an amount not-to-exceed \$38,909, modifying the scope of work to expand existing tasks and add one optional subtask, and extending the agreement term by 7 months for a new agreement total of \$139,519 and end date of July 31, 2014.

Executive Summary:

This item requests approval to enter into the Second Amended Agreement with Brown and Caldwell (additional \$38,909 for a new agreement total of \$139,519 through July 31, 2014) for developing methodologies for peak demand allocation of water supply and authorization for the General Manager to further amend the agreement.

HISTORY OF ITEM/BACKGROUND

The Sonoma County Water Agency (Water Agency) is a wholesale supplier of water to eight cities and water districts (Water Contractors) in Sonoma and Marin counties. The Water Contractors are comprised of: (1) City of Santa Rosa, (2) Town of Windsor, (3) City of Rohnert Park, (4) City of Cotati, (5) City of Petaluma, (6) City of Sonoma, (7) Valley of the Moon Water District, and (8) North Marin Water District. The Water Agency also provides water to other customers through separate water supply agreements. These include (1) Marin Municipal Water District; (2) California-American Water Company; (3) Kenwood Village Water Company; (4) Lawndale Mutual Water Company, (5) Penngrove Water Company, and (6) Forestville Water District. Collectively, these cities and districts deliver water directly to approximately 600,000 people.

On February 2, 2010, the Water Agency's Board of Directors adopted Resolution No. 10-0085 directing the Water Agency to take certain actions to cooperate with its Water Contractors regarding water supply planning activities. Among these actions was to: (1) update the Water Agency's existing annual Water Shortage Allocation Methodology; and (2) develop a methodology to allocate water supply in the

summer months when diversions from the Russian River may be constrained due to reduced flows or water availability.

The Water Agency's existing Water Shortage Allocation Model was developed in April of 2006. The model apportions an annual amount of water to the Water Agency's Water Contractors and its other customers based on terms contained in Section 3.5 of the Restructured Agreement for Water Supply between the Water Agency and its Water Contractors. Many of the model's assumptions, such as population, available local water supplies, and demand hardening, are no longer current and need to be updated. Updating the model requires closely coordinating with the Water Contractors to obtain current data for revising model input parameters.

In addition to updating the existing annual shortage allocation model, the Water Contractors have also requested that the Water Agency develop a methodology to apportion water during peak demand periods when water demands by the Water Contractors exceeds the amount of water that the Water Agency can divert from the Russian River. Such constraints have recently occurred in 2007, 2008, and 2009, and now also in 2013. Preparing a methodology to apportion water during peak demand periods requires closely coordinating with the Water Contractors to obtain current information regarding local water supply and individual capabilities to manage and/or reduce peak demands. The annual shortage allocation model is not well suited to address seasonal timeframes of less than one year.

ORIGINAL AGREEMENT AND FIRST AMENDED AGREEMENT

Under the Original Agreement, dated October 18, 2011, Brown and Caldwell reviewed Water Agency's existing methodology and models, collected and reviewed data and other information from the Water Contractors and reviewed approaches used by other wholesale water agencies to allocate water shortages, prepared a draft of the existing Annual Allocation Model, prepared a draft of the new Peak Demand Allocation Model, and worked closely with the Water Contractor's Technical Advisory Committee receiving guidance and obtaining consensus on determining model assumptions. The Original Agreement was in the amount of \$80,610, and the term ended December 31, 2012.

Under the First Amended Agreement, dated January 10, 2013, additional revisions to the draft Annual and Peak Allocation Models were made, and the term was extended by one year. The First Amended Agreement was in the amount of \$20,000 for a new total of \$100,610, and the term was extended to December 31, 2013, to complete tasks required for the additional revisions.

SERVICES TO BE PERFORMED UNDER PROPOSED SECOND AMENDED AGREEMENT

Under the proposed Second Amended Agreement, existing tasks are expanded, one optional subtask is added, and the term of the Agreement is extended. The Second Amended Agreement adds \$38,909 for a new total agreement cost of \$139,519. The expanded tasks include: (1) extending project management efforts through July 31, 2014; (2) attending additional ad-hoc meetings of the Technical Advisory Committee that were not budgeted in the Original Agreement and the First Amended Agreement; and (3) performing additional reporting requirements. These additional tasks were requested by the Technical Advisory Committee during the allocation model development and were not anticipated under the Original Agreement or First Amended Agreement. In addition, an optional task has been included to provide support for the utilization of the Water Shortage Allocation Model, which may include enhancements to the model based on feedback from the Technical Advisory Committee;

participate in workshops; and prepare and conduct presentations about the project and model development. Based on approval of the Annual and Peak Allocation Models by the Water Contractor's Technical Advisory Committee, the models will be presented to the Water Advisory Committee at their quarterly meeting in November for approval.

SELECTION PROCESS

In July 2010, the Water Agency issued a Request for Qualifications to provide consulting services related to developing water shortage allocation methodologies to be used for apportioning water to the cities and districts served by the Water Agency. Requests for Qualifications were sent to the following firms: (1) Brown and Caldwell; (2) Kennedy/Jenks; (3) RMC Water and Environment; and (4) Wood Rodgers. Statements of Qualifications were received from Brown and Caldwell and Kennedy/Jenks.

Based on a review of the Statements of Qualifications by staff from the Water Agency and Water Contractors (City of Santa Rosa, City of Rohnert Park and City of Petaluma), Brown and Caldwell was selected to perform the work.

Brown and Caldwell in Rancho Cordova, California, is an engineering firm specializing in water supply, transmission, treatment, distribution, and reclamation and recycling projects. Brown and Caldwell was selected because it has created similar models for El Dorado County Water Agency and Rancho Murieta Community Service District. In addition, Brown and Caldwell assisted in preparing the Water Agency's 2005 and 2010 Urban Water Management Plans and would assign the same key personnel for this project. This overlap of data and project team knowledge provides greater accuracy, more consistency, and easier communication between the Water Agency, its Water Contractors, and the Brown and Caldwell staff.

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 Engineering/Resource Planning Section.

Prior Board Actions:

10/18/2011: Approved agreement between Water Agency and Brown and Caldwell for Development of Methodologies for Peak Demand Allocation of Water Supply. (Cost \$80,610 term end December 31, 2012) and authorized the Water Agency's General Manager (a) to amend the Agreement, following review and approval by County Counsel as to form, provided the amendments do not cumulatively increase the total cost to the Water Agency by more than \$20,000 (taking into account all prior amendments) and do not substantially change the scope of work, and (b) to approve additions, deletions, or changes in assignment of work to subconsultants, following the procedures set forth in the Agreement. 02/02/2010: Resolution No. 10-0085 Authorizing and Directing the Water Agency to take certain actions to cooperate with its Water Contractors regarding water supply planning activities.

Strategic Plan Alignment Not Applicable

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 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 38,909	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 38,909
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 38,909	Total Sources	\$ 38,909

Narrative Explanation of Fiscal Impacts (If Required):

FY 2013/2014 appropriation of \$38,909 is from the Water Transmission fund. No additional appropriation is required.

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:

N/A

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

To: South Park County Sanitation District

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): South Park County Sanitation District

Staff Name and Phone Number:

Vic Swift 547-1975

Supervisory District(s):

Fifth

Title: South Park County Sanitation District Gloria Drive – Meekland Court Collection System Replacement and Gloria Drive & Valerie Way Water Main Replacement - Contract Award

Recommended Actions:

Authorize the Chair to execute the contract with Ghilotti Construction Company, Inc. for \$3,083,608.10, through completion date (estimated July 21, 2014), for construction of the South Park County Sanitation District Gloria Drive – Meekland Court Collection System Replacement and Gloria Drive & Valerie Way Water Main Replacement Project, and delegate authority to the General Manager of the Water Agency on behalf of South Park County Sanitation District, to execute Agreement and Release of Any and All Claims, if required.

Executive Summary:

This item requests approval of a contract with Ghilotti Construction Company, Inc. for \$3,083,608.10 for construction of the South Park County Sanitation District Gloria Drive – Meekland Court Collection System Replacement and Gloria Drive & Valerie Way Water Main Replacement Project.

History:

The South Park County Sanitation District (District) was created in the 1950's and installed collection piping throughout the District at that time with the sewage ultimately flowing to the City of Santa Rosa's (City) treatment and disposal works. Much of the piping installed in the 1950's was still in operation when the Sonoma County Water Agency took over management of the collection system in 1995, if it had not since been replaced or rehabilitated. The District entered into a Dissolution Agreement with the City in 1996 for the eventual dissolution of the District and transfer of ownership, operation, and maintenance of the District's collection system to the City. As a part of the Dissolution Agreement, the City agreed to operate and maintain the District's collection system. A requirement of the Dissolution Agreement was that a certain amount of the old collection system needed to be either replaced or rehabilitated in order to decrease the groundwater inflow and infiltration rate entering through the aged collection system, to decrease the rising maintenance expenses associated with broken and eroded pipe, and to alleviate the sewage overflows and backups being experienced.

In order to be eligible to obtain State grants and low interest loans to complete construction of required replacement and rehabilitation projects, in March of 2007 the District's Board of Directors adopted a Declaration of Potential Health and Environmental Hazard for the District. In May of 2007, the North Coast Regional Water Quality Control Board issued a Cleanup and Abatement Order (Order) requiring abatement of the ongoing threat to water quality and public health posed by sewage surface spills resulting from the deteriorated condition of the District's collection system. The Gloria Drive and Meekland areas were specifically selected by the City as two of several areas that require incredibly frequent maintenance due to the age of the piping, and are specifically listed in the Order as projects that need to be constructed in order to comply with the Order. The two areas were combined into a single collection system replacement project to take advantage of cost efficiencies associated with larger projects.

On June 7, 2012, the District and City approved an Amended and Restated the Agreement Regarding District Operations and Transfer to the City in which the deadline for dissolution was removed and in which it was acknowledged that the potential dissolution of the District will be driven by factors other than completion of certain infrastructure improvements, and that, until dissolution occurs, the District shall be responsible, in consultation with the City, for planning, design, and construction contract administration for maintenance, repair, and replacement projects.

The City requested that the District add the City's Gloria Drive and Valerie Way water main replacement project (City project) to the District's sewer replacement project in order to minimize construction inconvenience impacts within the residential areas on those streets, since those streets are already a part of the District's project, and to take advantage of cost efficiencies associated with a larger project. The District and City entered into a Funding Agreement on February 5, 2013, in which the City agreed to pay the District \$138,675 for design services, an estimated \$78,910 for inspection coordination and contract administration services, and an estimated \$924,496 with an estimated \$138,675 for contingencies and change orders for construction of the City's project, for a total maximum City funding of \$1,280,756 for the City project. The City will perform inspection services through the District's Contracts Administration Division during construction of the City's project.

The Chief Engineer of the Water Agency has reviewed the Project plans and specifications and recommends their approval.

The District received \$100,000 in Community Development Block Grant funding from the Community Development Commission on July 1, 2010, to partially fund design and construction of the sewer replacement for this Project. The entire \$100,000 was used to fund part of the design costs.

A Notice of Exemption dated April 3, 1997, was prepared for the District's Project. The Notice of Exemption was reviewed in 2009, with a finding that the Project remains exempt under California Environmental Quality Act Guidelines mailed to the Office of Planning and Research on July 1, 2009. Additionally, as a requirement preparatory to receiving the Community Development Block Grant funding, a Federal National Environmental Policy Act Statutory Worksheet for Categorically Excluded Projects for the Gloria Drive/Meekland Court Area Collection System Replacement Project was completed on January 12, 2012.

Background:

Description and Location of the Work.

The District's Gloria Drive – Meekland Court Collection System Replacement and Gloria Drive & Valerie Way Water Main Replacement project (Project) consists of sewage collection system and water main replacement in unincorporated areas outside of the city limits of Santa Rosa. The Project is located within public right-of-ways and acquired easements. The work includes, but is not limited to, removal, abandonment, and replacement of approximately 6,474 feet of 6-inch and 8-inch sewer pipe with 8-inch polyvinyl chloride pipe sewer main and appurtenant laterals, manholes, and sewer main cleanouts; removal, abandonment, and replacement of approximately 2,103 feet of 4-inch water main with 8-inch polyvinyl chloride pipe water main and appurtenances, water services, permanent blow-off, and new fire hydrants; trenching; traffic control; road surface repair (trench resurfacing, overlay and slurry); and road surface repair outside of trench. The work is located in portions of Gloria Drive, West Avenue, Camellia Court, Valerie Way, Metaxa Court, Southwood Drive, Leo Drive, Meekland Court, Dutton Avenue, and Mathwig Drive, within the District. Bidding Documents contain the full description of the work.

The Project was advertised for bids: May 30, 2013 – July 9, 2013

Bids were opened on July 9, 2013.

Bids for construction of said Project were received on July 9, 2013, as follows:

Ghilotti Construction Company, Inc. Santa Rosa, CA	\$3,083,608.10
Argonaut Constructors, Santa Rosa, CA	\$3,207,442.00
Sierra Mountain Construction Inc., Sonoma, CA	\$3,646,143.00
Ranger Pipelines, Inc., San Francisco, CA	\$3,957,761.66
Bay Pacific Pipelines, Inc., Novato, CA	\$4,017,635.00

The Engineer's Estimate was \$3,971,521.00.

The lowest responsive and responsible bid is from Ghilotti Construction Company, Inc. and is \$887,912.90 below the Engineer's Estimate. Ghilotti Construction Company, Inc. is experienced in this type of construction and met the experience requirements.

A contractor must execute a release of claims (Document 00650) before final payment but may except any unresolved claims from the release. The requested action authorizes the General Manager to approve the release unless the contractor lists unresolved claims. In that case, County Counsel must review Document 00650 prior to General Manager approval.

Construction on the Project is scheduled to begin approximately October 14, 2013, with an estimated completion date of July 21, 2014.

The Sonoma County Water Agency (on behalf of the South Park County Sanitation District), recommends the Board take the following actions:

1. Adopt and approve the Project Manual and Drawings (“plans and specifications”) entitled "South Park County Sanitation District Gloria Drive – Meekland Court Collection System Replacement and Gloria Drive & Valerie Way Water Main Replacement."
2. Authorize the Chair of the Board to execute the contract with Ghilotti Construction Company, Inc. \$3,083,608.10, for construction of the South Park County Sanitation District Gloria Drive – Meekland Court Collection System Replacement and Gloria Drive & Valerie Way Water Main Replacement project, and delegate authority to the General Manager of the Sonoma County Water Agency, on behalf of the South Park County Sanitation District (District), to execute Document 00650 (Agreement and Release of Any and All Claims), with County Counsel review, if no claims are listed by contractors.

Prior Board Actions:

- 2/05/2013 District Board of Directors action approving Cooperative Funding Agreement with City Santa Rosa for Design and Construction Services for Gloria-Meekland Water Line Replacement Projects.
- 6/26/2012 District Board of Directors action approving Amended and Restated Agreement Regarding District Operations and Transfer to the City of Santa Rosa.
- 3/06/2007 District Board of Directors action declaring a potential public health hazard resulting from the current aged condition of the public collection system.

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

The subject action meets the County Strategic Plan Goal 1 as replacement of aged sewer collection systems will prevent a potential public health and safety hazard.

Water Agency Sanitation Goals and Strategies, Goal 1: Meet or exceed environmental regulations and public health standards.

Replacement of aged sewer collection systems will prevent a potential public health and safety hazard.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 315,000	Water Agency Gen Fund	\$ 0
Add Appropriations Req'd.	\$ 4,346,000	State/Federal	\$
	\$	SPCSD-Construction 954301 – 9142 Fees/Other	\$ 3,380,244
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	City SR Funding Agrmnt	\$ 1,280,756
Total Expenditure	\$ 4,661,000	Total Sources	\$ 4,661,000

Narrative Explanation of Fiscal Impacts (If Required):

\$315,000 is currently budgeted for Fiscal Year 2013-2014 for construction. \$4,346,000 will be included in the next consolidated budget adjustment to re-budget in unexpended funds budgeted for South Park County Sanitation District Construction Fund 654302 in Fiscal Year 2012-2013, for a total amount of \$4,661,000. Offsetting revenue to be received from the City of Santa Rosa Cooperative Funding Agreement in the amount of \$1,280,756. Total project expenditures estimated to be \$4,661,000.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

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

Project Manual and Drawings



County of Sonoma Agenda Item Summary Report

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

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

To: County of Sonoma Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Damian Gonshorowski-(707) 565-8309
Terina Tracy-(707) 565-3234

Supervisorial District(s):

Title: Agreed Upon Procedures Report-Sonoma County Tourism Board-Business Improvement Area (BIA)

Recommended Actions:

Accept Agreed-Upon Procedures Report for the Sonoma County Tourism Board for the periods January 1, 2011 through December 31, 2011.

Executive Summary:

The Sonoma County Tourism Bureau (SCTB) is the official destination marketing organization dedicated to promoting Sonoma County as an overnight destination. The majority of the Bureau's funding comes from a 2% assessment on applicable lodging rooms within the Sonoma County Tourism Business Improvement Area. For the calendar year 2011 SCTB received **\$2.8 million** from business improvement area (BIA) assessments.

This Executive Summary is a vehicle for reviewing the report and should only be used in conjunction with the entire report which is included with this Agenda item as ATTACHMENT A.

- The County and the cities of Santa Rosa, Rohnert Park, Petaluma, Sebastopol and Windsor appear to have adequate procedures to ensure BIA assessments received from lodging establishments are remitted to the SCTB on a quarterly basis. We were however, unable to conduct our agreed upon procedures on collections and remittance of BIA assessments made by the City of Cloverdale.
- Based on our review of 7 lodging establishments, we did not identify significant variances between amounts reported on returns and amounts reported in operators financial/reservation systems.

- Based on our review of 7 lodging establishments, it appears that BIA assessments are calculated on the purchase price paid by online travel companies instead of the amount paid by the guests. Rent, as defined by the ordinance is the retail price paid by the occupant.
- Based on our review of 7 lodging establishments, some did not attach any documentation to support exemptions claimed on returns and some cities did follow up with lodging establishments or require them to submit support for exempt amounts claimed.
- Operators in unincorporated areas of the County owed **\$261,920** in past due BIA assessments as of April 3, 2013. One operator in the City of Santa Rosa owes approximately **\$16,526** in County BIA assessments.
- WorldMark, an establishment in Windsor, may not be entitled to an exemption from BIA ordinance as a “time share” operator. Its members do not have ownership interests in its property. They purchase credits, giving them rights to use all WorldMark facilities including the one located in Windsor. Approximately **\$830,000** would be due to the County if WorldMark was not considered exempt from the BIA ordinance.

Per the Report recommendation, County Administrator’s Office, and County Counsel staff are researching whether WorldMark is subject to the BIA ordinance. Internal Audit will follow up on this matter.

Please see ATTACHMENT A for full details of this Agreed Upon Procedures Report.

Prior Board Actions:

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Fiscal Summary - FY 13-14

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):

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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:

ATTACHMENT A-Agreed Upon Procedures Report: Sonoma County Tourism Bureau-Business Improvement Area

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

NONE

Internal Audit Division

S o n o m a C o u n t y

Agreed-Upon Procedures: Sonoma County Tourism Bureau Business Improvement Area

For the Period: January 1, 2011 - December 31, 2011

The Sonoma County Tourism Bureau (SCTB) is the official destination marketing organization dedicated to promoting Sonoma County as an overnight destination. The majority of the Bureau's funding comes from a 2% assessment on applicable lodging rooms within the Sonoma County Tourism Business Improvement Area. For the calendar year 2011 SCTB received **\$2.8 million** from business improvement area (BIA) assessments.

Audit No: 3560

Report Date: June 24, 2013



Audit Manager: Kanchan K. Charan, CPA
Auditor: Damian Gonshorowski, CPA

Table of Contents

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Summary of Results

The purpose of the summary of results is to convey in capsule form the significant issues of the agreed-upon procedures report. The summary of results is a vehicle for reviewing the report and should only be used in conjunction with the entire report.

Summary of Results:

- The County and the cities of Santa Rosa, Rohnert Park, Petaluma, Sebastopol and Windsor appear to have adequate procedures to ensure BIA assessments received from lodging establishments are remitted to the SCTB on a quarterly basis. We were however, unable to conduct our agreed upon procedures on collections and remittance of BIA assessments made by the City of Cloverdale¹.
- Based on our review of 7 lodging establishments, we did not identify significant variances between amounts reported on returns and amounts reported in operators financial/reservation systems².
- Based on our review of 7 lodging establishments, it appears that BIA assessments are calculated on the purchase price paid by online travel companies instead of the amount paid by the guests. Rent, as defined by the ordinance is the retail price paid by the occupant³.
- Based on our review of 7 lodging establishments, some did not attach any documentation to support exemptions claimed on returns and some cities did follow up with lodging establishments or require them to submit support for exempt amounts claimed⁴.
- Operators in unincorporated areas of the County owed **\$261,920** in past due BIA assessments as of April 3, 2013. One operator in the City of Santa Rosa owes approximately **\$16,526** in County BIA assessments⁵.
- WorldMark, an establishment in Windsor, may not be entitled to an exemption from BIA ordinance as a “time share” operator. Its members do not have ownership interests in its property. They purchase credits, giving them rights to use all WorldMark facilities including the one located in Windsor. Approximately **\$830,000** would be due to the County if WorldMark was not considered exempt from the BIA ordinance⁶.

Footnotes:

1. See “City/County Procedures” on pages 3 - 4 for additional details.
2. See “Lodging Establishment Procedures” on pages 4 - 5 for additional details.
3. See “Online Travel Companies” on page 6 for additional details and recommendations.
4. See “Exempt Rents” on page 8 for additional details and recommendations.
5. See “Past Due Balances” on pages 7 and 10 for additional details and recommendations.
6. See “WorldMark” on pages 5 - 6 for additional details and recommendations.

Report on Applying Agreed-upon Procedures

Audit No. 3560

June 24, 2013

To: Bill Judson, Chief Financial Officer
Sonoma County Tourism Bureau

From: Kanchan Charan, CPA
Audit Manager

Subject: Report on Applying Agreed-upon Procedures
Sonoma County Tourism Bureau, Business Improvement Area

Report on Applying Agreed-upon Procedures

We have performed the procedures enumerated in Appendix A of this report, agreed to by the Sonoma County Tourism Bureau (SCTB), solely to assist you, in evaluating compliance with the Business Improvement Area (BIA) Ordinance number 5525, for the period ending December 31, 2011 for the entities determined by SCTB. The County and cities of Santa Rosa, Rohnert Park, Petaluma, Sebastopol and Windsor, and operators are responsible for compliance with those requirements. The sufficiency of these procedures is solely the responsibility of SCTB. Consequently, we make no representation regarding the sufficiency of the procedures described in Appendix A, either for the purpose for which this report has been requested or for any other purpose.

Appendix A outlines the procedures we applied and the related results. Appendix B identifies the amount of taxable receipts reported, fees, penalties and interest collected and the net BIA assessments remitted to SCTB. Appendix C identifies past due balances for operators located within the unincorporated areas of the County. Appendix D identifies the percentage of BIA remitted by Cities and the County.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Schedules. 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 Sonoma County Tourism Bureau and the Sonoma County Board of Supervisors and is not intended to be and should not be used by anyone other than the specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

In addition, while performing the procedures we identified other matters which we have identified for your consideration.

Appendix A

Background

In November 2004, the Sonoma County Board of Supervisors established the Sonoma County Tourism Business Improvement Area. In June 2005, the Board of Supervisors ratified a contract with the SCTB to market Sonoma County and promote overnight visitors. On July 1, 2005, the SCTB officially became the destination marketing organization for Sonoma County.

Each operator of a lodging establishment generating total rent during the preceding fiscal year (July 1 to June 30) of greater than Three Hundred Fifty Thousand Dollars (\$350,000) shall pay as an assessment a sum equal to two percent (2%) of the Rent charged by the operator.

The SCTB entered into an Agreement with the County to carry out the services, activities and programs funded by revenues from BIA assessments. During the year reviewed, net room rents reported were approximately **\$144.8 million** generating BIA assessment revenue of approximately **\$2.8 million** for the SCTB.

Procedures Applied, Results and Recommendations:

1. **City/County Procedures:** We sent a letter to each city in the Business Improvement Area notifying them that collections were being audited and that if selected we would contact them. We obtained Transient Occupancy Tax collections, and or gross occupancy receipts from the County and the cities of Santa Rosa, Rohnert Park, Petaluma, Windsor, and Sebastopol. For properties with annual revenues greater than \$350,000 we calculated expected BIA assessment collections and compared the amounts to actual BIA assessments collected. We traced BIA assessments collected by the cities and the County for the calendar year 2011 to County accounting records and to amounts disbursed to SCTB.

Results: We received requested BIA collections and remittance documentation from all cities except Cloverdale. Cloverdale did not respond to multiple requests from the County and SCTB staff, as a result we could not complete procedures related to BIA assessments collected by the city of Cloverdale.

- 1.1 For the remaining cities and the County we did not identify significant variances between expected BIA assessments and actual BIA assessments collected. Gross receipts reported on TOT returns agreed to gross receipts reported on BIA returns.
- 1.2 The BIA assessments collected by the cities agreed to the amounts received by the County (less the allowable 2% admin fee).
- 1.3 The BIA assessments collected by the County from operators agreed to the amounts disbursed to the SCTB (less the allowable 2% admin fee).

Appendix A

1.4 The BIA assessments remitted to the County from the cities agreed to the amounts disbursed by the County to SCTB.

1.5 **Recommendation:** None

2. **Lodging Establishment Procedures:** We sent letters to all lodging establishments that paid BIA assessments notifying them that collections were being audited and that if selected we would contact them. Based on our analysis of all lodging establishments that paid BIA assessments, SCTB selected the lodging establishments noted below. We traced both monthly/quarterly returns and a sample of exemptions to lodging establishment supporting documentation.

2.1 Extended Stay America #976 – Santa Rosa

Results:

Gross rents, exemptions and BIA assessments reported on returns agreed with the amounts reported in Extended Stay America’s financial system. Exemptions claimed agreed with supporting documentation.

2.2 Best Western - Cloverdale

Results:

Gross rents and BIA reported on returns agrees with the amounts reported in Best Western’s reservation system. No exemptions were claimed.

2.3 Super 8 – Cloverdale

Results:

Gross rents and BIA reported on returns agrees with the amounts reported in Super 8’s reservation system. No exemptions were claimed.

2.4 Budget Inn - Rohnert Park

Results:

The total gross receipts reported on returns were higher by \$475 than the amount reported to the City of Rohnert Park. As a result of the difference in gross receipts and unsubstantiated exemptions claimed on BIA returns, the total BIA remitted to the City of Rohnert Park was lower by \$127 than the total BIA due based on the Budget Inn’s reservation system gross room rent.

Appendix A

2.5 Wine Country RV Park – Rohnert Park

Results: Actual taxable rent received was lower than the amount reported on returns because Wine Country RV Park reported amounts based on reservations and not on actual receipts. Had actual receipts been reported on the BIA return, Wine Country RV Park would have paid approximately \$62 less in BIA. Exemptions claimed agreed to supporting documentation for long term rentals (over 30 days).

2.6 Fountaingrove Inn - Santa Rosa

Results: Gross rents, exemptions and BIA reported on returns agreed with the amounts reported in Fountaingrove Inn's financial system monthly room revenue reports. Exemptions claimed agreed to supporting documentation.

2.7 Gold Coin Motel – Santa Rosa

Results: Gross rents and BIA reported on returns agreed with the amounts reported in Gold Coin's monthly summaries of gross receipts. Gold Coin Motel did not complete exemption claim forms, although they did provide adequate support for exemptions claimed.

2.8 Recommendation: None

Other Matters:

During our procedures other matters came to our attention and are presented below for your consideration.

3. WorldMark:

WorldMark Club in Windsor does not pay BIA assessments, however WorldMark does pay Transient Occupancy Tax to the City of Windsor in accordance with an agreement dated January 22, 2002.

3.1 According to WorldMark's website, in 1989 WorldMark by Wyndham (formerly known as Trendwest) created WorldMark's vacation ownership program. WorldMark sells credits which are a vacation currency that are owned by members.

The numbers of credits the members purchase are deposited annually into a WorldMark account to spend as the owner chooses. Members do not own in a particular season, in a particular unit or at a particular resort.

Appendix A

The credits can be used to rent rooms in any of the facilities owned by WorldMark, including the one located in Windsor. WorldMark also offers bonus time, which allows owners to pick up any available units or last-minute cancellations 14 days prior to arrival for a nominal fee.

3.2 It is the City of Windsor's position that WorldMark is not subject to BIA assessments because WorldMark is a membership club and no "rent" is paid by those who stay there. The Town of Windsor entered into an agreement with WorldMark for the collection of Transient Occupancy Tax based on rent attributable to each unit occupied (at the Windsor WorldMark vacation club resort) during any given reporting period.

3.3 Based on its taxable revenue from January 1, 2005 through February, 28, 2013, WorldMark would owe approximately **\$830,000** in BIA assessments, excluding penalties and interest, if WorldMark were subject to the BIA ordinance.

3.4 We estimate ongoing annual BIA assessments would be over **\$100,000**, based on TOT collected by the City of Windsor for 2011.

3.5 **Recommendations:**

Perform further research to determine whether WorldMark is subject to the BIA ordinance and if so, the amount of assessments owed to the County and SCTB.

3.6 **SCTB Finance Committee Response:**

Recommend to the SCTB Board to add to the next quarterly Advertising Committee meeting with the Board of Supervisors an agenda discussion about investigating the BIA assessment payment by WorldMark.

4. **Online Travel Companies:**

We found that gross rents and BIA reported on monthly and or quarterly returns agreed to the amounts reported in lodging establishments financial/reservation systems. Some lodging establishments use online travel companies (OTC) to increase occupancy. Operators are applying BIA assessments on the discounted amount paid by the OTCs instead of the retail amount paid by the occupants.

4.1 **Recommendations:**

Perform further research to determine the financial impact and feasibility of collecting TOT and BIA on the retail rates paid by occupants.

4.2 **SCTB Finance Committee Response:**

Recommend to the SCTB Board to work with County Counsel on both BIA and TOT ordinances to clarify the calculation and collection of BIA assessments and TOT from online travel agencies.

Appendix A

5. Past due BIA balances:

The City of Santa Rosa and the County of Sonoma have the largest number of operators some of whom have not paid their complete BIA assessment due to the County. The amount past due for operators in the City of Santa Rosa was not available.

The City of Santa Rosa filed a claim against the Ramada Inn, for unpaid Transient Occupancy Tax in the amount of \$99,156, although this amount does not include past due County BIA. We estimate that the Ramada Inn owes approximately **\$16,526** in County BIA, based on the unpaid TOT owed to the City. Operators in unincorporated areas of the County owed **\$261,920** in past due BIA as of April 3, 2013, according to an aging report from the County's collection system.

5.1 Recommendations:

As noted in Appendix C, the County is pursuing collection of past due amounts from the establishments in the unincorporated areas. The County, through the City of Santa Rosa, should pursue collection of \$16,526, together with penalties and interest, from Ramada Inn.

5.2 County Response:

Both the BIA Ordinance and our Administrative Agreement for Collections with the individual cities state that the Collecting Entities are responsible to take initial actions that are necessary for the collection of delinquent assessments.

The department has implemented the practice of requesting a list of delinquent BIA operators in the cities and we will refer them to Counsel as appropriate. In addition, we have an ongoing practice of reporting the offender to the SCTB so that they can exert pressure to help the collection process. Unfortunately, we have no ability to record liens for the unpaid BIA assessments and while we have made attempts to modify the ordinance to allow for this added collection feature the political climate has not been supportive of this change.

6. BIA Assessment Notice Process:

The County and the cities track total rent reported by all lodging establishments within their jurisdiction. When individual lodging establishments total reported rent gets close to \$350,000, a letter is sent to notify the lodging establishment that if they exceed \$350,000 in total rent for the preceding fiscal year they will be subject to the BIA ordinance including a 2% assessment of taxable rent.

6.1 Recommendations: None

Appendix A

7. Exempt rents:

We noted that some lodging establishments did not attach any documentation to support exemptions claimed on returns and some cities did not follow up with lodging establishments or require them to submit support for exempt amounts claimed.

During the period reviewed, lodging establishments claimed approximately **\$4.2 million** in exempt rents. Lodging establishments are permitted by the BIA ordinance to exclude from gross rent amounts for person(s) occupying space at a lodging establishment for a period greater than 30 consecutive days. The ordinance does not provide for other exemptions. However, it is past and current practice of the County and cities to allow the same exemptions provided under each jurisdiction's Transient Occupancy Tax ordinance. These additional exemptions typically are for rents received from federal, state and foreign government employees. Lodging establishments in the unincorporated areas of the County and in many cities attach exemption support forms which provide detailed documentation to support the exemptions claimed on the returns.

7.1 Recommendations:

All exemptions claimed on BIA returns should be accompanied by supporting documentation that provides enough detail for a reasonable person to determine whether the exemption is valid. Entities that collect BIA assessments should require supporting documentation for exemptions and follow up with lodging establishments if adequate support is not received.

7.2 SCTB Finance Committee Response:

Recommend to the SCTB Board to ensure contracts between county and cities contain obligation to provide support for exemption and make sure the BIA ordinance has language for exemption support.

Acknowledgement

We appreciate the courtesy and cooperation extended to us by Cathy Patton of the Auditor-Controller-Treasurer-Tax Collector's Office, SCTB staff and city staff from Santa Rosa, Rohnert Park, Petaluma, Sebastopol and Windsor. If you have any questions regarding our results and recommendations, please call Damian Gonshorowski at 565-8309.

Appendix B

**Business Improvement Area
Schedule of Receipts and Assessments
January 1, 2011 to December 31, 2011**

<u>City/County Review</u>	<u>Taxable Receipts</u>	<u>2% BIA Fee Collected</u>	<u>Penalties, Interest & Adjustments</u>	<u>2% Admin Fee</u>	<u>Net BIA Remitted</u>
County of Sonoma	\$ 69,514,318	\$ 1,390,286	\$ 33,058	\$ (28,467)	\$ 1,394,878
Santa Rosa	37,849,398	756,988	(2,090)	(15,098)	739,800
Rohnert Park	15,329,275	306,586		(6,132)	300,454
Petaluma	13,515,159	270,303		(5,406)	264,897
Windsor	4,747,936	94,959		(1,899)	93,060
Sebastopol	2,817,071	56,341		(1,127)	55,215
Cloverdale	1,070,815	21,416		(428)	20,988
Total City/County Review	\$ 144,843,972	\$ 2,896,879	\$ 30,968	\$ (58,557)	\$ 2,869,292

Appendix C

**Business Improvement Area
Schedule of Past Due Balances for Unincorporated Operators
As of April 3, 2013**

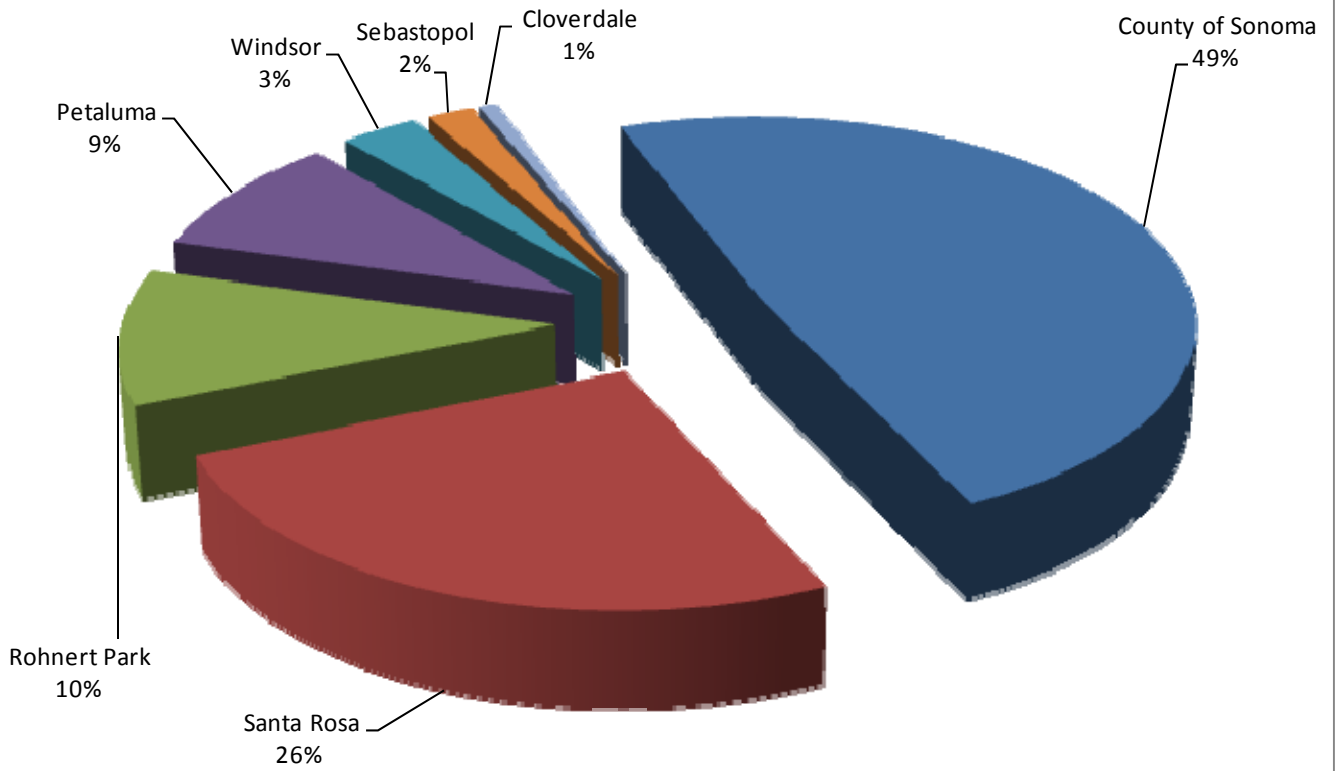
Operator	Total	2004-2007	2008	2009	2010	2011	2012
Bodega Coast Inn	\$ 54,082	\$ 612	\$ 29,685	\$ 7,367	\$ 6,720	\$ 5,317	\$ 4,381
Bodega Harbor Inn	692						692
Days Inn	59,361	16,509	3,476	23,178		16,199	
Inn at the Tides	775	775					
Jack London Lodge	1,138						1,138
Jenner Inn & Event Center	170						170
Myacamas Ranch	4,669						4,669
Vacation Rentals USA	136,842		55,347	75,493	6,003		
West Sonoma Inn	4,192						4,192
Total Past Due Balances	\$ 261,920	\$ 17,896	\$ 88,507	\$106,038	\$ 12,723	\$ 21,515	\$ 15,241

Note 1: Past Due Balances for Unincorporated Operators

The Auditor-Controller-Treasurer-Tax Collector's staff is pursuing collection of past due BIA assessment balances with staff in the County Counsel's Office and the Sheriff's Office.

Appendix D

Percentage of BIA Assessments by Cities & County



Appendix E

SCTB Finance Committee Response Letter



July 11, 2013

Damian Gonshorowski, CPA
 County of Sonoma
 585 Fiscal Drive, Suite 100
 Santa Rosa, CA 95403

Dear Mr. Gonshorowski,

The BIA audit report was reviewed at the Sonoma County Tourism (SCT) Board of Directors meeting on June 26, 2013. The recommendations of the Finance and Legal Committee contained within the report were discussed. Here are the meeting minutes resulting from this discussion:

1. SCT Finance & Legal Committee Response to 3.6 Pages 5-6
 (Other Matters – WorldMark in Windsor)

Finance and Legal Committee recommended to the board to approve adding to the next quarterly Advertising Committee meeting with the Board of Supervisors an agenda discussion about investigating the BIA payment by WorldMark.

No motion needed per B. Arnone (Legal Counsel)

2. SCT Finance & Legal Committee Response to 4.2 Page 6
 (Online Travel Companies)

Finance and Legal Committee recommended to the board to approve working with County Counsel on both BIA and TOT ordinances to clarify the calculation of collection from online travel agencies for BIA and TOT.

No motion taken. Board discussion only.

3. SCT Finance & Legal Committee Response to 7.2 Page 8
 (Exempt rents)

Finance and Legal Committee recommended to the board to approve ensuring contracts between county and cities contain obligation to provide support for exemption and make sure the BIA ordinance has language for exemption support.

No motion taken. Board discussion only.

Please let me know if you need any additional information.

A handwritten signature in black ink that reads "Dan Christensen".

Dan Christensen
 SCT Treasurer, SCT Finance & Legal Committee Chair



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: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Clerk/Recorder/Assessor

Staff Name and Phone Number:

William F. Rousseau 565-1876

Supervisorial District(s):

Countywide

Title: Recording, Vital Records, Cashiering System

Recommended Actions:

1. Authorize Clerk-Recorder-Assessor to execute agreement for software license, implementation, support and maintenance of a new Recording, Vital Records and Cashiering System with Tyler Technologies, Incorporated, for the period beginning, August 13, 2013 through June 30, 2015, for a total amount of \$560,250 with the option to renew Maintenance and Support services for two additional one (1) year periods.

Executive Summary:

The Clerk/Recorder/Assessor (CRA) submits this Agenda with a recommendation to contract for the installation of Tyler Technologies Eagle System to replace the current CRA Recording and Cashiering System.

In November 2009, the Board authorized the Clerk/Recorder/Assessor to approve an agreement with Manatron, Inc. to upgrade the Recorder's system at the time, called Anthem, to the Government Records Management (GRM) Recording system. The Anthem system was developed by HART InterCivic. In August 2007, Manatron purchased the Records Management Solutions business from HART InterCivic. After the acquisition, the Anthem product was renamed Government Records Management (GRM) Recorder. At the time, Manatron advised they were going to phase out support for the Anthem system, requiring the transition to the GRM product. In July 2011, the company changed ownership again being bought out by Thompson Reuters, Inc.

Implementation of the GRM Recorder system, which went live in February 2010, proved to be more difficult than most. Many system issues have been addressed, and it works satisfactorily; however, with the consolidation of the Clerk and Recorder divisions, and the ultimate goal of integrating more of the Clerk functions and software systems, research was conducted to explore different solutions for the Recording, Vital Records and Cashiering system.

A Request for Proposals (RFP) was published in February 2012 for a Recording, Vital Records and Cashiering System. The RFP solicited vendor responses for solutions to further overall department objectives of system and process integration for the Clerk and Recorder, reducing the number of systems to maintain, streamlining processes to generate more efficiency, and providing cashiering support for all divisions in the department. Six Proposals were received with costs ranging from \$415,000 to \$881,000.

Proposals were evaluated by a team consisting of CRA management, Department Information Specialists, supervisors and end users, as well as representatives from Information Systems. Evaluation criteria included professional qualifications, experience, references, functionality, cost, acceptance of county terms and local preference. Four of six vendors were invited to participate in scripted demonstrations, and based upon those ratings, the top two vendors were invited for follow-up demonstrations.

The RFP process was essentially complete in late August 2012; but at that time, the project was placed on hold due to limited staff resources, the Department Head's imminent retirement, and the Chief Deputy Clerk/Recorder position being vacant. With a new Department Head and Chief Deputy in place, staff is now prepared to bring forward the evaluation team recommendation.

Tyler Technologies of Dallas, TX was selected as the most responsive/responsible vendor with their Eagle Recorder software solution. They are a publicly traded company with 2,000+ employees serving the public sector with integrated software and technology services. The Eagle solution is a modular system that currently provides applications to support the Recording, Vital Records and Cashiering functions outlined in the RFP, and the capability to support additional functions, ultimately allowing the transition away from the multiple systems currently required and maintained by the department. Tyler has Eagle Recording System installations in San Joaquin, Glenn, Lassen and Mendocino counties. They have also recently won the contract to upgrade their legacy CRIS+ system in Riverside County to Eagle Recorder.

Staff recommends approval of an agreement for the purchase, implementation, support and maintenance of the Eagle Recorder/Clerk System with Tyler Technologies, Incorporated, for the period beginning, August 13, 2013 through June 30, 2015, for a total amount not to exceed \$560,250, with the option to renew Maintenance and Support services for two additional (1) one year periods.

Funding to support this project will come from accumulated fund balance, from legislatively established and collected fees [Government Code 27361(c)], available solely to support, maintain, improve, and provide for the operation and modernization of the county's system of recorded documents.

Prior Board Actions:

11/09 – Board authorized the County Clerk/Recorder/Assessor to approve an agreement to implement the GRM Recording system upgrade.

Strategic Plan Alignment Goal 3: Invest in the Future

The purchase and implementation of a new Recording, Vital Records and Cashiering System is an investment that will ultimately replace several systems now used for various functions in the Clerk and Recorder divisions, some of which are becoming obsolete. Implementation will streamline procedures, and improve efficiencies, saving staff time and funds currently dedicated to maintaining multiple

software systems.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$ 560,250.00	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$ 560,250.00
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 560,250.00	Total Sources	\$ 560,250.00

Narrative Explanation of Fiscal Impacts (If Required):

A budgetary adjustment request to support this agreement will be submitted with the FY 13/14 first quarter consolidated budget adjustments. Funding will be from the legislatively established Recorder's Modernization Special Revenue 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:

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

Agreement between Tyler Technologies, Inc. and Sonoma County



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: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator, Auditor-Controller-Treasurer-Tax Collector, Information Systems Department (ISD), General Services

Staff Name and Phone Number:

Donna Dunk 565-3274

Supervisory District(s):

All

Title: Enterprise Financial System (EFS) Project Implementation

Recommended Actions:

1. Accept quarterly update on the Enterprise Financial System Project Implementation

Executive Summary:

On February 5, 2013, your board directed staff to proceed with the Enterprise Financial System (EFS) implementation project and to return with quarterly updates on the project's progression. The purpose of this report is to provide your board with a quarterly update.

At this time the project continues on time, on budget and within the planned scope. There are no major issues that are unresolved. A summary of the project budget is included in Attachment A.

The Steering Committee will continue to return to your board every three months with an update of project activities.

1. Accomplishments since last quarterly update:

Since the last quarterly update, County staff and Ciber, Inc. (the EFS implementer) have had many accomplishments. Accomplishments worth noting are as follows:

- a. Official Kick-Off Meeting** – The official kick-off meeting was held on May 8, 2013. Attendance was high both in person and via the live video feed.
- b. Installation of PeopleSoft** – Based on the preliminary hardware design, the Information Systems Department (ISD) created three server environments and installed PeopleSoft in conjunction with Ciber. Efforts are underway to procure the final hardware to be used for the non-production and production environments.
- c. Document Management Planning** – A significant part of the EFS solution entails implementation of a document management solution (i.e., attachment of electronic files to accounting

transactions to achieve a paperless solution). A project plan has been completed and coordinated with the PeopleSoft implementation project plan.

- d. **Chart of Accounts Redesign** – The detailed design of the chart of accounts (account coding structures) is complete. This major undertaking included input from department representatives who participated in a focus group. Part of the design was based on information obtained from a site visit to Napa County who is also a PeopleSoft user. Information from this visit will be incorporated into Sonoma County’s final chart of accounts design.
- e. **Communication and Change Management Activities** – A number of critical communication and change management activities have been completed. Ongoing communications and change management activities will occur throughout the entire project. Significant accomplishments in this area worth noting include the creation of a Special Districts Focus Group to allow for feedback and communication with all Special Districts that utilize the system. Other completed communication events include newsletters, department updates, Department and Agency Head Association update presentation, and initial communication with union representatives. Key change management deliverables that are complete include a Change Readiness Assessment, Change Management Strategy, Communication Plan, Identification of Department Change Leaders and various online surveys directed toward a wide audience of participants. Focus groups have been meeting regularly and include representatives from all county departments and have been essential vehicles for two way communication between users and the project team.
- f. **Project Team Training** – A total of seven onsite training courses were delivered to both technical and functional project team staff. Concentrated training to the core project team is critical and allows for hands on opportunities to learn the system in a laboratory type classroom. The benefit of this training is already evident with the core project team.
- g. **Fit/Gap Sessions** – Focus groups, consisting of subject matter experts from across the organization, have continued to meet regarding the Fit/Gap analysis of the project and have completed a substantial portion of this activity. Fit/Gap sessions allow a detailed review of the County requirements, along with the system functionality, to determine where gaps might exist. To date, very few gaps have been identified. Changes in business processes have been identified during this process and will be addressed throughout the implementation with corresponding change management activities targeted at communicating business process changes.
- h. **Steering Committee Meetings** – The Steering Committee has met every two weeks to review and monitor progress of the project and receive regular status reports. The Steering Committee has been very active in providing guidance and decision making to this point and will continue to be involved throughout the life of the project.
- i. **User Charge Model** – Began the process of developing a user charge model.

2. **Next Steps:**

Planned project activities over the next three months include the following:

- a. **Fit/Gap Sessions** – The Fit/Gap sessions will be completed.
- b. **Final Project Plan Development** – A final project plan will be completed.
- c. **Project Team Training** – Additional project team training will be provided. This will conclude the project team training. End User training, which is designed for departmental users and not the core project team, will occur in May and June of 2014.

- d. **Configuration Stage** – Based on the information gathered during the Fit/Gap sessions, the project team will begin configuring and testing the core functions of the PeopleSoft system.
- e. **Platform Procurement and Installation** – A detailed design of the servers and operating environment will be completed. This design will be used to procure the necessary servers and related software for the final non-production and production environments.
- f. **Software Development** – Functional and technical specifications will be started for interfaces, data conversion, reports and workflow. Some preliminary data conversions will also be completed as an initial test and validation.
- g. **Chart of Accounts Build** – The core project team will be working with all departments/agencies to map the current account coding to the newly proposed coding. This joint effort will result in a final build of the chart of accounts (coding structures) that will then be tested to ensure that the desired results are achieved.
- h. **Data Cleansing** – Data currently in the system is being reviewed, analyzed and cleansed so that the cleanest possible data can be ultimately loaded into the production environment.
- i. **Communication and Change Management Activities** – Various communication and change management activities will be completed, such as a number of communication events (e.g., newsletter, department updates, etc.), town hall meetings with departments/special districts, preliminary end user training strategy and a second change readiness assessment.
- j. **Complete User Charge Model** – The Leadership Team will develop the user charges to recover the cost of Phase I of the EFS capital expenditures. A fair and equitable chargeback mechanism will be used consistent with past practices and approved by the State for cost allocation purposes. It should be done by the end of November 2013 in order to support the budget process for the fiscal year 2014/2015.

Prior Board Actions:

5/7/2013 – Board accepted the quarterly EFS update and approved a contract with Neko Industries, Inc. for document management to be integrated with the PeopleSoft system
 2/5/2013 – Board approved proceeding with EFS project and budget, along with contracts with Ciber, Inc., Oracle, and Maverick Solutions
 9/18/2012 – Board approved proceeding with EFS project by negotiating a contract with Ciber, Inc and Oracle

Strategic Plan Alignment Goal 3: Invest in the Future

This goal also aligns with strategic goal #4 Civic Services and Engagement

Fiscal Summary - FY 13-14

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 – EFS Budget Summary

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

NONE



Steering Committee EFS Budget Summary

Description	Approved Budget As of 2/5/2013	PTD Expenditures As of 6/30/2013	Budget Balance As of 6/30/2013	ETC Expenditures As of 6/30/2013	\$ Budget Variance As of 6/30/2013	% Budget Variance As of 6/30/2013
External Costs:						
Hardware, OS & DB	\$ 1,309,000	\$ -	\$ 1,309,000	\$ 1,309,000	\$ -	0%
PeopleSoft License & Maintenance	\$ 1,570,639	\$ 998,207	\$ 572,432	\$ 593,978	\$ 21,546	1%
Ciber Implementation Services	\$ 5,561,305	\$ 473,461	\$ 5,087,844	\$ 5,087,844	\$ -	0%
OnBase Integration & Maintenance	\$ 896,000	\$ -	\$ 896,000	\$ 896,000	\$ -	0%
Project Management Consulting	\$ 1,404,000	\$ 325,125	\$ 1,078,875	\$ 1,078,875	\$ -	0%
Other External Costs	\$ 691,450	\$ 268,981	\$ 422,470	\$ 389,000	\$ (33,470)	-5%
Contingency - External Costs	\$ 1,714,859	\$ -	\$ 1,714,859	\$ -	\$ (1,714,859)	-100%
	\$ 13,147,253	\$ 2,065,773	\$ 11,081,480	\$ 9,354,697	\$ (1,726,783)	
Internal Costs:						
Internal Staffing	\$ 6,200,000	\$ 364,345	\$ 5,835,655	\$ 5,835,655	\$ -	0%
Fixed Internal Costs	\$ 639,000	\$ 161,138	\$ 477,862	\$ 462,539	\$ (15,323)	-2%
Other Variable Internal Costs	\$ 239,000	\$ 53,938	\$ 185,062	\$ 157,408	\$ (27,654)	-12%
Departmental Vendor Interfaces	\$ 98,000	\$ -	\$ 98,000	\$ 98,000	\$ -	0%
Contingency - Internal Costs	\$ 1,076,400	\$ -	\$ 1,076,400	\$ -	\$ (1,076,400)	-100%
	\$ 8,252,400	\$ 579,422	\$ 7,672,978	\$ 6,553,601	\$ (1,119,377)	
Financing Costs	\$ 993,540	\$ 4,025	\$ 989,515	\$ 989,515	\$ -	0%
TOTALS	\$ 22,393,193	\$ 2,649,220	\$ 19,743,973	\$ 16,897,813	\$ (2,846,160)	All Line Items
					\$ (54,901)	Excluding Contingencies

 Current Project Budget Status
 Forecasted Project Budget Status

PTD = Project To Date ETC = Estimate To Complete



County of Sonoma Agenda Item Summary Report

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

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

To: Sonoma County Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): General Services Facilities Development and Management,
Sonoma County Sheriff's Department

Staff Name and Phone Number:

Mike West 707-565-3665
Steve Freitas: 707-565-3917

Supervisory District(s):

5th District

Title: Mt. Jackson Radio Tower & Vault

Recommended Actions:

Approve the project plans and specifications for the Mt. Jackson Radio Tower and Vault and authorize the Chair to execute a construction contract with AE Nelson Construction for the Mt Jackson Tower and Vault Project in the amount of \$683,800.

Executive Summary:

The County of Sonoma maintains a network of communication sites that provide radio and wireless communication for vital services, including the 911 dispatch system, emergency fire services, emergency medical response services, law enforcement, and other agencies. Mt. Jackson is one of the existing communication sites in the network. It was originally developed in 1985 and utilizes equipment and infrastructure that is both beyond its useful life and too small to support modern antennas and microwaves. The site is located north of Guerneville and serves a large geographical area of Sonoma County, linking to two other towers and central dispatch.

Project Description

This project is for a new Radio Tower and Vault on Mt. Jackson to replace the existing undersized and out of date facility and improve the capacity of this site to meet the needs of the telecommunications network. The work will include the replacement of the existing 60-foot radio tower with a new 180-foot tower, and construction of a new 20'x30' masonry vault to house telecommunications equipment. This upgrade will provide better communications for emergency response personnel and others resulting in better service to the surrounding community.

Public Bid

A Notice Inviting Bids for the Mount Jackson Radio Tower and Vault Project was issued on March 10, 2013. Two mandatory pre-bid meetings were held on site on March 25 and April 17, 2013. The project

bid opening was held on May 1, 2013.

Bid Results-

One contractor, AE Nelson Construction Inc., submitted a bid of \$683,800 for the Mt Jackson Tower and Vault Project. Due to the limited response to the solicitation for bids, the bid price and project scope were analyzed by Staff to determine if they were accurate and complete. After review of the AE Nelson’s bid and the scope of work, Staff determined that AE Nelson is the lowest responsive and responsible bidder and that the bid represents a reasonable price and good value to the County. Staff recommends that the Board award the work to A/E Nelson Construction, Inc. in the amount of \$683,800.

Schedule

Work is scheduled to begin in August 2013 with completion in December 2013.

Funding

This project is part of the County’s Capital Project Plan to maintain and enhance the County’s telecommunications system. The system is managed by the Sheriff’s Office; however, General Services, in conjunction with Sheriff’s staff, facilitate the construction needs for capital improvements. Funding for this project is provided from the County’s Capital Project Budget, and has already been approved by the Board of Supervisors through the County’s annual budget adoption process. The cost of this proposed contract is within the project budget and has been approved by the Sheriff’s Office.

Effects of Non-Approval

Without the approval of the construction contract with AE Nelson Construction the construction of the Mt Jackson Tower and Vault will not be able to proceed and the advantages of improving the public safety communications network for the County will not be realized.

Prior Board Actions:

- 01/08/13 – Ratify Amendment No. 1 to Lease L-0986 between the State of California and County of Sonoma pertaining to the Mt Jackson Communication Site.
- 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.
- 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 3: Invest in the Future

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 areas of the County. Implementation of these facilities further aligns with the goal of promoting a Safe and Caring Community, by ensuring timely improvements to the

County's communication network that promote the safety and connectivity of the community.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 683,800	County General Fund	\$ 683,800
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 683,800	Total Sources	\$ 683,800

Narrative Explanation of Fiscal Impacts (If Required):

This project is funded through the Capital Project 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:

None

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

Construction Contract between the County of Sonoma and AE Nelson Construction, Inc.



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 of Sonoma County

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Department of Health Services

Staff Name and Phone Number:

Rita Scardaci, x4700; Alfredo Perez, x6627

Supervisorial District(s):

Countywide

Title: First 5 Sonoma County Auditing Services Agreement

Recommended Actions:

Authorize the Director of Health Services to execute an agreement with Vavrinek, Trine, Day & Company, LLP for independent auditing services in an amount not to exceed \$29,000 through August 31, 2014.

Executive Summary:

This item requests authorization for the Director of Health Services to execute an agreement with Vavrinek, Trine, Day & Company, LLP for independent auditing services, \$29,000 through August 31, 2014.

Background:

The First 5 Sonoma County Commission (Commission) is an agency of the County with independent authority over its strategic plan and local special revenue fund. As required by ordinance, the Commission follows established County administrative procedures for processing agreements through its administrative agent, the Department of Health Services (DHS). The action requested in this agenda item is consistent with the goals and priority outcomes approved in the First 5 Sonoma County Strategic Plan 2011-2020.

The Commission is required to conduct an independent audit of the basic financial statements to determine if the financial statements fairly present the financial position of the Commission in accordance with the standards of Generally Accepted Accounting Principles (GAAP). The audit must include the necessary review and testing to provide an independent opinion of the financial statements and internal controls on the financials. In addition to the standard financial audit, this audit must go through an expanded audit per California Health and Safety Code, Section 130151. Failure to submit an audit by November 1, 2013 would put the Commission out of compliance with state statutes and could lead to funds being withheld.

Since 2000 the Commission has paid for the services of the Sonoma County Auditor-Controller-Treasurer-Tax Collector (Auditor) to provide an independent audit. On June 5, 2013 the Commission was

informed by the Auditor’s Office that the American Institute of Certified Public Accountants (AICPA) had recently issued clarifying language to Government Accounting Standards (GAS) on what constitutes an independent auditor. Under the clarified language, the Sonoma County Auditor was impaired in its independence from the Department of Health Services that could not be remedied and therefore could not be considered an independent auditor. If the Auditor were to perform the Commission’s audit it would require a *Disclaimer of Opinion* on the financial statements due the independence impairments and the Commission would be put at risk of not meeting the standards for an independent audit under Government Accounting Standards.

On June 5, 2013 the Auditor recommended Vavrinek, Trine, Day & Company, LLP, a Sacramento based company, as an outside auditor to perform an independent audit of the Commission’s financial statements. The Purchasing Agent approved a single source request for the Vavrinek, Trine, Day & Company, LLP agreement due to the firm’s experience with First 5 Commissions and critical need to have an independent audit within an abbreviated time frame. Vavrinek, Trine, Day & Company, LLP has the capacity to deliver an audit in a timely manner and has extensive experience providing annual audits for First 5 commissions in Los Angeles, Orange, Contra Costa, and Yolo counties. The Commission will release a request for proposals for annual auditing services for future budget years.

Prior Board Actions:

None

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Providing an audit of public expenditures shows good economic stewardship of the public’s resources.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 25,200	County General Fund	\$
Add Appropriations Req'd.	\$ 3,800	State/Federal	\$ 29,000
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 29,000	Total Sources	\$ 29,000

Narrative Explanation of Fiscal Impacts (If Required):

The FY 13-14 budget includes \$25,200 for this agreement. The remaining \$3,800 will be budgeted through the first quarter Consolidated Budget Adjustment process.

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:			
Vavrinek, Trine, Day & Company, LLP agreement			
Related Items “On File” with the Clerk of the Board:			
None			

COUNTY OF SONOMA
AGREEMENT FOR SERVICES

This agreement ("Agreement"), dated as of _____, 2013 ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), on behalf of the First 5 Sonoma County Commission (hereinafter "Commission"), and Vavrinek, Trine, Day and Co., LLP, a California limited liability partnership (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified licensed Certified Public Accounting firm, experienced in the preparation of independent audits and the performance of related services; and

WHEREAS, the First 5 Sonoma County Commission is an agency of the County with independent authority over the Strategic Plan and the local special revenue fund; and use of the term "County" in the Contract necessarily includes the Commission; and

WHEREAS, Commission desires to allocate Proposition 10 resources for audit of its financial statements for fiscal year 2012-2013 in accordance with the program goals and objectives outlined in the First 5 Sonoma County Commission Strategic Plan; and

WHEREAS, in the judgment of the Commission, it is necessary and desirable to employ the services of Contractor for the above services.

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

A G R E E M E N T

1. Scope of Services.

1.1 Contractor's Specified Services. Contractor shall perform the services described in "Exhibit A – Scope of Work" attached hereto and incorporated herein by this reference (hereinafter "Exhibit A"), and within the times or by the dates provided for in Exhibit "A" and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit A, the provisions in the body of this Agreement shall control.

1.2 Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local

laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Assigned Personnel.

- a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.
- c. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

2. Payment.

For all services and incidental costs required hereunder, Contractor shall be paid a lump sum in accordance with Exhibit A, attached hereto and incorporated herein by this reference, regardless of the number of hours or length of time necessary for Contractor to complete the services. Contractor shall not be entitled to any additional payment for any expenses incurred in completion of the services. However, total payments to Contractor under this Agreement shall not exceed \$29,000 without the prior written approval of County.

Upon completion of the work, Contractor shall submit its bill[s] for payment in a form approved by County's Auditor and the Head of the County Department receiving the services. The bill[s] shall identify the services completed and the amount charged.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Contractor for services performed within the State

of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Contractor does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed Form 587 be provided by the Contractor in order for payments to be made. If Contractor is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

2.1 Overpayment. If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County or at County's option, permit County to offset the amount of such overpayment against future payments owed to Contractor under this Agreement or any other agreement.

3. Term of Agreement. The term of this Agreement shall be from Effective Date to August 31, 2014 unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Contractor.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3 Delivery of Work Product and Final Payment Upon Termination. In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all materials and work product subject to Section 9.11 (Ownership and Disclosure of Work Product) and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4 Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and

further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or Health Services Department Head, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

4.6 Obligations After Termination. The following shall remain in full force and effect after termination of this Agreement: (1) Article 5, Indemnification; (2) Section 9.5, Records Maintenance; (3) Section 9.5.1, Right to Audit, Inspect and Copy Records; (4) Section 9.15, Confidentiality; and (5) Section 13.5, Applicable Law and Forum.

4.7 Change in Funding. Contractor understands and agrees that County shall have the right to terminate this Agreement immediately upon written notice to Contractor in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding which the County anticipated using to pay Contractor for services provided under this Agreement or County has exhausted all funds legally available for payments due under this Agreement.

5. Indemnification. Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Contractor's or its agents', employees, contractors, subcontractors, or invitees performance or obligations under this Agreement. Contractor's obligations under this Section apply whether or not there is concurrent negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall have the right to select its legal counsel at Contractor's expense, subject to Contractor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, Contractors, and other agents to maintain insurance as described in Exhibit B, which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes, which do not increase the amount paid under the Agreement, and which do not significantly change the scope of work or significantly lengthen time schedules may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors/Purchasing Agent must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1 Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 No Suspension or Debarment. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Contractor becomes debarred, Contractor has the obligation to inform the County.

9.4 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance

regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.5 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to County for inspection at any reasonable time. Contractor shall maintain such records for a period of seven (7) years following completion of work hereunder.

9.5.1 Right to Audit, Inspect and Copy Records. Contractor agrees to permit County and any authorized state or federal agency to audit, inspect and copy all records, notes and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, accessibility and appropriateness of services, and ensuring fiscal accountability. Upon request, Contractor shall supply copies of any and all such records to County. Failure to provide the above noted documents requested by County within the requested time frame indicated may result in County withholding payments due under this Agreement.

9.6 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7 Statutory Compliance. Contractor agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement.

9.8 Nondiscrimination. Without limiting any other provision hereunder Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.9 AIDS Discrimination. Contractor agrees to comply with the provisions 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.

9.10 Assignment Of Rights. Contractor assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Contractor shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

9.11 Ownership And Disclosure Of Work Product. All programs, working papers, files, and other materials of the Consultant made pursuant to this Agreement shall remain the property of the Consultant. The County will have access to this material at any time. The Consultant shall not disclose to any third party the contents of the programs, working papers, files, or any other material without the prior written approval of the County. The reports issued by the Consultant shall become the property of the County.

9.12 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

9.13 Sanctioned Employee. Contractor agrees that it shall not employ in any capacity, or retain as a subcontractor in any capacity, any individual or entity that is listed on either the Suspended and Ineligible Contractor List published by the California Department of Health Services, or any list published by the Federal Office of Inspector General regarding the sanctioning, suspension or exclusion of individuals or entities from the federal Medicare and Medicaid programs. Contractor agrees to periodically review said State and Federal lists to confirm the status of current employees, subcontractor and contractors. In the event Contractor does employ such individual(s) or entity(s), Contractor agrees to assume full liability for any associated penalties, sanctions, loss or damage that may be imposed on County by the Medicare or Medicaid programs.

9.14 Compliance with County Policies and Procedures. Contractor agrees to comply with all County policies and procedures as they may relate to services provided hereunder.

9.15 Confidentiality. Contractor agrees to maintain the confidentiality all patient medical records and client information in accordance with all applicable state and federal laws and regulations. This Paragraph 9.15 shall survive termination of this Agreement.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

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

13.8. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.9 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR:

_____ Date _____
Roger Alfaro, Partner
Vavrinek, Trine, Day & Co., LLP

COUNTY OF SONOMA:

_____ Date _____
Rita Scardaci, MPH, Director
Department of Health Services

Certificates of Insurance on File with and Approved as to Substance:

_____ Date _____
Division Director or Designee

Approved as to Form:

_____ Date _____
Deputy County Counsel

Scope of Work
Term: Effective Date – August 31, 2014

Audit Approach/Plan

Overview of the Audits

The following identifies Contractor's scope of work for First 5 Sonoma:

- Audit of the Commission's Financial Statements in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits set forth in *Government Auditing Standards* issued by the Comptroller General of the United States.
- Prepare a report on compliance with applicable laws, regulations and requirements contained with the applicable provisions of the California Health and Safety Code (Report on State Compliance)
- Prepare a report on the Commission's compliance and internal control as required by Government Auditing Standards
- Meet with Commission staff prior to public hearing
- Issue of a management letter, as applicable
- Prepare of Independent Auditors' Report, Management's Discussion and Analysis, Basic Financial Statements, Required Supplementary Information, Supplementary Information, Report Required by Government Auditing Standards, and Reports Required by the California State Controller's Office.

The expanded audit will examine the following:

- Contracting and procurement policies, to determine whether the commission has these policies in place, is operating in accordance with them, and whether they contain provisions to ensure that the commission's grants and contracts are consistent with the commission's strategic plan.
- Administrative costs, to ensure that the county commission's definitions comply with the state commission's guidelines and that the county commission has a process in place to monitor these costs.
- Conflict of interest policies and procedures, designed to assure compliance by the commission with all applicable state and local conflict-of-interest statutes and regulations.
- Policies and practices designed to assure that the commission is adhering to the county commission ordinance that established it.
- Long-range financial plans, to determine whether the commission has a plan that was formally adopted by the commission in a public hearing.
- The financial condition of the commission.
- The amount the commission spends on program evaluation and the documented results of those expenditures.
- Salaries and benefit policies, to determine whether the county commission's employee salaries and benefits comply with its adopted policies.

Timelines

Contractor must submit drafts of the final audit report by October 1, 2013 to allow commission staff time to review and revise as needed. One unbound copy and fifteen bound copies of the approved audit report must be submitted to the Commission by October 11, 2013.

Contractor must present the approved audit report to the Commission at its public hearing on October 28, 2013.

Contractor must submit the final audit report, simultaneously to both the State Controller's Office and the First 5 California office after October 28, 2013 but no later than October 31, 2013 so that it is received by both entities by the due date of November 1, 2013.

Audit Plan

Our audit plan involves six (6) stages for each audit. These stages are:

Stage 1, Planning

Stage 2, Risk Assessment

Stage 3, Preparation of the overall audit plan

Stage 4, Conducting the Interim Audit

Stage 5, Conducting the Final Audit

Stage 6, Reporting

Stage 1, Planning

Contractor will meet with key staff to plan the audit services for the year. These meetings will discuss all audit issues and the proposed interim work plan. During this phase, we will accomplish:

- Identifying the key personnel and contacts in the Finance Department and other departments.
- Identify the Commission's significant classes of transactions and business processes.
- Obtain an understanding of audit risk areas.
- Developing an understanding of unusual transactions or events that have occurred during the fiscal year.
- Formalizing logistics.
- Finalizing the timeframes for interim fieldwork.

Stage 2, Risk Assessment

Based upon the information obtained in the planning meetings Contractor will perform a risk assessment as required by Statements on Auditing Standards (SAS) to be used in the preparation of the overall audit plan.

Stage 3, Preparation of the overall audit plan

Once the planning and risk assessment process are complete an overall audit plan will be prepared. The plan will specify each audit task, staffing assignments, timelines, and due dates. The plan will also break down the work assignments between interim and final audit timelines. The audit plan will include the transaction cycles which have been selected for internal control testing and those for which only the detailed walk through will be performed.

Stage 4, the Interim Audit

The specific dates will be determined during the planning meeting and preparation of the audit plan process. Our interim work will include the following:

1. Defining the Commission's objectives and strategies and related business risks.
2. Obtaining an understanding of the Commission's internal control environment (tone at the top):
 - Communication and enforcement of integrity and ethical values
 - Commitment to competence
 - Participation of those charged with governance
 - Management's philosophy and operation style
 - Organizational structure
 - Assignment of authority and responsibility
 - Human resource policies and practices
3. The Commission's risk assessment process.
4. Internal control communication process.
5. Internal control monitoring process.
6. Compliance with the *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the California State Controller's Office.

Stage 5, the Final Audit

We will commence our final fieldwork as soon as the Commission has sufficiently closed their accounting records.

During this phase, we will perform substantive audit procedures on the year-end statement of net assets and fund balances, revenue and expenditure/expense accounts. We will use a variety of audit procedures which may include outside confirmations, statistical sampling, and detailed testing of schedules, analytical review, inquiry, and observation.

Stage 6, the Reporting Phase

At the end of the audit process we will meet with key staff to cover the following:

- Discuss improvements for subsequent years audit plan,
- Meet with the appropriate level of management to present the results of the audit,
- Communicate with those charged with Governance.

The total cost of the audit shall not exceed \$29,000.

Insurance Requirements

With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Workers Compensation and Employers Liability Insurance

- a. Required if Consultant has employees.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. *Required Evidence of Insurance*: Certificate of Insurance.

If Consultant currently has no employees, Consultant agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should any employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Umbrella Liability Insurance. If Consultant maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Consultant.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County. Consultant is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Consultant has a claim against the insurance or is named as a party in any action involving the County.
- d. **First 5 Sonoma County Commission and the County of Sonoma, their officers, agents and employees** shall be additional insureds for liability arising out of operations by or on behalf of the Consultant in the performance of this Agreement.
- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in ISO

- form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Consultant and include a “separation of insureds” or “severability” clause which treats each insured separately.
 - h. *Required Evidence of Insurance:*
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.
- 3. Automobile Liability Insurance**
- a. Minimum Limits: \$1,000,000 combined single limit per accident.
 - b. Insurance shall apply to all owned autos. If Consultant currently owns no autos, Consultant agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
 - c. Insurance shall apply to hired and non-owned autos.
 - d. *Required Evidence of Insurance:* Certificate of Insurance.
- 4. Professional Liability/Errors and Omissions Insurance**
- a. Minimum Limit: \$1,000,000 per claim or per occurrence.
 - b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County.
 - c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
 - d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
 - e. *Required Evidence of Insurance:* Certificate of Insurance.
- 5. Standards for Insurance Companies**
- Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.
- 6. Documentation**
- a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Consultant agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1 – 4 above.
 - b. The name and address for Additional Insured endorsements and Certificates of Insurance is: County of Sonoma (DHS), Contract & Board Item Development Unit, 3313 Chanate Road, Santa Rosa, CA 95404.
 - c. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
 - d. Consultant shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.

- e. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

7. Policy Obligations

Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

8. Material Breach

If Consultant fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Consultant resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Consultant, County may deduct from sums due to Consultant any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.



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: Board of Supervisors of Sonoma County

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Department of Health Services

Staff Name and Phone Number:

Rita Scardaci, 565-4700

Supervisorial District(s):

Countywide

Title: Spay/Neuter Pilot Program Expansion – Sonoma Humane Society MOU

Recommended Actions:

Authorize the Director of Health Services to execute a Memorandum of Understanding with Sonoma Humane Society to provide Love Me Fix Me spay/neuter pilot program services at the Sonoma Humane Society veterinary clinic through the termination date of the Love Me Fix Me program.

Executive Summary:

This item requests approval of a Memorandum of Understanding (MOU) with Sonoma Humane Society to expand the Sonoma County Animal Care and Control Love Me Fix Me mobile spay/neuter pilot program to provide spay/neuter surgery services at the Sonoma Humane Society veterinary clinic site through the termination date of the Love Me Fix Me program.

Background:

Sonoma County Animal Care and Control (ACC) provides field services, sheltering, and medical care and treatment services to unincorporated areas and several cities within Sonoma County. ACC also places homeless animals into appropriate homes and works to reduce pet overpopulation through spay and neuter services.

ACC operates an open-admission shelter that takes in nearly 6,000 animals annually, primarily dogs and cats. Every dog and cat is spayed or neutered before being adopted out by ACC. Despite the efforts of ACC and other local animal welfare organizations to reduce animal overpopulation in the County, a more comprehensive, accessible, and affordable spay/neuter services program is needed.

Targeted Spay/Neuter Pilot Program. As authorized by the Board on September 11, 2012, ACC is partnering with Community Foundation Sonoma County to implement a targeted spay/neuter pilot program to improve access to and utilization of spay/neuter services. Launched on January 9, 2013, the “Love Me Fix Me” program is characterized by a more proactive and targeted approach to services. By improving access to low-cost, high-quality spay/neuter surgeries in underserved populations and targeted geographic areas, the County aims to decrease pet overpopulation in Sonoma County. The targeting of specific geographic areas is facilitated with the County’s Mobile Animal Center (MAC), a

fully-equipped animal surgery and adoption center vehicle that was donated to ACC in 2003 for use in community outreach programs. Since donation the vehicle was used for mobile adoption events and some spay/neuter activities and is now being utilized for the more robust Love Me Fix Me program.

Program Expansion. The Love Me Fix Me program has been very well received and utilized by Sonoma County residents. In the first six months of the program, 1,223 low-cost spay/neuter surgeries were provided for 1,073 dogs and 150 cats. ACC now seeks to augment the Love Me Fix Me program by filling an identified need for spay/neuter services for dogs larger than can be accommodated within the limited confines of the MAC surgery area and for more complicated and higher risk surgeries.

The Sonoma Humane Society (SHS), also in partnership with Community Foundation Sonoma County, currently operates a low-cost site-based spay and neuter program for cats. SHS has identified clinic capacity to provide services for large dogs and animals with medical issues that may be better served at the SHS veterinary clinic site.

Under the proposed MOU SHS will utilize the Love Me Fix Me program name, advertising, and scheduling resources; expand services for large dogs (over 80 pounds) and special needs animals; and provide microchips for animals receiving surgery as donor funding allows. ACC has the responsibility under the MOU of providing mobile spay and neuter services for cats and dogs at various locations throughout Sonoma County with an emphasis on smaller dog surgeries. In addition, both ACC and SHS agree to utilize the existing media schedule to include promotion of cat spay and neuter services; utilize appointment scheduling criteria which provides flexibility in setting clinic appointments for both SHS and ACC while maximizing usage of all clinics; develop standard policies, procedures, medical protocols, and emergency and patient care instructions which can be clearly communicated to the public; and share data and reports on the activities performed under this agreement.

The MOU between Sonoma County and SHS will increase the opportunity for County residents to receive low-cost spay/neuter services while also supporting the objective of building collaborative animal services partnerships within the County.

Prior Board Actions:

9/11/12- Authorized execution of a grant agreement with Community Foundation Sonoma County to implement a mobile spay/neuter pilot program. 11/20/12 – Authorized execution of a veterinary services agreement to implement a mobile spay/neuter pilot program. 5/7/13 – Authorized amendment of veterinary services agreement for mobile spay/neuter pilot program.

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

The services provided through the spay/neuter pilot program will result in a reduction in the number of homeless animals by reducing pet overpopulation, thus improving the health and welfare of the County’s animal population.

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

No dollars are associated with the surgery piece because SHS and ACC will each collect on site and retain fees for services provided at their respective facilities. Microchip dollars are not included because SHS will continue to provide them for animals at the SHS site, and may, depending on donations, provide microchips for ACC site animals as well. If appropriate donations are not forthcoming, ACC will continue to provide microchips as budgeted in the Love Me Fix Me program.

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:

Memorandum of Understanding (MOU) with Sonoma Humane Society

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

None

MEMORANDUM OF UNDERSTANDING
Between
County of Sonoma
and
Sonoma Humane Society

This Memorandum of Understanding (hereinafter "MOU"), dated as of _____, 2013 (hereinafter "Effective Date") is by and between the County of Sonoma (hereinafter "County"), and Sonoma Humane Society (hereinafter "SHS").

The Purpose of this MOU is to establish the roles and responsibilities of the parties in the provision of Spay and Neuter services for residents of Sonoma County.

I. SHS Roles and Responsibilities

1. Responsibility for spay and neuter services for cats and dogs.
 - a. Will provide spay and neuter surgeries for dogs and cats at the Sonoma Humane Society spay and neuter clinic, located at 5345 Hwy 12 West in Santa Rosa, CA.
 - b. Clinic will offer up to 35 cat spay and neuter surgeries (no more than 15 spay and 20 neuter) per day.
 - c. Clinic will offer spay and neuter surgeries for dogs. Priority will be given to dogs that cannot be accommodated by the COUNTY mobile Spay/Neuter unit; including dogs over 80 lbs., older dogs, and/or dogs that may require additional medical care not available at the COUNTY mobile clinic.
2. Provided that SHS secures donor funds to cover cost, SHS will provide microchips, at no cost to COUNTY, for dogs and cats which are sterilized in the "Love Me Fix Me" mobile unit, an estimated 48 animals each week.
3. Will use the name, "Love Me Fix Me", for all low-cost spay and neuter clinics.
4. Agrees to charge Love Me Fix Me spay and neuter clinic rates.

II. COUNTY Roles and Responsibilities

1. Responsibility for providing mobile spay and neuter services for cats and dogs at various locations throughout Sonoma County.
 - a. Clinic typically operates three days per week, accommodates 16 animals per clinic with the objective of providing 2,400 spay/neuter surgeries during calendar year 2013.
 - b. Emphasis on smaller dog surgeries.

III. Shared (COUNTY and SHS) Responsibilities

1. COUNTY and SHS agree to utilize existing media schedule to include promotion of cat spay and neuter services.
 - a. SHS advertising will complement COUNTY advertising schedule.

- b. The SHS Development Director and the COUNTY ACC Communications Manager will coordinate advertising messages to reflect day and location availability.
2. COUNTY and SHS will utilize appointment scheduling criteria which provides flexibility in setting clinic appointments for both SHS and COUNTY while maximizing usage of all clinics.
3. COUNTY and SHS will develop standard policies, procedures, medical protocols and emergency and patient care instructions which can be clearly communicated to the public.
 - a. Surgery intake forms will include standardized hold harmless and release of liability language.
4. COUNTY and SHS will share data and reports on the activities performed under this agreement. The data, format and report schedule will be determined by mutual agreement.

IV. Term of MOU

1. The term of this MOU shall be from Effective Date until the Love Me Fix Me program is terminated.
2. Either party may terminate this MOU for convenience and without cause upon 30 days' advance written notice.

VII. Dispute Resolution. If any conflicts or disputes arise between the two parties, involved staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the purpose of such meeting is to come to a resolution that is in the best interest of both parties and any client or patient involved.

VIII. Indemnification. SHS agrees to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release County (including its supervisors, officers, agents, and employees) from and against any and all actions, claims, damages, disabilities, or expenses (including costs and attorney fees) that may be asserted by any person or entity, including SHS, resulting from SHS's acts, errors, omissions, and/or willful misconduct arising out of or in connection with the performance of this MOU. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for SHS or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnification provision survives termination of this MOU with respects to issues arising hereunder.

COUNTY agrees to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release SHS (including its supervisors, officers, agents, and employees) from and against any and all actions, claims, damages, disabilities, or expenses (including costs and attorney fees) that may be asserted by any person or entity, including County, resulting from County's acts, errors, omissions, and/or willful misconduct arising out of or in connection with the performance of this MOU. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for County or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnification

provision survives termination of this MOU with respects to issues arising hereunder.

- IX. Method and Place of Giving Notice.** All notices under this MOU shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices shall be addressed as follows:

TO COUNTY:

Tammy Geronimo, Administrative Services Officer
Sonoma County Animal Care and Control
1247 Century Court, Santa Rosa, CA 95403
Tammy.Geronimo@sonoma-county.org

TO SHS:

Kiska Icard, Executive Director
Sonoma Humane Society
5345 Highway 12, Santa Rosa, CA 95407
Klcard@sonomahumane.org

When a notice is given by a generally recognized overnight courier service, the notice shall be deemed received on the next business day. When a copy of a notice is sent by facsimile or email, the notice shall be deemed received upon transmission as long as (1) the original copy of the notice, is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email, (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

- X. Merger.** This writing is intended both as the final expression of the MOU between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the MOU. No modification of this MOU shall be effective unless and until such modification is evidenced by a writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the Effective Date.

SONOMA HUMANE SOCIETY:

_____ Date _____
Kiska Icard, Executive Director

COUNTY OF SONOMA:

_____ Date _____

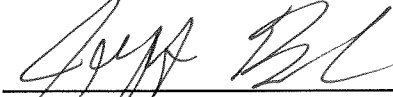
Rita Scardaci, MPH, Director
Department of Health Services

Approved as to Substance:

_____ Date _____

Division Director or Designee

Approved as to Form:

 _____ Date 7/24/13

Deputy County Counsel



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: Sonoma County Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Human Services

Staff Name and Phone Number:

Nick Honey – (707) 565-4343
Regina de Melo – (707) 565-4346

Supervisorial District(s):

All

Title: Contract for Child Care Services for Child Welfare Clients

Recommended Actions:

Adopt a resolution authorizing the Director of the Human Services Department to execute an agreement with the California Department of Education for Human Services to receive up to \$154,442 for the local administration of subsidized child care services for the period of July 1, 2013 through June 30, 2014 as well as execute future amendments that increase revenue but do not significantly alter program requirements.

Executive Summary:

The Human Services Department requests adoption of a resolution authorizing the Director to execute a contract and associated amendments with the California Department of Education (CDE) for the period of July 1, 2013 through June 30, 2014. The amount of the contract is \$154,442 and must be used to administer child care subsidy payments to child care providers that provide care to children whose families are involved in the Child Welfare System. This amount matches the amount received in Fiscal Year 2012-2013 for the same contract. Program requirements and maximum reimbursement rates are determined by the State and cannot be altered by the program administering the contract. Additional amendments to the contract are possible; these amendments would only augment the amount of revenue received, they would not change any program requirements or other provisions in the contract. For example, in the 2012-2013 fiscal year, an amendment adding an additional \$24,445 to the existing contract was received, but there were no changes to any of the other contracted provisions. This allowed the Human Services Department to administer child care subsidy payments to support additional families. If an increased amount were received which would increase the Child Care Subsidy Program beyond what is currently budgeted, those funds would be appropriated in a consolidated budget adjustment.

The Human Services Department – Division of Family, Youth and Children staff use these funds to administer child care subsidy payments to child care homes or child care facilities for child care rendered while a family is involved in the Child Welfare System. This critical support allows the family the time

and flexibility to complete their child welfare goals and other commitments while their child is cared for in a safe setting. Administrative staff also place the families on the Centralized Eligibility List (CEL), a centralized waiting list for all State and Federal funded child care programs in Sonoma County. When other child care programs enroll a family involved with CPS from the CEL, the family is able to transition to a longer term subsidy program that helps them maintain stability in their child care arrangements for as long as they need the child care.

Based on prior year expenditures, it is estimated that the Human Services Department will spend the total amount allocated through this contract. This budget has been approved as part of the HSD budget plan. Copies of the contract with CDE are on file with the Clerk.

Prior Board Actions:

The Board of Supervisors has approved annual agreements for Child Care Services with the California Department of Education beginning in fiscal year 1974-1975.

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

Approval of this contract revenue will allow the Human Services Department – Division of Family, Youth and Children to operate an emergency child care program for families involved in the child welfare system. These subsidized child care arrangements will provide care for the children while families take steps towards achieving the goals outlined in their child welfare case plan.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 154,442		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 154,442
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 154,442	Total Sources	\$ 154,442

Narrative Explanation of Fiscal Impacts (If Required):

This revenue was included in the approved 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:
Resolution
Related Items "On File" with the Clerk of the Board:
2013-2014 Contract for the Childcare Alternative Payment Program (CAPP)



County of Sonoma
State of California

Date: August 13, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing the Director of the Human Services Department to execute an agreement with the California Department of Education to receive up to \$154,442 for the local administration of subsidized child care services for the period of July 1, 2013 – June 30, 2014 as well as execute future amendments that increase revenue but do not significantly alter program requirements.

Whereas, the Child Development Act of 1972, Division 12.5 of the Education Code, and Part II of Division 9 of the Welfare and Institutions Code transferred responsibility for the statewide administration of child day care programs from the California Department of Social Services to the California Department of Education; and

Whereas, Sonoma County, through the Human Services Department, for several years provided for said child day care through family home arrangements or direct vendor payments to child day care facilities; and

Whereas, this Board of Supervisors believes that the child day care needs of Sonoma County can best be assessed and administered by the local Human Services Department; and

Whereas, a contract allocating funds has been submitted to Sonoma County Human Services Department for the continuation of these services for Fiscal Year 2013-2014; and

Now, Therefore, Be It Resolved that the approval of said contracts are hereby approved and authorized.

Be It Further Resolved that the Director of the Human Services Department is authorized to execute said contract for and on behalf of the County of Sonoma for Fiscal Year 2013-2014, and to execute future amendments to this contract that do not increase the County costs or significantly change the scope of services.

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: 15
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Permit and Resource Management Department

Staff Name and Phone Number:

Sigrid Swedenborg 565-1914

Supervisorial District(s):

Fourth

Title: Withdrawal of Appeal; UPE11-0099

Recommended Actions:

Approve the request to withdraw the appeal of the Board of Zoning Adjustment's decision to approve a Use Permit. Kenneth Kahn, applicant; Crimson Wine Group, appellant. 24511 Rich Ranch Road, Cloverdale; APNs 118-100-038 and -051.

Executive Summary:

On December 13, 2012, the Board of Zoning Adjustments, with a 4-0-1 vote, adopted the Negative Declaration and approved the request to add tasting by appointment only, eight special events a year, with a maximum of 100 attendees per event, and four hospitality units at an existing winery. On December 20, 2012, the BZA decision was appealed to the Board of Supervisors by the Crimson Wine Group. On June 10, 2013, the Crimson Wine Group withdrew their appeal because the applicant entered into an acceptable road maintenance agreement with them. There are several neighbors who have issues with the project and may object to the Board of Supervisor's consenting to the withdrawal of the appeal, however, these neighbors were not party to the appeal, nor did they file their own appeal of the BZA action.

Section 26-92-160 (c) of the Sonoma County Code states, "Any appeal filed pursuant to this section may be withdrawn where the appellant requests such withdrawal and the board of supervisors consents."

Prior Board Actions:

None.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

- Contributes to the economic vitality of Sonoma County

Fiscal Summary - FY 13-14

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):

None

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:

EXHIBIT A: Copy of Letter Requesting to Withdraw the Appeal dated June 3, 2013.

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

None.



J. Kapolchok
+ Associates

Land Use Planning
Urban Design

June 3, 2013

Sigrid Swedenborg, Planner III
Permit and Resource Management Department
County of Sonoma
2550 Ventura Avenue
Santa Rosa, CA 95403

RE: Withdrawal of Kahn Appeal

Dear Sigrid,

On behalf of my client, Crimson Wine Group, I wish to withdraw the appeal of Use Permit UPE11-0099. This withdrawal is based upon the fact that Crimson Wine Group and Kenneth Kahn have entered into an acceptable road maintenance agreement.

Should you have any questions, please do not hesitate to contact me. I can be reached by telephone at 707-526-8939 or by email at jkapolchok@sbcglobal.net.

Thank you.

Sincerely,



Jean A. Kapolchok



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 of Sonoma County

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Monique Chapman – 565-2872

Supervisorial District(s):

4th District

Title: Agreement with Support Our Students Counseling Services for Windsor Youth and Families Services program.

Recommended Actions:

Authorize the Sheriff to execute the Agreement with Support Our Students Counseling Services to provide diversion and counseling services to juveniles residing in Windsor, in the amount of \$30,000, funded by the Town of Windsor, for Windsor Youth and Family Services from July 1, 2013 to June 30, 2014.

Executive Summary:

Background

In May 2008, the Board approved an Agreement for Law Enforcement Services between the Sheriff's Office and the Town of Windsor. Services under the Agreement are updated through an annual service plan. The FY 13-14 annual service plan includes a provision for youth diversion services as part of the law enforcement services provided to the Town.

The Windsor Youth and Family Services program (WYFS) was founded in 1994 by Support Our Students Counseling Services, a community-based organization. WYFS is an evidence based youth diversion program that consists of a partnership between the Windsor Police Department, the Windsor School District, and the Town of Windsor. WYFS provides an alternative to the criminal justice system for first-time juvenile offenders and other at-risk youth who are identified through their academic counselors and by law enforcement personnel. The WYFS program provides services to juveniles in Windsor who have had negative or corrective interactions with law enforcement personnel, and/or school administration staff.

The agreement between the Town of Windsor and the County for Sheriff's Office law enforcement services provides for Town funding of diversion services. In the past, these services were provided as

extra help hours under the Law Enforcement Agreement. In FY 2012-13 it was determined that these services would be better provided through a service agreement in order to maximize the number of youth and families served. Moving these services into a separate service agreement between the County and Support our Students Counseling Services reduces departmental overhead costs incurred as part of the Law Enforcement Services Agreement between the Sheriff's Office and the Town of Windsor.

WYFS is one of a three-part program offered to Windsor youth and families by Support Our Students. In addition to the proposed Agreement, the County also contracts with Support Our Students Counseling Services for the Windsor Community Counseling Partnership (WCCP). The WCCP is comprised of three programs; WYFS, Project Success, and counseling services. The agreement for WCCP services is funded by AB 114 asset forfeiture funds, pursuant to California Health and Safety Code §11469. The proposed WYFS Agreement will provide for diversion services for youth and families not participating in the WCCP.

Program

The objective of the WYFS program is to work within current justice systems to effectively minimize negative law enforcement encounters among juveniles in Windsor, and to divert youth from advancing into the juvenile justice system. Referrals to WYFS are generated by Windsor Police Department personnel and Windsor school administration staff. Youth receive services based on their offense or identified need including gang prevention education, drug and alcohol citation diversion, low risk citation diversion, anger management groups, Girl's Circle groups, bullying prevention education, individual counseling, and diversion counseling. Short-term individual, family, and group counseling is also offered. Program outcomes are collected for WYFS in order to review recidivism rates. Support Our Students Counseling Services is in the process of applying for tier placement of WYFS in the Portfolio of Model Upstream Programs.

The Sheriff's Office, in consort with the Town of Windsor, is committed to supporting diversion services within the Windsor community through the WYFS program for a term of one year. These same services have previously been provided through County extra-help hours. A formal Request for Proposals for these types of services will be initiated prior to the end of the one year term. Support Our Students Counseling Services was asked to continue to provide these services under contract in order to avoid disruption in program delivery by service staff while the RFP was initiated. The existing Support Our Students Counseling Services program counselors are experienced in providing diversion services to the Windsor community and have established relationships with Windsor schools. The proposed Agreement provides for the continuation of WYFS for a term of one year with an agreement not to exceed \$30,000.

Prior Board Actions:

5/6/2008 - Town of Windsor Law Enforcement Services Agreement.

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

Providing diversion services to juveniles and families in Windsor will help prevent youth from advancing

into the juvenile justice system and will promote a safer community.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 30,000	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 30,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 30,000	Total Sources	\$ 30,000

Narrative Explanation of Fiscal Impacts (If Required):

The estimated cost for the WYFS program is \$30,000. This amount is included in the FY 2013-14 recommended budget. The Town of Windsor will provide 100% of the cost associated with the services under the Agreement for the provision of law enforcement services with the Sheriff's Office; therefore, there will be no impact to the County General 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:

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

Agreement for Youth and Family Services



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 17
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

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):

Fourth

Title: Sutter Hospital Agreement to install approximately 232’ of sidewalk, curb and gutter on Old Redwood Highway.

Recommended Actions:

1. Approve the plans and proposal for the installation of a sidewalk, curb and gutter, drainage modifications, and utility adjustments along the Cricklewood Restaurant frontage on Old Redwood Highway.
2. Authorize Transportation and Public Works Director to sign the agreement with Sutter Hospital for the design and construction of the improvements at a cost of not to exceed \$135,827.

Executive Summary:

The approval of the Sutter Hospital project by the Board on August 24, 2010 required extensive roadway, pedestrian, and bicycle improvements to Mark West Springs Road and the intersection with Old Redwood Highway. The goal of the sidewalk improvements was to create a network in this area, connecting the various adjacent subdivisions with the hospital and the Larkfield Shopping Center and local transit stops. In addition, enhancements are included to bring the existing facilities up to current ADA standards.

As the design plans were developed by the hospital consultant, it was shown that a short segment (232’) of the sidewalk on the east side of Old Redwood Highway in front of the Cricklewood Restaurant was not included in the project approval. After months of negotiations, County staff and representatives of the hospital reached the agreement that is before the Board to include this last section in the overall construction that Sutter will undertake later this fall or early in spring 2014. The agreement lists a not to exceed price of \$135,827. There is a contingency included in this amount of \$13,560 (a cost breakdown is shown on page C-1 of the agreement, which is on file with the Clerk). Once this section is complete, the sidewalk on the east side of Old Redwood Highway will be continuous from just south of the Mark West Springs Road intersection to the Larkfield Shopping Center. Available fund balance will be used to fund this project if approved.

The owners of the property where the restaurant is located have graciously agreed to donate the required right-of-way for the curb, gutter and sidewalk improvements, and some minor road widening. Formal acquisition for the right-of-way to be donated is still in process. The only cost to the County for the donation will be for appraisal costs at approximately \$4,000 which is available within existing appropriations in the Road Improvements index.

The staff of the Department of Transportation and Public Works recommend approval of this agreement to complete the critical link in the pedestrian network.

Prior Board Actions:

Project approval 8/24/2010.

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

Provide safe and continuous pedestrian facilities in the Larkfield area that meet ADA standards.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 135,827	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$ 135,827
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 135,827	Total Sources	\$ 135,827

Narrative Explanation of Fiscal Impacts (If Required):

Available fund balance in Roads General index will be transferred to the Road Improvements index as part of the first quarter consolidated adjustments if the agreement is approved by 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:
None.
Related Items "On File" with the Clerk of the Board:
Sutter Agreement including the Project Plan (Exhibit B Page B-1)



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

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

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: On-Call Emergency Engineering Services

Recommended Actions:

Approve and authorize the Chair to execute on-call emergency engineering services agreements for a not to exceed amount of \$25,000 per fiscal year, with a term ending June 30, 2018 with the following firms: Avila and Associates, BKF Engineering, Blackburn Consulting, Brunsing Associates, Inc., Building Technology Associates, Caltrop, Coastland Engineers, Crawford & Associates, Green Valley Engineering, Harris & Associates, HDR Engineering, Inc., Kleinfelder West, Inc., LACO Associates, Lescure Engineers, Mead & Hunt, MGE Engineering, Inc., Quincy Engineering, Ray Carlson & Associates, TRC Engineers, WRECO, and W-Trans.

Executive Summary:

The Transportation and Public Works Department (“Department”) is requesting that the Board approve on-call emergency engineering services agreements for a not to exceed amount of \$25,000 per fiscal year, for five years, with a term ending June 30, 2018 with the following firms: Avila and Associates, BKF Engineering, Blackburn Consulting, Brunsing Associates, Inc., Building Technology Associates, Caltrop, Coastland Engineers, Crawford & Associates, Green Valley Engineering, Harris & Associates, HDR Engineering, Inc., Kleinfelder West, Inc., LACO Associates, Lescure Engineers, Mead & Hunt, MGE Engineering, Inc., Quincy Engineering, Ray Carlson & Associates, TRC Engineers, WRECO, and W-Trans.

In emergency situations, it is important that the Department have engineering firms available and ready to respond when needs exceed in-house capacity, this is especially true with the recent reductions in staff. Work may include evaluations of damage sites, engineering inspections for structures, and specialty engineering review (i.e. geologic, hydrologic, and structural). This is all done in order to keep the roads, refuse facilities, and other sites open, serviceable, and safe. The Director of Transportation and Public Works (“Director”) will only use the agreements in the event of a declared emergency where, in the Director’s opinion, the public faces an imminent safety risk or significant inconvenience and which exceeds the Department’s ability to respond. Consultants will be chosen to respond to individual work sites as needs arise with an overall intention of spreading the work out among the listed firms. Selection

will ultimately be based on specific expertise, ability for timely response, and Department staff's experience working with the firm. The County does not guarantee a minimum or maximum amount of work under these agreements. In the event of a declared emergency a written scope of services will be generated by the Consultant and signed by the Director. The scope of services will clearly identify the work to be performed.

A Request for Information ("RFI") was issued to solicit interest from as many local and area businesses as possible. Some firms have very specialized services so it was decided to enter into agreements with every Consultant who responded to ensure adequate availability of needed expertise. The agreements are on a time and material basis. Rates set forth in these agreements are in alignment with industry standards. FEMA has confirmed that they are satisfied with the Department's use of these types of agreements. Each agreement has a not to exceed amount of \$25,000 annually with a maximum total value of \$525,000 annually. Existing appropriations could cover up to \$250,000 of initial work. If additional appropriations are needed then adjustments would be requested at the next available consolidated budget hearing. If federally declared, emergency costs may be reimbursed by FEMA.

Previously this process was done on an annual basis but in an effort to streamline operations and increase efficiency the Department is requesting that these agreements be awarded for a five-year term. Over the past five years there has been no usage of this type of agreement and the cost for staff to advertise and award when annual usage is unlikely is not cost effective. Purchasing has been consulted and is in agreement with the proposed process.

Prior Board Actions:

11/17/2009: Board approved emergency agreements for FY 09/10; 12/16/08: Board approved emergency agreements for FY 08/09; 1/8/08: Board approved emergency agreements for FY 07/08.

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

Dealing with emergency situations in a timely manner is critical to the safety and well-being of Sonoma County residents and visitors.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 250,000	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 250,000
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 250,000	Total Sources	\$ 250,000

Narrative Explanation of Fiscal Impacts (If Required):

Initial encumbrance of agreements would be covered up to \$250,000 with existing appropriations and additional needs would be addressed at consolidated budget hearings. If federally declared, the costs may be eligible for FEMA reimbursement.

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:

On-call emergency engineering agreements for Avila and Associates, BKF Engineering, Blackburn Consulting, Brunsing Associates, Inc., Building Technology Associates, Caltrap, Coastland Engineers, Crawford & Associates, Green Valley Engineering, Harris & Associates, HDR Engineering, Inc., Kleinfelder West, Inc., LACO Associates, Lescure Engineers, Mead & Hunt, MGE Engineering, Inc., Quincy Engineering, Ray Carlson & Associates, TRC Engineers, WRECO, and W-Trans.



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: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors (707) 565-2241

Supervisorial District(s):

Title: Minutes of July 30, 2013

Recommended Actions:

Approval.

Executive Summary:

Approval of Minutes – (A) Approve the Minutes of the Meeting of July 30, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Russian River County Sanitation District, Sonoma County Public Finance Authority, Sonoma County Water Agency, and Board of Supervisors and (B) Approve the Minutes of the Meeting of July 30, 2013 of the Sonoma Valley County Sanitation District

Prior Board Actions:

None.

Strategic Plan Alignment Not Applicable

Fiscal Summary - FY 13-14

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):

N/A

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:

Minutes

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

None

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

TUESDAY

JULY 30, 2013

8:30 A.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, and as the governing board of all special districts having business on the agenda to be heard this date.

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

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

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

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

Public Transit Access to the County Administration Center:

Sonoma County Transit: Rt. 20, 30, 44, 48, 60, 62

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

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

APPROVAL OF THE CONSENT CALENDAR

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

PUBLIC COMMENT

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

8:32 A.M. CALL TO ORDER

8:32 A.M. Chairman Rabbitt called the meeting to order.

Supervisors Present: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire

Supervisor Absent: Efren Carrillo

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

Chairman Rabbitt presiding.

PLEDGE OF ALLEGIANCE

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

Chairman Rabbitt announced that Consent Item #42 was pulled from agenda.

Chairman Rabbitt, and Supervisors Zane, McGuire and Gorin made comments on Supervisor Carrillo's arrest.

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor Zane announced that she met with Senator Feinstein's staff to discuss changes to CPI for Social Security; participated in the selection of the Interim Chief Executive Officer for the Sonoma Clean Power Authority and attended the Board of Directors meetings. She also attended the Sonoma County Transit Authority meeting; the Regional Climate Protection Authority meeting; the Sonoma Marin Rail Transit Board meeting; the National Association of Counties (NACo) Annual Conference; and co-sponsored with Congress Mike Thompson an Affordable Health Care Act forum for small businesses and community based organizations. Supervisor Zane announced the NACo Criminal Justice and Public Safety Recognition Award recipients and presented a plaque to Maria Lopez from Juvenile Hall and the Boys and Girls Club Central Sonoma County. She made a request that the Chair send a letter on behalf on Board of Supervisors to the Cover California Board requesting that they allow and solicit bids that include children's dental coverage. She also made a request that Supervisor Gorin solicit a similar letter on behalf of the First 5 Commission.

Supervisor McGuire reported that he attended the Eel Russian River Commission meeting and provided a Library JPA Review Committee meeting update. He thanked Jane Riley and Ken Ellison of Permit and Resources Management Department for their work on the New Renewable Energy Policy and announced the Wings Over Wine Country Air Show on August 17, 2013.

Supervisor Gorin announced that she participated in the selection of the Interim Chief Executive Officer for the Sonoma Clean Power Authority and attended a Sonoma Clean Power presentation with the Interim CEO at the Sonoma City Council meeting.

BOARD MEMBER ANNOUNCEMENTS (Continued)

Chairman Rabbitt announced he traveled to Washington D.C. on behalf of the North Bay Water Reuse Authority and met with staff from the offices of Senator Boxer, Senator Feinstein, and Congressmen Huffman and Thompson, and staff members of the Senate Committee on Environment and Public Works and Energy and Natural Resources, and the House Committee on Transportation and Infrastructure. He attended the Golden Gate Bridge Transportation District committee meetings; attended a joint Association of Bay Area Governments and Metropolitan Transportation Commission meeting regarding the approval of the Plan One Bay Area.

III. CONSENT CALENDAR
(Items 1 through 57)

PRESENTATIONS/GOLD RESOLUTIONS
(Items 1 through 5)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution proclaiming July 2013 as Parks and Recreation, Parks Make Life Better Month. (Fourth District)

Speaker: Duane DeWitt

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0283

2. Adopt a Gold Resolution honoring Roger McConnell for his contributions and advocacy on behalf of preserving affordable housing for the vulnerable and assisting homeowners in mobile/manufactured home parks to preserve their property rights and investments in their homes (First and Third Districts)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0284

3. Adopt a Gold Resolution honoring the Russian delegation, the Kashaya tribe, and the Metini Cultural Foundation for their support of and historic relationship to Fort Ross Historic Park. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0285 a, b

CONSENT CALENDAR (Continued)

PRESENTATIONS AT DIFFERENT DATE

4. Adopt a Gold Resolution proclaiming the week of August 1 to August 7, 2013 as World Breastfeeding Week in Sonoma County. (Health Services)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0286

5. Adopt a Gold Resolution honoring the City of Cotati upon its 50th Anniversary as an incorporated city. (Second District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0287

COMMUNITY DEVELOPMENT COMMISSION

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

6. Approve revisions to the Sonoma County Community Development Commission's Housing and Commercial Rehabilitation Loan Program Designs.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

RUSSIAN RIVER COUNTY SANITATION DISTRICT

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

7. Authorize the Chair to execute a contract with Auburn Constructors, Inc. for \$2,461,300 for construction of the Russian River County Sanitation District Treatment Plant Biological Nutrient Removal; and delegate authority to the General Manager of the Water Agency (on behalf of the Russian River County Sanitation District) to execute agreement and release of any and all claims, if required. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

SONOMA COUNTY WATER AGENCY

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

8. Adopt a Resolution supporting the Sonoma-Marin Saving Water Partnership's 20-Gallon Challenge public awareness campaign.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0288

CONSENT CALENDAR (Continued)

9. Authorize the Chair to execute an agreement with the Town of Windsor to provide water conservation funding (\$200,000; agreement terminates on June 30, 2018). (Fourth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

10. Authorize the Chair to approve Amendment No. 3 to the agreement with Sostre & Associates for as-needed external website maintenance, adding \$20,000 to the agreement and extending the agreement term by two years for a new not-to-exceed agreement total of \$45,000 and end date of December 31, 2016.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

11. Authorize General Manager to execute an agreement with MMI Engineering, Inc., to provide engineering services for the Russian River-Cotati Intertie Pipeline at Mark West Crossing Project in the amount of \$528,000; agreement terminates on May 31, 2017. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

12. Authorize the Chair to approve the third amended agreement with Rusty Klassen to add an additional \$60,000 and extend the agreement term by one year for renewable energy programs development services (new not-to-exceed agreement total of \$185,000; agreement terminates July 31, 2014).

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

13. Authorize the Chair to execute an ongoing Cooperative Management Agreement between the Sonoma County Water Agency and the City of Santa Rosa for the Lower Colgan Creek Restoration Project, no costs associated. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

14. Adopt a Resolution in support of electing Mr. John A. Coleman as President and Ms. Kathleen Tiegs as Vice President of the Association of California Water Agencies for the 2014-2015 term, and authorizing the Water Agency's General Manager or his designee to vote for Mr. John A. Coleman and Ms. Kathleen Tiegs.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0289

CONSENT CALENDAR (Continued)

SONOMA COUNTY WATER AGENCY
RUSSIAN RIVER COUNTY SANITATION DISTRICT

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

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, K. Brown)

15. Authorize the Chair to execute an agreement with RMC Water and Environment to provide sanitary sewer hydraulic modeling, capacity assessment, and sewer master planning services for the amount of \$798,324 agreement terminates on December 31, 2016; b) Authorize the Water Agency's General Manager to amend the Agreement provided amendments do not cumulatively increase the total cost to the Water Agency, Russian River County Sanitation District, or Sonoma Valley County Sanitation District by more than \$75,000 and do not substantially change the scope of work. (First, Fourth, and Fifth Districts)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Sonoma Valley County Sanitation District:

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt.

ABSENT: Ken Brown.

AUDITOR-CONTROLLER-TREASURER TAX COLLECTOR

16. Review and accept Agreed Upon Procedures and review reports of the Sonoma County Treasury for compliance with Government Code 26920 for the quarter ending March 31, 2013.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

17. Review and accept the Agreed-Upon Procedures and Financial Statement Compilation report of the Sonoma County Water System Service Areas (Fitch Mountain, Salmon Creek, Freestone, and Jenner) for the fiscal years ended June 30, 2012 and 2011. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

18. Review and accept the annual report of the Sheriff's Office Inmate Welfare and Jail Stores Trust for fiscal year ended June 30, 2012.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

CONSENT CALENDAR (Continued)

BOARD OF SUPERVISORS

19. Adopt a Resolution approving Board of Supervisors exercising original jurisdiction for the Use Permit/Design Review application for a proposed medical cannabis dispensary.
Property address: 4170 Santa Rosa Ave., Santa Rosa; APN 045-290-097. (Third District)

Speakers:

Arthur D. Hodge, Attorney
Asa Shaeffer

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0290

20. Disbursement of Fiscal Year 2013-14 Advertising Funds (Fourth District) - Approve Advertising Program grant awards and authorize the County Administrator to execute contracts with the following entities for advertising and promotions activities for Fiscal Year 2013-14: Healdsburg Chamber of Commerce, \$1,000; Windsor Educational Foundation - Charlie Brown Christmas Tree Grove, \$3,000; Arts Council of Sonoma County, \$2,000; and Kiwanis Club of Cloverdale Foundation, \$500.

Speaker: Fire Chief Dean Grinnell

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

21. Ratify Chair appointment of Supervisor Susan Gorin and Supervisor Shirlee Zane as members of the Board of Directors of the Sonoma Clean Power Authority, and appointment of Supervisor David Rabbitt and Supervisor Mike McGuire as alternates.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

COUNTY COUNSEL

22. Adopt a Resolution approving conflict of interest code amendment for the Bodega Bay Fire Protection District.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0291

CONSENT CALENDAR (Continued)

FIRE AND EMERGENCY SERVICES

23. Adopt a Resolution authorizing individuals with the specific titles of County Administrator, County Fire Chief/Department Director and Emergency Manager to sign documents related to the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0292

24. Authorize the Chair to enter into an agreement with the City of Healdsburg to provide fire protection to fire service areas CSA #40 FS-Dry Creek-Sotoyome (\$96,000 a year) and CSA #40 FS-Fitch Mountain (\$33,000 a year) for \$129,000 a year for fiscal years 2013-2014 and 2014-2015. (Fourth and Fifth Districts)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

25. Approve and authorize the Chair to execute a four-year agreement for supplemental fire protection services with Speedway Sonoma LLC for 2014 through 2017 large events. The contract is estimated annually at \$249,019 and is fully reimbursed by Sonoma Speedway LLC. (Second District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

GENERAL SERVICES

26. Authorize the Chair to execute a consulting contract with The Design Partnership, LLP (TDP) for design, construction documents and construction administration services for North County Detention Facility Fencing Project. Total lump sum cost, \$62,862. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

27. Authorize the Chair to execute a one year contract with M. Arthur Gensler Jr. & Associates (Gensler) to provide space planning services for the Department of Health Services Interim Space Needs Assessment in an amount not to exceed \$54,000.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

28. Authorize the General Services Director to execute the Contract Amendment extending the role of the Certification Agent and the Agreement between the County of Sonoma and the

CONSENT CALENDAR (Continued)

Item #28 Continued

Town of Windsor, Windsor Efficiency PAYS Program. The amended expiration date of the program will be June 30, 2014 or upon completion of projects for 2,000 customers, whichever come first.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

GENERAL SERVICES / CLERK-RECORDER-ASSESSOR

29. Lease Amendments for the Clerk-Recorder-Assessor Warehouse Space - Authorize the Clerk of the Board to publish a notice, declaring the Board's intention to execute lease amendments with (A) the Linda Chambers Bianchi Survivor's Trust, for approximately 3,029 sq. ft. of storage space at 3343 Industrial Drive, Unit #3, Santa Rosa; and (B) Michael and Sheila Biaggi, for approximately 3,029 sq. ft. of storage space at 3345 Industrial Drive, Unit #13, Santa Rosa, in order to: 1) extend the respective terms through June 30, 2014; 2) revise the monthly payments; 3) add options to extend the lease term for Unit #13; and 4) provide for discretionary termination for the Unit #3 lease. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

GENERAL SERVICES / ECONOMIC DEVELOPMENT BOARD

30. Economic Development Board Lease - Pursuant to Government Code section 25350 and in line with publication of a notice declaring the Board's intent in accordance with Government Code section 6063, authorize the Director of General Services to execute a lease with Madalyn, LLC, for approximately 5,286 sq. ft. of office space in the building located at 141 Stony Circle, Santa Rosa, at an initial rate of \$1.40 per sq. ft. per month (approximately \$7,400.40 per month or \$88,804.80 per year), and subject to adjustment as more particularly described in said lease, for an initial four-year term, with four 1-year options to extend.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

GENERAL SERVICES / HEALTH SERVICES

31. Lease Renewals for the Department of Health Services - Authorize the Clerk of the Board to post a Notice of Intent, declaring the Board's intention to execute lease amendments with Veale Investment Properties, for approximately 583 sq. ft. of office space and approximately 1,748 sq. ft. of office space, both located within Suite B, at 16390 Main Street, Guerneville, California, in order to: 1) extend the respective terms through November 30, 2016 and October 31, 2016; 2) revise the monthly payments, and 3) add options to extend the lease term for the Community Mental Health Centers program. (Fifth District)

CONSENT CALENDAR (Continued)

Item #31 Continued

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

GENERAL SERVICES / SHERIFF'S OFFICE

32. Adopt a Resolution authorizing the construction of four (4) tenant improvement projects including the REDCOM related dispatch expansion in the Sonoma County Sheriff building by the County's Facility Development Management employees, without competitive bidding, under the Graydon v. Pasadena case rationale, at a total aggregated estimated cost of \$804,750. (4/5 vote required)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0293

HEALTH SERVICES

33. Adopt an Ordinance amending Chapter 34 of the Sonoma County Code to add participating counties and revise formula for determining the number of Partnership HealthPlan of California Commission seats per county. (Second Reading - Ready for Adoption)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Ordinance No. 6043

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)

34. Authorize the Human Resources Director to execute an amendment to the agreement with CareCounsel for healthcare advocacy for County employees, retirees and eligible dependents, extending the term of the agreement from August 1, 2013 through July 31, 2014 with no increase to the monthly rate of \$1.70 per member per month for a total contract amount not-to-exceed \$140,000.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

CONSENT CALENDAR (Continued)

35. Authorize the Human Resources Director to execute two-year agreements for driver training services with The Driver Training Group, Inc. of Petaluma, in an amount not to exceed \$36,492 and with the Santa Rosa Junior College in an amount not to exceed \$176,400, each for the term of August 1, 2013 to August 1, 2015.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

36. Authorize the Director of Human Resources to execute the amendment to the Employee Relations, Inc. service agreement for pre-employment background check services increasing the maximum agreement amount from \$68,000 to \$96,000 for the agreement period of July 1, 2012 through June 30, 2013, and from \$68,000 to \$110,000 for the agreement period of July 1, 2013 through June 30, 2014.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

37. Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and SEIU Local 1021 to reflect the re-titling of Account Clerk III to Senior Account Clerk, and Senior Deputy Public Administrator/Guardian/Conservator to Supervising Deputy Public Administrator/Guardian/Conservator, effective July 30, 2013; and Adopt a Resolution of the Sonoma County Water Agency amending the Department Allocation List for the Sonoma County Water Agency to reflect the deletion of 1.0 Full-Time Equivalent Geographic Information Technician II, and the addition of 1.0 Full-Time Equivalent Department Information Systems Specialist I/II, effective July 30, 2013.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution Nos. 13-0294, 13-0295

38. 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 July 1, 2013 to December 31, 2013, and increasing the agreement by \$150,000, for a total agreement amount not to exceed \$1,616,000 over the six year period.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

HUMAN RESOURCES

AND

SONOMA COUNTY WATER AGENCY

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

39. Adopt a Concurrent Resolution approving the Memorandum of Understanding (MOU) between the County of Sonoma and the Western Council of Engineers (WCE) for the period of July 30, 2013 through June 1, 2016.

CONSENT CALENDAR (Continued)

Item #39 Continued

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0296

INFORMATION SYSTEMS

40. Authorize the Director of Information Systems Department to execute an Enterprise License Agreement (ELA) for use of ArcGIS software in an amount not to exceed \$510,000 over a three year term.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

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

41. Authorize the Air Pollution Control Officer of the Northern Sonoma County Air Pollution Control District to enter into a Memorandum of Understanding with the California Air Resources Board for implementation and enforcement of a regulation to reduce methane emissions from landfills.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

PERMIT AND RESOURCE MANAGEMENT

42. Approve the request to withdraw the appeal of the Board of Zoning Adjustment's decision to approve a Use Permit. Kenneth Kahn, applicant; Crimson Wine Group, appellant; 24511 Rich Ranch Road, Cloverdale; APNs 118-100-038 and -051. (Fourth District)

Item #42 was pulled from the agenda.

43. Adopt a Resolution approving and certifying Permit and Resource Management Department's filing of an application for the Local Coastal Plan Sea Level Rise Adaptation Grant to California Ocean Protection Council, California Coastal Commission, and State Coastal Conservancy. (First and Fifth Districts)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0297

CONSENT CALENDAR (Continued)

SHERIFF'S OFFICE

44. Authorize the Sheriff to execute the supplemental law enforcement services agreement with Bohemian Grove for its 2013 Summer Encampment event from July 9, 2013 through July 28, 2013 in the amount of \$40,548. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

45. Adopt an Ordinance establishing fees for applications to the Sheriff's Office seeking Taxicab Vehicle and Driver's Permits, and related Certificates of Exemption. (4/5 vote required) (Ready for Adoption)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Ordinance No. 6044

TRANSPORTATION AND PUBLIC WORKS

46. Authorize the Chair to execute an agreement with OPAC Consulting Engineers for engineering and design services for the Lambert Bridge Road Bridge Project (C01131) totaling \$672,208 with a term ending June 30, 2015. (Fourth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

47. Adopt a Resolution ordering the annual Charge Levy to be collected on the County of Sonoma tax roll for the total amount of \$57,965.49 for Fiscal Year 2013-14 for the CSA #41 Salmon Creek Zone of Benefit. (4/5 vote required) (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0298

48. Authorize the Chair to execute the second amendment to the agreement with bond counsel Richards Watson Gershon for CSA#41 Salmon Creek Water District System-wide improvement services increasing the not-to-exceed amount by \$6,500 to a total \$33,500 with a term of June 30, 2014. (4/5 vote required) (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

49. Approve 15-year cooperative agreement with the Monte Rio Recreation and Park District to provide \$95,000 in funding for the Creekside Park Bus Turnaround Project #W07120 and to

CONSENT CALENDAR (Continued)

Item #49 Continued

permit County Transit bus access to the facility located on park district property. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

MISCELLANEOUS

50. Approval of Minutes - (A) Approve the Minutes of the Special Joint Meeting of June 4, 2013 of the Board of Supervisors of Sonoma County, Marin County, Napa County and Solano County; and (B) Approve the Minutes of the Meetings of June 10 and 11, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, In Home Support Services - Public Authority, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; and (C) Approve the Minutes of the Meeting of June 11, 2013 of the Sonoma Valley County Sanitation District, and (D) Approve the Minutes of the Meeting of June 18, 2013 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; and (E) Approve the Minutes of the Meeting of June 25, 2013 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; and (F) Approve the Minutes of the Meeting of June 25, 2013 of the Sonoma Valley County Sanitation District.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

APPOINTMENTS/REAPPOINTMENTS

(Items 51 through 57)

51. Extend the term end date for the appointment of Kathleen Smith to the Mental Health Board as the Fifth District representative to December 31, 2015. The appointment was approved for a three year term by the Board of Supervisors at its February 26, 2013 meeting showing an incorrect term end date of December 31, 2014. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

52. Reappoint Daniela Pavone to the Commission on the Status of Women for a term of two years effective July 30, 2013 through July 30, 2015. (First District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

CONSENT CALENDAR (Continued)

53. Reappoint Kristin Thigpen to the Agriculture Preservation and Open Space Advisory Committee for a term of two years beginning July 30, 2013 and expiring July 29, 2015. (First District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

54. Appoint Fran Adams to the Sonoma County Mental Health Board for a term of three years beginning July 30, 2013 and ending December 31, 2016. (Second District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

55. Reappoint Joe Morgan, Committee Member, and appoint Erick Ratliff, Alternate, to the Bicycle and Pedestrian Advisory Committee representing the Second District for a term of two years beginning July 30, 2013 and expiring July 29, 2015. (Second District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

56. Appoint Lannie Medina to the Commission on the Status of Women for a term of two years effective August 1, 2013 through July 31, 2015. (Fourth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

57. Reappoint Lin Branscomb, Rich Fuller, and Patti Foster to the Shiloh District Cemetery Board for a term of four years, beginning August 1, 2013 and ending July 1, 2017. (Fourth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

10:20 A.M. The Board recessed

10:32 A.M. The Board reconvened

ABSENT: Supervisor Gorin

IV. REGULAR CALENDAR (Items 58 through 63)

TRANSPORTATION AND PUBLIC WORKS
AND
SONOMA COUNTY PUBLIC FINANCE AUTHORITY
(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

58. Financing for the CSA #41 Salmon Creek Water District System-wide Improvements -
- (A) Adopt a Resolution authorizing and providing for the incurrence of indebtedness for the Salmon Creek Water District system-wide improvements.
 - (B) Adopt a Resolution approving the issuance, sale, and delivery by the Sonoma County Public Finance Authority of its water revenue bonds, Series 2013 A and B.
 - (C) Adopt a Resolution of the Sonoma County Public Finance Authority providing for the sale and issuance and prescribing the terms of the Series 2013A Bonds in the amount of \$792,000 and the Series 2013B Bonds in the amount of \$191,000. (Fifth District)

10:32 A.M.

Present: Tom O'Kane, Deputy Director Engineering & Maintenance; Steve Urbanek, Senior Engineer; and Jason Nutt, Deputy Director of Transportation and Public Works

10:33 A.M. Supervisor Gorin joined the meeting

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution Nos. 13-0299, 13-0300, 13-0301

TRANSPORTATION AND PUBLIC WORKS

59. Fitch Mountain Water Annual Assessment Report - Conduct a public hearing on the annual written report for CSA No. 41 Fitch Mountain Zone of Benefit and adopt the Resolution ordering the annual water charge to be collected on the County of Sonoma tax roll for the total amount of \$118,412 for Fiscal Year 2013-2014. (4/5 vote required) (Fourth District)

10:34 A.M.

Present: Tom O'Kane, Deputy Director Engineering & Maintenance; Steve Urbanek, Senior Engineer; and Jason Nutt, Deputy Director of Transportation and Public Works

10:35 A.M. Public Hearing opened

10:35 A.M. Public Hearing closed

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0302

REGULAR CALENDAR (Continued)

60. Jenner Water District Annual Assessment Report - Conduct a public hearing on the annual written report for CSA No. 41 Jenner Zone of Benefit and adopt the Resolution ordering the annual water charge to be collected on the County of Sonoma tax roll for the total amount of \$65,458 for Fiscal Year 2013-14. (4/5 vote required) (Fifth District)

10:35 A.M.

Present: Tom O'Kane, Deputy Director Engineering & Maintenance; Steve Urbanek, Senior Engineer; and Jason Nutt, Deputy Director of Transportation and Public Works

10:35 A.M. Public Hearing opened

10:35 A.M. Public Hearing closed

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Approved by Resolution No. 13-0303

HUMAN SERVICES

61. Workforce Investment Act Local Strategic Workforce Plan and Workforce Investment Board -
- (A) Approve the Sonoma County's Workforce Investment Act (WIA) Local Strategic Workforce Plan for Program Years 2013-2017; and
 - (B) Accept the recommendations of the Workforce Investment Board (WIB) on the priorities and coordination of the work performed by the WIB and direct staff to proceed with these recommendations as presented. The priorities and coordination of work is based on the initiatives established by the Innovation Action Council's Workforce Strategy Taskforce; and
 - (C) Approve amendments to the Workforce Investment Board (WIB) By-laws to reflect recommended changes to the WIB Executive Committee and other technical changes.

10:42 A.M.

Present: Sherry Alderman, Human Services Interim Division Director; Scott Kincaid, Workforce Investment Board Chair; and Judy Oates, Human Services Department

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

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

62. Authorize the Air Pollution Control Officer of the Northern Sonoma County Air Pollution Control District to enter into a Memorandum of Understanding with the California Air

REGULAR CALENDAR (Continued)

Item #62 Continued

Pollution Control Officers Association to participate in the Greenhouse Gas Reduction Exchange, and direct staff to return to the Board with an Interim Policy for Evaluating and Issuing Greenhouse Gas Reduction Credits.

11:17 A.M.

Present: Barbara Lee, Air Pollution Control Officer and Jessica DePrimo, Air Quality Specialist III

11:20 A.M. Chairman Rabbitt exited the meeting

11:22 A.M. Chairman Rabbitt rejoined the meeting

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

BOARD OF SUPERVISORS

63. Approve Board Sponsorship for West County Community Services for the Free Dinners Program held at the Guerneville Veterans Hall twice monthly, in the amount of \$5,301 for Fiscal Year 2012-2013 and \$5,928 for Fiscal Year 2013-2014. (Fifth District)

12:05 P.M.

Supervisor Zane recommended that when the Board sponsors free meal programs eligibility workers should assist events to provide information on unemployment, Workforce Investment and economic assistance services.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Shirlee Zane, and Mike McGuire.

ABSENT: Efren Carrillo.

Chairman Rabbitt announced the Board would reconvene at 2:10 P.M.

12:08 P.M. The Board recessed to closed session.

V. CLOSED SESSION CALENDAR (Items 64 through 69)

64. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Gregory O'Malley v. County of Sonoma/Sheriff's Department Worker' Compensation Appeals Board Nos. ADJ1005732, ADJ1667593, ADJ3991968, and ADJ7527296 (Govt. Code Section 54956.9 (d)(1)).

Board Action: Approve settlement of Gregory O'Malley's four workers' compensation claims as follows: (1) stipulations at 33%, date of injury of 3/6/02; (2) stipulations at 51%, date of injury of 4/20/03; (3) stipulations at 7%, date of injury of 6/28/03; and (4) compromise and release in the amount of \$24,990 for cumulative injury to 5/1/07, with direction to the Risk Manager to execute all documents necessary to effectuate the settlements.

AYES: David Rabbitt, Shirlee Zane, Mike McGuire, Susan Gorin

ABSENT: Efren Carrillo

65. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: County of Sonoma v. Elizabeth Smith, et al. Sonoma County Superior Court Case No. SCV 251510 (Govt. Code Section 54956.9 (d)(1)).

Board Action: Approve Compromise and Release settlement of the litigation of County of Sonoma v. Elizabeth Smith, Coletha Smith as co-Trustee of the Elizabeth C. Smith Family Trust in the amount of \$15,435.00 and a Stipulated Judgment for a permanent injunction requiring the property owners to abate all outstanding code enforcement violations within one year. Direction was also given to County Counsel to execute all documents necessary to effectuate the settlement.

AYES: David Rabbitt, Shirlee Zane, Mike McGuire, Susan Gorin

ABSENT: Efren Carrillo

66. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: County of Sonoma v. Ritter, et al. Sonoma County Superior Court Case No. SCV-252236 (Govt. Code Section 54956.9 (d)(1)).

Direction was given to Counsel and Staff.

67. The Board of Commissioners of the Community Development Commission will consider the following in closed session: Conference with Real Property Negotiator - Property: 16717 Sonoma Highway, APN 056-056-019. Agency Negotiator: Kathleen H. Kane, Executive Director, Community Development Commission. Negotiating Parties: Seller - Sonoma County Community Development Commission; Buyer: Unknown (Buyer has not been determined). Under Negotiation: Price and terms and conditions of potential sale of property (Govt. Code Section 54956.8).

Direction was given to the County's Property Negotiators.

68. 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

CLOSED CALENDAR (Continued)

Item #68 Continued

Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Labor Negotiator, Agency Negotiators: Wendy Macy/Carol Allen/Janae Novotny, Burke & Associates, Carol Stevens, Burke & Associates, and Janet Cory Sommer, Burke & Associates. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).

Withdrawn

69. The Board of Supervisors will meet in closed session for the following: Public Employee Appointment: Permit and Resource Management Department Head Recruitment. Agency Negotiator: Wendy Macy, Director of Human Resources, and Norm Roberts, Roberts Consulting Group, Inc. (Govt. Code Section 54957).

Direction was given to Staff.

VI. REGULAR AFTERNOON CALENDAR (Items 70 through 73)

2:16 P.M. - RECONVENE FROM CLOSED SESSION

Supervisors Present: David Rabbitt, Susan Gorin, Mike McGuire

Supervisors Absent: Shirlee Zane and Efren Carrillo

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

2:18 P.M. Supervisor Zane joined meeting

70. Report on Closed Session.

2:18 P.M. County Counsel Goldstein reported on closed session. See Section V; Closed Session items.

71. 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.)

2:19 P.M. Public Comment Opened

Paul Andre Schaabracc

Duane De Witt

Dr Shepherd Bliss

Pam Bugbee

Peter Tschernoff

Thomas Morabito

Maureen De Voe

Richard Hannan

Mary Morrison

John Jenkel

Edward Mendoza

Thomas Bonfigli

Coleen Fernald

Keith Rhinehart

2:58 P.M. Public Comment Closed

72. 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 and Determinations were acted on or reviewed.

REGULAR AFTERNOON CALENDAR (Continued)

3:08 P.M. David Hurst, Deputy County Counsel replaced Bruce Goldstein, County Counsel.

PERMIT AND RESOURCE MANAGEMENT

73. ZCE12-0009 - (FOURTH DISTRICT)

- a) APPLICANT: Ivan Lukrich
- b) LOCATION: 1900 Flora Marie Lane, Healdsburg
- c) ASSESSOR'S PARCEL NO.: 066-230-002
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing and consider adopting a Resolution approving a Zone Change to remove the Z (Second Dwelling Unit Exclusion) zoning designation on a 5.32 acre parcel.

2:59 P.M.

Present: Jennifer Barrett, Deputy Director Planning

Jennifer Barrett stated that the proposed Resolution would not be required and that only the Ordinance needed to be adopted. It was also noted that there would be a technical correction to the Ordinance.

3:00 P.M. Public Hearing Opened

3:00 P.M. Public Hearing Closed

Board Action: Adopt 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 from RRD (Resources and Rural Development), B6-20 acre density, Z (Second Dwelling Unit Exclusion), SR(Scenic Resources) District(s) to the RRD (Resources and Rural Development), B6-20 acre density, SR (Scenic Resources) District for 5.32 acres located at 1900 Flora Marie Lane, Healdsburg; APN 066-230-002.

AYES: David Rabbitt, Shirlee Zane, Mike McGuire, Susan Gorin

ABSENT: Efren Carrillo

Approved by Ordinance No. 6045

74. ADJOURNMENTS

3:01 P.M. The Board adjourned the meeting in memory of Robert Parsons, Reva Metzger, Brendan Smith, George Delong and Ralph Bettinelli. The meeting was adjourned to August 6, 2013 at 8:30 A.M.

Respectfully submitted,

Michelle Arellano, Chief Deputy Clerk



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: Board of Supervisors

Board Agenda Date: August 13, 2013

Vote Requirement: No Vote Required

Department or Agency Name(s): Clerk-Recorder-Assessor

Staff Name and Phone Number:

William F. Rousseau 707-565-1876

Supervisorial District(s):

Title: Clerk-Recorder-Assessor

Recommended Actions:

Information – Presentation of the 2013-2014 Assessment Roll

Executive Summary:

Detailed 2013-2014 Assessment Roll valuation results are described in the attached memorandum to the Board Chair from the Clerk-Recorder-Assessor. Overall roll values as of 1/1/2013 are 3.32% greater than 1/1/2012.

County Administrator's FY 13-14 Budget Impact Summary Discussion:

Given the economic uncertainty, annual Assessed Value declines over the last five fiscal years, and the many county properties in temporary value decline status; staff conservatively assumed 0.75% property value growth. When compared to 3.32% FY 13-14 Assessed Value growth, staff estimates the General Fund will collect approximately \$3.5 million in additional property taxes. Barring any other unanticipated revenue shortfalls, the unanticipated funds will contribute to the fiscal year ending available fund balance.

Prior Board Actions:

Annual information only presentations are received by the Board of Supervisors.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Assessor's annual presentation of the new fiscal year property roll assessed value keeps the public informed of one of the county's principal local economic indicators.

Fiscal Summary - FY 13-14

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):

Unanticipated property tax revenues of approximately \$3.5 million, barring any other unexpected revenue shortfalls, will contribute toward the fiscal year end available fund balance.

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:

2013-14 Assessment Roll Memorandum to the Board of Supervisors' Chair.

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

None



SONOMA COUNTY

Clerk-Recorder-Assessor

www.sonoma-county.org/cra

ADMINISTRATION

William F. Rousseau
CLERK-RECORDER-ASSESSOR
585 Fiscal Dr., Rm 104F
Santa Rosa, CA 95403
Tel: (707) 565-1877
Fax: (707) 565-1364

CELIA PETERSON
Accounting Manager
585 Fiscal Dr., Rm 103F
Santa Rosa, CA 95403
Tel: (707) 565-3245
Fax: (707) 565-3388

RAY LEONARD
Administrative Services Officer
585 Fiscal Dr., Rm 104F
Santa Rosa, CA 95403
Tel: (707) 565-1880
Fax: (707) 565-1364

ASSESSOR DIVISION

Greg W. Walsh
Chief Deputy Assessor
585 Fiscal Dr., Rm 104F
Santa Rosa, CA 95403
Tel: (707) 565-1861
Fax: (707) 565-1364

COUNTY CLERK DIVISION

Deva Proto
Chief Deputy Clerk-Recorder
2300 County Ctr. Dr. Ste B177
Santa Rosa, CA 95403
Tel: (707) 565-2583
Fax: (707) 565-3957

RECORDER DIVISION

Deva Proto
Chief Deputy Clerk-Recorder
585 Fiscal Dr., Rm 103F
Santa Rosa, CA 95403
Tel: (707) 565-3246
Fax: (707) 565-3388

REGISTRAR OF VOTERS

Gloria Colter
Asst. Registrar of Voters
P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA): (800) 750-VOTE
Fax: (707) 565-6842

MEMORANDUM

DATE: August 13, 2013
TO: David Rabbitt, Chair, Sonoma County Board of Supervisors
FROM: William F. Rousseau, Sonoma County Clerk-Recorder-Assessor
RE: Presentation of the 2013-2014 Assessment Roll

On behalf of the Assessor's Office, it's my honor to present to you the 2013-2014 property tax Assessment Roll. This is the first year in the last five that Sonoma County has experienced positive roll growth. This year's roll increase reflects the positive economic changes in the Sonoma County residential real estate market.

The 2013-2014 value of all locally assessed taxable property in Sonoma County is \$66,795,331,248, an increase of \$2,147,554,780 above last year's local assessment roll. This is an increase in the roll of 3.32%. Contributing factors to this year's positive assessment roll are the following:

- Decreasing number of residential properties in decline in value status
- An increasing number of properties values that have been adjusted upward but are still below their factored Prop. 13 value
- Increasing market values for properties that sold during calendar year 2012.

The 2013-14 assessment roll includes a 2% consumer price index increase, which was applied on a portion of the annual assessments. This consumer price index was applied to only those properties that were not in decline-in-value status, and did not experience a change of ownership, or were not newly constructed.

All cities within Sonoma County experienced the following positive changes due to roll increases in each jurisdiction:

- Windsor and Santa Rosa reflected smaller increases overall than other cities, ranging from 2.54% to 2.98%
- Rohnert Park and Cotati experienced increases ranging from 3.72% to 3.83%
- Healdsburg, Petaluma and Sonoma range increases were 4.47% to 4.99%
- Cloverdale and Sebastopol had roll growth of 5.08% to 5.10% respectively

The cumulative effect in the incorporated areas of the county ranged from 2.54% to 5.10%, an overall increase of 3.62%.

Unincorporated areas of Sonoma County had an increase of 2.92%, resulting in an overall taxable value increase of \$798,000,000,

The following summary represents the secured and unsecured Sonoma County assessment roll for 2013-2014:

<u>2013-2014 Roll</u>	<u>Gross Roll</u>	<u>Exempt</u>	<u>Net Taxable</u>
Secured	\$67,097,710,406	\$2,641,924,131	\$64,455,786,275
Unsecured	<u>2,481,458,487</u>	<u>141,913,514</u>	<u>2,339,544,973</u>
Totals	\$69,579,168,893	\$2,783,837,645	\$66,795,331,248

These totals do not include the State assessed properties (unitary and utility roll) which increased .53%. The roll as presented reflects values as of the lien date, January 1, 2013. Assessed values for approximately 50,000 residential properties remain in Proposition 8 (decline in value) status. These properties are required to be reviewed annually, until the value returns to the Proposition 13 value factored to the corresponding year. It should be noted that, as the market continues to recover, values will be correspondingly restored. Restorations of property values which have been lowered under Proposition 8 are not subject to the 2% increase limitations imposed under Proposition 13, and as such are sometimes a cause of confusion for property owners.

Owners who disagree with new values may file an application for assessment appeal. The period to file an assessment appeal on the annual assessed values runs from July 2, to November 30th. As always, the Assessor's Division is committed to working with property owners to explain the process and to ensure that equitable property values are enrolled.

I would like to recognize the staff of the Assessor's Division, who produced this roll on behalf of the citizens of Sonoma County. The production of the Assessment Roll represents the culmination of a year's work. The Assessor's Division continues to work with reduced staffing levels and has a truly unprecedented workload, including the Prop. 8 adjustments, Assessment Appeals and the continuing implementation of a computer assisted appraisal system. Despite these ongoing challenges, staff continues to show a remarkable degree of teamwork in producing the Assessment Roll. Their dedication and commitment is acknowledged and appreciated.

Attachments

cc: Members, Sonoma County Board of Supervisors
Veronica Ferguson, Sonoma County Administrator
Bruce Goldstein, County Counsel
David Sundstrom, Sonoma County Auditor-Controller/Treasurer-Tax Collector
Randy Osborn, Tax Accounting Manager, Auditor's Office
Christina Rivera, Administrative Analyst III

**COUNTY OF SONOMA
COMPARISON OF INCORPORATED / UNINCORPORATED VALUE**

	<u>LAND</u>	<u>IMPROVEMENTS</u>	<u>PERSONAL PROP</u>	<u>TOTALS</u>	<u>EXEMPTIONS</u>	<u>TAXABLE</u>
<u>2012/13</u>						
Incorporated	\$13,434,341,625	\$24,494,995,093	\$1,400,003,758	\$39,329,340,476	\$2,031,424,374	\$37,297,916,102
Unincorporated	\$12,030,382,782	\$15,032,401,671	\$886,268,708	\$27,949,053,161	\$599,192,795	\$27,349,860,366
TOTAL	\$25,464,724,407	\$39,527,396,764	\$2,286,272,466	\$67,278,393,637	\$2,630,617,169	\$64,647,776,468
<u>2013/14</u>						
Incorporated	\$13,912,718,047	\$25,377,279,921	\$1,369,178,841	\$40,659,176,809	\$2,011,746,464	\$38,647,430,345
Unincorporated	\$12,345,088,883	\$15,758,948,613	\$815,954,588	\$28,919,992,084	\$772,091,181	\$28,147,900,903
TOTAL	\$26,257,806,930	\$41,136,228,534	\$2,185,133,429	\$69,579,168,893	\$2,783,837,645	\$66,795,331,248
Incorporated	\$478,376,422	\$882,284,828	(\$30,824,917)	\$1,329,836,333	(\$19,677,910)	\$1,349,514,243
% CHANGE	3.56%	3.60%	-2.20%	3.38%	-0.97%	3.62%
Unincorporated	\$314,706,101	\$726,546,942	(\$70,314,120)	\$970,938,923	\$172,898,386	\$798,040,537
% CHANGE	2.62%	4.83%	-7.93%	3.47%	28.86%	2.92%
TOTAL	\$793,082,523	\$1,608,831,770	(\$101,139,037)	\$2,300,775,256	\$153,220,476	\$2,147,554,780
% CHANGE	3.11%	4.07%	-4.42%	3.42%	5.82%	3.32%

Note: Public Utility roll value not included in the above

**COUNTY OF SONOMA
COMPARISON OF SECURED / UNSECURED VALUE**

	<u>LAND</u>	<u>IMPROVEMENTS</u>	<u>PERSONAL PROP</u>	<u>TOTALS</u>	<u>EXEMPTIONS</u>	<u>TAXABLE</u>
<u>2012/13</u>						
Secured	\$25,434,404,826	\$38,658,374,857	\$627,039,630	\$64,719,819,313	\$2,490,981,400	\$62,228,837,913
Unsecured	\$30,319,581	\$869,021,907	\$1,659,232,836	\$2,558,574,324	\$139,635,769	\$2,418,938,555
TOTAL	\$25,464,724,407	\$39,527,396,764	\$2,286,272,466	\$67,278,393,637	\$2,630,617,169	\$64,647,776,468
<u>2013/14</u>						
Secured	\$26,225,299,580	\$40,263,332,406	\$609,078,420	\$67,097,710,406	\$2,641,924,131	\$64,455,786,275
Unsecured	\$32,507,350	\$872,896,128	\$1,576,055,009	\$2,481,458,487	\$141,913,514	\$2,339,544,973
TOTAL	\$26,257,806,930	\$41,136,228,534	\$2,185,133,429	\$69,579,168,893	\$2,783,837,645	\$66,795,331,248
Secured	\$790,894,754	\$1,604,957,549	(\$17,961,210)	\$2,377,891,093	\$150,942,731	\$2,226,948,362
% CHANGE	3.11%	4.15%	-2.86%	3.67%	6.06%	3.58%
Unsecured	\$2,187,769	\$3,874,221	(\$83,177,827)	(\$77,115,837)	\$2,277,745	(\$79,393,582)
% CHANGE	7.22%	0.45%	-5.01%	-3.01%	1.63%	-3.28%
TOTAL	\$793,082,523	\$1,608,831,770	(\$101,139,037)	\$2,300,775,256	\$153,220,476	\$2,147,554,780
% CHANGE	3.11%	4.07%	-4.42%	3.42%	5.82%	3.32%

Note: Public Utility roll value not included in the above

TRA 001

City Of Cloverdale
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$236,323,767	\$506,606,623	\$3,576,230	\$746,506,620	\$24,033,124	\$722,473,496
Unsecured	\$471,577	\$6,006,526	\$13,644,464	\$20,122,567	\$814,400	\$19,308,167
TOTALS	\$236,795,344	\$512,613,149	\$17,220,694	\$766,629,187	\$24,847,524	\$741,781,663
2013/14						
Secured	\$249,291,263	\$528,328,795	\$3,207,767	\$780,827,825	\$21,164,327	\$759,663,498
Unsecured	\$477,844	\$6,312,815	\$13,817,133	\$20,607,792	\$832,623	\$19,775,169
TOTALS	\$249,769,107	\$534,641,610	\$17,024,900	\$801,435,617	\$21,996,950	\$779,438,667
TOTAL	\$12,973,763	\$22,028,461	(\$195,794)	\$34,806,430	(\$2,850,574)	\$37,657,004
	5.48%	4.30%	-1.14%	4.54%	-11.47%	5.08%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

TRA 002

City Of Healdsburg
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$583,034,059	\$1,138,103,159	\$10,483,981	\$1,731,621,199	\$63,254,718	\$1,668,366,481
Unsecured	\$1,472,146	\$32,568,465	\$53,470,947	\$87,511,558	\$6,563,375	\$80,948,183
TOTALS	\$584,506,205	\$1,170,671,624	\$63,954,928	\$1,819,132,757	\$69,818,093	\$1,749,314,664
2013/14						
Secured	\$611,559,535	\$1,185,957,096	\$10,810,060	\$1,808,326,691	\$53,235,182	\$1,755,091,509
Unsecured	\$1,502,415	\$30,210,394	\$53,932,562	\$85,645,371	\$5,968,601	\$79,676,770
TOTALS	\$613,061,950	\$1,216,167,490	\$64,742,622	\$1,893,972,062	\$59,203,783	\$1,834,768,279
TOTAL	\$28,555,745	\$45,495,866	\$787,694	\$74,839,305	(\$10,614,310)	\$85,453,615
	4.89%	3.89%	1.23%	4.11%	-15.20%	4.88%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

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TRA 003

City Of Petaluma
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$2,809,842,570	\$4,219,644,308	\$43,237,041	\$7,072,723,919	\$264,480,723	\$6,808,243,196
Unsecured	\$4,155,101	\$128,347,081	\$270,071,772	\$402,573,954	\$25,649,056	\$376,924,898
TOTALS	\$2,813,997,671	\$4,347,991,389	\$313,308,813	\$7,475,297,873	\$290,129,779	\$7,185,168,094
2013/14						
Secured	\$2,923,402,987	\$4,434,704,807	\$46,139,467	\$7,404,247,261	\$258,339,237	\$7,145,908,024
Unsecured	\$5,021,880	\$124,852,141	\$259,086,625	\$388,960,646	\$28,470,111	\$360,490,535
TOTALS	\$2,928,424,867	\$4,559,556,948	\$305,226,092	\$7,793,207,907	\$286,809,348	\$7,506,398,559
TOTAL	\$114,427,196	\$211,565,559	(\$8,082,721)	\$317,910,034	(\$3,320,431)	\$321,230,465
	4.07%	4.87%	-2.58%	4.25%	-1.14%	4.47%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

Page 3 of 9

TRA 004

City Of Santa Rosa
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$5,927,327,458	11,665,729,890	\$224,250,516	17,817,307,864	\$1,216,901,372	\$16,600,406,492
Unsecured	\$8,621,443	\$234,531,675	\$497,226,953	\$740,380,071	\$67,130,509	\$673,249,562
TOTALS	\$5,935,948,901	11,900,261,565	\$721,477,469	18,557,687,935	\$1,284,031,881	\$17,273,656,054
2013/14						
Secured	\$6,111,366,391	12,015,907,287	\$225,088,443	18,352,362,121	\$1,214,268,340	\$17,138,093,781
Unsecured	\$9,141,950	\$233,671,569	\$476,896,944	\$719,710,463	\$68,880,975	\$650,829,488
TOTALS	\$6,120,508,341	12,249,578,856	\$701,985,387	19,072,072,584	\$1,283,149,315	\$17,788,923,269
TOTAL	\$184,559,440	\$349,317,291	(\$19,492,082)	\$514,384,649	(\$882,566)	\$515,267,215
	3.11%	2.94%	-2.70%	2.77%	-0.07%	2.98%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

TRA 005

City Of Sebastopol
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$361,723,848	\$602,695,997	\$4,019,669	\$968,439,514	\$42,865,177	\$925,574,337
Unsecured	\$298,851	\$12,870,430	\$20,249,378	\$33,418,659	\$440,031	\$32,978,628
TOTALS	\$362,022,699	\$615,566,427	\$24,269,047	\$1,001,858,173	\$43,305,208	\$958,552,965
2013/14						
Secured	\$376,766,248	\$630,285,371	\$4,084,143	\$1,011,135,762	\$37,467,172	\$973,668,590
Unsecured	\$301,719	\$13,094,330	\$20,803,474	\$34,199,523	\$438,364	\$33,761,159
TOTALS	\$377,067,967	\$643,379,701	\$24,887,617	\$1,045,335,285	\$37,905,536	\$1,007,429,749
TOTAL	\$15,045,268	\$27,813,274	\$618,570	\$43,477,112	(\$5,399,672)	\$48,876,784
	4.16%	4.52%	2.55%	4.34%	-12.47%	5.10%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

TRA 006

City Of Sonoma
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$839,484,228	\$1,136,718,498	\$6,936,488	\$1,983,139,214	\$25,978,681	\$1,957,160,533
Unsecured	\$676,671	\$26,808,944	\$40,821,321	\$68,306,936	\$2,334,832	\$65,972,104
TOTALS	\$840,160,899	\$1,163,527,442	\$47,757,809	\$2,051,446,150	\$28,313,513	\$2,023,132,637
2013/14						
Secured	\$881,302,252	\$1,202,868,690	\$6,429,602	\$2,090,600,544	\$27,982,409	\$2,062,618,135
Unsecured	\$727,239	\$25,142,930	\$38,300,529	\$64,170,698	\$2,636,044	\$61,534,654
TOTALS	\$882,029,491	\$1,228,011,620	\$44,730,131	\$2,154,771,242	\$30,618,453	\$2,124,152,789
TOTAL	\$41,868,592	\$64,484,178	(\$3,027,678)	\$103,325,092	\$2,304,940	\$101,020,152
	4.98%	5.54%	-6.34%	5.04%	8.14%	4.99%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

TRA 007

City Of Rohnert Park
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$1,321,819,724	\$2,298,510,622	\$45,642,960	\$3,665,973,306	\$156,211,206	\$3,509,762,100
Unsecured	\$1,456,560	\$34,412,467	\$71,777,214	\$107,646,241	\$3,916,324	\$103,729,917
TOTALS	\$1,323,276,284	\$2,332,923,089	\$117,420,174	\$3,773,619,547	\$160,127,530	\$3,613,492,017
2013/14						
Secured	\$1,359,497,064	\$2,390,947,660	\$38,352,276	\$3,788,797,000	\$155,177,807	\$3,633,619,193
Unsecured	\$1,487,252	\$36,457,480	\$80,078,999	\$118,023,731	\$3,603,571	\$114,420,160
TOTALS	\$1,360,984,316	\$2,427,405,140	\$118,431,275	\$3,906,820,731	\$158,781,378	\$3,748,039,353
TOTAL	\$37,708,032	\$94,482,051	\$1,011,101	\$133,201,184	(\$1,346,152)	\$134,547,336
	2.85%	4.05%	0.86%	3.53%	-0.84%	3.72%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

TRA 008

City Of Cotati
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$302,144,667	\$486,807,921	\$5,455,221	\$794,407,809	\$24,235,879	\$770,171,930
Unsecured	\$222,262	\$4,031,969	\$11,702,169	\$15,956,400	\$157,551	\$15,798,849
TOTALS	\$302,366,929	\$490,839,890	\$17,157,390	\$810,364,209	\$24,393,430	\$785,970,779
2013/14						
Secured	\$311,863,244	\$505,535,694	\$4,965,048	\$822,363,986	\$23,938,362	\$798,425,624
Unsecured	\$226,473	\$4,675,218	\$12,907,649	\$17,809,340	\$147,546	\$17,661,794
TOTALS	\$312,089,717	\$510,210,912	\$17,872,697	\$840,173,326	\$24,085,908	\$816,087,418
TOTAL	\$9,722,788	\$19,371,022	\$715,307	\$29,809,117	(\$307,522)	\$30,116,639
	3.22%	3.95%	4.17%	3.68%	-1.26%	3.83%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013

TRA 009

City Of Windsor
Comparison of Assessment Roll Values

	<u>Land</u>	<u>Improvements</u>	<u>Personal Property</u>	<u>Gross Totals</u>	<u>Exemptions</u>	<u>Net Taxable</u>
2012/13						
Secured	\$1,034,126,053	\$1,929,211,064	\$24,090,099	\$2,987,427,216	\$105,366,595	\$2,882,060,621
Unsecured	\$1,140,640	\$31,389,454	\$53,347,335	\$85,877,429	\$1,090,821	\$84,786,608
TOTALS	\$1,035,266,693	\$1,960,600,518	\$77,437,434	\$3,073,304,645	\$106,457,416	\$2,966,847,229
2013/14						
Secured	\$1,067,687,958	\$1,975,284,866	\$21,967,933	\$3,064,940,757	\$107,646,483	\$2,957,294,274
Unsecured	\$1,094,333	\$33,042,778	\$52,310,187	\$86,447,298	\$1,549,310	\$84,897,988
TOTALS	\$1,068,782,291	\$2,008,327,644	\$74,278,120	\$3,151,388,055	\$109,195,793	\$3,042,192,262
TOTAL	\$33,515,598	\$47,727,126	(\$3,159,314)	\$78,083,410	\$2,738,377	\$75,345,033
	3.24%	2.43%	-4.08%	2.54%	2.57%	2.54%

Note: Public Utility roll value not included in the above

Friday, July 19, 2013



Clerk • Recorder • Assessor

Assessor's Office



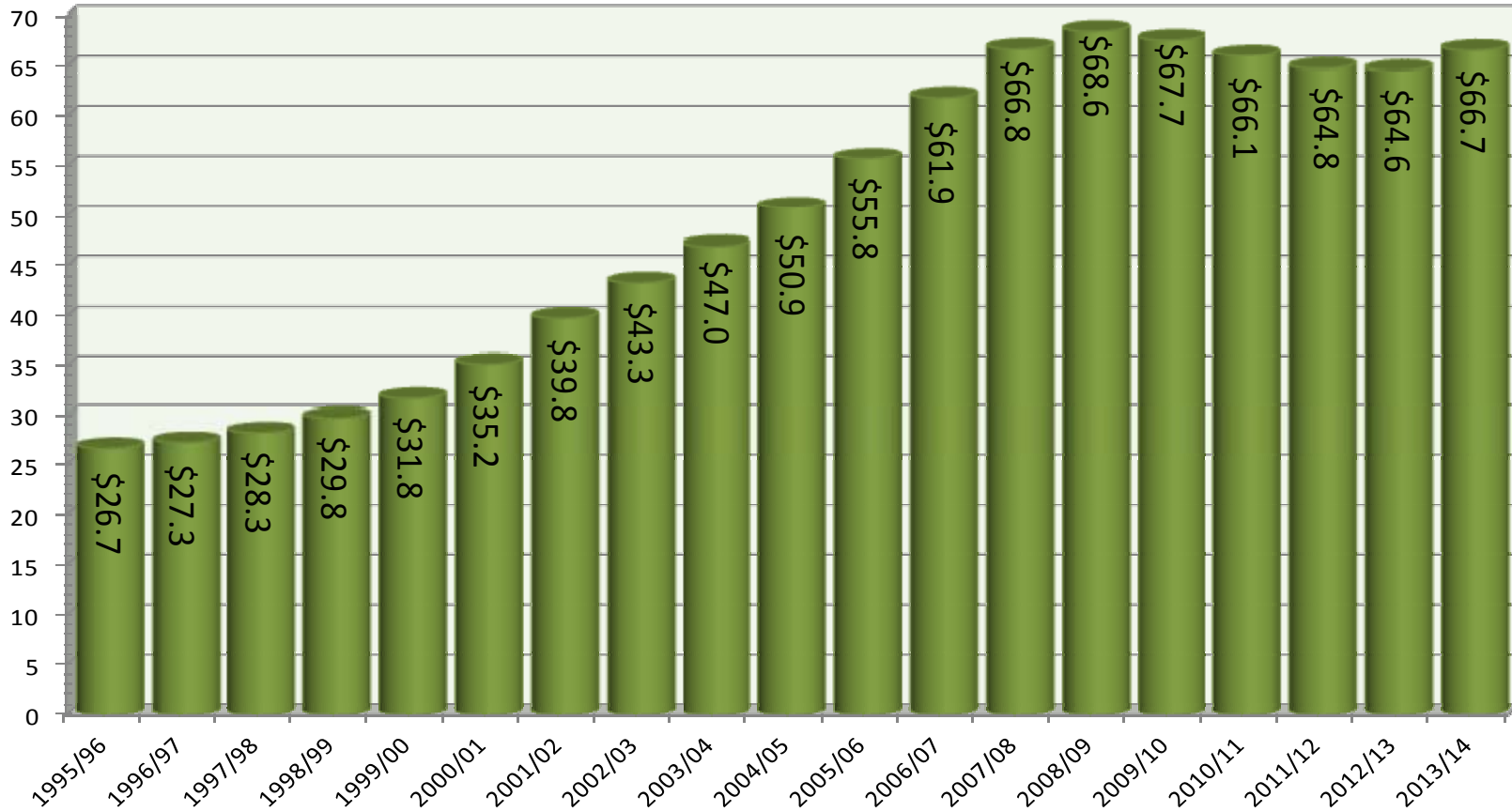
Overview

- 1995-2013 Assessment Roll History
- 2013 Value Distribution & Change by Assessment Type
- 2013 Value Distribution & Change by Jurisdiction
- 2013 County Secured Values Distribution
- 2008-2013 Assessor's Workload & Appeals Review
- Summary of 2013 Assessment Year

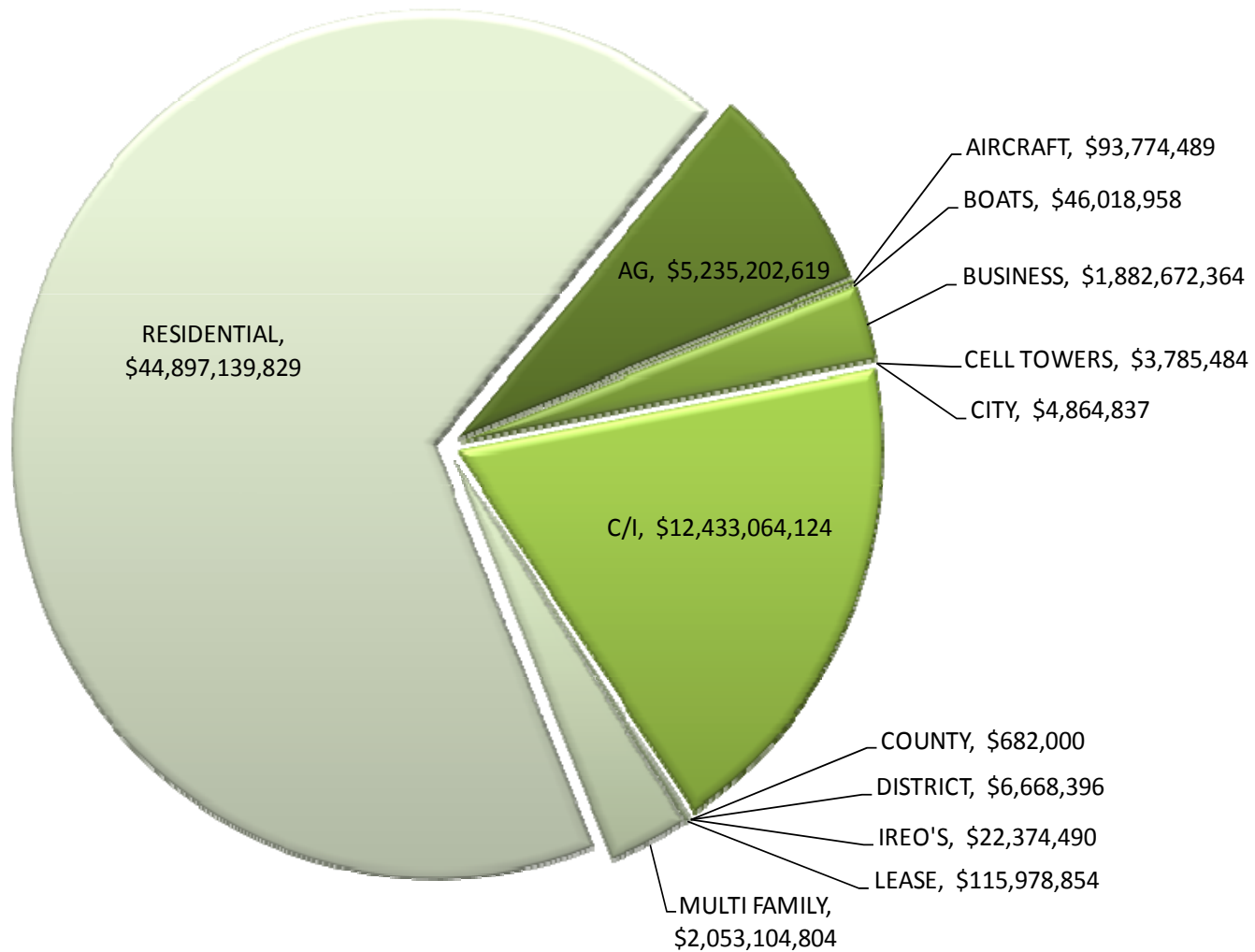
Sonoma County Assessors Office 2013/14 Assessment Roll

Roll History

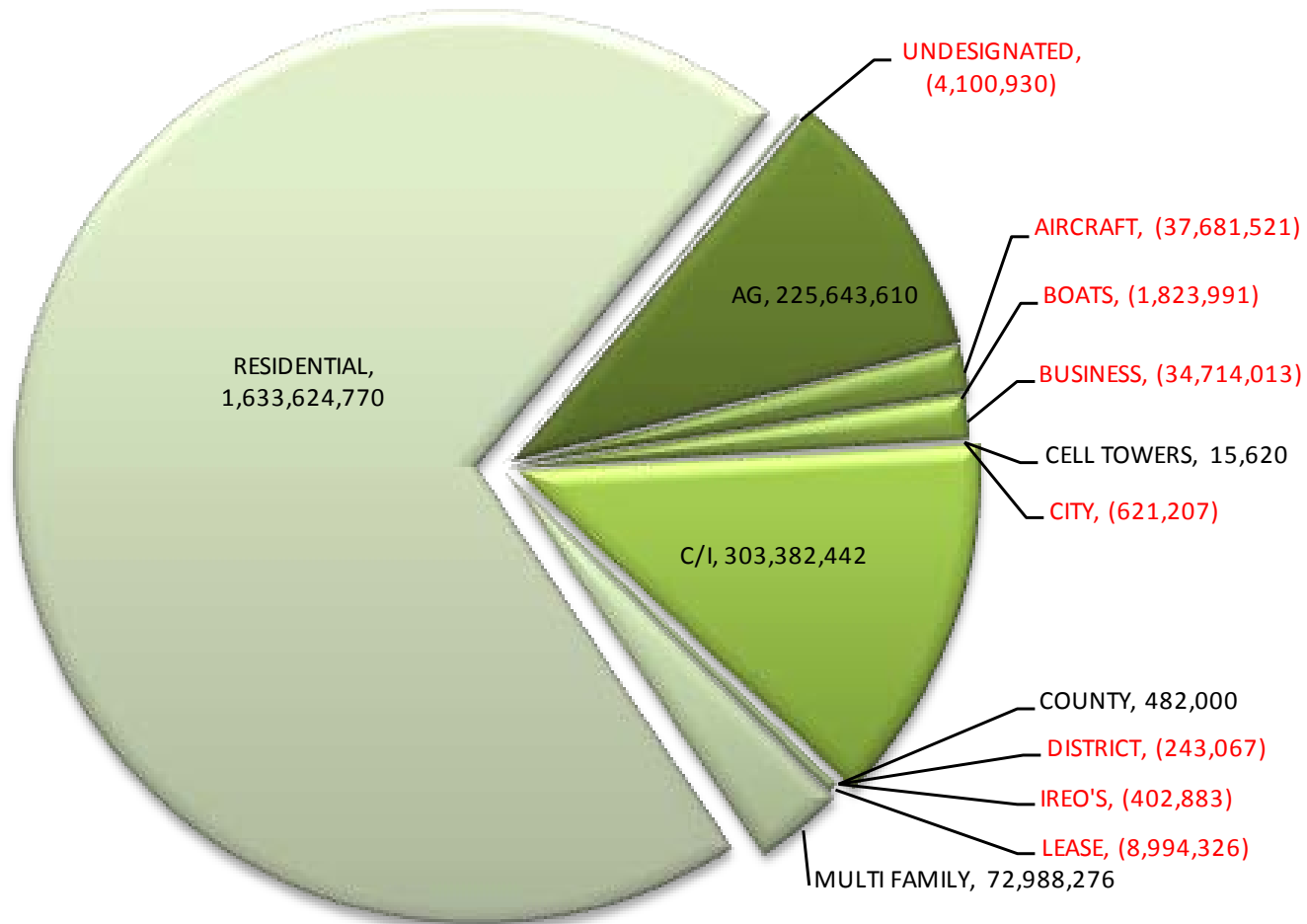
\$Billion



Sonoma County Assessors Office 2013/14 Assessment Roll By Asmt Type (\$66,795,331,248)

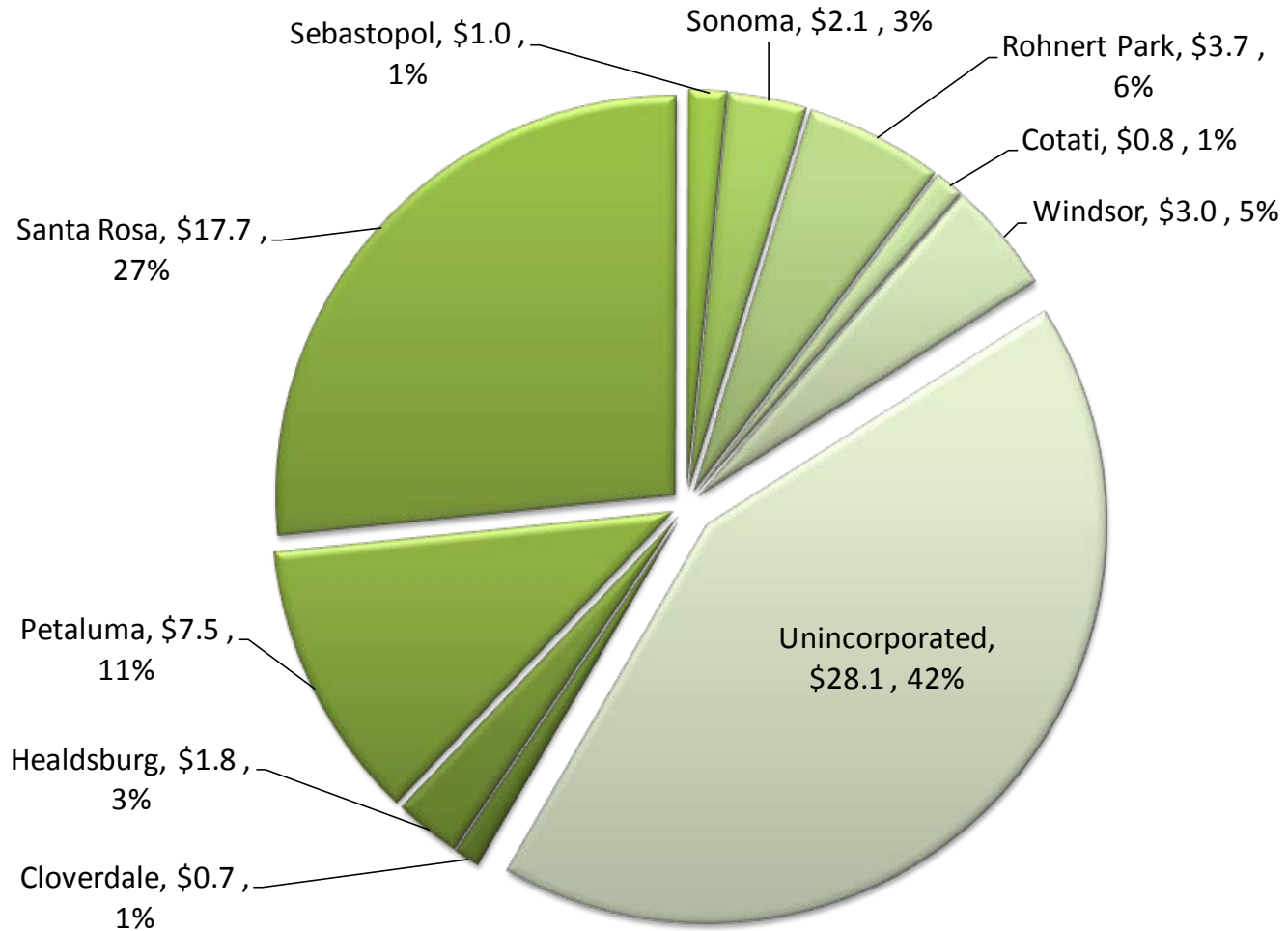


Sonoma County Assessors Office 2013/14 Assessment Roll \$ Change By Asmt Type (\$2,147,554,780)



Sonoma County Assessors Office 2013/14 Assessment Roll By Jurisdictions

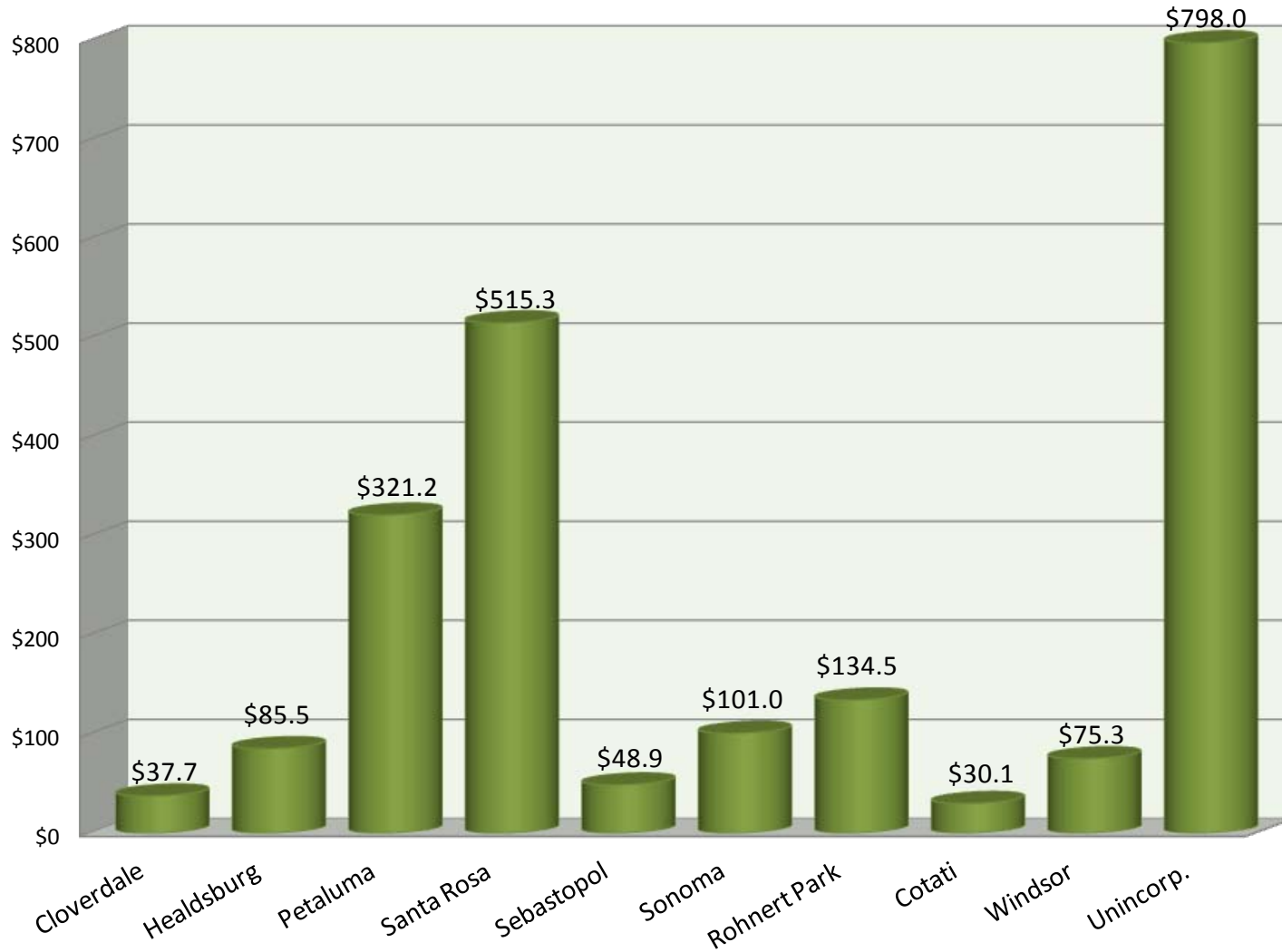
\$Billion



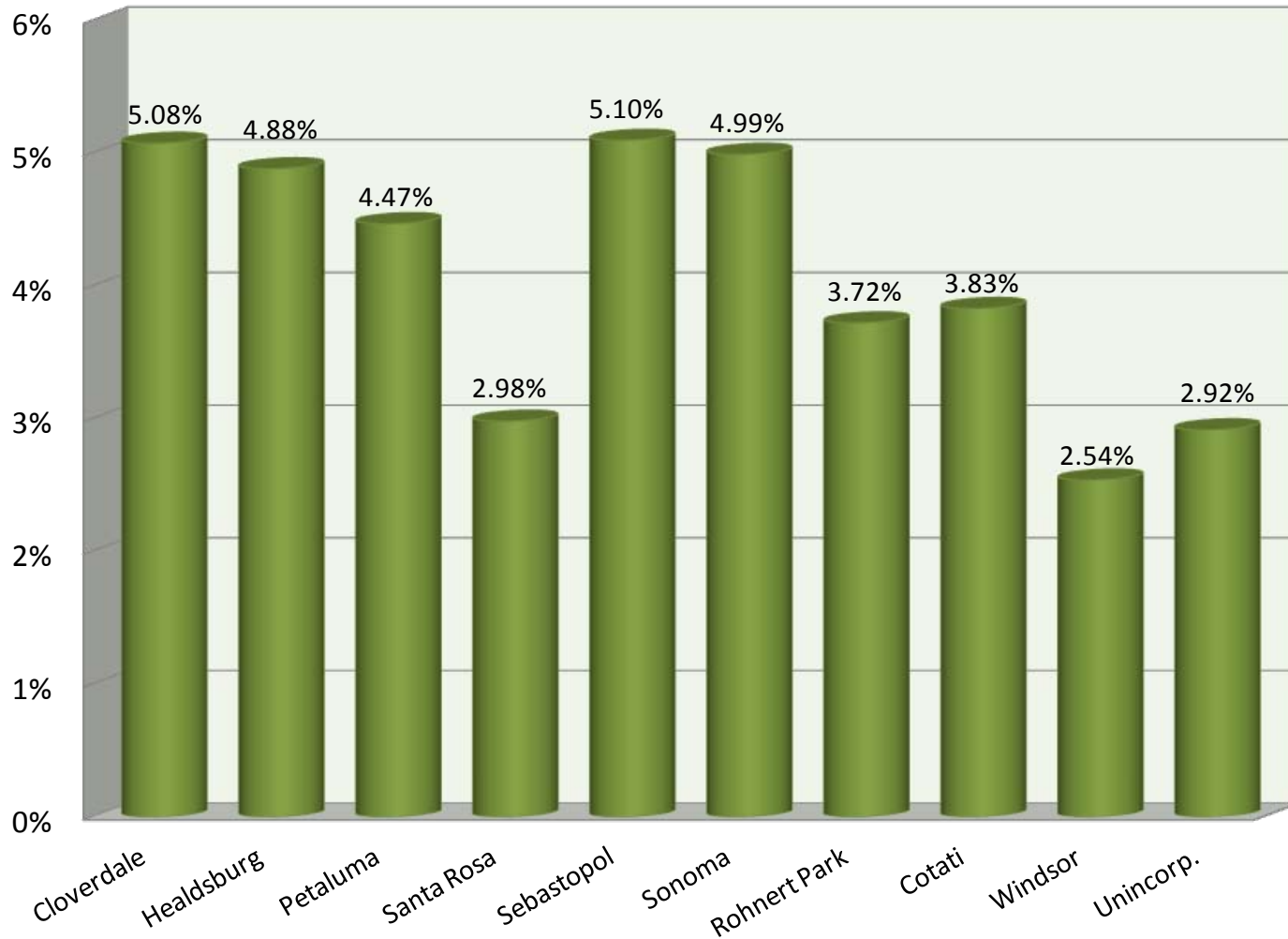
Sonoma County Assessors Office 2013/14 Assessment Roll

\$ Change from prior roll year

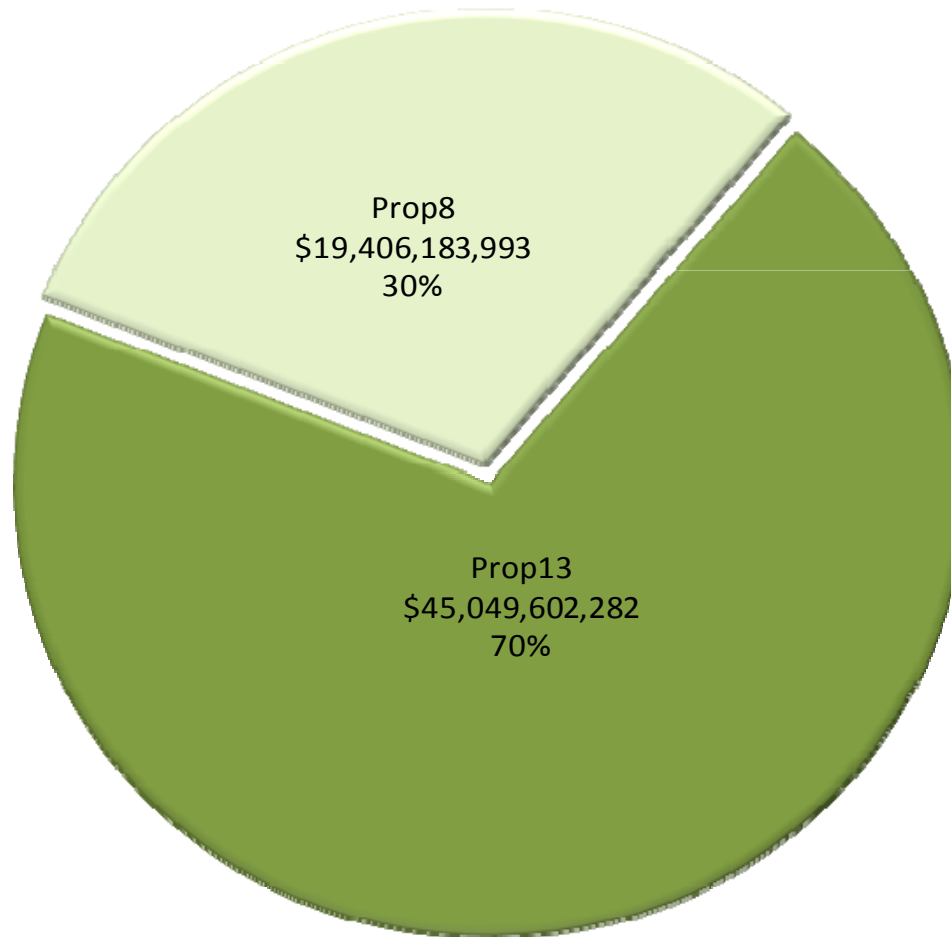
\$Million



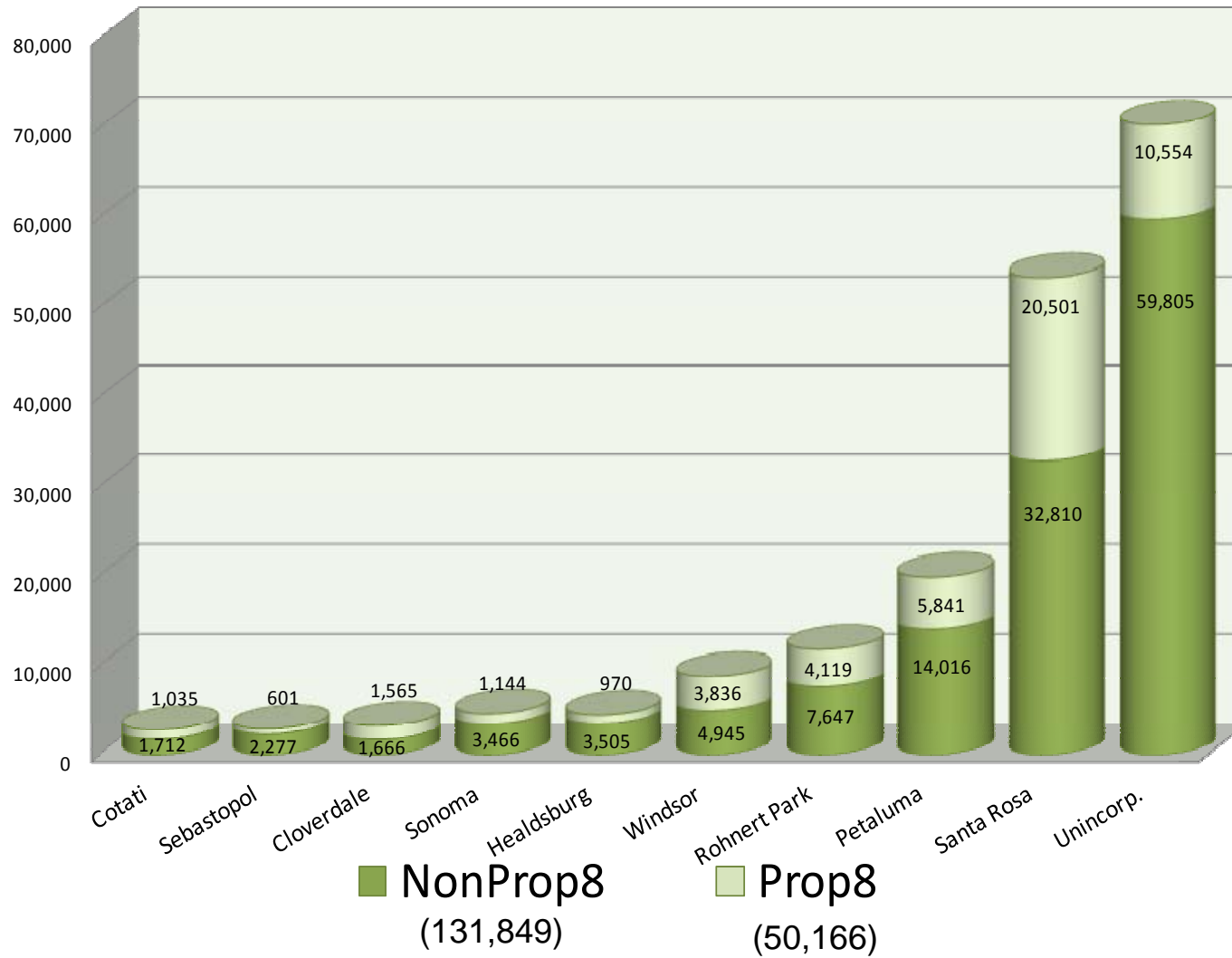
Sonoma County Assessors Office 2013/14 Assessment Roll **% Change from prior roll year**



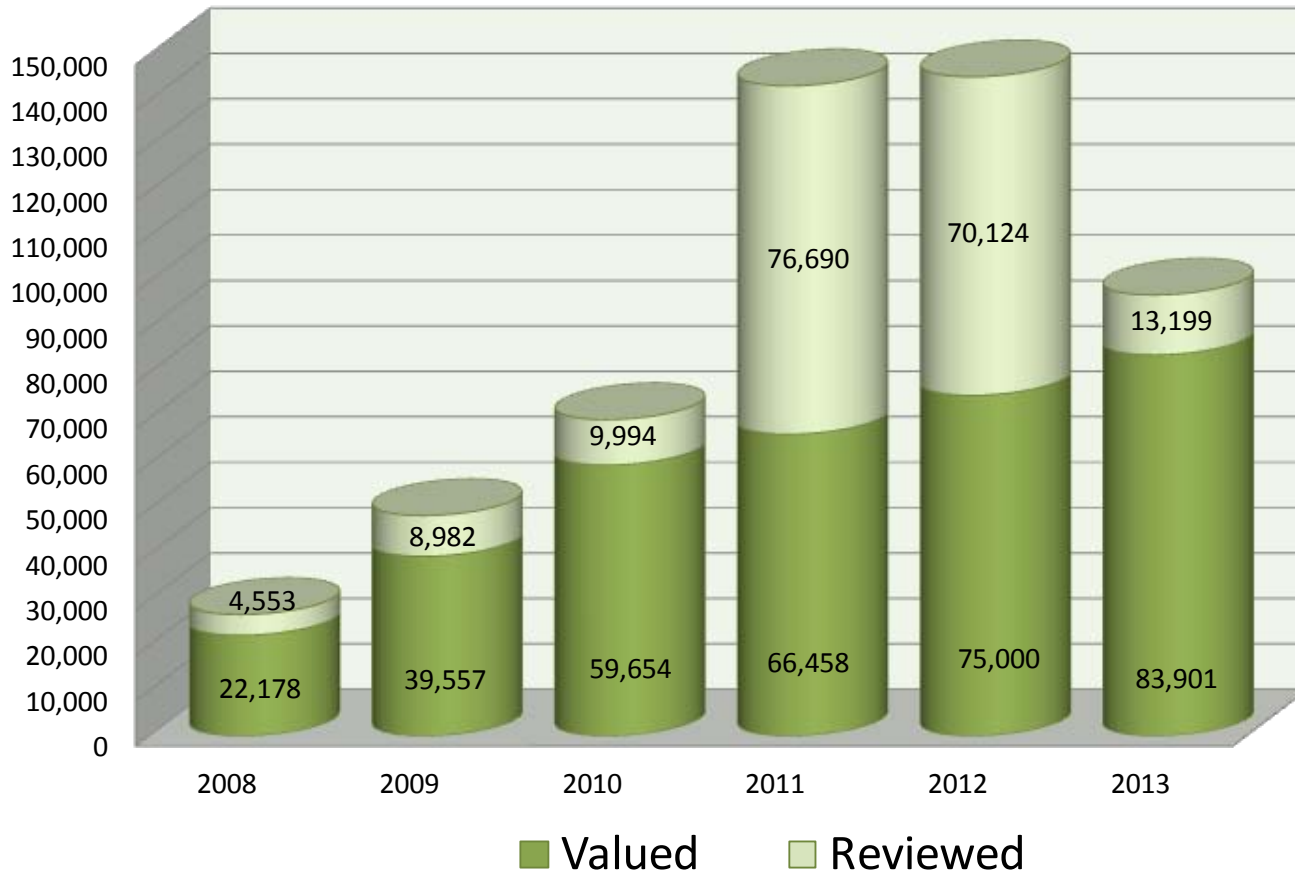
Sonoma County Assessors Office
2013/14 Assessment Roll
Secured PROP8/PROP13 (\$64,455,786,275)



Sonoma County Assessors Office 2013/14 Assessment Roll Secured Asmt Distribution

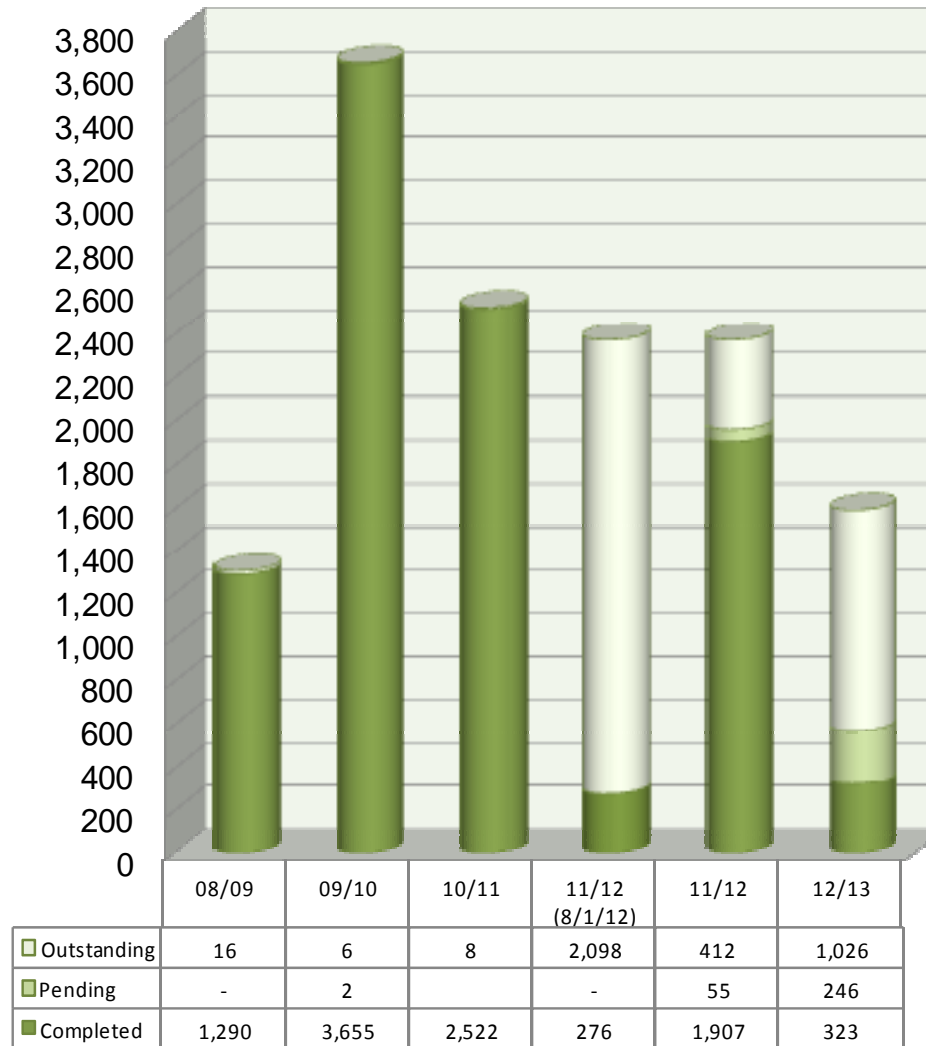


Sonoma County Assessors Office 2013/14 Assessment Roll **APPRAISAL WORK COUNTS** (As of 7/1/2013)



Sonoma County Assessors Office 2013/14 Assessment Roll

APPEALS (As of 8/1/2013)



Summary of 2013 Assessment Year

- Focus was on Appeals and Prop. 8's
- New Construction/Transfers were delayed
- Consumer Price Index: 2% Helped!
- 3.32% Overall Increase
- What's ahead for the 2014-15 Assessment Roll?

Clerk • Recorder • Assessor

Questions?

Thank you!

William F. Rousseau





County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 21
(This Section for use by Clerk of the Board Only.)

To: Board of Commissioners

Board Agenda Date: August 13, 2013

Vote Requirement: Majority

Department or Agency Name(s): Community Development Commission

Staff Name and Phone Number:

John D. Haig – 565-7508

Supervisorial District(s):

3

Title: Transfer of Rohnert Park Housing Assets

Recommended Actions:

1. Approve and authorize Sonoma County Community Development Commission Executive Director to execute a Letter of Intent with the City of Rohnert Park relating to the transfer of certain housing assets of the City's former redevelopment agency, to negotiate and execute an assignment and assumption agreement consistent with the Letter of Intent following review and approval of County Counsel as to form, and to carry out all tasks necessary to finalize the asset transfer upon the completion of due diligence activities and satisfactory compliance with the terms of the agreement.
2. Authorize Sonoma County Community Development Commission staff to perform all functions associated with ownership of real properties acquired from the City of Rohnert Park, in compliance with the Commission's adopted Procurement Policy and all other applicable laws, regulations and policies.

Executive Summary:

Approval of this agenda item would authorize Sonoma County Community Development Commission (CDC) staff to enter into the attached Letter of Intent with the City of Rohnert Park for the purpose of negotiating and executing an assignment and assumption agreement and completing the due diligence process necessary to determine whether to accept the transfer of certain housing assets that belonged to the City's former redevelopment agency. Upon receipt of satisfactory evidence that the assets are expected to generate sufficient revenue to pay for management and maintenance costs and upon satisfaction of conditions in the assignment and assumption agreement, staff would be authorized to finalize the transfer to the CDC, and to perform all functions associated with ownership of the transferred real properties.

ABx1 26 and AB 1484 (jointly, the "Dissolution Act"), eliminated redevelopment agencies statewide and required the unwinding and liquidation of the obligations and assets of the former redevelopment agencies. Local housing authorities were designated as the "housing successor entities" for all local municipalities that chose not to retain the housing functions, assets, and obligations of their former redevelopment agencies. This choice was unilateral on the part of the jurisdictions, with housing

authorities having no legal authority to refuse the designation or to decline the transfer of such housing functions. The transfer of assets and obligations to designated housing authorities occurred by operation of law on 2/1/2012. In Sonoma County, the cities of Sonoma and Sebastopol declined to retain their former redevelopment agencies' housing functions, and the Sonoma County Housing Authority therefore became the housing successor entity for these jurisdictions without any action by your Board.

Unlike Sebastopol and Sonoma, the City of Rohnert Park chose to retain the housing functions of its former redevelopment agency; however, in November 2012, City staff approached the CDC with a proposal to transfer certain of these assets to the CDC. The City wishes to focus its efforts on economic development activities and therefore wants the CDC, the regional housing agency with existing experienced staff, to take over their affordable housing assets. Because this transfer would be a voluntary action, rather than one imposed by operation of law, the CDC's Board must approve the proposed asset transfer.

The former redevelopment affordable housing assets that the City proposes to transfer to the CDC consist of:

1. Sixty-seven (67) notes receivable for loans made under affordable housing development, preservation, and acquisition programs;
2. Affordability covenants and deed restrictions that operate independently of loans to maintain affordability of four hundred ninety-four (494) rental units and six (6) ownership units throughout the City; and
3. Five (5) single family homes located in the City's "B Section" (see attached Site Location Map):

Address	Bedrooms	Baths	Living Area	Lot Size	Comparable Market Analysis Valuation
7668 Beverly Dr	3	2	1,300 sq ft	6,000 sq ft	\$295-\$315K
746 Brett Ave	4	2	1,568 sq ft	7,200 sq ft	\$295-\$310K
309 Burton Ave	4	2	1,300 sq ft	11,100 sq ft	\$330-\$340K
7783 Burton Ave	4	2	1,300 sq ft	6,720 sq ft	\$310-\$330K
7982 Santa Barbara Dr	4	2	1,600 sq ft	6,098 sq ft	\$330-\$345K

As in the case of the cities of Sebastopol and Sonoma, the housing assets proposed for transfer have long-term value, but will require a significant amount of staff time to ensure adequate and prudent management, and the affordability covenants related to the affordable housing loans will require ongoing monitoring and enforcement. Because the Dissolution Act required all unencumbered Low and Moderate-Income Housing Fund balances to be transferred to local taxing entities as part of redevelopment dissolution, the assets do not include cash with which to pay administrative and property management costs. The Dissolution Act does allow housing successors to retain income that is generated from the assets, including loan repayments, rental receipts, and sales proceeds of liquidated assets, for use pursuant to the housing provisions of California Community Redevelopment Law (CRL), which survives the dissolution of redevelopment. Such income can therefore be used for administrative and management costs if and when it is received in the future.

The CDC's Construction Services staff has inspected the five single-family properties and has determined that they are currently in reasonable condition and could be rented after making very minor repairs. Staff has also received preliminary information from the City that appears to confirm that the five properties can be expected to yield sufficient cash flow from rent streams to adequately cover all property management and maintenance expenses, and to provide some level of excess cash flow that can be used for CDC administrative costs.

Until December 31, 2012, these five houses were being operated for many years by COTS under contract with the City as transitional housing for homeless families, using a shared housing model. When the City could no longer provide COTS with on-going operating funds for the transitional housing program due to the loss of Redevelopment and In-Lieu Housing Funds, COTS proposed a change to a permanent supportive housing "Integrity House" model to assist single adults. This model is cost effective in that it relies entirely on revenue from client rents and some private donation to fund services, operations, and maintenance. The City was still in talks with COTS regarding this changed model in November 2012 when the City approached the CDC with the proposal to transfer their housing properties and other assets to the CDC. In conjunction with that proposal, COTS submitted the attached proposal to operate some or all of the properties as Integrity Houses if and when they transfer to the CDC.

Using HUD's 2013 Fair Market Rents (FMRs) to establish rent amounts for the Integrity House residents, COTS' budget analysis indicates that they would be able to support master lease payments to the CDC of approximately \$8,400 annually for each house. Because an increase in permanent supportive housing for single adults is in keeping with the Sonoma County 10-Year Plan to End Homelessness, and because it appears that the Integrity Houses could simultaneously generate some revenue stream to the CDC, staff recommends continuing the use of the homes for this purpose. If at any point it becomes evident that the Integrity House model cannot yield sufficient rent stream to pay for all required property management and maintenance costs, staff would terminate that use and instead rent the homes as affordable rentals for lower-income families, as the CDC is now doing with the two single-family homes in Sebastopol. At this point, the houses have been vacated of the transitional housing clients and the City is awaiting a decision by the CDC as to whether it will assume ownership of the properties, with the hope of maintaining their use as affordable housing.

Before finalizing a decision about whether to accept the City's proposed asset transfer, staff has requested that the City obtain and submit title reports, full appraisals, and Phase II environmental studies on each property for our review. However, the City does not want to incur these costs unless it has some assurance that the CDC would accept the asset transfer if the CDC determines revenues from the assets will exceed the costs of management and maintenance. The attached Letter of Intent would provide the City with that assurance, while affording the CDC the opportunity to complete more in-depth research into the financial feasibility of the proposed transfer. Staff recommends acceptance of the transfers if our review of the more detailed information indicates that the assets are likely to yield sufficient income to sustain the level of work required to manage and maintain the assets. Approval and authorization to execute the Letter of Intent would authorize staff, with review and approval of County Counsel, to proceed with the preparation and execution of an Assignment and Assumption Agreement and other documents as needed to effectuate the proposed transfers upon receipt and satisfactory review of the Title, Appraisal, and Phase II reports.

Approval of this agenda item would also authorize staff, upon finalization of the proposed transfers, to

perform all functions associated with ownership of the properties for their current and intended affordable housing purpose, including but not limited to: 1) maintaining and repairing buildings on the properties; 2) paying utility, security, landscape maintenance, and other ongoing property management costs; 3) undertaking customary loan servicing and problem loan work-out activities; and 4) renting the single-family homes either through master leases with community based organizations such as COTS' Integrity Houses, or as single-family rentals to lower-income families. The CDC would carry out these functions, either in-house or through the use of one or more experienced residential property management entities, in compliance with the surviving housing provisions of CRL, as well as all other applicable laws, regulations, and Board-adopted policies. Staff will return to your Board for approval prior to taking any actions for which such approval is required (for example, prior to signing any procurement agreement in excess of \$25,000).

If the CDC accepts the property transfers and at any point in the future it becomes apparent that the costs incurred to manage and maintain the housing assets exceeds the income generated through rent stream and loan repayments, the CDC could liquidate one or more properties to raise the needed cash. In that event, staff would return to your Board to request authorization to take steps to offer property for sale.

Prior Board Actions:

None.

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

Continued operation of one or more houses in the City of Rohnert Park as either permanent supportive housing for homeless adults or as affordable rentals for families would help to reduce homelessness and provide decent, safe, and sanitary housing that is accessible and affordable to low-income residents.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 121,000	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 121,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 121,000	Total Sources	\$ 121,000

Narrative Explanation of Fiscal Impacts (If Required):

Receipts from rental or sale of the five real properties and from periodic loan repayments would cover all costs to maintain and operate the homes as affordable rental properties, and to pay staff costs to monitor and enforce affordability restrictions on the notes receivable and affordability restrictions. \$21,000 is the estimated rental income to be received from COTS, assuming the Integrity Houses become operational by 1/1/14. The remaining \$100,000 in revenue is an estimate of loan repayments to

be received between the date of asset transfer and 6/30/14. This estimate is preliminary and conservative. Any revenues from loan repayments that are not needed to pay the administrative costs of asset management will remain on deposit in the Low- and Moderate-Income Housing Asset Fund (LMIHAF) and may be used to assist development, acquisition, and preservation of additional affordable housing in the area, upon approval of 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):

None.

Attachments:


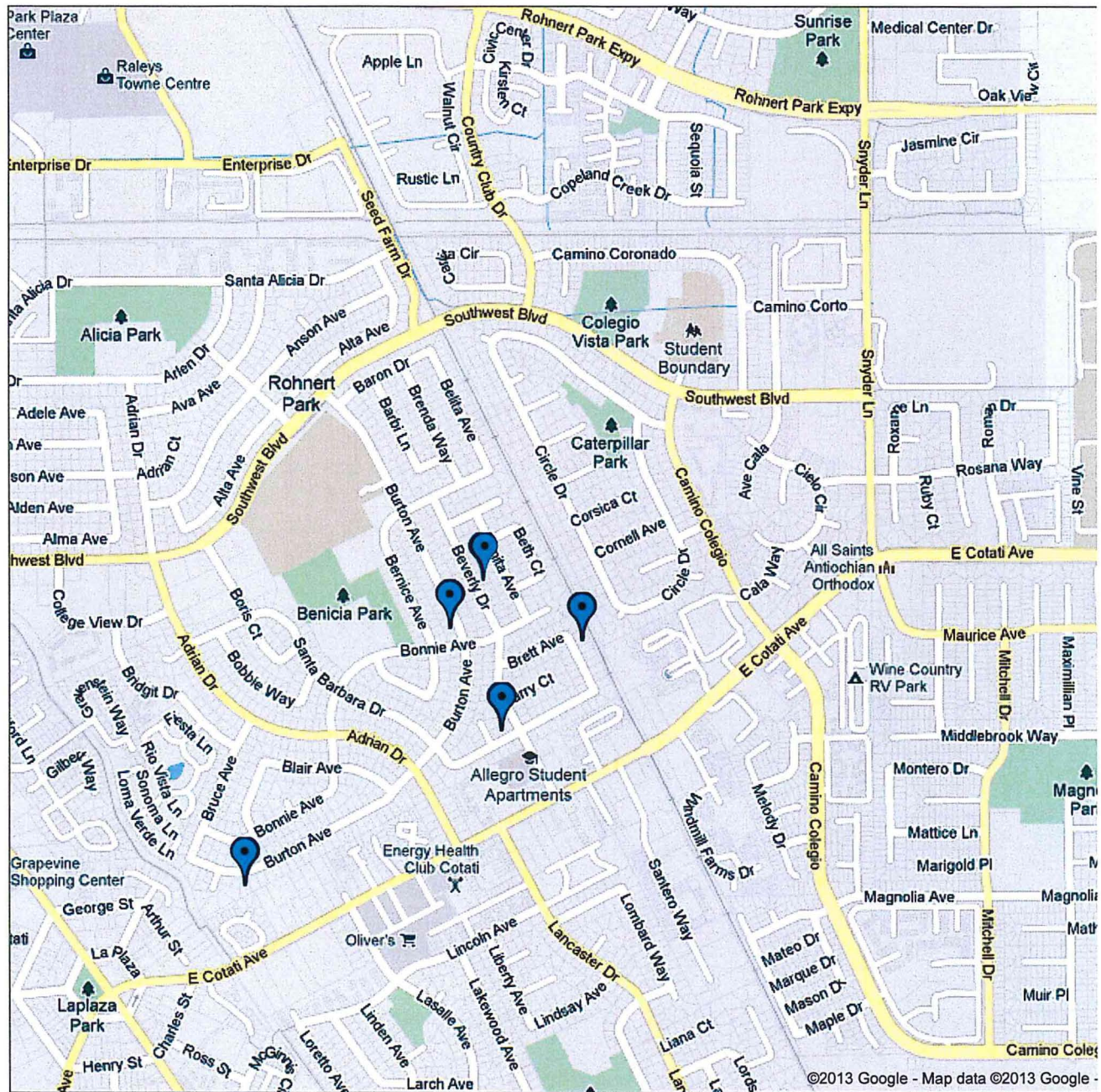
1. Site Location Map
2. COTS Integrity House Proposal
3. Letter of Intent.

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

None.



Get Google Maps on your phone
 Text the word "GMAPS" to 466453

Rohnert Park Houses


Public · 0 views
 Created on Apr 26 · By · Updated 2 minutes ago

 309 Burton Ave
Rohnert Park, CA 94928



 7783 Burton Ave
Rohnert Park, CA 94928



 7668 Beverly Dr
Rohnert Park, CA 94928



 746 Brett Ave
Rohnert Park, CA 94928



 7982 Santa Barbara Dr
Rohnert Park, CA 94928





COTS' proposed solution to the problem of how to continue housing programs in Rohnert Park without financial support from the City

Feb 2013

Executive Summary

The new program model and two scenarios presented here represent a solution that not only provides vital housing programs and services for low and moderate income adults in Rohnert Park, but one that can generate some level of income for the County and save the county property management and maintenance expenses. Here are the major points:

- Saves the County a minimum of **\$56k** in administrative, property management and maintenance costs each year (see attachment A)
- Leasing 3 or 5 houses will generate between **\$25k and \$42K of revenue** for the County
- Releases the County from **obligation to maintain** 3 or 5 houses
- COTS pays all operational expenses using client rents and donations income from private sources – **no funding needed from the County**
- Provides permanent housing and supportive services for **12 to 20** low-mod income adults in Rohnert Park

New Program Model

Historically, COTS operated transitional housing for families in all five houses. The two scenarios involve converting 3 or 5 houses to a permanent supportive housing model for single adults. There are two primary reasons why this new model makes more sense today: 1) There is a higher level of need to serve single adults vs. families in South County, and 2) Cost-efficiency.

While family transitional housing remains a priority for COTS, the most recent homeless count data indicates a small decline in family homelessness and a dramatic increase (359%) in homelessness among single adults in South County. Additionally, transitional housing for families is the most expensive housing model there is and cannot be operated effectively without high levels of financial support above that provided by client rents.

The new model we propose in both budget scenarios is the COTS "Integrity House" model, which is cost-efficient and relies entirely on revenue from client rents and private donation to fund services, operations and maintenance. Using HUD's 2013 Fair Market Rates (FMR) to establish rent amounts, this model will generate income to support these houses and will provide revenue to the County. Since increasing permanent supportive housing for single adults is consistent with the County's 10-Year Plan and Federal priorities to reduce homelessness going forward, converting the houses to this model would actually increase our County's competitiveness in the annual Continuum of Care funding process.

Budget Scenario 1:

In this scenario the County of Sonoma would sell 2 of the five homes in Rohnert Park and bank the proceeds to be used for housing program administration. The remaining 3 homes would be leased to COTS at 30% of FMR plus \$420/yr for a portion of property taxes generating **\$25,000 a year in revenue for the County**. COTS pays for staff, operations and services with client rent and private donations.

Budget Scenario 2:

This scenario assumes the County will retain ownership of all five homes in Rohnert Park and lease all five to COTS at 30% of FMR plus \$700/yr for a portion of property taxes generating **\$42,000 a year in revenue for the County**. As in scenario 1, COTS pays for staff, operations and services with client rent and private donations.

Note: Since the County will retain ownership of 3 to 5 of the houses, it would be liable for major repairs such as roofs, water heaters, etc.

Budget Scenario 1 - for 3 RP Integrity Houses		Budget Scenario 2 - for 5 RP Integrity Houses	
INCOME		INCOME	
Client Rents fr: 3 houses (@\$500. per 12 beds/per month)	\$72,000	Client Rents fr: 5 houses (@\$500. per 20 beds/per month)	\$120,000
Donations (Private funding needed)	\$25,834	Donations (Private funding needed)	\$30,894
Total income	\$97,834	Total income	\$150,894
EXPENSES		EXPENSES	
Personnel		Personnel	
Program Manager (\$45,000 x.50FTE + benefits @ 22% = \$27,450)	\$27,450	Program Manager (\$45,000 x.50FTE + benefits @ 22% = \$27,450)	\$27,450
Case Manager (\$16,50/hr x .50FTE + benefits @ 22% = \$20,935)	\$20,935	Case Manager (\$16,50/hr x .75FTE + benefits @ 22% = \$20,935)	\$41,176
Total Personnel	\$48,385	Total Personnel	\$68,626
Operating Expenses		Operating Expenses	
Lease Costs and taxes for 3 houses (30% of FMR x 3 = \$24,851 + taxes @\$140/house x 3 = \$420 = 25,271)	\$25,271	Lease Costs and taxes for 5 houses (30% of FMR x 5 = \$ 41,478 + taxes @\$140/house x 5 = \$700 = 42,178)	\$42,178
Liability insurance	\$4,500	Liability insurance	\$7,500
Maintenance and Repair	\$4,371	Maintenance and Repair	\$7,285
Telephone	\$693	Telephone	\$1,155
Utilities	\$10,239	Utilities	\$17,065
Staff mileage	\$300	Staff mileage	\$460
Supplies	\$75	Supplies	\$125
Total Operating Expenses	\$45,449	Total Operating Expenses	\$75,768
Program Expenses		Program Expenses	
Security deposit assistance	\$3,000	Security deposit assistance	\$5,000
Unmet client needs	\$1,000	Unmet client needs	\$1,500
Total Program Expenses	\$4,000	Total Program Expenses	\$6,500
TOTAL EXPENSES	\$97,834	TOTAL EXPENSES	\$150,894
Income less expenses	\$0	Income less expenses	\$0

Attachment A

Property Management, Maintenance and Admin Costs in 5 Rohnert Park Houses

COTS uses Program, Operations, Maintenance and Administrative staff to qualify clients, calculate rent, collect and account for rents, manage property issues and maintain the properties in Rohnert Park. If the County chose to rent these five houses at market rates, it would have to factor in these costs to its budget to administer these properties. The hourly rates shown below for these staff are likely to be much less than the County would pay for similar positions given the County's pay structure and benefits.

Cost to Manage and Maintain 5 Rohnert Park Houses
--

	Hrs per year	cost per year
Property management		
Director of Program's time to manage property issues @ \$35.19/hr	60	2,111
Program Manager's time to manage rent calculations/collections: @ \$18.00/hr	658	11,844
Total Property Management		13,955
Maintenance		
Operations Manager's time to direct maintenance work in houses @\$26.39/hr	1000	26,390
Budget for maintenance materials		15,000
Total Maintenance		41,390
Administration		
Accountant's time to manage rent collection @\$24.63	50	1,261
Total Admin		1,261
Total		56,606



Sonoma County Community Development Commission
Sonoma County Housing Authority
1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the
Commission*

David Rabbitt
Chair

Mike McGuire
Vice Chair

Susan Gorin
Shirlee Zane
Efren Carrillo

Kathleen H. Kane
Executive Director

NON-BINDING LETTER OF INTENT

August 13, 2013

City of Rohnert Park
Attn: Gabriel Gonzalez
City Manager
130 Avram Avenue
Rohnert Park CA 94928

RE: Proposed Transfer of Real Property and Property-Related Assets from the City of Rohnert Park (City) to the Sonoma County Community Development Commission (CDC)

Dear Mr. Gonzalez:

This Letter of Intent follows up on staff discussions regarding the proposed transfer of five (5) single family properties, affordable housing loans, affordability covenants, and deed restrictions, as listed in Exhibit A hereto, from the City of Rohnert Park to the Sonoma County CDC. The City desires to transfer these affordable housing assets and restrictions remaining after the end of redevelopment in California under a voluntary agreement between the City and the CDC. After reviewing preliminary Property Profiles and Comparative Market Analyses for the five real properties, the CDC is conceptually in support of the transfer. However, additional due diligence is required before CDC will agree to the transfer. CDC staff has requested that the City provide, at its expense, full Title Reports prepared by a title insurance company, property appraisals prepared by a licensed real estate appraiser for each of the five single-family properties, and a Phase II environmental analysis of the properties prepared by a qualified consultant to be mutually agreed upon by City and CDC. To induce the City to spend the funds required for these additional reports, the CDC is entering into this Letter of Intent with the City, which was approved by the Board of the Sonoma County Community Development Commission on August 13, 2013.

CDC staff is further authorized to proceed with the preparation and execution of an Assignment and Assumption Agreement and such other documents as may be required to effectuate the proposed transfers upon receipt and satisfactory review of the Title, Appraisal, and Phase II environmental analysis reports. The Assignment and Assumption Agreement shall be based upon the essential terms set forth below in this Letter of Intent. The general terms of the proposed Agreement are as follows:



Telephone (707) 565-7500
FAX (707) 565-7583 • TDD (707) 565-7555



REAL PROPERTY
and SINGLE
FAMILY HOMES

City shall transfer to the CDC fee title to the real property and improvements located at the following five (5) parcels, free and clear of any encumbrances, liens, obligations or liabilities, including but not limited to any loans previously provided by the CDC that remain secured against the property, other than those disclosed in preliminary title reports to be provided by the City, and subsequently accepted by the CDC:

1. 7668 Beverly Drive
2. 746 Brett Avenue
3. 309 Burton Avenue
4. 7783 Burton Avenue
5. 7982 Santa Barbara Drive

The CDC intends to operate the five properties for affordable housing purposes. However, the CDC in its sole discretion may decide at any time to sell one or more of the properties and to use sales proceeds in compliance with California Community Redevelopment Law (CRL) for other affordable housing activities, including but not limited to property management and maintenance costs for the properties remaining under CDC ownership, administrative costs, and assistance to third-parties for affordable housing acquisition, development and/or preservation on other properties.

AFFORDABLE
HOUSING LOANS,
COVENANTS, and
DEED
RESTRICTIONS

City shall assign to the CDC the affordable housing loans, covenants, and deed restrictions set forth in Exhibit "A" attached hereto, and shall transfer to the CDC all physical and electronic records pertinent thereto. After assuming these notes, covenants, and restrictions, CDC will undertake management of this portfolio, comply with requirements of all existing documents, and shall have the sole right to any payment made for any reason under the loans after the date of transfer.

CRL REQUIRED
MONITORING AND
REPORTING

In managing the properties, loans, covenants, and restrictions after transfer is complete, the CDC will:

- Monitor affordability covenants and acquire annual income certifications pursuant to H & S §33418.
- Work with borrowers and real estate agents on resale of income-restricted units that were assisted with homebuyer loans.
- Maintain housing files associated to the real properties and the listed loans, covenants, and deed restrictions.
- Maintain an affordable housing database as required by H & S §33418.
- Maintain, update, and disseminate affordable housing annual income and maximum rent guidelines.
- Provide referrals for housing, shelter, rental subsidies.

“AS IS”
CONDITION

The five real properties will be transferred to the CDC in their “as is” physical condition. The City shall maintain the properties and the improvements thereon in good condition and repair through the date on which the transfer of title is to be made. The CDC shall conduct a walk-through of the properties immediately prior to transfer to ensure that their condition is satisfactory prior to accepting final transfer.

REPRESENTA-
TIONS AND
WARRANTIES RE.
LOANS

City shall represent and warrant, with respect to the thirteen (13) outstanding loans not originated by the CDC under prior agreements for CDC to operate Housing Rehabilitation Loan Programs for the City (listed on Exhibit A as item numbers 1, 3, 5, 22, 23, 29, 35, 45, 46, 47, 48, 49, and 50), that loans/deeds of trust/covenants were properly originated and executed/recorded, and that title insurance exists for each loan. City shall indemnify CDC for any claims arising from defects in loan origination for these transactions.

CONTINUED
COOPERATION

City shall provide reasonable ongoing cooperation to CDC with respect to transferred properties and loans.

REPRESENTA-
TIONS AND
WARRANTIES RE.
REAL PROPERTY

City shall provide standard representations and warranties with respect to (a) compliance of real properties with building codes, zoning, and other regulatory matters; (b) City’s lack of knowledge of any regulatory or legal proceedings that would adversely affect value or use of real properties; and (c) City’s lack of knowledge of hazardous materials on the real properties, including but not limited to any proceedings involving hazardous materials on the real properties.

City agrees, after execution of this Letter of Intent, to obtain Title Reports prepared by a title insurance company, Appraisals of the 5 parcels prepared by a State Licensed or Certified Appraiser, and a Phase II environmental analysis of the properties prepared by a qualified consultant to be mutually agreed upon by City and CDC, all at City’s sole expense. City will provide these documents to CDC to establish clear title, the net market value, and environmental condition of the real estate prior to the execution of the Assignment and Assumption Agreement.

The City’s acceptance of this Letter of Intent is evidenced by signing in the space below, and by returning an executed copy of this non-binding letter of intent to the CDC. Upon receipt and satisfactory review of the Title Reports, Appraisals, and Phase II environmental studies, the CDC and City anticipate entering into an Assignment an Assumption Agreement and such other documents as may be necessary to effectuate the transfers described hereinabove, subject to the conditions described herein and such other provisions as may be agreed to by the parties.

The CDC looks forward to working with the City on the completion of this transaction.

Sincerely,

Kathleen H. Kane
Executive Director

Agreed:

City of Rohnert Park

Gabriel Gonzalez
City Manager

Date: _____

This correspondence is nonbinding and is intended solely as a summary of the terms that are currently proposed by the parties. The parties acknowledge that they neither intend to enter, nor have they entered, into any agreement to negotiate a definitive agreement pursuant to this proposal, and either party may, at any time prior to execution of such definitive agreement, propose different terms from those summarized here or unilaterally terminate all negotiations without any liability whatsoever to the other party. Except as specifically stated above, each party is and will be solely liable for all of its own fees, costs, and other expenses in conjunction with investigation, due diligence, negotiation and preparation of a final agreement pursuant to this proposal.

The transaction contemplated by this correspondence may be subject to the independent review and consideration of the Board of the Commission and the City Council.

C: John Haig, Sonoma County CDC
Nick Stewart, Sonoma County, CDC
Steve Shupe, Sonoma County Counsel
Linda Babonis, City of Rohnert Park
Rafael Mandelman, Assistant City Attorney, City of Rohnert Park

EXHIBIT A
LETTER OF INTENT
CITY OF ROHNERT PARK and SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION
INVENTORY OF HOUSING LOANS AND AFFORDABILITY RESTRICTIONS

REF	Was the Low-Mod Housing Fund amount issued for a loan or a grant?	Amount of the loan or grant	Date the loan or grant was issued	Person or entity to whom the loan or grant was issued (Note: Individual names are not made public to comply with confidentiality requirements.)	Purpose for which the funds were loaned or granted	Are there contractual requirements specifying the purposes for which the funds may be used?	Repayment date, if the funds are for a loan	Interest rate of loan	Current outstanding loan balance
1	Loan (LMIHF)	\$ 20,000.00	4/21/2004		FTHB Downpayment Assistance	Yes	10-yr forgivable on 4/22/2014	principal + % appreciation @ default/sale	\$ 20,000.00
2	Loan (LMIHF)	\$ 23,108.22	5/20/2008		Rehabilitation Loan	Yes	20-yr deferred 5/20/2028	3%	\$ 23,108.22
3	Loan (LMIHF)	\$ 20,000.00	7/21/2004		FTHB Downpayment Assistance	Yes	10-yr forgivable on 7/22/2014	principal + % appreciation @ default/sale	\$ 20,000.00
4	Loan (LMIHF)	\$ 27,148.13	11/30/1993		Rehabilitation Loan	Yes	20-yr deferred 11/30/2013	3%	\$ 27,148.13
5	Loan (LMIHF)	\$ 15,000.00	8/30/2002		FTHB Downpayment Assistance	Yes	10-yr forgivable on 8/31/12	principal + % appreciation @ default/sale	\$ 15,000.00
6	Loan (LMIHF)	\$ 23,197.25	7/21/2006		Rehabilitation Loan	Yes	20-yr deferred 7/21/2026	3%	\$ 23,197.25
7	Loan (LMIHF)	\$ 18,000.00	10/22/2003		Rehabilitation Loan	Yes	10-yr deferred/forgivable 10/22/2013	5%	\$ 18,000.00
8	Loan (LMIHF)	\$ 35,000.00	12/24/2001		Rehabilitation Loan	Yes	15-yr deferred/forgivable 12/24/2016	5%	\$ 35,000.00
9	Loan (LMIHF)	\$ 20,438.25	2/21/2007		Rehabilitation Loan	Yes	20-yr deferred 2/21/2027	3%	\$ 20,438.25
10	Loan (LMIHF)	\$ 21,130.10	10/31/2003		Rehabilitation Loan	Yes	10-yr deferred/forgivable 10/31/2013	5%	\$ 21,130.10
11	Loan (LMIHF)	\$ 17,635.05	12/10/2002		Rehabilitation Loan	Yes	10-yr deferred/forgivable 12/10/2012	5%	\$ 17,635.05
12	Loan (LMIHF)	\$ 13,117.00	7/18/2005		Rehabilitation Loan	Yes	10-yr deferred/forgivable 7/18/2015	3%	\$ 13,117.00
13	Loan (LMIHF)	\$ 16,285.00	17/17/2006		Rehabilitation Loan	Yes	20-yr deferred 7/17/2026	3%	\$ 16,285.00
14	Loan (LMIHF)	\$ 19,980.00	10/8/2002		Rehabilitation Loan	Yes	15-yr deferred/forgivable 10/8/2017	5%	\$ 19,980.00
15	Loan (LMIHF)	\$ 12,500.00	8/13/2009		Rehabilitation Loan	Yes	20-yr deferred 8/13/2029	3%	\$ 12,500.00
16	Loan (LMIHF)	\$ 10,073.61	9/30/2009		Rehabilitation Loan	Yes	20-yr deferred 9/30/2029	3%	\$ 10,073.61
17	Loan (LMIHF)	\$ 21,135.61	11/21/2008		Rehabilitation Loan	Yes	20-yr deferred 11/21/2028	3%	\$ 21,135.61
18	Loan (LMIHF)	\$ 15,506.10	2/20/2004		Rehabilitation Loan	Yes	10-yr deferred/forgivable 2/20/2014	5%	\$ 15,506.10
19	Loan (LMIHF)	\$ 24,990.25	8/18/2004		Rehabilitation Loan	Yes	10-yr deferred/forgivable 8/18/2014	5%	\$ 24,990.25
20	Loan (LMIHF)	\$ 20,000.00	12/5/2003		FTHB Downpayment Assistance	Yes	10-yr forgivable 12/6/2013	principal + % appreciation @ default/sale	\$ 20,000.00
21	Loan (LMIHF)	\$ 15,000.00	3/16/2005		FTHB Downpayment Assistance	Yes	10-yr forgivable 3/17/2015	principal + % appreciation @ default/sale	\$ 15,000.00
22	Loan (LMIHF)	\$ 23,157.25	1/10/2008		Rehabilitation Loan	Yes	20-yr deferred 1/10/2028	3%	\$ 23,157.25
23	Loan (LMIHF)	\$ 23,810.45	7/24/2006		Rehabilitation Loan	Yes	20-yr deferred 7/24/2026	3%	\$ 23,810.45
24	Loan (LMIHF)	\$ 22,362.25	5/21/2008		Rehabilitation Loan	Yes	20-yr deferred 5/21/2028	3%	\$ 22,362.25
25	Loan (LMIHF)	\$ 21,160.61	8/27/2008		Rehabilitation Loan	Yes	20-yr deferred 8/27/2028	3%	\$ 21,160.61
26	Loan (LMIHF)	\$ 24,000.00	7/15/2008		Rehabilitation Loan	Yes	20-yr deferred 7/15/2028	3%	\$ 24,000.00
27	Loan (LMIHF)	\$ 20,000.00	10/20/2003		FTHB Downpayment Assistance	Yes	10-yr forgivable 10/21/2013	principal + % appreciation @ default/sale	\$ 20,000.00
28	Loan (LMIHF)	\$ 22,025.25	5/9/2007		Rehabilitation Loan	Yes	20-yr deferred 5-9-2027	3%	\$ 22,025.25
29	Loan (LMIHF)	\$ 12,086.00	10/11/2002		Rehabilitation Loan	Yes	15-yr deferred/forgivable 10/11/2017	5%	\$ 12,086.00
30	Loan (LMIHF)	\$ 45,626.00	5/1/2002		Rehabilitation Loan	Yes	15-yr amortized/beg. 6-1-2002	5%	\$ 17,110.39
31	Loan (LMIHF)	\$ 20,000.00	2/27/2004		FTHB Downpayment Assistance	Yes	10-yr forgivable 2/28/2014	principal + % appreciation @ default/sale	\$ 20,000.00
32	Loan (LMIHF)	\$ 12,735.00	12/8/2005		Rehabilitation Loan	Yes	10-yr deferred/forgivable 12/8/2015	3%	\$ 12,735.00
33	Loan (LMIHF)	\$ 6,440.05	12/31/2003		Rehabilitation Loan	Yes	10-yr deferred/forgivable 12/31/2013	5%	\$ 6,440.05
34	Loan (LMIHF)	\$ 24,486.15	5/22/2009		Rehabilitation Loan	Yes	20-yr deferred 5/22/2029	3%	\$ 24,486.15

35	Loan (LMIHF)	\$ 24,860.05	2/5/2004		Rehabilitation Loan	Yes	10-yr deferred/forgivable 2/5/2014	5%	\$ 24,860.05
36	Loan (LMIHF)	\$ 24,980.10	11/17/2003		Rehabilitation Loan	Yes	10-yr deferred/forgivable 11/17/2013	5%	\$ 24,980.10
37	Loan (LMIHF)	\$ 11,720.00	12/8/2005		Rehabilitation Loan	Yes	10-yr deferred/forgivable 12/8/2015	3%	\$ 11,720.00
38	Loan (LMIHF)	\$ 23,988.17	4/30/2009		Rehabilitation Loan	Yes	20-yr deferred 4/30/2029	3%	\$ 23,988.17
39	Loan (LMIHF)	\$ 1,675,000.00	5/23/2006	Vida Nueva Partners, L.P. (Vida Nueva Apartments, 705 Rohnert Park Exp.)	Commission Assistance for acquisition, pre-development and development of property.	Yes	55-yr deferred 1/30/60	1%	\$ 1,762,626.31
40	Loan (LMIHF)	\$ 260,000.00	9/1/1993	Burbank Housing Development Corporation (Santa Alicia Gardens, 120 Santa Alicia Drive)	Commission Assistance for pre-development and development of property.	Yes	30-yr deferred 9/1/2023	3%	\$ 406,900.00
41	Loan (LMIHF)	\$ 1,200,000.00	12/12/2007	Rainbow-Copeland Creek, LLC (Copeland Creek Apartments, 101 Enterprise Drive)	Commission Assistance for substantial rehab/maintenance of property	Yes	55-yr deferred 6/30/2062	1%	\$ 1,254,476.71
42	Loan (LMIHF)	\$ 611,000.00	12/24/1996	Murifield Apartments (712 Laguna Drive)	Commission Assistance for pre-development and development of property.	Yes	40-yr deferred 4/1/2037	6%	\$ 1,124,240.00
43	Loan (LMIHF)	\$ 390,000.00	8/23/1991	Tower 2 Apartments, L.P., formerly Burbank Housing Development Corporation (Tower Apartments, 781 E. Cotati Ave.)	Commission Assistance for purchase and development of property.	Yes	30-yr deferred 8/23/2021	8%	\$ 1,040,000.00
44	Loan (LMIHF)	\$ 4,015,000.00	9/29/2005	Arbors Rohnert Park, L.P., formerly Burbank Housing Development Corporation (The Arbors, 450 City Hall Drive)	Commission Assistance for purchase, pre-development and development of property.	Yes	55-yr deferred 1/18/2061	2%	\$ 4,547,953.92
45	Loan (CalHome)	\$ 24,000.00	1/1/2010		Rehabilitation Loan	Yes	30-yr deferred 1/1/2040	3%	\$ 24,000.00
46	Loan (CalHome)	\$ 23,562.15	2/1/2010		Rehabilitation Loan	Yes	30-yr deferred 2/1/2040	3%	\$ 23,562.15
47	Loan (CalHome)	\$ 23,895.15	8/31/2009		Rehabilitation Loan	Yes	30-yr deferred 8/31/2039	3%	\$ 23,895.15
48	Loan (CalHome)	\$ 23,582.15	2/1/2010		Rehabilitation Loan	Yes	30-yr deferred 2/1/2040	3%	\$ 23,582.15
49	Loan (CalHome)	\$ 10,831.15	6/17/2010		Rehabilitation Loan	Yes	30-yr Deferred 6/17/2040	3%	\$ 10,831.15
50	Loan (CalHome)	\$ 20,412.45	12/14/2010		Rehabilitation Loan	Yes	30-yr Deferred 12/14/2040	3%	\$ 20,412.45
51	Loan (CalHome)	\$ 23,647.25	3/1/2010		Rehabilitation Loan	Yes	30-yr Deferred 3/1/2040	3%	\$ 23,647.25
52	Loan (CalHome)	\$ 18,202.25	2/9/2009		Rehabilitation Loan	Yes	30-yr Deferred 2/9/2039	3%	\$ 18,202.25
53	Loan (CalHome)	\$ 20,499.61	5/12/2009		Rehabilitation Loan	Yes	30-yr Deferred 5/12/2039	3%	\$ 20,499.61
54	Loan (CalHome)	\$ 22,789.25	7/1/2010		Rehabilitation Loan	Yes	30-yr Deferred 6/16/2040	3%	\$ 22,789.25
55	Loan (CalHome)	\$ 24,000.00	1/22/2010		Rehabilitation Loan	Yes	30-yr Deferred 1/22/2040	3%	\$ 24,000.00
56	Loan (CalHome)	\$ 21,722.25	7/30/2010		Rehabilitation Loan	Yes	30-yr Deferred 7/30/2040	3%	\$ 21,722.25
57	Loan (CalHome)	\$ 23,295.61	5/27/2009		Rehabilitation Loan	Yes	30-yr Deferred 5/27/2039	3%	\$ 23,295.61
58	Loan (CalHome)	\$ 23,791.45	7/9/2010		Rehabilitation Loan	Yes	30-yr Deferred 7/9/2040	3%	\$ 23,791.45
59	Loan (CalHome)	\$ 28,824.25	4/29/2010		Rehabilitation Loan	Yes	30-yr Deferred 4/29/2040	3%	\$ 28,824.25
60	Loan (CalHome)	\$ 15,557.25	6/1/2011		Rehabilitation Loan	Yes	30-yr Deferred 6/1/2041	3%	\$ 15,557.25
61	Loan (CalHome)	\$ 20,928.15	7/10/2009		Rehabilitation Loan	Yes	30-yr Deferred 7/10/2039	3%	\$ 20,928.15
62	Loan (CalHome)	\$ 23,910.00	1/10/2010		Rehabilitation Loan	Yes	30-yr Deferred 1/1/2040	3%	\$ 23,910.00
63	Loan (CalHome)	\$ 16,486.45	9/1/2010		Rehabilitation Loan	Yes	30-yr Deferred 9/1/2040	3%	\$ 16,486.45
64	Loan (CalHome)	\$ 24,003.90	4/1/2011		Rehabilitation Loan	Yes	30-yr Deferred 4/1/2041	3%	\$ 24,003.90
65	Loan (CalHome)	\$ 23,110.41	3/18/2009		Rehabilitation Loan	Yes	30-yr Deferred 3/18/2039	3%	\$ 23,110.41
66	Loan (CalHome)	\$ 22,061.15	3/9/2010		Rehabilitation Loan	Yes	30-yr Deferred 3/9/2040	3%	\$ 22,061.15
67	Loan (CDBG)	\$ 23,605.00	2/2/2011		Rehabilitation Loan	Yes	30-yr deferred 2/2/2041	3%	\$ 23,605.00
↓ Covenants only ↓									
69	Prior Loan (paid off)			Magnolia Townhomes (6920 Commerce Dr.)	Covenants Only	Yes	55 years expiring 5/4/2061		
70	Alternative Equivalent Action			Redwood Creek Apartments (600 Rohnert Park Exp.)	Covenants Only	Yes	30 years expiring 12/31/2035		
71	Inclusionary Housing Ordinance			Park Gardens (1400 E. Cotati Ave.)	Covenants Only	Yes	30 years expiring on 2/9/2038		
72	Prior ABAG bond issuance and tax credit project			Edgewood Apartments (559 - 711 Laguna Drive)	Covenants Only	Yes	30 years as required by CDLAC - no monitoring req AB 987 Database only		
73	Ground lease/financial assistance/affordability covenant/subsequent sale with restated covenants (City Agmt)			Oak View of Sonoma Hills (1350 Oakview Circle)	Covenants Only	Yes	20 years commencing on 11/24/1998 and expiring on 11/24/2028		
74	Inclusionary Housing Ordinance			Centerville (City Center Drive)	Covenants Only	Yes	30 years commencing on sales of income restricted units		

Rohnert Park Housing Assets



**PROPOSED TRANSFER
TO SONOMA COUNTY CDC**



August 13, 2013

Dissolution of Redevelopment



- ABx1 26 dissolved RDAs on 2/1/2012.
- Local jurisdictions decided whether to retain affordable housing functions.
- Unilateral decisions resulted in designation of some local housing authorities as “housing successor entities”.



Housing Successor Entity



- CDC is Housing Successor for Sebastopol & Sonoma.
- On 2/1/12, received housing assets including:
 - 145 notes receivable for affordable housing loans.
 - SERAF note receivable from Sonoma.
 - Affordability restrictions covering over 200 units.
 - 34-unit apartment complex in Sonoma.
 - 2 vacant parcels in Sonoma.
 - 2 single-family homes in Sebastopol.



Rohnert Park Housing Assets



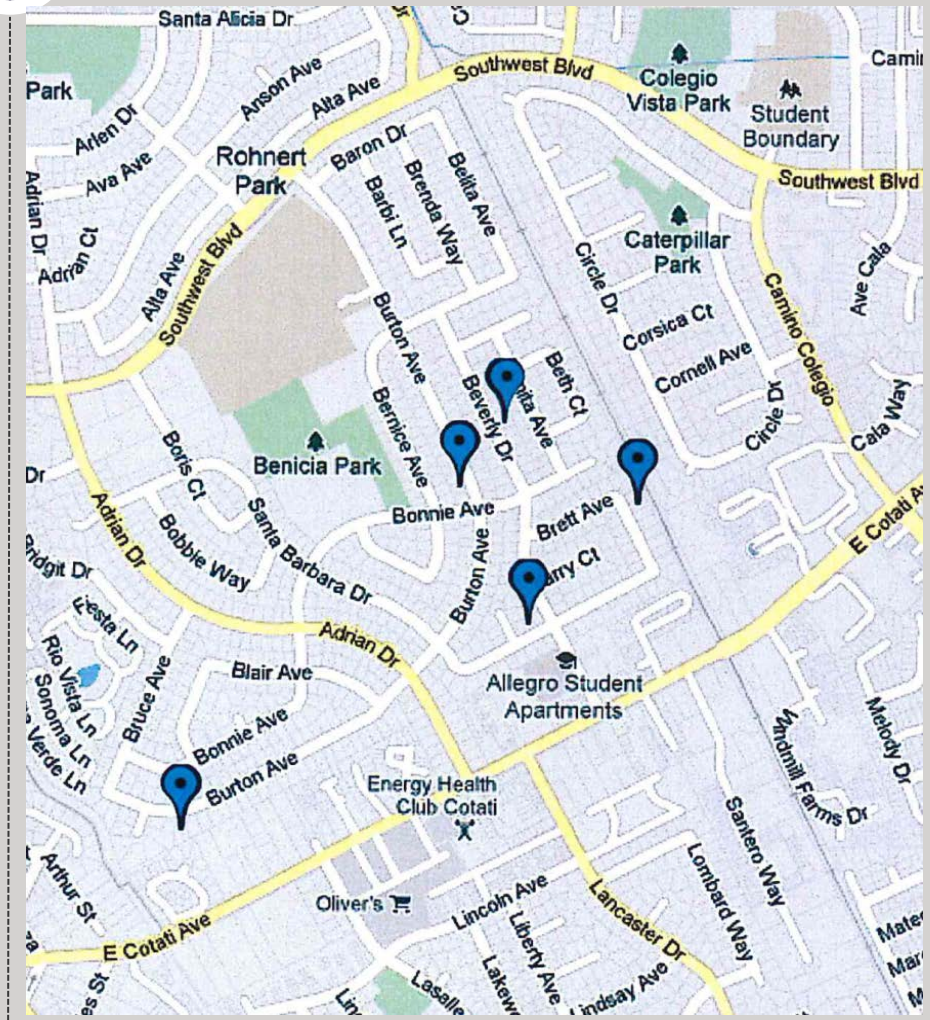
Former Rohnert Park redevelopment housing assets proposed for voluntary transfer to CDC:

- **67 notes receivable for loans totaling \$11 million to assist affordable housing development, preservation, and acquisition.**
- **Affordability covenants covering 494 rental units and 6 ownership units.**
- **5 single family homes located in the City's "B Section".**



Five Single-Family Properties

- 7668 Beverly Dr
3 bdrm/2 bath \$295-\$315K
- 746 Brett Ave
4 bdrm/2 bath \$295-\$310K
- 309 Burton Ave
4 bdrm/2 bath \$330-\$340K
- 7783 Burton Ave
4 bdrm/2 bath \$310-\$330K
- 7982 Santa Barbara Dr
4 bdrm/2 bath \$330-\$345K



COTS Integrity Houses



- COTS operated 5 Rohnert Park houses as transitional housing for homeless people until 12/31/12.
- City terminated operating funds upon loss of RDA and In-Lieu fees.
- COTS proposed Integrity House model.
 - Permanent supportive housing for single adults.
 - No operating subsidies required.
 - Expected to yield net rent stream of \$40,000 annually.



Alternatives



- If Integrity House cash flow not sufficient to cover costs, CDC staff could terminate COTS Agreement.
- One or more of the houses could be converted to a single-family rental at restricted rent affordable to lower-income households.



- One or more of the houses could be liquidated.

Due Diligence



- **Reports to be completed at City's expense:**
 - Title reports
 - Full real estate appraisals
 - Phase II environmental studies
- **CDC staff to confirm if houses likely to yield sufficient cash flow to cover management and maintenance costs.**



Letter of Intent



- **Letter of Intent between Rohnert Park and CDC**
 - Assures City that CDC will accept transfer if reports confirm financial feasibility.
 - Induces City to pay for due diligence reports.
 - Details general terms of Assignment and Assumption Agreement.





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 of Sonoma County

Board Agenda Date: August 13, 2013

Vote Requirement: 4/5

Department or Agency Name(s): Department of Health Services

Staff Name and Phone Number:

Rita Scardaci, 565-4700

Supervisorial District(s):

Countywide

Title: Animal Care and Control and Animal Services Workgroup Update

Recommended Actions:

Accept Animal Care and Control update and approve recommendations in the report titled *Sonoma County Animal Services Action Plan*.

Adopt a Personnel Resolution effective August 13, 2013 adding two (2.0 FTE) Animal Control Officer II positions and two (2.0 FTE) Animal Care Assistant positions - to the Department of Health Services' allocation list.

Executive Summary:

This item requests the Board accept an update on Sonoma County Animal Care and Control (ACC) as directed by the Board in August 2012, including progress on development of financial resources for implementation of best practices; receive a report from the Sonoma County Animal Services Workgroup and approve recommendations within the report; and approve the addition of four full-time positions and other actions to continue system improvements and associated increased funding.

Animal Care and Control Update

Progress on best practices and system improvement

In August 2012 the Board directed the Department to identify financial and other resources necessary to implement best practices, address system limitations, and improve outcomes within ACC. In the twelve months since August 2012, ACC has made significant progress in implementing many of the 15 best practices identified in the prior report to the Board; *Sonoma County Animal Care and Control Services – Governance Model Review and Best Practices*. Progress and next steps on these best practices (BP) include:

- **BP#1: Public Relations and BP#6: Improve Communication Tools:** Launch of an ACC Facebook page, ACC Community Outreach meetings, development of an ACC Communications and Outreach Plan for FY 13-14, and creation of a new Communications and Outreach position at ACC.

- BP #2: Implement Asilomar Accords: Redefinition of ACC intake and outcome processes to align with the Asilomar Accord statistical reporting guidelines. Final testing of new data collection processes was completed in July 2013, allowing official migration to the Asilomar reporting methods in August 2013.
- BP #3: Comprehensive Adoption Program: As one part of an expanded adoption program, ACC launched a historic “Adoption Agreement” with Sonoma Humane Society (SHS). Based on a time-tested model implemented 19 years ago this month in San Francisco, the Adoption Agreement formalizes and streamlines the process of transferring treatable animals and animals that can be rehabilitated from ACC to the Sonoma Humane Society. The agreement aims to increase animal adoptions and save lives. ACC also offered mobile adoption services in new locations, including at the Saturday farmers market at Wells Fargo Center and at the Santa Rosa Plaza.
- BP#4: Enhanced Licensing Program: Enhanced Licensing Program developed for FY 13-14 that will include: online licensing, new fee structure to incentivize animal spay/neuter, enhanced community education and enforcement, and possibly a time-limited amnesty for those with past due fees and penalties to encourage greater compliance.
- BP#5: Public Spay/Neuter Program: Launched the “love me fix me” low-cost, targeted mobile spay/neuter program. With a goal of spaying or neutering 2,400 dogs and cats in 2013, the mobile spay/neuter van hosts low-cost clinics approximately 3 times per week in underserved geographic areas with statistically high rates of litter surrenders. Between January and the end of June 2013, “love me fix me” provided sterilization surgeries to 1,073 dogs and 150 cats - a total of 1,223 animals. The program is on target to meet its first-year goal of 2,400. In addition, the Department brought to your Board today a Memorandum of Understanding with the Sonoma Humane Society to provide love me fix me spay/neuter services at the Sonoma Humane Society veterinary clinic.
- BP#6: Improve Communication Tools: See BP#1 above.
- BP#7: Proactive Redemption: In Fall 2013, Department and ACC will begin work with other animal services providers in the county to explore the development of shared data systems that allow Sonoma County residents to more easily search for, locate, and reconnect with their lost animals (see recommendation on shared data systems in the Animal Services Workgroup update below).
- BP#8: Senior for Senior Adoption Program: In partnership with the Paws for Love Foundation, ACC launched an innovative new adoption program that matches senior citizens age 55 and older with shelter dogs or cats age six years and older. The Paws for Love Foundation underwrites the adoption fee in order to remove that barrier to adoption.
- BP#9: Trap Neuter Return Programs: In partnership with Forgotten Felines and SHS, ACC began planning for a local collaborative effort to reduce the feral cat population in Sonoma County by promoting the sterilization of feral cats and return of these cats to their previous locations in the community (also known as Trap, Neuter, and Return (TNR)). The local program, known as Community Cats, will help educate community members about steps they can take to identify, sterilize, return and then support feral cats as a natural part of a community ecosystem. With sustained efforts, TNR has been shown to reduce the long-term population of feral cats in the community.
- BP#10: Foster Programs: An expanded foster program is being developed as part of the volunteer program enhancements described below.

- **BP#11: Rescue Program:** ACC operates a Recognized Animal Placement Partners (RAPP) program to help find homes for animals with specific medical or behavior issues or who otherwise would benefit from leaving the shelter environment, or are at risk of euthanasia. ACC staff is now working with the Interim Director to improve the overall efficiency and effectiveness of this program. In addition, ACC has implemented more frequent and timely communications with RAPPs and will be further reviewing and improving communications with RAPPs this Fall.
- **BP#12: Pet Retention Programs:** ACC is currently working to update its website with information on pet-friendly rentals in Sonoma County.
- **BP#13: Volunteer Program:** An evaluation of ACC's volunteer program is in process. Its recommendations will inform program enhancements to create greater focus on best practices and the strategic priorities identified in the *Sonoma County Animal Services Action Plan*.
- **BP#14: Behavior Assessment:** In collaboration with SHS, worked with a contracted animal behavior specialist to develop an improved behavior assessment protocol. Funding for an animal care behaviorist approved in the FY 13-14 budget. A request for proposals (RFP) for these services will be released in the first quarter of FY 13-14.
- **BP#15: Humane Education:** As part of its new Communications and Outreach effort, ACC is working with animal services partners and community volunteers to develop key public education messages and materials about responsible pet ownership. Priority focus areas include encouraging pet owners to get their animals licensed and spayed or neutered, and promoting adoption of shelter animals.

System limitations prioritized to address in FY 13-14

While ACC has made much progress in implementing best practices and addressing areas for improvement identified in the 2006 Citygate Management Review and the 2008-2009 Grand Jury Report, several critical system limitations are required to stabilize and improve operations at ACC. The Department has prioritized the following two issues to be addressed during FY 13-14: 1) need for additional field services by Animal Control Officers (ACO) and a dedicated dispatcher, and 2) need to eliminate inmate labor in the shelter.

Additional ACC Field Services.

The Citygate report recommended that an agency with the service area and population of Sonoma County have a minimum of 13 Animal Control Officers (ACO) and a dedicated dispatcher. The Grand Jury report also recommended a dedicated dispatcher to effectively transmit information needed to protect officer safety and assure necessary backup to the officers in the field. Currently ACC has 11 ACOs to cover 8 defined beat areas 24/7 and does not have a dedicated dispatcher. On a daily basis some officers must work two beats and sometimes must work three. Covering such a large service area requires officers to spend a significant amount of time traveling in response to calls. The result has been slow response to calls for service, complaints about slow response, difficulty keeping up with paperwork and filing reports, little flexibility in coverage to deal with backup, vacations, injury, and ultimately staff turnover. To address these chronic staff deficiencies, and in consultation with County Human Resources, the Department requests adding two ACO positions. This will enable ACC to have one additional officer in the field and one officer assigned to dispatch. This will improve staff coverage, decrease response times, and improve communication and public service. The FY 13-14 salary and benefits costs for 2.0 FTE

ACO II positions for a six-month period is \$83,900 with an ongoing annual cost of \$167,700. Additional one-time costs associated with the addition of the ACO positions in FY 13-14 include equipment expenses of \$9,200.

Inmate Labor at ACC.

The Citygate and Grand Jury reports also recommended ACC eliminate the use of inmate labor in the shelter for daily animal feeding and sanitation. While initially thought to be a way to leverage assistance for basic kenneling functions and possibly provide some benefit to the inmates, use of inmate labor has created additional work for ACC staff. The inmates' lack of interest or knowledge in shelter operations and best practices creates a significant burden on staff to supervise and direct their work. As a result of constant turnover in inmate labor, daily re-training is needed and there is little evidence that this arrangement serves to build appreciable work skills for the inmates. Poor work performance by the inmates has led to incidents of illness and injury to both shelter animals and staff. Further, there continues to be significant safety concerns expressed by staff and volunteers throughout the facility related to the presence of inmate workers. These risks include having a staff member transporting inmates to and from North County Detention Center, and incidents at the shelter concerning contraband and physical altercations, which present safety and security risks.

In May 2013 a Security Risk Assessment conducted for Sonoma County Risk Management by EORM Environmental, Health, Safety and Sustainability Consulting repeated previous concerns about the risks of inmate labor. In reviewing the issue, the Department has determined that any benefits from use of inmate labor do not outweigh the risks. The Department requests Board approval to add 2.0 FTE Animal Care Assistants (ACAs) and to begin the process of phasing out the use of inmate labor. The Department also plans to employ two extra-help staff to aid in the transition until it is determined exactly how many full-time staff are needed to replace the inmate labor, once efficiencies of having permanent staffing are determined. In addition to basic sanitation and animal care, additional ACAs in the shelter can provide assistance to ACOs with intake procedures for impounded animals. This will allow ACOs to return to the field more promptly after impounding an animal, thereby also improving field coverage and response. Depending on shelter animal census and workload, the additional ACAs will be able to provide additional services that inmates and volunteers can not including exercise for dogs in the stray area. The FY 13-14 costs for 2.0 FTE ACAs and 2 extra-help ACAs for a six-month period is \$102,100, with an ongoing annual cost of \$204,200. The Department intends to continue the process of phasing out inmate labor with a goal of adding and/or converting extra-help positions to permanent positions as appropriate.

System limitations and deficiencies to be addressed in future reports include: long-term facility needs; operational, equipment, and facility needs for animal brain removal; hours of operation at the shelter and ACC office.

Fiscal Summary of Proposed System Improvements

Table 1 below provides the Board with an overview of the costs and revenues for the ACC system improvements proposed above. For a six month period in FY 13-14 the Department projects a General Fund contribution of \$83,200 which represents approximately 43 percent of total costs. Beginning in FY 14-15 total costs for the proposed ACC system improvements equals \$371,900 with a General Fund contribution of \$90,700, or 24 percent of total costs. In FY 15-16 the proposed General Fund

contribution decreases further to \$55,700, representing 15 percent of total system improvement costs. Other sources of revenue include increased fundraising/donations, increased license fees related to improved compliance and Santa Rosa contract fees.

Costs	FY 13-14 (6 months)	FY 14-15 (Full Year)	FY 15-16 (Full Year)
ACO II (2.0 FTE)	\$83,900	\$167,700	\$167,700
Equipment	\$9,200	\$0	\$0
ACA (2.0 FTE)	\$62,100	\$124,200	\$124,200
ACA Extra-help (1.0 EH=\$40k)	\$40,000	\$80,000	\$80,000
Total Costs	\$195,200	\$371,900	\$371,900
Revenues	FY 13-14 (6 months)	FY 14-15 (Full Year)	FY 15-16 (Full Year)
Fundraising/Donations	\$15,000	\$30,000	\$30,000
License Fees (increased compliance)	\$15,000	\$95,000	\$130,000
City of Santa Rosa Contract	\$82,000	\$156,200	\$156,200
Increased General Fund Requested	\$83,200	\$90,700	\$55,700
Total Revenue	\$195,200	\$371,900	\$371,900

City of Healdsburg Animal Care and Control Service Needs

Building on best practice accomplishments and the system improvements requested today, ACC has assessed the feasibility of expanding its services to the City of Healdsburg. On June 25, 2013 the Board approved a contract modification with the City of Healdsburg, expanding the scope of work to include comprehensive animal care and control services for a period of six to twelve months. The purpose of this short-term expanded agreement was to allow the City to continue to meet its animal care and control service needs following the closure of the Healdsburg Animal Shelter.

On July 2, 2013 the City of Healdsburg released a Request for Proposals (RFP) for animal care, control, and sheltering services. Department staff attended an informational meeting regarding this RFP on July 15, 2013. The Department is working with staff and partners to identify options for offering cost-effective animal services for the City of Healdsburg that meet community expectations and further the vision and goals of a more coordinated and collaborative animal services system in Sonoma County. The Department plans to submit a proposal in response to this RFP by the September 6, 2013 due date. The proposal will offer a package of services consistent with current services offered to the City of Santa Rosa and Town of Windsor, and will have a proposed budget that covers all estimated costs of providing services to the City of Healdsburg without decreasing the level of service to Santa Rosa, Windsor, or unincorporated areas of the County.

Animal Services Workgroup

On August 21, 2012 the Sonoma County Board of Supervisors directed the Department to work with cities, partners, and other interested organizations to develop *a governance model that delivers the*

high-quality, cost-efficient animal care and control services for Sonoma County. In November 2012, the Department convened a Sonoma County Animal Services Workgroup with representatives from the County of Sonoma and each of the nine cities in Sonoma County.

The Animal Services Workgroup met monthly from November 2012 through July 2013. The group reviewed existing data and identified draft goals and objectives for a Countywide system of animal services. The workgroup then conducted a public input process during March, April, and early May 2013 to receive feedback on the draft goals and to identify opportunities for collaboration. This public input process included a series of six community meetings in various parts of the County, one meeting of animal services providers, and an online survey. After reviewing public input, the Animal Services Workgroup refined the goals and objectives and identified first steps for collective action.

The attached *Sonoma County Animal Services Action Plan*, developed by the Animal Services Workgroup and presented to the Board today, contains the following four recommendations:

1. **Continue to develop and formalize a Countywide Animal Services committee, alliance, or network to support ongoing collaboration and guide implementation of shared services.** Significant opportunities exist to increase efficiencies through collaboration and shared services. Before considering any significant long-term change to the existing animal services governance structures in the county, the workgroup identified the need to build relationships and trust among the many jurisdictions and animal services providers in Sonoma County. Key objectives are to: build relationships and trust; guide implementation of the Animal Services Action Plan; and identify and guide implementation of shared services.
2. **Develop and implement a coordinated communication, marketing, education, and outreach plan for Sonoma County animal services.** Key objectives are to: develop consistency in key messages; set communication priorities and deploy resources to maximize impact; and align communication efforts of the many animal services providers in the County.
3. **Develop and implement a plan for consumer friendly and accessible shared data systems for functions such as licensing, finding lost animals, finding adoptable animals, tracking dangerous dogs, and tracking system performance.** Key objectives are to: improve public access to information and resources; build data systems that promote data sharing and access by system partners; and establish shared system metrics to track countywide performance.
4. **Review local animal ordinances and identify opportunities for increasing consistency and effectiveness across jurisdictions.** Key objectives are to: improve consistency in animal care and control standards and response to calls for service across jurisdictions; and promote cross-jurisdictional collaboration and shared services.

Starting in August 2013, the Animal Services Workgroup expanded to include the following animal services organizations identified by the workgroup as key system partners: Sonoma Humane Society, Pets Lifeline, Forgotten Felines, Kings Kastle/Green Dog Rescue, and Compassion Without Borders. This new group, now called the "Sonoma County Animal Services Partnership," will guide and support implementation of the Animal Services Action Plan, and its four recommendations above, and take action on identified opportunities for shared services and system improvements. Four initial workgroups have been identified (Communications, Shared Data Systems, Countywide Spay Neuter, and Animal Ordinance Review). With support from a facilitator and Department staff, workgroups will develop work

plans in August and September and will invite participation of subject-matter experts and interested community members. In late Spring 2014, the Animal Services Partnership will update the Board on its progress made during FY 13-14, evaluate its effectiveness and accomplishments, and develop recommendations on its continued role.

The Department will continue to work closely with the CAO, County Counsel, and partners to develop the resources needed to support the Animal Services Partnership. As a County initiated and led initiative, the Department recommends, and the Workgroup requested, the County continue to provide facilitation services for the group which proved helpful over the past year with the Workgroup. Over the past year, the Department allocated approximately \$20,000 through facilitation contracts. In August 2013, the Department will release a Request for Proposal for consultant to facilitate the ongoing work of the ongoing Animal Services Partnership to support the committee and the development of agreements for shared services or governance. Increased General Fund support for the consultant services agreement will be requested and appropriated through the first quarter consolidated budget adjustments process. The Department is prepared this fiscal year to provide additional staff support as needed without increased General Funds to help maintain the “backbone” for the collaborative effort and to participate in regular meetings and workgroup meetings. The Department expects that the other organizations participating in the Animal Services Partnership will also contribute staff and resources to the collaborative effort.

Prior Board Actions:

On August 17, 2010 the Board received a report from the CAO on the ACC Division and directed staff to return in 30 days with an update and recommendation for placement of ACC in the County organization.

On September 14, 2010 the Board received a report on the ACC Division from the CAO and adopted a resolution continuing the decision to transfer ACC to the Department of Health Services (DHS) to September 28, 2010.

On September 28, 2010 the Board received a report on the budgetary and operational impacts of the transfer of ACC from the Agricultural Commissioner/Sealer to DHS and approved the transfer effective October 1, 2010.

On August 21, 2012 the Board received a report from DHS titled *Sonoma County Animal Care and Control Services – Governance Model Review and Best Practices*; reaffirmed the transfer of ACC to DHS; directed DHS to work with cities, partners, and other interested organizations to develop a local governance model; directed DHS to implement best practices; authorized DHS to work with County Counsel and CAO to identify financial resources to develop a proposed governance model; and directed DHS to identify financial and other resources needed to implement best practices.

On June 25, 2013, the Board approved a contract modification to the Healdsburg animal services contract.

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

DHS continues to work with cities, partners, and interested organizations to improve animal care and control services throughout Sonoma County and to improve outcomes for animals.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0	County General Fund	\$ 83,200
Add Appropriations Req'd.	\$ 195,200	State/Federal	\$ 0
	\$	Fees/Other	\$ 97,000
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$	Fundraising/Donations	\$ 15,000
Total Expenditure	\$ 195,200	Total Sources	\$ 195,200

Narrative Explanation of Fiscal Impacts (If Required):

Total projected FY 13-14 costs for ACC system improvements including one-time costs is \$195,200. In FY 13-14 the proposed ACC system improvements will be funded with City of Santa Rosa contract fees (\$82,000); General Fund (\$83,200); increased license fee compliance (\$15,000); and fund raising activities/donations (\$15,000). The \$195,200 will be budgeted through the first quarter Consolidated Budget Adjustment process. Beginning in FY 14-15 revenue from increased compliance with license fees will be available to contribute to these ACC system improvements.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Animal Control Officer II	\$20.47 - \$24.87	2	
Animal Care Assistant	\$13.63 - \$16.57	2	

Narrative Explanation of Staffing Impacts (If Required):

Requested staffing is intended to address the long-standing staff deficiencies identified above.

Attachments:

Sonoma County Animal Services Action Plan, Personnel Resolution

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

2006 Management Review of the County of Sonoma Animal Regulation Division, Final Report, June 2006; 2008-2009 Sonoma County Grand Jury Report and Responses

**Sonoma County
Animal Services Workgroup**

**Sonoma County
Animal Services Action Plan**

July 2013



Sonoma County Animal Services Workgroup

Name	Affiliation Represented	Title
Amy Cooper	County of Sonoma	Director, Animal Care and Control (ACC)
Bret Sackett	City of Sonoma	Chief of Police
Chris Spallino	Town of Windsor	Chief of Police
David Mickaelian	City of Healdsburg	Assistant City Manager
Ellen Bauer	County of Sonoma	Public Health Division Director
Jeff Charter	Petaluma Animal Svcs. Foundation	Executive Director
Jeff Weaver	City of Sebastopol	Police Chief
Jennifer Milligan	County of Sonoma	Administrative Analyst
Jennifer Phillips	City of Santa Rosa	Assistant City Manager
Karen Massey	City of Cloverdale	Assistant City Manager
Liz Licursi	City of Santa Rosa	Administrative Technician
Matt Jenkins	City of Healdsburg	Lieutenant, Police Department
Michael Parish	City of Cotati	Chief of Police
Mickey Zeldes	City of Rohnert Park	Supvsr., Rohnert Park Animal Shelter
Sue Davy	Petaluma Animal Svcs. Foundation	Board Member
Terri Mazzanti	City of Rohnert Park	Technical Services Division Manager
Support Staff		
Ken Meyerhoff	County of Sonoma	Department Analyst
Sandra Lupien	County of Sonoma	Program Analyst
Steve Thomas	Tickler & Thomas	Facilitator

Thanks to the following people and organizations for helping to organize and promote community outreach meetings during March, April, and May 2013 on the ASW draft goals:

March 15 th Santa Rosa	Amy Cooper and Sandra Lupien of Sonoma County ACC
March 16 th Petaluma	Jeff Charter and Sue Davy of Petaluma Animal Services, and Rooster Run Events Center
March 27 th Rohnert Park	Terri Mazzanti of Rohnert Park Public Safety, Mickey Zeldes of Rohnert Park Animal Shelter
March 28 th Windsor	Police Chief Chris Spallino, Community Services Officer Bill Mikan, the Town of Windsor
April 10 th Guerneville	Carol Singleton, Guerneville Library
April 25 th Sonoma Valley	Nancy King of Pets Lifeline, Police Chief Bret Sackett, Valley of the Moon Boys and Girls Club
May 7 th Animal Services Providers	RJ Kamprath, Mark Penn, Denise Hill, Patricia Boyd

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Overview of Animal Services Workgroup Planning Process

On August 21, 2012 the Sonoma County Board of Supervisors authorized the Department of Health Services to work with cities, partners, and other interested organizations to develop recommendations for a governance model and shared services that foster collaboration to deliver the highest quality, cost-effective animal care and control services for Sonoma County.

In November 2012, DHS convened an ad hoc Sonoma County Animal Services Workgroup with representatives of the County of Sonoma and each of the nine cities in Sonoma County to:

- Develop consensus on a common agenda, goals, and measureable outcomes for a high-performing animal care and control system for Sonoma County;
- Review existing assets and infrastructure and identify opportunities for shared services, increased efficiencies, and improved outcomes;
- Assess operational, legal, and financial impacts of various governance models and shared services; and
- Develop recommendations for a governance model and shared services for Sonoma County that fosters collaboration across multiple agencies/organizations to deliver the highest quality, cost efficient animal care and control services.

The Animal Services Workgroup met monthly from November 2012 through May 2013. The group reviewed existing data and identified draft goals and objectives for a countywide system of animal services. The workgroup then solicited significant input from the public and animal services partners during March, April and early May 2013 to hear feedback on the draft goals and to learn more about opportunities for collaboration. In February and March, ASW members had meetings with key shelter staff and rescue organizations in their communities (Sonoma Humane Society, Forgotten Felines, Pets Lifeline, Kings Kastle/Green Dog Rescue, and the full staff of Sonoma County Animal Care and Control). During March through early May, the ASW held six community outreach meetings to hear feedback on the goals and objectives. The meetings were held in Santa Rosa, Petaluma, Rohnert Park, Windsor, Guerneville, and Sonoma. Attendance ranged from 8 - 35 people. During the same period, the ASW also collected feedback through an online survey to which it received 40 responses. On May 7th, the ASW hosted a meeting to receive more in-depth feedback on the goals and objectives from nearly 50 animal services partners (shelters, rescues, advocates, fosters, veterinarians, trainers, boarders, etc.). This community outreach process uncovered a number of themes that were incorporated as revisions to the goals and objectives, most notably: a widely-stated need to build trust among animal services partners; a need for the objectives to state explicitly "reduce euthanasia;" and a need for animal laws and ordinances to be not only consistent across jurisdictions, but to also be "effective." In addition, community and stakeholder feedback indicated a clear need for the

Framework to include targets by which to track progress on the goals and objectives. After reviewing public input, the Animal Services Workgroup refined the goals and objectives and identified first steps for collective action.

This Animal Services Action Plan presents the findings and recommendations developed by Animal Services Workgroup, including:

- A “Collective Impact” approach, with a vision and guiding principles for efficient and effective animal services in Sonoma County
- Summary of key findings
- Goals and objectives that address key issues and contributing factors
- Recommended first steps for collective action

Collective Impact Approach

Throughout the cities and unincorporated areas of Sonoma County significant assets and resources are devoted to the care and control of animals, with numerous agencies and organizations providing a range of sheltering, field services, rabies control, education and outreach, and other services. The Animal Services Workgroup recognized the great potential to improve outcomes and achieve efficiencies through the creation of a more collaborative and coordinated system for animal services in Sonoma County.

In developing its recommendations, the Animal Services Workgroup reviewed models of governance and collaboration presented in the *Sonoma County Animal Care and Control Services – Governance Model Review and Best Practices* report that was presented to the Sonoma County Board of Supervisors in August 2012. This report described various governance models used in other counties, such as multi-jurisdictional contracts, joint powers authorities, and other service delivery models. Before considering any significant, long-term change to the existing animal services governance structures in the county, the Workgroup identified the need to build relationships and trust among the many jurisdictions and animal services providers in Sonoma County. The group also agreed that significant opportunities exist to increase efficiencies through collaboration and shared services. To support first steps toward greater collaboration, the group developed a “Framework for Collective Impact” to:

- Facilitate the development of a common animal services vision, goals and indicators.
- Build commitment to the common vision and goals: Encourage organizations to align their work to common goals and indicators.
- Engage individuals, local government, community organizations, 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.

Vision

Sonoma County will be a safe and caring community that protects the health and well-being of all animals and people; a place where animals and people are valued, cared for, and recognized as vital parts of a healthy community.

Guiding principles

The following principles will guide the development and implementation of effective animal services in Sonoma County that will ensure public safety and support the care and protection of people and animals.

A healthy community includes healthy people, healthy animals, and healthy environments. A healthy community takes care of its natural resources and most vulnerable members, both human and animal, regardless of health, age, or condition. The mutually beneficial relationships between humans and animals enhance the quality of life in our community, offering companionship, support, and nurturing vital connections between community members.

The entire community shares responsibility for improving the health and welfare of animals in Sonoma County. Improvements in the humane and conscientious care and treatment of animals will require the commitment and involvement of animal owners and the support of all Sonoma County residents, local governments, community-based organizations, and others.

Focus limited resources where they are most likely to have impact. We must prioritize our efforts and resources on the root causes of animal-related problems and costs, where they have the greatest potential to prevent problems, improve quality of life, relieve suffering and save lives.

Promote evidence-based interventions and evaluation. We must base our services and interventions on what is proven to work. For each goal, we will create a series of benchmarks for measuring and tracking progress.

Identify adequate and sustainable resources in accordance with community expectations and values. We must identify strategies and mechanisms to efficiently provide the level of animal services that keeps pace with community expectations and demands, most notably timely response, public access to information and services, and a significant reduction in the numbers of animals euthanized.

Water Bark at Spring Lake Park 2011



Summary of Key Findings

The Animal Services Workgroup reviewed available data and information gathered from animal services stakeholders to identify key issues and the underlying contributing factors.

Key findings include:

- Nearly 485,000 people live in Sonoma County in approximately 190,000 households. It is estimated that these households include over 250,000 dogs and cats (Table 1).

Table 1: Sonoma County population and estimated animal population, by jurisdiction, 2010

Sonoma County	Population (2010 Census)	Estimated # of Households	Estimated # of Dogs	Estimated # of Cats	Estimated Total, Dogs & Cats
Cloverdale	8,618	3,277	2,072	2,336	4,408
Cotati	7,265	2,816	1,781	2,007	3,788
Healdsburg	11,254	4,063	2,569	2,896	5,466
Petaluma	57,941	22,458	14,202	16,008	30,211
Rohnert Park	40,971	15,880	10,043	11,319	21,362
Sebastopol	7,379	3,153	1,994	2,247	4,241
Sonoma	10,648	4,512	2,853	3,216	6,070
Santa Rosa	167,815	64,052	40,506	45,656	86,163
Windsor	26,801	9,675	6,118	6,896	13,015
Unincorporated	145,186	56,936	36,006	40,584	76,590
County Total	483,878	186,822	118,146	133,167	251,313

Source: U.S. Census, 2010 for population estimates; estimated numbers of dogs and cats are derived from the American Veterinarian Medical Association model for estimating the number of dogs and cats in communities based on population.

- Over 10,000 animals enter into Sonoma County shelters per year, and this number has remained fairly consistent since 2006 (Table 2).

Table 2: Total intakes, cats and dogs, all Sonoma County animal shelters, 2006-2010

Agency	2006	2007	2008	2009	2010	% of 2010 total
Sonoma County Animal Care & Control	6,696	5,482	5,100	4,996	4,764	45%
Rohnert Park Animal Shelter	1,352	1,256	1,177	1,191	1,244	12%
Petaluma Animal Shelter	1,179	1,212	956	1,358	1,175	11%
Healdsburg Animal Shelter	481	450	436	591	602	6%
Humane Society of Sonoma County	NA	1,440	1,688	1,974	2,177	21%
Pets Lifeline Animal Shelter	918	797	861	745	552	5%
County Total	10,626	10,637	10,218	10,855	10,514	100%

Source: Sonoma County Animal Care and Control database; Asilomar Accords Community Summary Reports, 2006-2010 http://www.asilomaraccords.org/participating_organizations.html#California

- The number and percent of intakes by Sonoma County Animal Care and Control that are surrendered by owners has increased in recent years (Table 3). This may be due to the recession and economic challenges faced by many Sonoma County residents.

Table 3: Intakes by Sonoma County Animal Care and Control, by reason, 2008-2011

Intake, Reason	2008		2009		2010		2011		Trend
	No.	%	No.	%	No.	%	No.	%	
Stray	3,948	74	3,601	68	3,560	64	3,412	62	↘ Decrease
Owner Surrender	987	18	1,035	20	1,291	23	1,217	22	↗ Increase
Returned Adoption	68	1	60	1	88	2	113	2	↗ Slight Increase
Confiscate	164	3	237	4	204	4	181	3	→ No Change
Foster	140	3	285	5	369	7	349	6	↗ Increase
Other	57	1	84	2	91	2	259	5	↗ Increase
Total	5,364	100	5,302	100	5,603	100	5,531	100	

Source: Sonoma County Animal Care and Control database

- Since 2006, there have been steady increases in adoptions and steady decreases in euthanasia for both dogs and cats (Table 4).

Table 4: Percent of shelter dogs and cats, by outcome, 2006-2010

Dogs	2006	2007	2008	2009	2010	Trend
Adoption	22.2%	30.5%	37.1%	40.7%	41.4%	↗ increasing
Return to Owner	46.9%	43.6%	40.2%	38.6%	33.9%	↘ decreasing
Transfer Out	5.6%	6.0%	4.8%	5.6%	9.3%	↗ increasing
Euthanize	25.4%	19.9%	17.9%	15.1%	15.2%	↘ decreasing
Cats	2006	2007	2008	2009	2010	Trend
Adoption	37.2%	47.4%	54.8%	53.8%	59.1%	↗ increasing
Return to Owner	7.5%	5.6%	6.0%	5.5%	4.0%	↘ decreasing
Transfer Out	10.1%	8.6%	6.4%	8.8%	9.2%	→ no change
Euthanize	45.2%	38.4%	32.8%	31.9%	27.7%	↘ decreasing

Source: Sonoma County Animal Care and Control database; Asilomar Accords Community Summary Reports, 2006-2010

- Compliance with dog license requirements is low and varies by jurisdiction (Table 5).

Table 5: Sonoma County dog licenses, by jurisdiction, 2012

Area	Est. Number of Dogs	Number Licensed	Estimated Percent Licensed	Licensing Agency
Cloverdale	2,072	1,564	75%	City
Cotati	1,781	650	36%	City
Healdsburg	2,569	1,206	47%	Healdsburg Animal Shelter
Petaluma	14,202	4,000	28%	Petaluma Animal Services
Rohnert Park	10,043	4,257	42%	City
Sebastopol	1,994	229	11%	City
Sonoma	2,853	1,060	37%	City
Santa Rosa	40,506	13,943	34%	Animal Care & Control
Windsor	6,118	2,756	45%	Animal Care & Control
Unincorporated	36,006	20,090	56%	Animal Care & Control
Total	118,144	45,105		

Source: Personal communications with City and Shelter staff, October 2012

- A complex and decentralized system of animal services in Sonoma County makes it challenging for residents to know where or how to access services, information about adoptable animals, lost animals, and other important resources.
- There exists both the desire and opportunities to work collaboratively across the County to optimize resources, standardize systems, increase efficiency, decrease redundancy, and improve public access to services and information.



Goals and Objectives Identified During Planning Process

To achieve the vision and address key issues identified, the Animal Services Workgroup identified four (4) high-level goals that are most likely to improve the health and well-being of animals and people in Sonoma County. For each goal, countywide objectives were developed based on effective policies and programs from other jurisdictions and from the animal services literature. For each of these goals, the ASW then identified indicators to help align community efforts and to help assess progress (see Table 6). In addition, the community outreach process helped to identify potential strategies for working toward each goal (see Appendix 1).

Goal 1: Engage entire community in efforts to promote and protect the care and welfare of animals

Objectives:

- 1.1 Establish process and structure for cross-jurisdictional collaboration
- 1.2 Increase communication and community outreach
- 1.3 Increase community volunteerism for the care and protection of animals
- 1.4 Promote the use of private donations and resources to support the care and welfare of animals beyond those resources available from public sources
- 1.5 Develop countywide system to compile and transparently report indicator data and progress toward shared goals

Goal 2: Reduce the number of stray and surrendered animals in Sonoma County

Objectives:

- 2.1 Increase sterilization of companion animals
- 2.2 Increase sterilization of stray and feral animals
- 2.3 Increase retention of animals with their caretakers

Goal 3: Increase the live release of animals in Sonoma County

Objectives:

- 3.1 Increase percent of shelter intakes adopted
- 3.2 Increase percent of intakes returned to their owners
- 3.3 Decrease percent of shelter intakes euthanized
- 3.4 Increase community capacity to house and care for stray and abandoned animals outside of shelters while waiting for adoption (e.g. with animal rescues or foster families)

Goal 4: Increase compliance with effective animal laws and ordinances

Objectives:

- 4.1 Increase awareness of laws and provide consumer-friendly information on how to comply
- 4.2 Increase consistency and effectiveness of animal ordinances across jurisdictions
- 4.3 Improve timeliness and effectiveness of response to calls for service

Indicators

To facilitate cross-sector alignment and progress toward shared goals, Table 1 below presents countywide indicators that can be tracked on an annual basis. For each indicator, the table presents baseline data (where available). Appendix 2 provides more detail on the data sources for each indicator.

Table 6: Sonoma County Countywide Goals and Potential Indicators

Goals	Potential Indicators	Baseline	Targets 2015
Engage entire community in efforts to promote and protect the care and welfare of animals	Annual number of volunteers (increase)	TBD	TBD
	Annual number of volunteer hours (increase)		
	Annual private donations to animal services system (increase)		
Reduce the number of stray and surrendered animals in Sonoma County	Intakes into Sonoma County animal shelters, total number and annual rate per 1,000 population (decrease)	10,514 21.7	8,000
	Animals surrendered by owner, total number and annual rate per 1,000 population (decrease)	TBD	
Increase the live release of animals in Sonoma County	Live release rate or save rate (increase)	85%	95%
	Adoptions of cats and dogs, total number and annual rate per 1,000 population (increase)	5,554 11.48	
	Euthanasia, total number and annual euthanasia rate per 1,000 residents (decrease)	2,936 4.9	
Increase compliance with effective animal laws and ordinances	Dog licenses in force, total number and estimated percent of dog population licensed (increase)	45,105 38%	75%
	Number of animal-related calls for service by category (decrease) <ul style="list-style-type: none"> - Stray - Dog bite - Barking - Abuse/neglect 	14,682	

Shelter intake and outcome data are from Sonoma County Animal Care and Control database and Asilomar Accords Community Summary Reports for 2010

http://www.asilomaraccords.org/participating_organizations.html#California;

Dog license and calls for service data were obtained from personal communication with city and county staff, October 2012.

Recommendations for Collaboration and Shared Services

The Animal Services Workgroup identified four (4) initial priority areas for collaboration and potential shared services:

1. Develop and formalize a countywide Animal Services committee, alliance or network to support ongoing collaboration and guide implementation of shared services and the Framework for Collective Impact; sub-committees with content area experts to develop the details of specific initiatives. Work to build trust and relationships between Sonoma County animal services providers through collaborative initiatives focused on ending euthanasia of social, health, and treatable animals in Sonoma County shelters. Initial priority areas for collaboration should include:
 - a. Low-cost spay/neuter services for companion animals
 - b. Humane alternatives for feral cats (e.g. TNR, Community Cats)
 - c. Coordinated promotion of adoptable animals
 - d. Coordinated community education, marketing and outreach
2. Develop and implement a coordinated communication, marketing, education, and outreach plan for Sonoma County animal services. Key objectives of this plan are to:
 - a. Communicate, educate, market and conduct animal services outreach as a collective
 - b. Set communication priorities and deploy existing resources to maximize impact and meet community expectations
 - c. Align the individual efforts of the many animal services providers in the county
 - d. Present a consistent, united front with important information and messages
3. Develop and implement a plan for consumer friendly and accessible shared data systems for functions such as licensing, finding lost animals, finding adoptable animals, tracking dangerous dogs, tracking system performance. Key objectives of this plan are to:
 - a. Make it easier for the public to access information and resources (e.g. how to get a license, how to find lost animals, animals available for adoption, information about ordinances by jurisdiction)
 - b. Build data systems that promote data sharing and accessibility by system partners (e.g. tracking animal ownership and dangerous animals)
 - c. Establish shared system metrics and track countywide performance
 - d. Maximize resources and individual organization efforts
4. Review local animal ordinances and identify opportunities for increasing consistency and effectiveness across jurisdictions (coordination). Key objectives are to:
 - a. Provide consistent quality response to animal care and control calls for service

- b. Ensure public safety needs are met and animals are well cared for
- c. Promote jurisdictional collaboration and pursue shared services wherever appropriate
- d. Develop a minimum quality of life/public safety standard that is applied consistently across the county as it relates to the care and control of animals

Appendix 1 – Potential Strategies for Achieving Goals

Goal/Objective	Potential Strategies
Goal 1: Engage entire community in efforts to promote and protect the care and welfare of animals	
1.1 Establish process/structure for cross-jurisdictional collaboration	<ul style="list-style-type: none"> - Convene a countywide Animal Services Committee/Coalition/Alliance to: <ul style="list-style-type: none"> ◇ Create an animal services resource map to inventory the total resources and services available throughout the County ◇ Identify and implement best practices ◇ Establish common terms and lexicon ◇ Examine system for shared services and cost reduction opportunities
1.2 Increase communication and outreach	<ul style="list-style-type: none"> - Develop and implement a public relations and outreach plan, including use of social media, to engage larger community as partners <ul style="list-style-type: none"> ◇ Choose a few priority campaigns to plan and launch collaboratively countywide - Improve communication tools <ul style="list-style-type: none"> ◇ Create a central data portal for quick access to information about adoptable animals, ordinances/compliance, volunteer opportunities, licensing, spay/neuter resources, foster opportunities
1.3 Increase volunteerism	<ul style="list-style-type: none"> - Enhanced volunteer recruitment and training - Volunteer Animal Services Corp can assist with responding to community concerns and compliance issues, adoption counseling, or other issues.
1.4 Promote private donations/resources	<ul style="list-style-type: none"> - Design and launch fundraising campaigns for specific countywide collaborative efforts (e.g. uniform countywide low-cost spay/neuter program)
Goal 2: Reduce the number of stray and surrendered animals in Sonoma County	
2.1 Increase sterilization of companion animals	<ul style="list-style-type: none"> - Targeted, low-cost spay and neuter services for all animals - Coordinated marketing and communications of low-cost spay neuter options
2.2 Increase sterilization of stray/feral animals	<ul style="list-style-type: none"> - Feral cat initiatives, such as TNR, Community Cats, Barn Cats programs
2.3 Increase retention of animals with caretakers	<ul style="list-style-type: none"> - Pet retention programs, such as mobile resource programs, pet pantry, compile list of rental housing units that allow pets - Volunteers trained to help with behavior issues (e.g. Help Desk or hotline) - Promote education and knowledge of companion animal behavior and responsible pet ownership

Goal 3: Increase the live release of animals in Sonoma County	
3.1 Increase adoptions	<ul style="list-style-type: none"> - Expanded adoption opportunities and coordination with adoption organizations, including aggressive marketing of adoptable animals - Medical and behavioral rehabilitation
3.2 Increase returns to owners	<ul style="list-style-type: none"> - Proactive outreach to reunite animals with owners - Improved, more coordinated lost and found services - Promote the practice of micro-chipping
3.3 Decrease euthanasia	<ul style="list-style-type: none"> - Streamline communications and procedures between shelters, fosters, rescues to ensure treatment/training for adoptable animals or healthy/treatable animals
3.4 Increase capacity outside of shelters	<ul style="list-style-type: none"> - Expand partnerships and coordination with animal rescue organizations - Expand capacity for foster care for animals too young, sick, recovering from injuries or not yet up to adoptions standards
Goal 4: Increase compliance with effective animal laws and ordinances	
4.1 Increase consistency/effectiveness of ordinances across jurisdictions	<ul style="list-style-type: none"> - Review local animal ordinances and identify opportunities for increasing consistency - Revise existing ordinances to address identified challenges
4.2 Increase awareness of laws and provide consumer-friendly information about how to comply.	<ul style="list-style-type: none"> - Create and publicize uniform standards of care for animals - Provide “one-stop shopping” for information and licensing - Outreach campaign to promote benefits of licensing and get more animals into the system
4.3 Improve timeliness/effectiveness of calls for service	<ul style="list-style-type: none"> - Review field services staffing and systems to improve consistency in response and outcomes across the system - Expand access to educational opportunities to raise awareness of pet owners and general population (standards of pet care, role of government, system constraints, service delivery issues around barking dog, free roaming cats, leash law, etc.)

Appendix 2 – Indicator Data Sources

Indicators	Data Sources
Annual number of volunteers	Annual data collected from shelters and other animal services partner organizations in Sonoma County
Annual number of volunteer hours	Annual data collected from shelters and other animal services partner organizations in Sonoma County
Annual private donations to animal services system	Annual data collected from shelters and other animal services partner organizations in Sonoma County
Intakes into Sonoma County animal shelters, total number (decrease)	Sum of intakes for all Sonoma County shelters Asilomar Accords Community Summary Reports http://www.asilomaraccords.org/participating_organizations.html#California
Intakes into Sonoma County animal shelters, rate per 1,000 population (decrease)	Rate = Total intakes/total county population Asilomar Accords Community Summary Reports U.S. Census for population estimates
Live release rate	Rate = All animal released alive / (All animals in shelter at beginning of reporting year + all live intakes during reporting year) Asilomar Accords Community Summary Reports
Adoptions of cats and dogs, total number and annual rate per 1,000 population (increase)	Rate = Total number of adoptions from shelters/total county population Asilomar Accords Community Summary Reports U.S. Census for population estimates
Euthanasia, total number and annual euthanasia rate per 1,000 residents (decrease)	Rate = Total number of animals euthanized at shelters/total county population Asilomar Accords Community Summary Reports U.S. Census for population estimates
Dog licenses in force, total number and estimated percent of dog population licensed	Annual data from all local jurisdictions in Sonoma County U.S. Census for population estimates Estimate number of dogs using the American Veterinarian Medical Association model for estimating the number of dogs and cats in communities
Number of animal-related calls for service for service, by category (decrease)	Annual data from all local jurisdictions in Sonoma County Identify and report standard categories across all jurisdictions (e.g. stray, bite, barking, abuse/neglect)



County of Sonoma

State of California

Date: August 13, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, amending the Department Allocation List for the Department of Health Services adding 4.00 Full-Time Equivalents.

Whereas, the Board directed the Department of Health Services to implement best practices and identify financial and other resources necessary to implement best practices, address system deficiencies, and improve outcomes for Sonoma County Animal Care and Control based on the 15 best practices identified in the August 21, 2012 report titled *Sonoma County Animal Care and Control Services – Governance Model Review and Best Practices*; and

Whereas, the 2006 Citygate Management Review of Sonoma County Animal Care and Control identified deficiencies in the staffing of field services. The report recommends an agency with the service area and population of Sonoma County should have a minimum of 13 Animal Control Officers, in addition to a dedicated dispatcher; and

Whereas, the Citygate report also recommends that Sonoma County Animal Care and Control phase out the use of inmate labor in the shelter for daily animal feeding and sanitation; and

Whereas, the Department proposes to begin the process of phasing out inmate labor by adding 2.0 FTE ACAs.

Now, Therefore, Be It Resolved that the Department Allocation List for the Department of Health Services is hereby revised as follows:

Budget Index	Job Class	Class Title	Existing Positions In Class	Change In Position Allocation	New Total Allocation For Class	Effective Date	Salary Range
164350	4301	Animal Control Officer II	11.00	2.00	13.00	8/13/13	20.47
164350	4304	Animal Care Assistant	2.00	2.00	4.00	8/13/13	13.63

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.